

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 Annual Town Council Meeting held at the Youth Annex Stalbridge Hall on Wednesday 8th May 2013.

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

T Watson (Clerk)

In attendance There were no members of the public in attendance. Apologies had been received from Pauline Batstone (County Cllr.)

1. To elect a Chairman and receive the declaration of office.

RESOLVED: G Carr-Jones was nominated, seconded and duly elected, the declaration of office was signed.

2. To elect a Vice- Chairman and receive the declaration of office.

RESOLVED: K Garland was nominated, seconded and duly elected, the declaration of office was signed.

3. Community open forum.

None.

4. To receive apologies.

Apologies had been received in advance of the meeting from P Ashcroft & C Moore.

5. Declarations of interest.

K Garland declared a personal a prejudicial declaration in item 19a. and advised that she would abstain from the vote.

6. To approve the minutes of the meetings - held on 10th April & 24th April.

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

7. Correspondence: as detailed in annex 1a.

Date	From	Info	Action
09.04.13	P Batstone	Notes BV transport forum	Noted
10.04.13	S Owens	E Mail ref. litter picking	Notes with thanks
26.04.13	DCC	Info. "Today's Youths-Tomorrow's leaders"	Members considered link with the local secondary schools
	D McGrath AMT	E Mail ref. grants for neighbourhood planning	Members committed to an open event in spring 2014 to canvas local support.
01.05.13	Claudia Dart	E mail offer to build a community website for Stalbridge	Members were most glad to receive the offer. Clerk instructed to send a holding reply pending the set up of the CIO.
03.05.13	June Hunt NHS Dorset Clinical Commissioning Group	Funding for outdoor cardiovascular equipment has been carried forward to this financial year	Agreed to put to the town via the next newsletter and ask for feedback.
07.05.13	Stalbridge School PTA	Letter thanks and invitation	K Garland, C Moore & A Dike to attend.
07.05.13	Jacqui Ragg Sturquest	Neighbourhood planning event cancelled. Invitation	Noted

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		'Getting to Grips with Localism & New Community Rights event 22 nd May	
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8. To review the insurance schedule in respect of all risks.

It was noted that this was the end of the first year of a 3 year agreement with Zurich. The Clerk is in the process of increasing the fidelity cover to the next band which is £250,000.00. The Community Library and portacabin have been added to the schedule.

RESOLVED: The insurance schedule in respect of all risks was reviewed.

9. To receive nominations for existing committees & groups & appoint any new committees and approve terms of reference.

RESOLVED: It was proposed and agreed that all TC members be elected as members of the Planning Committee.

RESOLVED: It was proposed and agreed that the following be appointed to the planning advisory group: P Ashcroft, K Garland & R Knapp.

10. To review the terms of reference for committees & groups.

The Clerk suggested a new terms of reference for the hub project board to reflect the management of the building and equipping the Hub. A terms of reference needs to be set up for the Community information office. The Lights group and planning advisory group terms of reference need to be amended to reflect the current membership and numbers. It was suggested that a terms of reference be set up for the Travel Exchange sub-committee.

RESOLVED: There was general agreement to amend the lights group, Planning Advisory Group and new hub project board terms of reference and that all other existing terms of reference remain unchanged.

11. To review the delegation arrangements to committee, sub-committees, employees & other local authorities.

It was agreed that delegation arrangements to committees groups are detailed in their terms of reference as previously approved. The Clerk has no delegated powers as such and the TC does not delegate any of its functions to other local authorities.

RESOLVED: The delegation arrangements to committee, sub-committees, employees & other local authorities. and

12. To appoint representatives on external bodies and agree arrangements for reporting back.

Allotment Soc. Rep: D Hine

Auditor TC: D Hine

Community Office: J Smith

DAPTC Area. : T Bishop

Footpath Liaison officer: N Brown

Henstridge Airfield C Cttee: R Knapp

Youth Club Rep. & Stur. Youth Centre Rep: G Carr- Jones

School: Whilst there is no formal representation K Garland & C Moore committed to facilitating the link.

Reports will be made back to Council via member's matters of report.

G Carr-Jones committed to working with Pauline Batstone to improve the Councils links with the Youth Club.

Playing Field: D Hine & C Moore

Library Management group: D Hine

Lights Group: P Ashcroft

Public Transport Rep.: J Rabbetts

Tree Officer: P Ashcroft

Hall Cttee: T Bishop

13. To review the inventory of land & assets inc. building and office equipment.

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A review of the assets in physical terms will be done over the summer and brought to Council accordingly. The Clerk had taken the external auditors advice on the valuation and disposal of 8 Ring Street and the changes resulting from listing the WC's and Community Library. Members felt that despite the auditors advice insurance value was not acceptable it would be appropriate to have a professional valuation of the sports pavilion and the Hub after completion.

RESOLVED: It was proposed and agreed to accept the inventory list of land & assets inc. building and office equipment as presented.

14. Review of Standing Orders & Financial Regulations.

Members have personal copies of the documents. The Clerk advised that there had been no changes in terms of legislation or the Councils operations that affects the standing orders. It was noted that during the year the Council had approved a change to the financial regulations to reflect cash handling by sub-committees.

RESOLVED: There was general agreement to accept the Standing Orders & Financial Regulations as unchanged.

15. To review the Councils complaints procedure.

The Clerk advised that there had been no changes in terms of legislation or the Councils operations since adopting the current complaints procedure in September 2011.

RESOLVED: There was general agreement to accept the complaints procedure as previously adopted.

16. To review the procedure for handling requests made under the freedom of information act 2000 & Data Protection Act 1998.

The model publication scheme (Information act 2000) has been previously approved by the Council. The purpose of this publication scheme is to show what classes of Council information are available routinely. A copy of the schedule is retained in the Clerk office, the TC may decide to put the scheme on the web site. Any requests made under the freedom of information and data protection acts will be dealt with according to the model publication scheme.

RESOLVED: There was general agreement to accept the procedure for handling requests made under the freedom of information act 2000 & Data Protection Act 1998 in conjunction with the model publication scheme (Information act 2000).

17. To review the Councils policy for dealing with press and media.

RESOLVED: The policy in place for dealing with press and media was reviewed.

18. To set the dates, time & place of ordinary meetings for the Full Council year ahead.

RESOLVED: There was general agreement that the dates, time & place of ordinary meetings of the Full Council for the year ahead were set as presented.

19. Finance.

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

HM Revenue & customs	Tax & NI May	£79.80
Tracey Watson	Salary May	£769.41
Tracey Watson	Payment in Lieu Office mobile top up	£40.00
Tracey Watson	Payment in Lieu 3 months post redirection & stamps	£127.20
Tracey Watson	Payment in Lieu no smoking signs for WC's	£22.02
Cemax UK Ltd	2 x Loo roll dispensers	£100.20
V B Lewis	Architects fees	£1,218.42
R Sharp	STC & NDDC grass cutting 04.04-29/04 inc library bank	£754.00
Fix A Door Ltd	Library auto door repair	£195.00
Wessex Water	Standpipe allotments 29-09-12/21-03-12	£11.31
Energy report Ltd	Commercial EPC 8 Ring St	£240.00
Harrier Garden Services J	Jarvis field mowing 1st of 4 instalments	£516.15

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PWLB	Office loan 1st payment 2013	£3,614.42
Direct Office supplies	Stationery	£0.94
Great Western Internet	Website maintenance	£295.20
Wernick Hire	Portacabin	£252.33
British Gas	Gas office 09.01-20.03.13	£230.94
NDDC	Business rates 8 Ring Street May	£20.00
Wessex Water	Water 8 Ring St 16-01-12/30-03-13	£40.78
Wessex Water	Water Library 12-02-12/20-03-13	£10.32
Total Gas & Power	Gas library 28-02-31-03-13	£99.74
IK Services	Street & WC cleaning April	£875.53
Zurich	Additional premium to cover Comm. Library	£174.27
Vining Bros. Building Ltd	2nd stage payment on Hub Building	£33,600.00

RESOLVED: Proposed by W Batty Smith, seconded by D Hine agreed that approval of invoices as presented be made excluding the payment to Comax UK Ltd as the goods had not been delivered.

K Garland abstained from the vote.

b) To approve a transfer of funds of £55,000.00 from the deposit to current account.

RESOLVED: Proposed by W Batty-Smith, seconded by K Garland and agreed that approval of the transfer be made and the transfer request was signed.

20. Clerks report on matters arising.

No Smoking signs & loo roll dispensers for the WC's – Have been ordered

Signs for Station Rd recycling area - Current problem with fly tipping, the Clerk has asked DWP for a larger sign.

Lockable bin / disposal of bin waste – The Clerk has been trying to get some form of response from DWP since 17th April.

Disposal of grass cuttings from Jarvis Field play area - The contractor would be willing to remove, the Clerk had asked the allotment society who agree that we could use the cuttings but have not got room for them on the allotments. Query could they be placed in the field adjacent and as near to the gate as is acceptable to the TC. Agreed No.

21. To receive Town Councillors reports.

W Batty Smith – Congratulations to Pauline Batstone on election success. Advise that the land at Bibbern Lane is outside the current development limits. Changes to the District ward boundaries. Saturday AM sessions at the Community Office are as busy as they were at 8 Ring Street.

J Smith – Report on Community Office operations in the portakabin. Thanks to those who helped with the move.

D Hine – Enquired how the street cleaning project is getting on. Clerk advised that the 3 companies who had expressed an interest have been asked to quote on the specification.

K Garland – Progressed a DC Highways response to the Duck Lane parking issue. G Carr-Jones advised that he has escalated to senior Highways management. Should there be no satisfaction the TC may consider a complaint to DCC Chief executive.

T Bishop – Progress with the CIO application, trustees are Jan Wardell and Claire Templeman. Attended the CEPEND away day and received information on the future of the local Community Partnerships and other towns are expressing interest in setting up CIO's. Sale of 8 Ring Street, waiting on land registry amendment and indemnity for right of way.

J Cowley – Suggested a name for the hub 'The Centre'. Queried why the street lights in Grove Lane do not appear to have been renewed.

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22. To receive Dorset District Councillors reports.

None.

23. To receive the Dorset County Councillors report.

None.

24. Date of the Next meeting - The next Town Council meeting will be held on Wednesday **5th June 2013**. All items for inclusion on the agenda must be received by the Clerk by 9.00am on Tuesday 28th May 2013.

The meeting closed at 8.49 pm

Date...05/06/13

Signed.....
Chairman