



Shaftesbury Town Council

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General Management Committee

Minutes of the General Management Committee (GEM) held at 7 pm on Tuesday, 21 September 2021 in the Council Chamber, Shaftesbury Town Hall.

Members Summoned and Present: GEM Councillors; Brown (Chair), Cook (Vice-Chair), Chase, Edwyn-Jones, Lewer

Absent: Councillors Hall and Proctor

Officers Present: Claire Commons (Town Clerk), Brie Logan (Business Manager), Sarah Kirton (Office Administrator)





In attendance: Councillor Hollingshead, Press (1), Members of the public (10).

[Link to Agenda here](#)

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.

-  **Tree Plan** - Support
-  **Wildflower Policy** – support of the policy, differing views on the total ban of glyphosate
-  **Wincombe Recreation Ground** – Support for improved paths
-  **Shaftesbury in Bloom** – Congratulations for Shaftesbury in Bloom winning gold for South and South East. Thanks were expressed for the hard work of volunteers.

The meeting commenced at 7:21 PM

G15 Apologies

- G15a Officer report 0921GEM1 was received and it was **RESOLVED** to accept apologies from Cllr Proctor due to a prior personal commitment.

ACTION: TOWN CLERK

G16 Declarations of Interest

- G16a Officer report **0921GEM2** was received and it was **NOTED** that no declarations were declared at this point and members were reminded that declarations could be made at any point during the meeting.

G17 Minutes

- G17a Officer report 0921GEM3 was received and it was **RESOLVED** that the minutes of the 20th July 2021 be approved and duly signed.

G18 Reports

- G18a Officer report 0921GEM4 was received and **NOTED**

G19 Year 2 Tree Plan

- G19a Officer report 0921GEM5 was received and it was **RESOLVED** to adopt the year 2 (2021/2022) tree planting plan, delegating to the Town Clerk in collaboration with the Tree Group the management and support of the Tree Plan including expenditure up to £1,000 to undertake year two planting, nurturing and deliver the maintenance schedule and including the production of maps and leaflets. (*Financial provision - £1,000 – 5 Year Tree Plan*)

ACTION: TOWN CLERK

G20 Wildflower Policy

- G20a Officer report 0921GEM6 was received and it was **RECOMMENDED to Full Council** to adopt the wildflower policy and the action plan therein with a revision to exclude the use of Glyphosate (*Financial provision - £750 Climate Change*)

ACTION: TOWN CLERK

- G20b Thanks were expressed to the team of volunteers involved with the project.

- G20c It was **RESOLVED** to switch to biodegradable strimmer wire as stocks need replenishing, delegating to the Clerk to source, assess value and purchase. (*Financial provision – Grounds general maintenance*)

ACTION: TOWN CLERK

- G20d It was **RECOMMENDED to General Management Committee** to allocate £6,880 in the 2022/2023 budget for the purchase of a flail collector. (*Financial provision – none at this stage*)

ACTION: TOWN CLERK

G21 Payments

- G21a Officer report 0921GEM8 was received and it was **RESOLVED** to authorise the payments from the Town Council's current account. The resulting bank balance being £80,509.16

ACTION: TOWN CLERK

G22 Budget Stage 1

- G22a Officer report 0921GEM8 was received and it was **RECOMMENDED to** wait until the Recreation, Open Spaces and Environment Committee and Human Resources Committee had met before considering the first budget stage for 2022 - 2023

ACTION: NONE REQUIRED

- G22b It was **RESOLVED** to draft a business case for all year round opening of the Shaftesbury Oasis pool for consideration in the 5 year budget forecast.

ACTION: TOWN CLERK

G23 Financial Regulations

- G23a Officer report 0921GEM9 was received and it was **RECOMMENDED to Full Council** Include provision for the Grounds Manager to hold a Council credit card with an expenditure limit of £250 and set to pay off in full each month. Expenditure not to exceed any individual budget line without prior authorisation. Permit the Clerk to overspend individual budget lines provided the expenditure does not cause the cost centre to go over budget. Amend regulations to reflect the Terms of Reference for the General Management Committee in respect of the Internal Audit reports and the year end reports are received by Full Council. Delegate to the Clerk to authorise all payments up to a value of £5,000 and a list of authorised payments to be reported to the General Management Committee quarterly.

ACTION: TOWN CLERK

- G23b It was **RECOMMENDED to** minute that all councillors may, with notice, request sight of payments at any point.

ACTION: TOWN CLERK

G24 Internal Auditor

- G24a Officer report 0921GEM10 was received and it was **RESOLVED** to extend the services of the existing internal auditor for 2021/22 and re-appoint with effect from 1st April 2022, to be reviewed every 3 years. Delegated to the Town Clerk to manage the appointment and management of the contract (*Financial provision - £1,100 Legal and Professional - Audit*)

G25 Grant Requests

- G25a Officer report 0921GEM11 was received and it was **RESOLVED** not to progress the Cricked Club grant as an additional grant in the current year, but invite them to apply next year and to approve the grant application for The Vale Pantry (*Financial provision - £1,500 Grants and SLAs - Grants*)

ACTION: TOWN CLERK

G26 Mampitts Advisory Committee

- G26a Officer report 0921GEM12 was received and it was **RESOLVED** to approve the design and content of the phase 1 consultation material, approve the expenditure for phase 1 consultation (including mailing to each household) not to exceed £1,500. To delegate to the Town Clerk to make minor changes to text and images (*Financial provision - £1,500 Community Infrastructure – Maltings*)

G27 St James' Slide

- G27a Officer report 0921GEM13 was received and it was **RESOLVED** to remove the steps at the slide in St James' Park and reinstate bank and create a bund at the foot of the slide subject to approval by external Health and Safety. Delegated to the Town Clerk all

aspects of delivery of this resolution. (*Financial provision – Playground repairs and maintenance*)

ACTION: TOWN CLERK

- G27b It was **RECOMMENDED to Recreation, Open Spaces and Environment Committee** to review the effectiveness of the change in 12 months in regard to the steps and palisade. (*Financial provision - None*)

ACTION: TOWN CLERK

Councillor Cook let the meeting at 8:37 PM

G28 Planning Applications

- G28a Officer report 0921GEM14 was received and it was **RESOLVED** to submit the following Observations:

P/HOU/2021/01538

Proposal: Erection of first floor extension, porch & car port

Location: St James Lodge, Raspberry Lane Shaftesbury SP7 8HN

Consultation Ends: 22.09.2021

Object: Due to loss of amenities, namely light. Property is within a dark skies and Conservation area. Contrary to Shaftesbury Neighbourhood plan Policy SFGI4 – ‘*Development should be designed to conserve and enhance the quality of the dark night skies and prevent glare affecting the Cranborne Chase AONB*’ and Policy SFDH3 – ‘*The scale, positioning and orientation of buildings will respect the scale of adjoining development*’.

P/FUL/2021/02131

Proposal: Erect 1 No. dwelling and create new pedestrian access

Location: 12, Nettlecombe Shaftesbury SP7 8PR

Consultation Ends: 28.09.2021

Split Vote: The committee was split due to concerns around parking provision in an area where parking is already an issue.

ACTION: TOWN CLERK

These minutes were adopted on **enter date.** under minute reference **enter ref.** as a true record of the decisions taken and are duly signed below by the chair of that meeting.