



SHAFTESBURY TOWN COUNCIL

Annual Meeting

Minutes of the Annual Meeting held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday, 14 May 2019 commencing at 7:00pm.

Members Present

Councillor Lewer
Councillor Prichard
Councillor Chase
Councillor Hollingshead
Councillor Yeo

Councillor Brown
Councillor Proctor
Councillor Loader

Absent:

Councillors Cook, Welsh and Pritchard

Officers Present:

Claire Commons, Town Clerk
Brie Logan, Business Manager
Julie Curtis, Office Administrator

In Attendance:

Three members of the public
Two 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;

- Recent Elections – Concern was raised with regard to the Mayor and Deputy Mayor elections in light of the difference in turn out between the East and West Wards, the West Ward being significantly higher. It was agreed that each individual Councillor to make their own decision and recognised that work needs to be done in East Ward.

F01 Election of Chairman & Town Mayor and Vice Chairman & Deputy Mayor

Report 0519AM1 was received and it was **RESOLVED**;

F01a That Councillor Cook serve as Chairman and Town Mayor for the Municipal Year 2019/2020 and sign his declaration of acceptance of office.

F01b That Councillor Brown serve as Vice-Chairman and Deputy Mayor for the Municipal Year 2019/2020

Action: Clerk

F02 Apologies

Apologies were received and accepted from Councillors Cook, Councillor Welsh and Councillor Pritchard due to conflicting personal engagements. Apologies were received and accepted from Councillor Hall would arrive late due to work commitments.

Councillor Hall arrived at 7.45pm

F03 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose.

F04 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on Tuesday, 02 April 2019, Thursday, 11 April 2019. The minutes were duly signed.

F05 Accounts Year Ending 31st March 2019

Officer report 0519AM5 was received and the following was **RESOLVED**;

- F05a That the funds for repair work to Castle Hill (£4680) is moved to an Earmarked Reserve for completion and payment in 2019.
- F05b That the Internal Auditor's Report and the Town Clerk's associated action plan for the year ending 31st March 2019 be adopted.
- F05c That the Annual Governance Statement for the year ending 31st March 2019 be approved and signed.
- F05d That the Statement of Accounts for the year ending 31st March 2019 be approved and duly signed approving the Council's Annual Return.

Action: Clerk

F06 General Power of Competence

Officer report 0519AM6 was received and it was **RESOLVED** to adopt the General Power of Competence.

F07 Standing Committees

Officer report 0519AM7 was received and the following was **RESOLVED**;

- F07a The following Councillors be appointed to the Planning and Highways Committee:

Councillor Walsh Councillor Cook Councillor Lewer Councillor Proctor Councillor Chase Councillor Yeo Councillor Hollingshead	It was RESOLVED that the Chairman and Vice-Chairman for the municipal year 2019/20 would be elected at the first meeting of the Planning and Highways Committee.
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- F07b The following Councillors be appointed to the Recreation, Open Spaces and Environment Committee:

Councillor Cook
 Councillor Hall
 Councillor Pritchard
 Councillor Loader
 Councillor Yeo
 Councillor Proctor

It was **RESOLVED** that Chairman and Vice-Chairman for the municipal year 2019/20 would be elected at the first meeting of the Recreation, Open Spaces and Environment Committee.

F07c It was **RESOLVED** that the following Councillors be appointed to the Human Resources Committee:

Councillor Hollingshead
 Councillor Brown
 Councillor Loader
 Councillor Proctor
 Councillor Pritchard

It was **RESOLVED** that Chairman and Vice-Chairman for the municipal year 2019/20 would be elected at the first meeting of the Human Resources Committee.

F07d The Membership of the General Management Committee comprising of the Chairs and Vice Chairs of other Standing Committees, those positions having thus far been deferred, Membership of the General Management Committee was not yet known.

F07e The following members remain on the Shaftesbury Town Council's Neighbourhood Plan Advisory Committee:

Rachel Bodle
 Stuart Edwards
 Tim Edwyn-Jones
 Virginia Edwyn-Jones
 Lee Hennessy

Mick Hicks
 Keri Jones
 Kris Martin
 Robin Miller

F07f The following members remain on the Shaftesbury Town Council's Economic Development Advisory Committee (EDAC):

Jackie Upton-King
 Jemma Ricketts
 Tim Edwyn-Jones
 Keri Jones
 Norman King

Julia Markus
 Anna McDowell
 Bill Walsh
 Kirsty Schmidt
 David Perry

F07g The following members remain on the Shaftesbury Town Council's Visitor Experience Advisory Committee (VEAC):

Elaine Barrett
 Anne Giberson
 Steve Keenan
 Pam Cruikshank
 Peter Ryley

John Parker
 Keri Jones
 Angela King
 Sue Clifford
 Janet Swiss

F08 Councillor Roles,

Officer report 0519AM08 was received and it was **RESOLVED** that the Council appoints following representatives to the organisations listed below and writes advising the organisation to make contact with the representative to appraise them of their schedule of meetings;

Action: Office Administrator

<u>Organisation</u>	<u>Representative</u>
<i>Abbey Museum Trust</i>	<i>Proctor</i>
<i>Arts Centre</i>	<i>Chase</i>
<i>Barton Hill Trust</i>	<i>(not currently required)</i>
<i>Carnival</i>	<i>Chase</i>
<i>Chamber of Commerce</i>	<i>Brown</i>
<i>Charitable Trust</i>	<i>Mayor and Deputy Mayor (ex-officio)</i>
<i>Compton Abbas Airfield</i>	<i>Proctor</i>
<i>Cricket Club</i>	<i>Hall</i>
<i>Crime Prevention</i>	<i>Hollingshead</i>
<i>DAPTC</i>	<i>Mayor and Deputy Mayor</i>
<i>Fairtrade</i>	<i>Loader</i>
<i>Football Club</i>	<i>Mrs B Logan</i>
<i>HOPE</i>	<i>Cook</i>
<i>Municipal Almshouse</i>	<i>Cook</i>
<i>NDCAB</i>	<i>Mrs B Logan</i>
<i>Neighbourhood Plan</i>	<i>Lead councillor for Neighbourhood Plan (ex-officio)</i>
<i>Open Spaces</i>	<i>ROSE Committee</i>
<i>SCA (Lindlar Hall)</i>	<i>Pritchard</i>
<i>Shaftesbury in Bloom</i>	<i>Hollingshead</i>
<i>Silver Band</i>	<i>Mayor (ex-officio)</i>
<i>Snowdrops</i>	<i>Cook</i>
<i>Swans Trust</i>	<i>Lewer</i>
<i>Tourism Association</i>	<i>Hall</i>
<i>Transport Forum</i>	<i>P&H Committee</i>
<i>Trinity Centre</i>	<i>Mayor (ex-officio)</i>
<i>Town Twinning</i>	<i>Mayor (ex-officio)</i>
<i>Youth Club</i>	<i>Walsh</i>

<u>Lead area</u>	<u>Councillor</u>
<i>Marketing and Events</i>	
<i>Health and Wellbeing</i>	<i>Prichard</i>
<i>Bringing old and new together</i>	<i>Chase</i>
<i>Visitor Experience</i>	<i>Hall</i>
<i>Residents Lifestyle Outdoor</i>	
<i>Residents Lifestyle Indoor</i>	<i>Loader</i>

<i>Town, Landscape & Aesthetics</i>	Brown
<i>Asset Acquisition</i>	Yeo
<i>Asset Management</i>	Proctor
<i>External and Internal Engagement</i>	Cook
<i>Policies procedures and governance</i>	Hollingshead
<i>Neighbourhood Plan</i>	Lewer

F09 Payments

F09a Officer report 0519AM9 was received and it was **RESOLVED** to approve the payments from the Town Council's current account totalling £35072.86.

Action: Clerk

F10 Asset Register and Inspection of Deeds

F10a Officer report 0519AM10 was received and it was **RESOLVED**; to note the Asset register and confirm that the Town Council documents have been inspected and complies with the list of documents for which the Council has custody.

F10b that the Toby's Loan is written off the Asset Register.

F10c that the old CCTV equipment is written off the Asset Register.

Action: Clerk

F11 Standing Orders

Officer report 0519AM11 was received and it was **RESOLVED** to adopt the following recommendations;

F11a The option for Standing Order 3c be amended to be; *'The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.'*

F11b The option for Standing Order 3i be amended to be; *'A person shall raise this hand when requesting to speak and stand when speaking (except when person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.'*

F11c The option for Standing Order 13e be amended to be; *'A decision as to whether to grant a dispensation shall be made [by the Proper Officer] and that decision is final.'*

F11d The option for Standing Order 13e be amended to be; *'Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required].'*

F11e Standing Order 9b increase from seven clear days to ten clear days.

F11f Standing Order 9d to increase from five clear days to seven clear days.

Action: Clerk

F12 Financial Regulations

Officer Report 0519AM12 was received and it was **RESOLVED** to adopt the Financial Regulations and the following recommendation;

- F12a The removal of 'in conjunction with Chairman of Council or Chairman of the appropriate committee' at 4.1.

Action: Clerk

F13 Annual Subscriptions

- F13a Officer report 0519AM13 was received and the following subscriptions were approved, prices are indicative based on the previous year;

Dorset Association of Parish and Town Councils (DAPTC)	£1230
Society of Local Council Clerks (SLCC)	£308
National Association of Allotments	£70
Dorset Community Association	

Action: Finance and Services Officer

F14 Town Crier

Officer Report 0519AM14 was received and it was **RESOLVED** to appoint the Town Crier for 2019/20 and consider financial implication at a future meeting.

Action: Clerk

F15 Bank Signatures

- F15a Officer report 0519AM15 was received and the following bank signatories were **RESOLVED** for 2019/20;

Town Clerk
Councillor John Lewer
Councillor Piers Brown
Councillor Philip Proctor
Councillor Andrew Hollingshead

Action: Clerk

F16 Calendar of Meetings

Officer report 0519AM16 was received and it was **RESOLVED** that the Calendar of Meetings contained therein adopted.

- F16a The five-week cycle of meetings as follows;
Planning and Highways (P&H)
Recreational, Open Spaces and Environment (ROSE)
General Management (GEM)
Informal meeting/Training
Full Council (FC)

- F16b that future meetings to commence at 7.30pm.

Action: Clerk

F17 Members Allowances / Expenses and Attendance

F17a Officer report 0519AM17 was received and noted.

Action: Clerk

F18 Town Hall Keyholders

F18a Officer report 0518AM13 was received and it was **RESOLVED** to appoint the following Key holders for 2019/2020;

Councillor Hollingshead
Councillor Proctor
Councillor Lewer
Mrs Claire Commons
Grounds Team Member

Action: Clerk

There being no further business, the meeting was closed at 9.04pm.

Signed

Date

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