



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, 26 February 2019 commencing at 7:00pm.

Members Present

Councillor Brown (Chair)
Councillor Cook
Councillor Lewer

Councillor Taylor (Vice-Chair)
Councillor Kirton
Councillor Perkins

Absent:

Councillor George Hall

Officers Present:

Claire Commons, Town Clerk
Brie Logan, Business Manager

In Attendance:

5 members of the public, 2 members 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 matters were raised;

- External Auditor – Clarification was sought to the layout of the report in the committee papers
- Litter – A representative of the Hilltop Litterpickers spoke in support of the Council's proposal to take part in the Great British Spring Clean
- Littledown Development – A member of the Shaftesbury Open Spaces Group spoke about the site meeting at Littledown between the developers and the Planning Officers and referred to the concerns about the proposed plans.

G75 Apologies

It was noted that Councillor Hall had sent his apologies for the start of the meeting and was due to arrive at 8pm.

G76 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose, no declarations were made.

G77 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on Tuesday, 29 January 2019 and the minutes were duly signed.

G78 Reports

Officer report 0219GEM4 was received and noted.

G79 External Audit year ending 31st March 2018

G80 Officer report 0219GEM5 was received and considered in detail. It was **RESOLVED** to submit the responses identified by the Proper Officer to the External Auditor and to include the police letter concerning a matter closed in relation to query 2.

ACTION: TOWN CLERK

G81 Interim Audit Report

Officer report 0219GEM6 was received. It was **RESOLVED** to respond to the auditor with supporting information relating to the donations received and returned item within the report.

ACTION: TOWN CLERK

G82 Payments

Officer report 0219GEM7 was received and an updated payments list was tabled. It was **RESOLVED** to approve all payments listed as appended to these minutes and note the bank balances provided within the report.

ACTION: FINANCE AND SERVICES OFFICER

Officers were asked to carry out a financial risk assessment of the values held in each bank account.

ACTION: TOWN CLERK

G83 Swimming Pool

- Officer report 0219GEM8 was received and it was **RESOLVED**;
- G83a to recommend to a meeting of Full Council at the beginning of March to spend £17,555 in readiness for the pool opening at the end of May 2019
- G83b that Shaftesbury Town Council grounds staff allocate 2 days during April 20 support the external garden maintenance required to improve the external aesthetics of the pool building.
- G83c that the Council works in collaboration with Build Love, Guys Marsh and Weston/Salisbury College as part of the Council's drive to add value in terms of skills development
- G83d that the Council undertakes a further user experience survey (for the whole season) to gather feedback on the longer-term aspirations
- G83e that the Council considers the long term options on the table

ACTION: BUSINESS MANAGER

G84 Order of Business

It was **RESOLVED** to amend the order of business to take the item on the Great British Spring Clean next to allow a member of the public to leave the meeting following its debate.

G85 Great British Spring Clean

Member Motion 00023 was received and it was **RESOLVED** that to hold a Great British Spring Clean event working with the Hilltop Litter-pickers and other interested organisations. (*Financial Implications: £1,000, Reserves and Projects*)

ACTION: TOWN CLERK

G86 Disciplinary Procedure

Officer report 0219GEM9 was received and it was **RESOLVED** to adopt the Disciplinary Procedure as provided within the report.

ACTION: TOWN CLERK

G87 Grievance Procedure

Officer report 0219GEM10 was received and it was **RESOLVED** to adopt the Grievance Procedure as provided within the report.

ACTION: TOWN CLERK

G88 Biodiversity and Environmental Policy

Officer report 0219GEM11 was received and it was **RESOLVED** to adopt the Biodiversity and Environmental Policy as provided within the report and to include at 5.23 including providing swift bricks in all new build houses.

ACTION: TOWN CLERK

8:15pm, Councillor Perkins left the meeting.

G89 Health and Safety

Officer report 0219GEM12 was received and it was **RESOLVED**;

G89a to immediately arrange for independent examination of the stairlift through the Council's insurance company

G89b to progress with obtaining quotes with a view to resolving installation of suitable edge protection on the Town Hall roof

G89c to carry out risk assessments as appropriate for any necessary roof access prior to the installation of edge protection, this to be approved by the Council's Health and Safety provider

G89d to note that a 'new and expectant mothers' risk assessment had been carried out and there were no actions arising

G89e that Health and Safety is included on each agenda of the GEM committee to receive updates on the progress of the action plan and bring to the council's attention any new items arising.

ACTION: TOWN CLERK

G90 Equality, Diversity and Human Rights Policy

Officer report 0219GEM14 was received and it was **RESOLVED** to adopt the Equality, Diversity and Human Rights policy as provided within the report.

G91 Community Engagement Strategy

Officer report 0219GEM15 was received and it was **RESOLVED** to adopt the strategy with a review to be carried out at the next meeting of the Council to provide clarity on the Gunning principles of consultation

ACTION: TOWN CLERK

G92 Grant Awarding Policy

Officer report 0219GEM16 was received and it was **RESOLVED** to adopt the policy with no changes from the previous year. Consideration was given to partial funding of applications and this would form part of the discussion for determination of each request.

ACTION: TOWN CLERK

G93 Scheme of Delegation

Officer report 0219GEM17 was received and it was **RESOLVED** to adopt the Scheme of Delegation as provided in the report.

ACTION: TOWN CLERK

G94 Local Council Award Scheme – Quality Gold

Officer report 0219GEM18 was received and it was **RESOLVED**

G94a to confirm that it meets all criteria required for the Quality Gold level of the Local Council Award Scheme

G94b to recommend to Full Council to confirm by resolution that the requirements are met and that the Council provides 5 submission statements for the accreditation panel.

There being no further business, the meeting was closed at 8.53pm.

Signed

Date

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Shaftesbury Town Council

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At : 14:40

NatWest Current A/c

List of Payments made between 01/02/2019 and 27/02/2019

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
06/02/2019	British Telecommunications	dd	122.88		Line Rental
07/02/2019	The Gillingham C & L Trust Ltd	online723	45.50		NPQL Renewal Kathleen
07/02/2019	Mail & Print	online724	1,317.60		Clir Recruitment doorstep drop
08/02/2019	Facebook Ads	POS	10.00		Wedding Fair Ad
11/02/2019	Hitachi Capital	Std Ord	849.20		Hitachi Capital
13/02/2019	Fuel Genie	dd	213.14		Fuel January
13/02/2019	Amazon Online Sales	Debit Card	28.74		Purchase Ledger Payment
13/02/2019	Premier Catering Equipment	debitcard	16.80		De scaler for hot water boiler
18/02/2019	Adobe Systems Software	debitcard	8.32		Photoshot
18/02/2019	Land Registry	DEBIT CARD	24.00		Land Registry docs x 4
18/02/2019	Sage Uk Ltd	dd	80.40		Payroll
19/02/2019	DCC Pension Fund	ONLINE	4,278.06		DCC Pension Fund
19/02/2019	HMRC	ONLINE	4,476.93		Tax/Ni jan Saaries
22/02/2019	Peninsula	Std Ord	210.50		Health & Safety Advisers
27/02/2019	Bourne-Romsey Fire Protection	online725	82.20		Annual Fire Exting. Service
27/02/2019	Build Love Community Interest	online726	1,300.00		Final Payment Bell St Toilets
27/02/2019	Clarity Copiers Ltd	online727	145.86		Printing January
27/02/2019	British Gas	online728	62.92		Electric Unit 9C
27/02/2019	Ben Johnson (Shaftesbury) Ltd	online729	18.95		fuel tap
27/02/2019	Hire Standards	online730	539.70		Heras Fencing Toilets
27/02/2019	The IT Department Solutions Lt	online731	187.08		Monthly Support
27/02/2019	Landford Trees	online732	173.76		Town entrance trees, and verge
27/02/2019	Lyreco	online733	205.60		Stationery
27/02/2019	Rutters Solicitors	online734	780.00		Ref Jeaneau Close land encroac
27/02/2019	RBS Software Solutions	online735	944.40		Omega Support Feb to March 20
27/02/2019	Reach Publishing (BVM)	online736	401.35		Councillor Recruitment- BVM
27/02/2019	Sydenhams	online737	617.69		Materials
27/02/2019	Toogoods Pperty Co Ltd	online738	85.09		Water Rates Unit 9c
27/02/2019	Travis Perkins	online739	305.53		Materials
27/02/2019	T F Plant & Tool Hire	online740	210.00		Skip for toilets
27/02/2019	Wessex Water	online741	110.83		St James
27/02/2019	Wallgate	online742	1,219.20		H/drier ser. contract 12months
27/02/2019	Ben Johnson (Shaftesbury) Ltd	online743	27.60		Blade fixing kit
27/02/2019	Claire Commons	online744	91.88		Travel CC
27/02/2019	EG. Coles	online745	5.40		Oil Seal
27/02/2019	Dax	online746	2,000.00		Annual Fee HR Services Nov-Nov
27/02/2019	British Gas	online747	7.31		Standing Charge Barton
27/02/2019	British Gas	online748	342.27		Electric Town Hall
27/02/2019	British Gas	online749	222.76		Electric Bell St
27/02/2019	Imprint Graphics	online750	628.00		repair roller shutter Unit 9c
27/02/2019	Ron Rock	online751	302.94		Bee Friendly workshops x 2
27/02/2019	Sydenhams	online752	103.15		Materials
27/02/2019	Society of Local Council Clerk	online753	18.00		Speed Reads x 3
27/02/2019	Travis Perkins	online754	97.87		Materials

Upstream payments to

Total Payments 22,919.41

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