



SHAFTESBURY TOWN COUNCIL

General Management Committee

Minutes of the General Management Committee held via Zoom on Tuesday 21st July 2020 commencing at 7 pm.

Members Present

Councillor Hollingshead (Chair)
Councillor Welch
Councillor Proctor
Councillor Hall (7.33pm arrival)

Councillor Lewer
Councillor Brown

Members Absent

Councillor Chase (Vice chair)

Officers Present:

Claire Commons, Town Clerk
Brie Logan, Business Manager
Zoe Moxham, Office Administrator
John Furze, Consultant Officer

In Attendance:

1 member of the press
3 members of the public
Councillor Yeo, Cook and Tippins.

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.

A member of the press declared the meeting was being recorded.

- Councillor Yeo expressed concern that the General Management Committee was acting improperly.
- Councillor Cook expressed support for the Service Level Agreement for Open House and recommended that the committee consider very strongly supporting this proposal.

The meeting commenced at 7.10 pm

G93 Change of Business

G93a The Chair of the meeting used his right to change the order of business, to discuss item 7, Members Motion – Internal Controls after Item 3, Minutes.

G94 Apologies

None.

G95 Declarations of Interest

All members were invited to declare any interests throughout the meeting if the need arose. Councillor Yeo declared he was recording the meeting.

G96 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on Tuesday 30th June 2020.

G97 Member Motion – Internal Controls

G97a It was **PROPOSED** and **RESOLVED** to exclude Councillor Yeo from the meeting under Standing Order point 2b.

Officer report 0620GEM7 was received and the following was **RESOLVED**;

G97b To nominate an Internal Controls Working Group of the General Management Committee to go through a checklist of Controls to report to General Management once a year.

G97c That a review of the Internal Audit is brought to the next General Management meeting for discussion and all members of Shaftesbury Town Council are invited to submit any thoughts or concerns about the current Internal Audit at least 3 weeks in advance of the meeting for discussion.

ACTION: TOWN CLERK

G98 Reports for Information

G98a Officer report 0620GEM4 was received and noted.

G99 Finances – Quarter 1

G99a Officer report 0620GEM5 was received and noted.

G100 Payments

G100a Officer report 0620GEM6 was received and it was **RESOLVED** that the Council approves the payments totalling £8,637.23 from the Town Council's current account and minutes the resulting bank balance as £129,168.15

ACTION: FINANCE AND SERVICES OFFICER

G101 Service Level Agreements – CAB and Open House

- G101a Officer report 0620GEM8 was received and it was **RESOLVED** to **RECOMMEND** to Full Council;
To support the Citizens Advice Bureau with funding to manage the Service Level Agreement as the true impact and outcomes of the support intervention is understood.
- G101b To support the Open House service with funding to manage a Service Level Agreement to cover the Services that are not covered by Citizens Advice Bureau.
- G101c That the management of the content of each Service Level Agreement is delegated to the Town Clerk supported by 2 nominated councillors.

ACTION: TOWN CLERK

G102 Hire of Council Land and premises – Exceptions Requests

- G102a Officer report 0620GEM9 was received and the following was **RESOLVED**;
An hourly rate of £0.00 for the hire of council land to the Tai Chi group to be in place until the policy is next reviewed.
- G102b The cost of hire for the request by a high street retailer as a one-off decision at £300.
- G102c Permission for Coles Funfair to hire Barton Hill and delegates to the Town Clerk the management of obtaining all required documentation in accordance with the policy and government travelling fairs guidance

ACTION: TOWN CLERK

G103 Coppice Street Project

- G103a Officer report 0620GEM10 was received and it was **RESOLVED** to reaffirm the decision that was made in October 2019 and delegate to the Business Manager in consultation with Cllrs Brown, Chase and Hall to develop the project plan for decision by Council.

ACTION: TOWN CLERK

G104 Salt Cellar

- G104a Officer report 0620GEM11 was received.

G105 Confidential Session

- G105a It was **RESOLVED** that, in accordance with Section 2 of the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded during the continuation of discussion for 11, Salt Cellar, 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.

G105b It was **RESOLVED** to agree to the Salt Cellar repayment plan of 3 months rent over 24 months starting from October 2020 and delegates management of the repayment to the Town Clerk.

ACTION: TOWN CLERK

There being no further business, the meeting was closed at 8:32pm

Signed

Date