



SHAFTESBURY TOWN COUNCIL

Annual Meeting

Minutes of the Annual Meeting held online via Zoom on Tuesday, 29 September 2020 commencing at 7.00 pm.

Members Present

Councillor Cook
Councillor Hollingshead
Councillor Tippins
Councillor Brown
Councillor Loader

Councillor Yeo
Councillor Proctor
Councillor Chase
Councillor Lewer
Councillor Hall

Absent:

Councillor Welch

Officers Present:

Claire Commons, Town Clerk
Brie Logan, Business Manager
Zoe Moxham, Office Administrator
2 members of the press
5 members of the public

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.

- Concern was expressed regarding the agenda this evening.
- Highstreet Pedestrianisation – concern was expressed that business was being lost due to the current High Street pedestrianisation scheme.

The meeting started at 7.05 pm

Councillor Yeo informed the meeting that he was recording and requested that all votes are minuted for each item.

F01 **Election of Chairman and Vice Chairman**

Report 0920AM1 was received.

F01a One nomination was received for the position of Chairman and with was **RESOLVED** that Councillor Hollingshead serve as Chairman and Town Mayor for the Municipal Year 2020/2021.

Proposed by Cllr Brown		
Seconded by Cllr Cook		
In Favour	7	Cllrs Brown, Cook, Chase, Hollingshead, Lewer, Loader and Proctor
Against	2	Cllrs Yeo and Tippins
Abstentions	0	
MOTION CARRIED		

F01b Councillor Cook gave his retiring speech to give thanks to all who had worked with him whilst he served as Mayor and wished Councillor Hollingshead all the best in his new role.

Councillor Cook also gave thanks to all those who volunteered their time during the Covid-19 lockdown and announced that he was preparing badges and certificates to show his thanks and appreciation to all individuals involved in this work.

F01c Councillor Hollingshead expressed thanks to Councillor Cook for all the work he had done during his time as Mayor and delivered his acceptance of office and oath of allegiance.

F01d One nomination was received for the position of Vice Chairman and it was **RESOLVED** that Councillor Chase serve as Vice-Chairman and Deputy Mayor for the Municipal Year 2020/2021

Proposed by Cllr Brown		
Seconded by Cllr Cook		
In Favour	7	Cllrs Brown, Cook, Chase, Hollingshead, Lewer, Loader and Proctor
Against	2	Cllrs Yeo and Tippins
Abstentions	0	
MOTION CARRIED		

F01a Councillor Chase delivered his acceptance of office.

F02 Apologies

Apologies were received from Cllr Welch for tonight's meeting for a period of 3 months due to personal reasons and from Councillor Hollingshead who could not stay for the rest of the meeting.

Councillor Chase took over as Chair of the meeting at this point.

F02a It was **PROPOSED** and **SECONDED** that apologies from Councillor Welch were not accepted and that he is formally recommended to tender his resignation as a Councillor.

Proposed by Cllr Tippins		
Seconded by Cllr Yeo		
In Favour	2	Cllrs Tippins and Yeo
Against	5	Cllrs Brown, Cook, Chase, Lewer and Proctor
Abstentions	1	Cllr Loader
MOTION FELL		

F02a It was **PROPOSED** and **RESOLVED** that apologies from Councillor Welch be accepted for a period of three months on compassionate grounds.

Proposed by Cllr Brown		
Seconded by Cllr Lewer		
In Favour	5	Cllrs Brown, Cook, Chase, Lewer and Proctor
Against	2	Cllrs Tippins and Yeo
Abstentions	1	Cllr Loader
MOTION CARRIED		

F03 Declarations of Interest and Dispensations

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

F04 Minutes

Minutes from the Full Council 28th July 2020 were received, and it was **RESOLVED** that the minutes be approved and duly signed.

7.24 pm Councillor Hall arrived at this point.

Proposed by Cllr Cook		
Seconded by Cllr Lewer		
In Favour	8	Cllrs Brown, Cook, Lewer, Loader, Proctor, Tippins, Chase and Hall
Against	0	
Abstentions	1	Cllr Yeo
MOTION CARRIED		

F05 Reports for Information

Officer report 0920AM5 was received.

F05a Councillor Tippins requested that the letter from John Furze not be received for this item.

F05b Civic Reports - Councillor Brown reported that his visit to the North Dorset Rugby Football Club on Sunday 20th September 2020 was very positive.

F05c Dorset Council Reports - In his capacity as a Dorset Councillor, Councillor Cook reported that the planning application for a new car park at the Dorset County Hospital in Dorchester had been given permission to go ahead which will benefit a huge amount of people needing to park at the Hospital.

F05d Councillor Tippins requested information on a newspaper report stating that Dorset Council had an overspend of 43 million pounds. Councillor Cook responded that any overspend has been exasperated by Covid-19 and the lockdown will continue to have a knock on effect on all Councils in a financial way. He encouraged all to make representation to National Government to help with this situation.

F05e VE Day – It was agreed that all Councillors will email the Town Clerk with ideas of how to move this event forward and a report will be prepared to discuss at a future meeting.

F05f **IT Provision** – It was reported that all Councillors and staff now had access to emails and 365. All electronic data held on the server will be uploaded to the cloud and this will take place over the next couple of weeks.

F05g **Standing Orders** – The review of the Standing Orders is being deferred. It was requested that any comments on the Standing Orders be emailed to the Town Clerk. The Town Clerk will send out the current Standing Orders to all Councillors along with the two amendment proposals already received.

F05h **Staff Update** – After a heated discussion Councillor Tippins was asked to apologise for the comments she had made regarding Mr Furze on this item.

F05i Point of Order 2b was raised regarding Councillor Tippin's behaviour at this point and it was **PROPOSED** and **RESOLVED** that she be excluded from the meeting.

Proposed by Cllr Cook		
Seconded by Cllr Lewer		
In Favour	5	Cllrs Brown, Cook, Chase, Lewer and Proctor
Against	0	
Abstentions	1	Cllrs Loader, Tippins and Yeo
MOTION CARRIED		

F05j Councillor Tippins left the meeting at this point.

F05k Councillor Brown made a statement in support of the Town Clerk.

F05l It was **PROPOSED** and **RESOLVED** to make a vote of thanks to both John Furze and the Town Clerk for the work they have undertaken over the last few months.

Proposed by Cllr Chase		
Seconded by Cllr Cook		
In Favour	7	Cllrs Brown, Cook, Chase, Lewer, Loader, Proctor and Hall
Against	1	Cllr Yeo
Abstentions	0	
MOTION CARRIED		

F06 **Committee Reports**

Officer report 0920AM6 was received.

F06a It was **RESOLVED** to amend the cemetery charges for 2021 as outlined in the agenda report and that the allotment rent charges remain unchanged for 2021. *Delegation: that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the resolution.*

Proposed by Cllr Brown		
Seconded by Cllr Hall		
In Favour	8	Cllrs Brown, Cook, Chase, Lewer, Loader, Proctor, Hall and Yeo.
Against	0	
Abstentions	0	
MOTION CARRIED		

ACTION: FINANCE AND SERVICES OFFICER

F07 Suspension of Standing Orders

Officer report 0920AM7 was received and it was **RESOLVED** that Standing Orders 5Jv and viii – xxi are deferred to subsequent meetings of the Council and delegated to the Clerk and Chairman to determine the appropriate agendas for their discussion.

Proposed by Cllr Lewer		
Seconded by Cllr Cook		
In Favour	7	Cllrs Lewer, Brown, Proctor, Loader, Hall, Cook and Chase
Against	0	
Abstentions	1	Cllr Yeo
MOTION CARRIED		

ACTION: TOWN CLERK

F08 Terms of Reference

Officer report 0920AM8 was received and it was **RESOLVED** to refer the Terms of Reference to each respective committee to make recommendations to the next Full Council. All amendments requests to be sent in via email to the Town Clerk and respective Chairman for each committee.

Proposed by Cllr Chase		
Seconded by Cllr Lewer		
In Favour	7	Cllrs Lewer, Cook, Brown, Loader, Proctor, Hall and Chase
Against	1	Cllr Yeo
Abstentions	0	
MOTION CARRIED		

ACTION: TOWN CLERK

F09 Appointment of Committees

Officer report 0920AM9 was received.

F09a It was **PROPOSED** and **RESOLVED** that the method of voting for the appointment of committees be by verbal ballot, each Councillor indicating by stating which option they are in favour of.

Proposed by Cllr Chase		
Seconded by Cllr Lewer		
In Favour	7	Cllrs Lewer, Cook, Brown, Loader, Proctor, Hall and Chase
Against	1	Cllr Yeo
Abstentions	0	
MOTION CARRIED		

F09b The following options were **PROPOSED** for the Human Resources Committee;

- **Option 1 for HR Committee** – Councillors Brown, Chase, Cook, Loader and Proctor.
- **Option 2 for HR Committee** – Abolish this committee.

The votes for the HR committee were as followed:		
Option 1	7	Cllrs Brown, Cook, Lewer, Loader, Proctor, Hall and Chase
		CARRIED

Option 2	1	Cllr Yeo	FELL
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F09c It was **PROPOSED** and **RESOLVED** that Councillor Chase be selected as Chair of the HR committee.

Proposed by Cllr Proctor			
Seconded by Cllr Loader			
In Favour	7	Cllrs Lewer, Cook, Brown, Loader, Proctor, Hall and Chase	
Against	1	Cllr Yeo	
Abstentions	0		
MOTION CARRIED			

F09d It was **PROPOSED** and **RESOLVED** that Councillor Brown be selected as Vice Chair of the HR committee.

Proposed by Cllr Chase			
Seconded by Cllr Lewer			
In Favour	7	Cllrs Lewer, Cook, Brown, Loader, Proctor, Hall and Chase	
Against	1	Cllr Yeo	
Abstentions	0		
MOTION CARRIED			

The following Councillors are appointed to the Human Resources (HR) Committee:

Councillor Chase (Chair)

Councillor Brown (Vice Chair)

Councillor Cook

Councillor Loader

Councillor Proctor

F09e The following options were **PROPOSED** for the Planning and Highways (PH) Committee;

- **Option 1 for PH Committee** – Councillors Chase, Hollingshead, Loader, Lewer, Proctor and Welch
- **Option 2 for PH Committee** – A group of 5 Councillors, as yet unnamed.

The votes for the PH committee were as followed:			
Option 1	6	Cllrs Brown, Cook, Lewer, Proctor, Hall and Chase	CARRIED
Option 2	2	Cllr Yeo and Loader	FELL

F09f Point of Order 2a was raised at this point and it was requested that Councillor Yeo refrain from interrupting.

F09g It was **PROPOSED** and **RESOLVED** that Councillor Welch be selected as Chair of the PH committee.

Proposed by Cllr Lewer			
Seconded by Cllr Proctor			
In Favour	7	Cllrs Lewer, Cook, Brown, Loader, Proctor, Hall and Chase	
Against	0		
Abstentions	1	Cllr Yeo	

MOTION CARRIED

F09h It was **PROPOSED** and **RESOLVED** that Councillor Lewer be selected as Vice Chair of the PH committee.

Proposed by Cllr Loader		
Seconded by Cllr Proctor		
In Favour	7	Cllrs Lewer, Cook, Brown, Loader, Proctor, Hall and Chase
Against	1	Cllr Yeo
Abstentions	0	
MOTION CARRIED		

The following Councillors are appointed to the Planning and Highways (PH) Committee:

Councillor Welch (Chair)

Councillor Lewer (Vice Chair)

Councillor Chase

Councillor Hollingshead

Councillor Loader

Councillor Proctor

F09i The following options were **PROPOSED** for the Recreation, Open Spaces and Environment Committee;

- **Option 1 for ROSE Committee** – Councillors Brown, Cook, Hall, Lewer, Loader and Proctor
- **Option 2 for ROSE Committee** – A group of 5 Councillors and a ‘floating’ member, as yet unnamed.

The votes for the ROSE committee were as followed:			
Option 1	7	Cllrs Brown, Cook, Lewer, Loader, Proctor, Hall and Chase	CARRIED
Option 2	1	Cllr Yeo	FELL

F09j It was **PROPOSED** and **RESOLVED** that Councillor Hall be selected as Chair of the ROSE committee.

Proposed by Cllr Proctor		
Seconded by Cllr Lewer		
In Favour	6	Cllrs Lewer, Cook, Brown, Loader, Proctor and Chase
Against	1	Cllr Yeo
Abstentions	1	Cllr Hall
MOTION CARRIED		

F09k It was **PROPOSED** and **RESOLVED** that Councillor Cook be selected as Vice Chair of the ROSE committee.

Proposed by Cllr Lewer		
Seconded by Cllr Loader		
In Favour	6	Cllrs Lewer, Brown, Loader, Proctor, Hall and Chase
Against	1	Cllr Yeo
Abstentions	1	Cllr Cook
MOTION CARRIED		

The following Councillors are appointed to the Recreation, Open Spaces and Environment (ROSE) Committee:

Councillor Hall (Chair)

Councillor Cook (Vice Chair)

Councillor Brown

Councillor Loader

Councillor Lewer

Councillor Proctor

F09l The following options were **PROPOSED** for the General Management (GEM) Committee;

- **Option 1 for GEM Committee** – The Chairs and Vice Chairs of the other committees plus one other Councillor.
- **Option 2 for GEM Committee** – Abolish this committee.

F09m Point of Order 2b was raised regarding Councillor Yeo's behaviour at this point and it was **PROPOSED** and **RESOLVED** that he be excluded from the meeting.

Proposed by Cllr Brown		
Seconded by Cllr Lewer		
In Favour	6	Cllrs Lewer, Brown, Proctor, Hall, Cook and Chase
Against	0	
Abstentions	2	Cllr Loader, Yeo
MOTION CARRIED		

F09n Councillor Yeo left the meeting at this point.

The votes for the GEM committee options were as followed:			
Option 1	7	Cllrs Brown, Cook, Lewer, Loader, Proctor, Hall and Chase	CARRIED
Option 2	0		FELL

F09o It was **PROPOSED** and **RESOLVED** that Councillor Proctor be selected as a member of the GEM committee.

Proposed by Cllr Lewer		
Seconded by Cllr Loader		
In Favour	7	Cllrs Lewer, Cook, Brown, Loader, Proctor, Hall and Chase
Against	0	
Abstentions		
MOTION CARRIED		

F09a It was **PROPOSED** and **RESOLVED** that Councillor Brown be selected as Chair of the GEM committee.

Proposed by Cllr Chase		
Seconded by Cllr Lewer		
In Favour	6	Cllrs Cook, Lewer, Loader, Proctor, Hall and Chase
Against	0	
Abstentions	1	Cllr Brown

MOTION CARRIED

- F09b It was **PROPOSED** and **RESOLVED** that Councillor Cook be selected as Vice Chair of the GEM committee.

Proposed by Cllr Brown		
Seconded by Cllr Cook		
In Favour	7	Cllrs Lewer, Cook, Brown, Loader, Proctor, Hall and Chase
Against	0	
Abstentions	0	

MOTION CARRIED

The following Councillors are appointed to the General Management (GEM) Committee:

Councillor Brown (Chair)

Councillor Cook (Vice Chair)

Councillor Chase

Councillor Lewer

Councillor Welch

Councillor Hall

Councillor Proctor

ACTION: OFFICE ADMINISTRATOR

- F10 **Payments**

Officer report 0920AM10 was received and it was **RESOLVED** that the Council approves the payments from the Town Council's current account amounting to £18656.49 and minutes the resulting bank balance of **????**

Proposed by Cllr Lewer		
Seconded by Cllr Loader		
In Favour	6	Cllrs Lewer, Cook, Brown, Loader, Proctor and Chase
Against	0	
Abstentions	0	

MOTION CARRIED

ACTION: FINANCE AND SERVICES OFFICER

- F11 **Donkey Field**

- F11a Officer report 0920AM11 was received and it was **PROPOSED** and **SECONDED** that the Council authorises the signing of the Deed of Dedication and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Council resolution.

Proposed by Cllr Loader		
Seconded by Cllr Lewer		
In Favour	0	
Against	6	Cllrs Lewer, Cook, Brown, Loader, Proctor and Chase
Abstentions	0	

MOTION FELL

ACTION: TOWN CLERK

- F11b It was **PROPOSED** and **RESOLVED** to wait for the Deed of Dedication to be sent out to all Councillors via email and authorise the Town Clerk to sign it subject to no concerns arising.

Proposed by Cllr Proctor		
Seconded by Cllr Cook		
In Favour	6	Cllrs Lewer, Cook, Brown, Loader, Proctor and Chase
Against	0	
Abstentions	0	
MOTION CARRIED		

ACTION: TOWN CLERK

F12 **Blue Plaque**

- F12a Officer report 0920AM12 was received and it was **PROPOSED** and **RESOLVED** to provide financial support for the erection of a Blue Plaque to recognise John Rutter and delegate to the Planning and Highways Committee to determine the amount and which budget line to use.

Proposed by Cllr Proctor		
Seconded by Cllr Cook		
In Favour	7	Cllrs Lewer, Cook, Brown, Hall, Loader, Proctor and Chase
Against	0	
Abstentions	0	
MOTION CARRIED		

ACTION: TOWN CLERK

There being no further business the meeting was closed at 8.50 pm

Signed

Date