

STALBRIDGE TOWN COUNCIL

Clerk: T Watson

8 Ring Street, Stalbridge, Sturminster Newton, Dorset, DT10 2LZ.

Tel 01963 364276.

Email: clerk@stalbridgetowncouncil.gov.uk

**Approved minutes of Town Council Meeting held in the Town Council Office
On Wednesday 16th March 2011.**

Present: Councillors: G Carr-Jones (Chair), K Garland, J Cox, J Cowley, B Alexandre, D Hine, P Ashcroft, J Wardell, J Smith & B Penfold.

T J Watson (Clerk)

In attendance: There was 1 member of the public in attendance.

Welcome to members of the public and introductions.

1. To receive apologies.

Apologies were received at the meeting from W Batty-Smith.

2. Declarations of interest.

B Alexandre declared a personal interest in Item 12.

3. To approve the minutes of the meetings - held on 16th Feb 2011.

RESOLVED: The minutes of the meetings having previously been circulated to Councillors were approved and signed by the Chairman.

There was a period of open forum during which T Wood (Lights Group Chair) addressed members and requested that the TC cover the Christmas events under the TC public liability insurance.

There was a period of silence in respect for victims of the earthquakes in New Zealand & Japan.

4. Correspondence: as detailed in annex 1a.

| Date | From | Info | Action |
|----------|---------------|--|--|
| 09.02.11 | P Woods | E mail ref. children crossing Jarvis Way on Route to Jarvis field play area. | Agreed to forward to DC Highways. CC to P Woods. |
| 11.02.11 | Hugh de longh | Information ref transport hub pilot | Noted |

5. To resolve the award of the grass cutting contract for Jarvis Field.

Opportunity to quote had been offered to Somerset Landscapes, J Shave, Harrier services & R Sharp. Somerset Landscapes & J Shave declined, Harrier services £2,224.00 & R Sharp £3,200.00

RESOLVED: It was proposed and agreed to award a 3 year contract on a fixed price of £2,224.00 P/A to Harrier Services.

6. To resolve that matters brought to Council by members, on behalf of members of the public will have name and address supplied. K Garland

K Garland felt it was best practice that when members bring matters to Council on behalf of members of the public, name and contact numbers be provided to the Clerk and noted in the minutes as received (n.b details not published in the minutes).

RESOLVED: There was general agreement that matters brought to Council by members, on behalf of members of the public will have name and address supplied.

7. To receive a report from the Station Road car park working group. G Carr- Jones

G Carr- Jones reported that the working group had met with local traders to discuss the issue of car park charges. The result of the meeting and subsequent consultation was a commitment

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from the traders of funding in excess of £5,000, to cover the provision of the car park as free at point of use for the next 2 years. The 2 year period is intended to give a breathing space for the Town Council to work to achieve a permanent solution to the funding for the car park. NDCC were impressed with the action and intentions put forward and have agreed this as an acceptable proposal on a cost neutral, non-profit making basis. G Carr-Jones thanked the lights group for helping to facilitate the consultation and T Wood (Lights Group Chair) in turn thanked G Carr-Jones for his inspiration and hard work.

8. To receive an update on the Shaping Stalbridge day. G Carr- Jones

G Carr-Jones gave members an update progress and thanked Victoria McManus for all her hard work. Publicity and logistics of the day were discussed. Members committed to delivering over half the flyers over the coming weekend and G Carr-Jones committed to asking the Scouts for help with the balance.

9. For the Town Council to provide £450.00 temporary funding for the Royal wedding event. D Hine

D Hine & J Cox gave members an update progress. Members understood the funding is on a temporary basis to cover advance costs which will be recouped by making small charges for parts of the event. The Clerk committed to confirming the TC's public liability insurance cover for such an event.

RESOLVED: It was proposed and agreed to make £450.00 temporary funding available to facilitate the event. (Cheque payable to D Hine, working group to produce account of income and expenditure to TC.) (Ref: section 137)

- a. To write to Mrs & Mrs Leppard to thank them for assisting the Jarvis field playground installation team with a supply of water and refreshments.

RESOLVED: It was proposed and agreed to write to Mrs & Mrs Leppard to thank them for assisting the Jarvis field playground installation team with a supply of water and refreshments.

- b. To receive a request from the playground working group for funding of £50 for the playground opening Easter egg hunt.

The Clerk advised that the working group have tried to source locally from Candys, unfortunately they can not match price on E Bay of 1200 eggs for £41.96. inc. delivery. B Alexandre committed to checking prices in Lidl to save on carriage.

RESOLVED: It was proposed and agreed to fund the purchase of the eggs up to a cost of £50.00 (Ref: section 137)

10. To approve the March Spring issue of the Town Council Newsletter.

Copies of the draft had been provided prior to the meeting. The Clerk advised that NDDC is happy make a £45.00 contribution to the Stalbridge Town Council Newsletter on a flexible per issue basis for some content within.

Distribution: post office, doctors, library, The Community Office & Church
20 at each location.

RESOLVED: There was general agreement to accept the draft as presented.

11. To carry out annual review of Council policy documents adopted prior to March 2010 and agree any amendments as necessary:

- a. Model Publication Scheme
- b. Financial Regulations

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c. Financial Risk Assessment and Management

The Clerk advised that there had been no changes in terms of practice or legislation in the above policies.

RESOLVED: There was general agreement that the documents be approved as they currently stand.

12. Clerk report on matters arising.

Reminder to member's for outstanding photos for web site

Reminder to TC internal auditors to come in.

Extra allotment garden land: Received long outstanding response for NDDC. The land at Pond Walk is earmarked for affordable housing. D Hardy to liaise with Cllr G Carr-Jones in terms of what the town would like to do with allotments and what could be done for affordable housing.

Donation for land for churchyard extension: J Foster Pegg, he sent the agreement to the Salisbury board of finance for signing on the 25/02 and expects the document back very soon. It will then come to the TC for signing. He hopes to have this resolved by the end of the month.

Flat Electrical Certificate: Need to get one done new regulations. Have quote with hourly rate from Alexandre Electrics.

Jarvis field: Scheme has been signed off by DCC who will pay balance of grant upon invoice.

Donation for production for trailway leaflets: received letter of thanks

Fence on churchyard extension land: Asked S Gardner to fix post.

Nomination forms for Town Council membership: Available for collection from Clerks office.

13. Finance:

a. To approve the accounts as presented in annex 1b. for payment.

Retrospective approval of invoices as presented in accordance with Financial Regulation 6.4.

| | | |
|--------------------|---|---------|
| BT | Calls 17/11/10-16/02/11 & rental 01/02-30/04/11 | £221.75 |
| Stalbridge Players | Advert in programme | £5.00 |

RESOLVED: Proposed by B Alexandre, seconded by D Hine and agreed that retrospective approval of invoices as presented be made.

b. To approve the accounts as presented:

| | | |
|-----------------------|---|---------|
| Tracey Watson | Salary March | £552.68 |
| HM Revenue & customs | Tax & NI March | £104.69 |
| Bob Jones | Flat boiler service & gas safety record | £72.00 |
| Glasdon | Station Road bench | £418.80 |
| Stalbridge youth club | Grant 2010.11 | £750.00 |
| Wessex Water | Water WC's | £85.67 |

| | | |
|---------------|--|-----------|
| British Gas | Electricity Office & WC's 24.11.10-31.01.11 | £115.09 |
| Gillingham TC | WC & Street cleaning February less £77.88 rebate | £1,607.71 |
| T Watson | In lieu of payment for stamps | £9.84 |

| | | |
|----------|--|--------|
| T Watson | In lieu of payment for postage for Us factor event | £16.40 |
|----------|--|--------|

Addition to Annex 1a:

| | | |
|-------------------|--|-----------|
| The Inwood Estate | Half Yearly rent Stalbridge playing Fields | £1,670.00 |
| Wessex Water | Water Office | £37.31 |
| T Watson | Mileage expenses 20.08.09-14.03.11 | £30.40 |

J Cox requested clarification that the utility bills covered both the Council and Community office. The Clerk confirmed this was the case.

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RESOLVED: Proposed by B Alexandre, seconded by J Cox and agreed that approval of invoices as presented be made.

b. To review of the effectiveness of the y/e 2010 internal audit process.

The Clerk advised that in accordance with the accounts & Audit (Amendment) (England) Reg 2006 all bodies are required to undertake a review of the effectiveness of the internal audit process. The following areas were reviewed:

Scope of audit, Independence, Competence; Relationships & Planning & Reporting.

RESOLVED: There was general agreement that the internal audit was effective and no further comments were made.

c. To review the Council's insurance cover.

The Clerk advised that the AON policy is pending update for the new Jarvis field play equipment. Having reviewed the policy and taken advice from alternative companies, members were asked to consider:

Re-valuation of buildings (p5, 7 & 14).

Addition of cover for loss of revenue ref. flat rent (p10) £3,180.00 p/a.

The Clerk questioned the figure on p7 (Other ground surfaces). It was presumed that this was for safagrass matting.

RESOLVED: There was general agreement to make no additions or re-valuations in the insurance policy.

14. To receive:-

a. Items for the next agenda from members.

G Carr- Jones: A Proposal that the TC consider covering the Christmas lights events under the TC public liability insurance.

G Carr- Jones: To receive a report and recommendations from the TC solicitor with regard to bequest and give further instruction.

b. Town Councillors reports.

D Hine: Expressed thanks on behalf of the playing fields committee for the TC cleaning the play equipment and reported the wording for the signs for the playing field & children's play area.

Case closed on the attempted theft of material from the office bay window roof.

P Ashcroft: Reported dates for the Christmas lights switch on and shopping evening. Lights group will be attending the Shaping Stalbridge event.

J Wardell : Attended exhibition on solar energy, no plans for this area at present. Reported that Dorset Credit Union have funding needs, requested agenda item at last meeting. (The Clerk confirmed that a written request had not been received for DCU therefore the proposal could not proceed).

J Smith: Took delivery of bench for Station Road at office. The Clerk thanked him for his help.

G Carr- Jones: Thanks to Brian Chant for help collecting 5 aside goals. Posts have been donated to the Youth Club to refurbish. Attended team North Dorset meeting focus on Stalbridge, very positive meeting and NDDC impressed with the Shaping Stalbridge Day.

J Cox: Will be planting the snow drops from the service this year.

J Cowley: Signage problem for the bungalows on the small cul-de-sac of Lower Road. The Clerk advised that she had contacted NDDC regarding this. Members gave permission to contact the resident and advise it is acceptable to erect sign/ signs.

B Penfold: Advised gave apologies for the February meeting.

15. To receive North Dorset District Councillors reports.

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None.

16. To receive the Dorset County Councillors report.

None.

17. To receive a report from the working group regarding the Clerk's pension and give further instruction.

A report was received.

RESOLVED: It was proposed and agreed to make the pension scheme offer to the Clerk outlined in the report. Pending Clerks voluntary contributions.

18. Date of the Next meeting - The next Town Council meeting will be held on **Wednesday 13th April**. All items for inclusion on the agenda must be received by the Clerk by 9.00am on Tuesday 5th April 2011.

The meeting Closed at 8.55 pm

Date 13/04/11

Signed

Chairman

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