



SHAFTESBURY TOWN COUNCIL

## General Management Committee

Minutes of the General Management Committee held via Zoom on Tuesday 20<sup>th</sup> October 2020 commencing at 7 pm.

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### Members Present

Councillor Brown (Chair)  
Councillor Cook

Councillor Lewer  
Councillor Chase

### Members Absent

Councillor Welch and Proctor

### Officers Present:

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

### In Attendance:

1 member of the public  
1 member of the press  
Councillor Hollingshead

## 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. Nothing was raised.

The meeting commenced at 7.02 pm

### G01 Apologies

Apologies were received and accepted from Councillor Welch due to personal reasons. Councillor Proctor advised that he may be late due to personal reasons.

### G02 Declarations of Interest

All members were invited to declare any interests throughout the meeting if the need arose. Nothing was raised.

**G03 Minutes**

It was **RESOLVED** to defer approving the minutes of the meeting held on Tuesday 15<sup>th</sup> September 2020 to check the numbers are correct for the Community Grants item at G116.

**ACTION: OFFICE ADMINISTRATOR**

**G04 Reports for Information**

G04a Officer report 1020GEM04 was received and noted.

**G05 Payments**

G05a Officer report 1020GEM05 was received and it was **RESOLVED** to approve the payments amounting to £48,464.61 from the Town Council's current account and minutes the resulting bank balance of £287,060.54.

**ACTION: FINANCE AND SERVICES OFFICER**

**G06 Finances – Quarter 2**

G06a Officer report 1020GEM06 was received and it was **RESOLVED** to receive and note the report.

**G07 Budget**

Officer report 1020GEM07 was received and it was **AGREED** to follow national and local guidance to prepare a budget based on Covid restrictions being in place for the next financial year.

**ACTION: TOWN CLERK**

**G08 Finance Training**

Officer report 1020GEM08 was received and the following was **RESOLVED** to commission Omega finance training for all councillors and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Committee resolution.

**ACTION: TOWN CLERK AND FINANCE AND SERVICES OFFICER**

**G09 Committee Terms of Reference**

Officer report 1020GEM09 was received and it was **RESOLVED** to recommend to Full Council an amendment to the General Management committee Terms of Reference at section b) ix) to read – *'All duties, functions and powers not required by legislation to be conducted by Full Council and not already delegated to other committees of the Council shall be determined by the General Management Committee or where in the*

*interests of time a decision is required before it can be considered by its delegated committee.'*

ACTION: TOWN CLERK

**G10 Policies**

G10a Officer report 1020GEM10 was received and it was **RESOLVED** to review in an alphabetical order all policies by taking between three to six of them to each meeting for every appropriate committee. The Town clerk will make a clear recommendation as to whether any policies can be dropped due to an overlap.

ACTION: TOWN CLERK

There being no further business, the meeting was closed at 8:07 pm

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Signed

Date

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