



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 4th February 2020 commencing at 7:30pm.

Members Present

Councillor Hollingshead (Chair)
Councillor Welch
Councillor Brown

Councillor Chase (Vice Chair)
Councillor Lewer

Absent:

Councillor Proctor

Councillor Hall

Officers Present:

Claire Commons, Town Clerk
Brie Logan, Business Manager
Zoe Moxham, Office Administrator

In Attendance:

1 member of the press
Councillors Cook, Tippins and Yeo

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.

Councillor Rights to Speak – Clarity was sought regarding the speaking rights of Councillors when attending Council meetings where they are not committee members. *The Chair and the Town Clerk explained that these Councillors have the same observing rights as a member of the public attending and as Councillors have a right to speak at the chair's discretion, still bound by the Councillor's Code of Conduct.*

General Management Meeting Items – Concern was expressed that there were items including on the GEM agenda that were outside the remit of the General Management Committee.

7.41 pm the meeting commenced at this point.

G68 Apologies

Apologies received and accepted from Councillor Hall due to work commitments and Councillor Proctor due to personal commitments.

G69 Declarations of Interest

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

G70 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on Tuesday 28th October 2019 and Tuesday 19th November 2019. They were duly signed.

G71 Officer Report

Officer report 0220GEM4 was received and noted.

G72 Coppice Street Land Adjacent to Tesco

Officer report 0220GEM5 was received and it was **RESOLVED**:

G72a To RECOMMEND to Full Council to nominate Councillor Chase as lead councillor, with the support of Councillors Brown and Hall, to support the development of the project plan with the Business Manager.

G72b That the budget line for Project 1 is renamed to Coppice Street Carpark.

ACTION: BUSINESS MANAGER AND FINANCE AND SERVICES OFFICER

G72c It was **AGREED** that the Clerk will review and amend, where appropriate the General Management Terms of Reference to realign the terms to meet the standards set by Shaftesbury Town Council. The amended Terms of Reference will be presented to Shaftesbury Town Council for resolution.

ACTION: TOWN CLERK

G73 Band Hall

Officer report 0220GEM6 was received and it was **RESOLVED** to agree in principle to provide a lease at the site identified in Cockrams for the Silver Band Club to build a new band hall with associated parking. This in principle agreement is subject to mutually agreeable terms of the lease and subject to planning permission being granted. *(Delegated to the Town Clerk all aspects insofar as preparing a draft lease for approval by Full Council and to incur costs in professional fees up to £500)*

ACTION: TOWN CLERK

G74 Finances – Quarter 3

G74a Officer report 0220GEM7 was received and it was **RESOLVED** to receive and note the report, noting the cleared bank balances as at 31st December 2019 held in each bank account.

G74b It was **AGREED** that the Town Clerk will seek clarification from the internal auditor on where the EMR Commuted Sums should sit in the accounts.

ACTION: TOWN CLERK

G75 Audit

G75a Officer report 0220GEM8 was received and it was **RESOLVED** to adopt the report and note the progress made against the action points contained therein.

G75b It was **AGREED** to organise a workshop for all Councillors regarding the Town Hall Refurbishment project.

ACTION: TOWN CLERK

G75c It was **AGREED** to produce a property portfolio analysis document for all Shaftesbury Town Council owned property and land to show asset related income and expenditure. The analysis will be presented to Full Council for debating and discussion of the current and future potential opportunities.

ACTION: TOWN CLERK

G76 Payments

Officer report 0220GEM9 was received and it was **RESOLVED** to approve the payments amounting to £13,348.66 from the Town Council's current account, resulting in a bank balance of £30,295.

G77 Freedom of Information

Officer report 0220GEM10 was received and noted.

G78 Civic Role

Officer report 0220GEM11 was received and it was **RESOLVED** to **RECOMMEND** to Full Council that the protocol for the election of Mayor be adopted, with the amendment that the election of the Char and Vice Chair be decided by a secret ballot.

ACTION: TOWN CLERK

G79 Petitions Policy

Officer report 0220GEM12 was received and amendments were discussed it was **RESOLVED** to **RECOMMEND** a second draft of the Petitions Policy to Full Council.

ACTION: TOWN CLERK

G80 Calendar of Meetings 2020 – 2021

Officer report 0220GEM13 was received and it was **RESOLVED** to adopt the Calendar of meetings for the forthcoming municipal year.

ACTION: TOWN CLERK AND OFFICE ADMINISTRATOR

There being no further business, the meeting was closed at 9.22 pm.

Signed

Date

List of Payments 11/01/2020 – 17/01/2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
11/01/2020	Hitachi Capital	Std Ord	849.20	Hitachi Capital
14/01/2020	Adobe Systems Software	DirectDebi	8.32	Photo Shop
14/01/2020	Angel Springs Ltd	ol450	6.00	Cooler Rental
14/01/2020	Fuel Genie	DDebit	231.73	Fuel December
15/01/2020	Amazon Online Sales	Debitcard	16.99	Incident book
16/01/2020	Hitachi	DD	9.99	Hire Purchase Option Fee Mower
16/01/2020	First Data	DirectD	32.98	Card Machine charges
16/01/2020	Sage UK Ltd	Dd	80.40	Monthly Payroll
16/01/2020	Amazon Online Sales	debitcard	17.08	Parchment Paper
17/01/2020	British Gas	ol451	158.32	Electric Bell St
17/01/2020	Card Saver Ltd	DD	16.00	Card Machine charges
17/01/2020	Dorset Council	ol452	447.55	Waste Collection Dec- March 20
17/01/2020	Hawes Arborists	ol453	2,148.00	Beech Trees Pine Walk T131/T16
17/01/2020	Lockrite - Dorset Security Ltd	ol454	207.12	Replace lock, fit new handles
17/01/2020	MJ HPPS Ltd	ol455	582.00	Carry out Gas Safe checks/work
17/01/2020	Fenland Leisure Products	ol456	45.60	Anchor pins for grass mats
17/01/2020	Screwfix (Trade UK)	ol257	166.99	Step Ladder/Jigsaw
17/01/2020	Society of Local Council Clerk	ol458	336.00	SLCC Principle Membership CC
17/01/2020	Wessex Water	ol459	901.31	Water Rates Pool

Total Payments 6,261.58

List of Payments 18/01/2020 – 24/01/2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
21/01/2020	Plumbase	Debitcard	20.77	Tap & Fittings Mampitts Allotm
22/01/2020	Peninsula	Std Ord	210.50	Health & Safety Advisers
22/01/2020	British Gas	Dd	1,562.97	Gas Pool Sept to Dec
24/01/2020	The IT Department Solutions Lt	OL460	1,221.60	Lenovo Laptop 13s-IML20RR CC
24/01/2020	Toogoods Prperty Co Ltd	ol461	76.00	Water Rates Unit 9c
24/01/2020	Wessex Water	OL462	574.44	Water Rates Barton Hill

Total Payments 3,666.28

List of Payments entered between 25/01/2020 and 28/01/2020

Scheduled to be paid 6th February subject to Committee Authorisation

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
25/01/2020	NDDC	Std Ord	323.00	Rates Swimming Pool
27/01/2020	Southern Electric	DD	527.23	Electricity Town Hall
28/01/2020	Trimetals	debitCARD	48.00	Purchase Ledger Payment
28/01/2020	Kew Electrical	ol463	86.40	Light Bulbs for Town Hall
28/01/2020	Ben Johnson (Shaftesbury) Ltd	ol464	88.99	Guide Bar and Chain for chains
28/01/2020	Morelock Signs Ltd	ol465	228.00	Repair to SID
28/01/2020	Newlands Training Ltd	ol466	228.00	Rodent Control Training
28/01/2020	Shaftesbury Trinity Centre Tru	ol467	48.00	Use of hall for Civic Event
28/01/2020	Wessex Water	ol468	482.68	Water Rates Bell St
28/01/2020	Wessex Water	ol469	68.30	Water Rates Town Hall
28/01/2020	Wessex Water	ol470	13.69	Water Rates Park Walk
28/01/2020	Travis Perkins	ol471	20.91	Rawplugs
28/01/2020	Wallgate	ol472	1,257.60	Hand Drier Main 2020 to 2021

Total Payments 3,420.80

Total £ 13348.66

Balances

NatWest Current A/c	30,295
Public Sector Deposit A/c	337,717
Cambridge & Counties Bank	153,548
Nationwide Business Savings	169,000
Total	690,560