

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 The Town Council Meeting held at the above address on Wednesday 6th March 2013.

Present Councillors: G Carr-Jones (Chair), P Ashcroft, W Batty-Smith, T Bishop, J Cowley, A Dike, K Garland, D Hine, R Knapp, C Moore & J Smith.

T Watson (Clerk)

Absent councillors:

In attendance

There were 7 members of the public in attendance.

1. Community Open Forum.

No comments were received from members of the public.

2. To receive apologies.

None.

3. Declarations of interest.

K Garland & C Moore declared a personal interest in item 6 as they have children who attend the school.

4. To approve the minutes of the meeting - held on 6th February 2013

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

5. Correspondence: as detailed in annex. 1a.

Date	From	Info	Action
29.01.13	Mrs A Pitt-Rivers via the DAPTC	Invitation via DAPT to event 'Promoting National Honours for Local People'	G Carr-Jones will attend.
09.02.13	N Dunkley	Message Via web site regarding footpaths & litter	Noted, G Carr-Jones has already offered to make personal representation to the business concerned regarding the litter problem.
19.02.13	Dorset POPP	Invitation to 'locality profiling event'	Unable to attend on this occasion. Agreed that a link with POPP would be a positive thing to aspire to in the future.
05.03.13	Giles Nicholson	E mail requesting a meeting with Stalbridge TC and other interested parties in putting together an "action group" to help progress the Trailway between St.N and Stalbridge.	It was agreed to have a future agenda item and to invite various interested parties and Parishes.
05.03.13	NDDC	Letter confirming that the TC can occupy the strip of land in NDCC ownership for the sole purpose of the Hub building construction.	Members agreed that the TC accept the land in its current condition without any works or alterations being undertaken by NDCC. Also that the TC will be responsible for the land, health &

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		safety, insurances and accept the land in its current condition without any works or alterations being undertaken BY DCC.
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6. To receive a report on essential remedial works required to keep the school pool open and give further instruction.

K Garland

A presentation was received from Jaine Harding (PTA Chairperson) and Simon Clark (Project Manager). It was understood that the pool has been solely funded by the PTA fundraising and assistance from local businesses since it was built 40 years ago. The condition of the pool, surrounding area and changing rooms is currently not of an adequate standard to be able to open for the summer swimming sessions. Therefore some urgent fundraising to cover the necessary works is required at an estimated total of £20,000.00, £9,000.00 of which has already been raised. Members discussed the aspiration of the pool being opened for community use, the representatives present were happy to consider this and had already done some fact finding work. Members considered the total general grant fund and other potential needs for grant funding in the town. The Clerk advised that under the Local Government (Miscellaneous Provisions) Act 1976 s.19 Power to provide and equip buildings for use of clubs having athletic, social or educational objectives the TC could contribute should they wish to. The longer term aspiration to have the pool covered was discussed and the opportunity of capital funding from the bequest to the Town Council.

RESOLVED: It was proposed and unanimously agreed to offer a grant of £1,500 in principal pending a grant application being made.

7. To consider and approve the formation of a Charitable Incorporated Organisation (CIO) as a vehicle to operate as a community trust for Stalbridge and to confirm the adoption of a suitable draft Constitution and to authorise an application in respect thereof.

T Bishop

Having carried out extensive enquiries T Bishop gave a general overview of a (CIO) Charitable Incorporated Organisation, which is a relatively new form of legal body. The charitable status of the CIO achieves the objective to obtain reduced business rates on the Hub building. The CIO members would be legal guardians of the Hub building and operate as a shell organisation in conjunction with the Town council. It was noted that there will be some legal advice required and there is funding available from NDDC to assist with the cost of this. T Bishop advised that the set up the CIO is based on a model document which has multiple options and blank areas for completion and requested members assistance with this task should the TC wish to proceed.

RESOLVED: It was proposed and agreed to approve the formation of a Charitable Incorporated Organisation (CIO) as a vehicle to operate as a community trust for Stalbridge and to confirm the adoption of a suitable draft Constitution and to authorise an application in respect thereof. D Hine & J Cowley offered to work with T Bishop on the administration to set up the CIO.

8. To review the risk assessment schedule for 2012.13.

The Clerk took members through the risk assessments in order of priority. It was noted that the formal agreement with the allotment association is pending approval by NDDC as the land owner. The Clerk expressed concerns at the amount of time this is taking thus extending the period of the potential risk. The other areas reviewed related to bus shelter cleaning and management of the street orderly, employment of staff, confirmation of the TC's formal agreement with the Playing Fields Management Committee and the potential budget implications of the financial management of the Stalbridge Hall.

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RESOLVED: There was general agreement that the review the risk assessment schedule for 2012.13 had been completed.

9. To approve the issue of the quarterly Newsletter.

A typo was pointed out and revision of the meetings dates list. The Clerk advised that NDDC had not put forward any information for inclusion in this issue.

RESOLVED: It was proposed and agreed to approve the issue of the quarterly Newsletter with the above amendments.

10. To approve the changes recommended to the hub plans by the Steering Group.

An e-mail from T Lee was read out which explained the reasons that the Library management Group had requested the amendments. Clare Templeman further explained the need for back office space for the storage of media prior to receipt and despatch and the for a second separate door as a fire exit and point where books can be delivered when the library is closed. Whilst some members felt that the appointed steering groups recommendation should be taken others felt that it was too late to make design changes and that the central atrium should be preserved as waiting / display area which would allow the main area to be free for general use, thus making both areas more flexible for potential future uses. Alternative suggestions were made media receipts / storage and it was understood that the existing WC in the library area can not be termed for disabled use as it is too small. It was noted that the location of the boiler on the current plans had been assumed in error and therefore the location was not suitable.

RESOLVED: It was proposed and agreed to approve the changes recommended to the hub plans by the Steering Group.

D Hine, T Bishop & J Cowley requested their votes against the proposal be recorded.

11. To receive notice of the Annual Town Council Meeting.

Members noted that the annual Town Council meeting will be held on Weds 8th May and the Annual Town Meeting will be on Weds 22 May.

11. To approve the Petty Cash Handling Policies for the sub-committees.

The procedures had been reviewed and drawn up in conjunction with the relevant sub-committees in order to reflect current practice.

RESOLVED: It was proposed and agreed to approve the Petty Cash Handling Policies for the sub-committees.

13. Finance:

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

Library Management Group Sub-Committee			
	Balance of community library start up grant		£1,000.00
British Gas	Direct Debit Electricity office 31.10.12-31.01.13 estimated calls & line rent 17.11-18.02		£132.36
BT			£314.71
Direct Office Supplies	Copy paper		£32.40
ICO Office	Yearly re-newel of Data protection registration		£35.00
J Rabbatts	In lieu of tax transport to Sherborne transport action group		£10.00
T Watson	In lieu of postage Jarvis field order		£1.20
HM Revenue & customs	Tax & NI March		£82.18
Tracey Watson	Salary March		£769.37
British Gas	Direct Debit Electricity WC's 31.10.12-01.02.13 inc actual reads		£94.68
Wessex Fire & Security	Community Library Annual alarm service contract		£105.60
Wernick Hire	Portacabin initial payment to include 4 weeks hire, delivery & collection.		£561.60
John Crompton Ltd	Structural Engineering services for the Hub		£1502.04

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Retrospective approval

Library Management Group

Sub-Committee

Balance of community library start up grant

£1,000.00

The Clerk advised that the full community library start up grant of £2000.00 had been received by the TC and therefore the retrospective approval of half the amount represented the repayment of the TC advance to the library management group. It was noted that D Beardsmore had donated his consultancy services for the Hub project.

RESOLVED: Proposed by W Batty-Smith, seconded by D Hine and agreed that approval of the invoices as presented be made including the above underlined additions.

14. Clerks report on matters arising.

DAPTC Chief Execs circular: points to note: DCC taking over responsibility for bus pass applications – sent to the CIO. Cutting back on red tape for community entertainment – passed to Hall committee. Members info: Facebook village page & Neighbourhood planning funding.

Street Orderly – Gillingham TC have advised that they do not intend to carry on with the service level agreement from 1st April 2013. The Clerk advised that she had sent a specification of works to the Dorset waste partnership and was working with them to come up with a short term provision of service pending TC resolution on the future provision of the service.

Change of ownership of 8 Ring Street – All the forms have been completed and returned to the TC's solicitor. The Clerk is in the process of arranging for a commercial and residential energy performance certificate for the building.

Temporary Office – The portacabin will be delivered on 19th March. Permission has been sought from NDDC to site. Insurance is being dealt with.

Hall Car park resurfacing work – A further report had been received from Morris & Perry subsequent to a site visit on 12th February (*The area has improved further as expected due to weathering & traffic. There was still a damp area, but much less than previously and the material surface was in good condition and comparable to the surrounding areas. In conclusion the surface of the car park will continue to improve and should offer no reason for further concern.*) Member instructed the Clerk to ask the Hall Management for their recommendation of the works prior to payment of the balance of the invoice of £2,000.

Jarvis Field Play area grass cutting – In previous years there has been an issue with the rate that the meadow grass has grown and at 16 cuts there has been substantial loose grass on the surface. The Clerk advised that this year she would monitor and may ask members if additional cuts are considered to be appropriate. As last year the contractor will spray paths and around equipment at an appropriate point.

15. To receive Town Councillors reports.

K Garland - Progressed DC highways reply to letter regarding parking restrictions in Duck Lane. Clerk confirmed no reply received and agreed to progress. Vi Molem has asked members of the TC as individuals to donate bingo prizes.

W Batty-Smith – As District Councillor has received a letter of complaint regarding the new street lighting in Gold Street.

J Cowley – Received a reply to his letter to the Leader of the DC regarding the absence of the County Councillor. Has reported damaged raised footpath at Stalbridge Weston. Visited the youth club and glad to report a superb atmosphere. Concerned that subscriptions do not cover rent and an application for funding will be coming to the next meeting.

G Carr-Jones – TC efforts to negotiate a reduced rent for the youth Club with the Hall committee have to date been unsuccessful. Pump box at the ring is damaged. T Ashcroft to attend to.

T Bishop – requested time at a meeting to discuss the hub IT requirements. Agreed to have extraordinary meeting 20th March.

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J Smith – updated members on the temporary accommodation, storage and moving arrangements.

P Ashcroft - Lights group fashion show was a success. Reminder to get highways quote for The Ring.

C Moore – received comment that the flag pole is not straight – T Ashcroft to attend to. Only one bollard left at Wards Hill potentially dangerous. Clerk will report.

16. To receive North Dorset District Councillors reports.

W Batty-Smith – As District Councillor has received a letter of complaint regarding the new street lighting in Gold Street.

17. To receive the Dorset County Councillors report.

None.

18. Date of the Next meeting - The next Town Council meeting will be held on **Wednesday 10th April**. All items for inclusion on the agenda must be received by the Clerk by 9.00am on Tuesday 2nd April 2013.

The meeting closed at 9.00 pm

Date...10/04/13

Signed.....
Chairman