



SHAFTESBURY TOWN COUNCIL
General Management Committee

Minutes of the General Management Committee held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday, 29 January 2019 commencing at 7.01 pm.

Members Present:

Councillor Cook
Councillor Brown
Councillor Taylor

Officers Present:

Claire Commons, Town Clerk
Zoe Moxham, Office Administrator

In Attendance:

1 member of the public
1 member of the press

MINUTES

Public Participation

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern. The following comments were made;

- **S106** – The question was asked whether there was s.106 money available for the Silver Band Hall. *The Town Clerk confirmed that this may be possible.*
- **Bell Street Toilets** – Clarification was sought on this item. The question was asked whether the disabled cubicle was still open. *The answer was affirmative.*
- **New Councillor Publicity** – Clarification was sought on this item. *It was reported that holding 'drop in' sessions for potential new councillors is the recommended course of action from DAPTC.*
- **Future of our Highstreet** – Clarification was sought on this item. *It was reported that the Council was addressing recent Government initiative.*
- **Community Radio Plan Update** – An update was received.

G58 Apologies

Councillors Perkins and Hall due to work commitment. Councillors Lewer and Kirton due to personal commitments

G59 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose. None were declared.

G60 Minutes

G60a It was **RESOLVED** to approve the minutes of the meeting held on 23rd October 2018 as a correct record with the following amendments:

- Councillor Brown declared an interest in Item 10, Christmas Lights.
- Councillor Brown left the room after Item 9, Bell Street Toilets.
- Councillor Brown returned to the room after Item 10, Christmas lights.

The minutes were duly signed.

G61 Reports

G61a Officer report 0119GEM4 was received and noted.

G62 Payments

Officer report 0119GEM5 was received and it was **RESOLVED** to approve the payments, totalling £30,644.67

Action: Finance and Services Officer

G63 Finances – Quarter 3

G63a Officer report 0119GEM6 was received and noted.

G63b It was **RESOLVED** to write off the outstanding debt with the Task Force and note that governance improvements have been made to mitigate risk of recurrence.

Action: Finance and Services Officer

G63c It was agreed that the Town Clerk would prompt the Solicitors over the next week for an update on the fees resulting from the Judicial Review and give a report at the February General Management Meeting.

Action: Town Clerk

G64 Policies

Officer report 0119GEM7 was received and it was **RESOLVED** to adopt to following Policies:

G64a The Health and Safety Policy subject to clarification on whether 'Councillors' need to read 'The Council' (Cooperate Body) in the Management Structure.

G64b The Equality, Diversity and Human Rights Policy

G64c The Staff and Member Training Policy

G64d It was **AGREED** that any outstanding DRAFT Policies required for the Local Council Awards Scheme, would be included on the February General Management Agenda for adoption.

G64e It was **AGREED** that a portfolio would be prepared ready for the February General Management Meeting for submission of the Local Council Award.

G64f It was **AGREED** that a Councillors Skills Audit and training plan be prepared for the February General Management Meeting.

Action: Town Clerk/Office Administrator

G65 Section 106

Officer report 0119GEM8 was received and noted, the following was **RESOLVED**;

G65a That the Infrastructure Requirements document is amended to include the following projects only at this point and is adopted as the basis for the developer contribution request and subsequently reviewed quarterly to ensure that it is meeting requirements.

- Community Kitchen – Future Project
- Enhancing Community Facilities – Future Project
- White Hart Link – Future Project
- Project Belle – Future Project
- Silver Band Hall – Future Project
- Swimming Pool – Future Project
- Welcome our Visitors– Current Project
- Developing the Arts – Current Project

G65b To make s.106 requests *if* Enmore Court is approved, for the improvement of pedestrian access to the town.

Action: Town Clerk

G66 Bell Street Toilets

Officer report 0119GEM9 was received and it was **RESOLVED** that the project plan for the Public Toilets is adopted and plans for the Replacement IT, Town Hall Repairs and the Swimming Pool are received for adoption at the next meeting of the Committee

Action: Town Clerk/Business Manager

G67 Events and Dates of Note in Shaftesbury

Officer report 0119GEM10 was received and it was **RESOLVED** that the Town Council writes a letter to mark the 90th anniversary of St John's Ambulance in Shaftesbury, Fly the Flag for Pride month and hold a small ceremony at the Town Hall to mark Commonwealth Day. Details of the events to be delegated to the Town Clerk.

Action: Town Clerk

G68 Calendar of Meetings

Officer report 0119GEM11 was received and it was **RESOLVED** that the calendar or meetings is adopted in principle for the municipal year 2019/2020, for recommendation to the Annual Meeting of the Council in May 2019.

Action: Town Clerk

G69 New Councillors Publicity

Officer report 0119GEM12 was received and the following was **RESOLVED**;

G69a To hold a public information meeting on the 12th of February at 7pm and a drop-in session on 16th of February from 10 am – 2 pm, to encourage people to stand for Council in the coming election.

G69b That the Democracy Pack is approved and published on the Council's website.

G69c To delegate to the Town Clerk spending to print and distribute flyers to each SP7 household.

G69d That a press release and posters are issued.

Action: Town Clerk

G70 Future of our Highstreet

Officer report 0119GEM13 was received and it was **RESOLVED** to delegate to the Town Clerk along with the lead Councillor for the Economic Development workstream to submit an expression of interest for Shaftesbury supported by the Chamber of Commerce.

Action: Town Clerk

8.56 – Zoe Moxham left the meeting at this point

G71 Confidential Session

Officer report 0119GEM14 was received and it was **RESOLVED** that, in accordance with Section 2 of the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded during the discussion to discuss Item 14, Confidential Business, Item 15, Correspondence and Item 15, Code of Conduct, in confidential session due to commercially sensitive information. (as defined in the respective paragraph of Part 1 of Schedule 12a of Section 100a(4) of the Local Government Act 1972), and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

G72 Extension of time

It was **RESOLVED** to extend the meeting beyond two hours.

G73 Correspondence

Officer report 0119GEM15 was received and it was agreed to **RECOMMEND** to Full Council that a letter is issued drawing the matter to a close.

G74 Code of Conduct

Officer report 0119GEM16 was received and it was **RESOLVED**;

- G74a To delegate to the Clerk to write appropriate correspondence to this issue and that letter to serve as precedence for any similar occurrence.
- G74b That acts of bullying, intimidation or harassment to Councillors or Staff will not be tolerated.

There being no further business, the meeting was closed at 9.45 pm

Signed

Date

Printed on : 29/01/2019

Shaftesbury Town Council

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At : 14:04

NatWest Current A/c

List of Payments made between 01/01/2019 and 29/01/2019

<u>Date Paid</u>	<u>Pavee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2019	NDDC	Std Ord	214.00		Business Rates- Bell St Toilet
01/01/2019	NDDC	Std Ord	696.00		Rates Town Hall
01/01/2019	NDDC	Std Ord	278.00		Rates Unit 9C
01/01/2019	NDDC	Std Ord	46.00		Rates Cemetery
02/01/2019	Eon	DD	168.64		Electricity Pool
02/01/2019	Telefonica Uk Ltd	Dd	72.94		Purchase Ledger Payment
02/01/2019	Plusnet Ltd	dd	28.20		Telephone
02/01/2019	Hilary Ritchie	online681	3,500.00		Reference Project belle
04/01/2019	British Telecommunications	dD	145.44		Broadband
04/01/2019	Farnfields Solocitors	online682	753.80		Purchase Ledger Payment
08/01/2019	Crown Gas & Power (Easy Utilit	directdebi	317.59		Gas December
08/01/2019	Abbey School PTFA	013178	100.00		Mayor's Charity dona. Xmas lig
10/01/2019	British Telecommunications	DirectDebi	278.93		Broadband and Phone package
10/01/2019	Mole Countrystores	online683	105.90		Correction
11/01/2019	Hitachi Capital	Std Ord	849.20		Hitachi Capital
15/01/2019	Fuel Genie	DD.	254.22		Fuel December
15/01/2019	Walls and Floors	Debitcard	31.70		Tile samples
16/01/2019	Sage Uk Ltd	dd.	80.40		Sage Payroll
16/01/2019	DCC Pension Fund	ONLINE	4,711.52		December payment
16/01/2019	HMRC	ONLINE	5,185.77		Tax/Ni December
17/01/2019	Build Love Community Interest	online684	1,300.00		Initial payment Bell St Toilet
17/01/2019	Amazon Online Sales	debitcard	12.99		Wireless dongle
18/01/2019	Amazon Online Sales	dabitcard	7.30		Bags for wedding fair
18/01/2019	Leaflet Frog	dcard	24.00		Leaflet printing- FC
22/01/2019	Peninsula	Std Ord	210.50		Health & Safety Advisers
25/01/2019	NDDC	Std Ord	287.00		Rates Swimming Pool
29/01/2019	British Gas	online685	7.21		Standing Charge Barton Hill
29/01/2019	British Gas	online686	107.62		Electric Bell St Toilets
29/01/2019	British Gas	online687	361.84		Electric Town Hall
29/01/2019	Aqua cleaning Services	online688	193.75		Cleaning supplies
29/01/2019	Clarity Copiers Ltd	online689	82.36		Printing December
29/01/2019	EG. Coles	online690	86.28		Toothed Belt
29/01/2019	Fix a Door	online691	410.40		Repair roller shutter Unit 9c
29/01/2019	Dicks Contracting Ltd	online692	432.00		Hedgecutting
29/01/2019	Dorset County Council	online693	429.80		Refuse collection up to 31/03/
29/01/2019	Dorset Planning Consultant Ltd	online694	1,199.52		Professional Advice NHPG
29/01/2019	R & M Media Agency Ltd	online695	120.00		Advert Gillingham & Shaftesbur
29/01/2019	Hawes Arborists	online696	1,194.00		Tree works St James Park
29/01/2019	The IT Department Solutions Lt	online697	187.08		Spam/365 monthly subs
29/01/2019	Hire Standards	online698	225.94		Combi Ladder/core drill
29/01/2019	Imprint Graphics	online699	31.20		Purchase Ledger Payment
29/01/2019	Reach Publishing (BVM)	online700	234.00		Wedding Fair Advert
29/01/2019	Partnership Fire and Security	online701	108.00		Call out fault on door entry s
29/01/2019	Stannah Lift Services Ltd	online702	127.94		Annual service stair lift
29/01/2019	Travis Perkins	online703	29.16		Painting Council Chambers
29/01/2019	Lyreco	online704	2.88		Dividers
29/01/2019	Wessex Water	online705	645.23		Water Rates Bell St toilets

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At : 14:04

NatWest Current A/c

List of Payments made between 01/01/2019 and 29/01/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/01/2019	Wessex Community Assets	online706	900.00		Technical support
29/01/2019	SLCC	ONLINE707	326.00		PSLCC membership
29/01/2019	SLCC	ONLINE708	40.00		ALCC membership
29/01/2019	Amazon Online Sales	Debitcard	36.57		HDMVNetwork cable
29/01/2019	British Telecommunications	dd	93.24		line rental
29/01/2019	NDM Electrical	online709	386.40		Installation/dismantling xmas
29/01/2019	Firmsites Ltd	online710	165.00		Website 01/02-30/04
29/01/2019	Seton	online711	49.08		Safety Signage
29/01/2019	Travis Perkins	online712	121.13		Paint for Council Chamber
29/01/2019	British Gas	online713	86.52		Electric Toilets
29/01/2019	British Gas	online714	318.72		Electric Town Hall
29/01/2019	British Gas	online715	7.44		Standing Charge Barton
29/01/2019	Wessex Water	online716	567.49		Bray allotments
29/01/2019	Wessex Water	online717	18.86		Rose Garden
29/01/2019	Wessex Water	online718	73.87		Water Town Hall
29/01/2019	Wessex Water	online719	1,097.30		Water pool 24/07 to 17/01
29/01/2019	T F Plant & Tool Hire	online720	210.00		Skip Jeaneau Close
29/01/2019	Sydenhams	online721	156.80		Materials for toilets
29/01/2019	Essential Pool Supplies	online722	114.00		Alk reducer, ph minus, phospho
Total Payments			30,644.67		

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