

STALBRIDGE TOWN COUNCIL

Clerk: T Watson
TheHub@Stalbridge,
Station Road, Stalbridge, Sturminster Newton, Dorset, DT10 2RG.
Tel 01963 364276.

Email: clerk@stalbridgetowncouncil.gov.uk

Approved minutes of The Annual Town Council Meeting held at the above address on Wednesday 9th May 2018 commencing after the Planning Meeting.

Present Councillors: G Carr-Jones (Chair), T Bishop, J Cowley, K Garland, B Newton, B Penfold & J Wardell

T Watson (Clerk)

In attendance

There were 10 members of the public in attendance.

G Carr-Jones (County Cllr.) was in attendance. Apologies had been received from W Batty-Smith (North Dorset Dist. Cllr.)

Welcome to members of the public and introductions.

The Chairman advised that D Hines resignation had been received and thanked her for all her long standing contribution to Stalbridge Town Council.

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.

A suggestion was made that the TC appoint a member to act as TC representative on the School governing body - J Cowley offer to take this forward.

A suggestion was made that the Town Plan is revisited – J Wardell agreed to table.

4. To receive apologies.

Apologies had been received in advance of the meeting from P Brember, C Moore & R Knapp.

5. Declarations of interest.

K Garland declared a pecuniary interest item 17.a (IK Services) and stated that she would abstain from the vote on that payment.

6. To approve the minutes of the meetings - held on 4th April 2018.

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

7. To receive Dorset District Councillors reports.

G Carr-Jones gave an update on the progression to the unitary council which will be called 'Dorset Council'

8. To receive the Dorset County Councillors report.

Paper report received and circulated prior to the meeting will be displayed on the web site.

9. To receive Town Councillors reports.

B Penfold – attended HACC meeting

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T Bishop – Update on availability of alternative GP services for Stalbridge residents. Advised that he endeavours to set up a community car scheme for Stalbridge and is also involved with a CCG pilot travel scheme.

J Wardell – Attended the Community Library management meeting. This year is the 5th anniversary of the CML and she thanked the volunteers for all their hard work. She had attended the first Whit Hart link walk from Gillingham to Shaftesbury and advised that the Stalbridge to Sturminster Newton section was set for September.

10. To receive an application for grant funding from Stalbridge History Society.

J Ralph addressed the meeting and explained that the grant funding is required towards financing the Stalbridge Estate Sale exhibition in the Autumn and for display boards and A3 copying facilities that may be shared by the community.

RESOLVED: Proposed & agreed to make a grant of £250.00

11. To appoint a data protection Officer for Stalbridge TC & Sub-Committees.

Requirement in conjunction with GDPR compliance.

RESOLVED: The Clerk was appointed a data protection Officer for Stalbridge TC & Sub-Committees.

12. To facilitate the external cleaning of the library roof lights. J Wardell

Quote had been received for the works at a cost of £150.00

RESOLVED: Agreed to go ahead with works.

13. To approve the draft terms for advertising on The Ring J Wardell

RESOLVED: Agreed to approve the terms for advertising on The Ring

14. At Jubilee play area to install a picnic bench, top rail on the sides and back of the boundary fence and a rail at the top of the bank adjacent to the second gate. B Newton

The proposal was amended to add the refurbishment and installation of the original wrought iron sign.

RESOLVED: Agreed to receive costings for installation a picnic bench, top rail on the sides and back of the boundary fence, rail at the top of the bank adjacent to the second gate and the refurbishment and installation of the original wrought iron sign at Jubilee play area.

15. To facilitate a meet the Pharmacist event. G Carr-Jones

Members agreed that this event could be hosted at the Hub to help people understand what a Pharmacist can do in terms of health care.

RESOLVED: Agreed to facilitate a meet the Pharmacist event.

16. Correspondence: as detailed in annex 1a.

06.04.18	NDDC Planning Policy	Notification of submission of Sturminster Newton neighbourhood plan	Noted
30.04.18	DAPTC	Survey on LGR matters	Noted

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16.04.18	Jean & Steve Convoy	Bay Tree Cottage – access to car park	T Bishop to investigate
02.05.18	DAPTC	Views wanted on healthcare services for children and young people in Dorset	Noted
08.05.18	John Foster-Pegg	Closure of Surgery - voluntary car service	Noted – T Bishop working on project

17. Finance.

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

Payee	Details	Amount
Total Gas & Power	Gas Supply- The Hub 28/02/18 - 31/03/18	£143.03
Tesco Mobile	134021122045 Mobile charges 09/04/18 - 08/05/18	£11.50
IK Services	Security chain and padlock for Jubilee Park Play Area Gate No 2	£35.88
In lieu I K Services	Comax - Smart One Stainless Steel Dispenser AH088	£71.99
in lieu IK Services	Fit Smart One Dispenser in disabled WC	£13.01
In Lieu I K Services	Light bulbs x 2 - Public Toilets	£11.98
IK Services	Hub building windows cleaned	£35.00
R Sharp	Grass cutting charges, STC & NDDC	£1,255.50
Dorset County Council	DWP - Hub and Town Waste Apr 18 - June 18	£625.80
Stalbridge garden soc	programme advert 1 page	£25.00
Prodigy IT Solutions	SIL28590 Silver Support Pack - May	£259.20
Prodigy IT Solutions	PIT28633 - Support Pack - VoIP	£134.38
British Gas	710018297 Electricity supply - Toilet block	£45.29
J F Design & Print	Web authoring for Stalbridge.info for w/e 04.03 - 25.03.18	£288.00
JF Design & Print	Web authoring for Stalbridge.info for w/e 01.04 - 22.04.18	£288.00
J F Design & Print	Annual hosting of TC Website 27.05.17 for 12 months	£144.00
PWLB	Loan payment	£3,614.42
J Loughlin	Replacement of post in Jarvis Play area	£110.94
Blandford Office Furniture	Inv No 12716 Cupboard with extra shelf	£186.00
S N Museum & Mill Society	Advert in North Dorset Museums leaflet	£38.00
T Watson	In lieu - kitchen equip & rotary trimmer	£32.71
T Watson	Salary - April	
P Garraway	Salary - April	
HMRC	Tax & Ni - April	£257.07
DC Pension Fund	Emp & Empl contribution April	£304.59
I K Services	Street Cleaning - Mar	£1,816.67
Proludic	Jubilee play area	£47,389.22
Total Gas & Power	Gas supply The Hub - 31.03.18 - 30.04.18	£79.46

RESOLVED: It was proposed by J Wardell, seconded by B Newton and all agreed to approve the payments as presented.

K Garland abstained from the vote on the payment to IK Services.

b) To approve the quarterly financial report ending 31.03.18

Members had received the figures prior to the meeting and the bank statements were verified against the cash book.

RESOLVED: It was proposed and agreed to accept the quarterly financial update ending March 2018 as presented.

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- c) To approve a transfer from the deposit account.

RESOLVED: £55,000 to cover the payments to Proludic & PWLB

- d) To approve the appointment of the internal auditor for 2017/2018 accounting period and review the terms of reference and schedule for the internal audit.

The Clerk advised that Mr Bedford was happy to carry out the internal audit at a charge of £80.00. Members were happy to use the previous terms of reference and schedule for the internal audit.

RESOLVED: It was proposed and agreed to appoint Mr O Bedford as the internal auditor for the accounting period 17.18. The terms of reference and schedule for the internal audit were approved accordingly.

18. Review of delegation arrangements to committees, sub-committees, staff and other local authorities.

RESOLVED: That delegation arrangements to Committees and Working Groups as detailed in their terms of reference remain. The Clerk has no delegated powers as such and the TC does not delegate any of its functions to other local authorities.

19. Review of the terms of reference for committees.

It was noted that there are some draft alterations to the TOR for the LMG which will be considered at a future meeting

RESOLVED: That the existing terms of reference remain. The LMG TOR is pending future approval

20. Appointment of members to existing committees.

Allotment Soc. Vacant	Playing Fields: C Moore
Auditor TC: K Garland	Library Management group: J Wardell
Stalbright Group: P Brember	Information Office: T Bishop
DAPTC Area. : T Bishop	Public Transport Rep.: J Rabbetts
Footpath Liaison officer: J Wardell	Tree Officer: P Ashcroft
Henstridge Airfield C Cttee: B Penfold	Hall Cttee: B Penfold
Dorset Travel Workshop: T Bishop	Youth Services: P Brember & K Garland.
Health: T Bishop	Planning & Open Spaces Advisory Group :K Garland, J Wardell, P Brember, B Newton

RESOLVED: To appoint as above.

21. Appointment of any new committees in accordance with standing order 4.

RESOLVED: Not to appoint any new committees.

22. Approve the terms of reference for any new committees.

RESOLVED: No committees appointed.

23. Review and adoption of appropriate standing orders and financial regulations.

Members have personal copies of the Standing orders and financial regulations. Standing orders were updated during 17.18 to reflect the council making electronic payments

RESOLVED: That the existing Standing Orders and Financial Regulations remain.

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24. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.

RESOLVED: That no charters or agency agreements are in place.

25. Review of representation on or work with external bodies and arrangements for reporting back.

RESOLVED: That reports by representatives will be made under Councillors matters of report.

26. To make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future.

It was noted that the Council is eligible in terms of the proportion of elected members and the Clerks SILCA qualification. However the Clerk needs to add the module to her SILCA qualification.

27. Review of inventory of land and assets including buildings and office equipment.

The additions of £1,451.16 and disposals of £2.00 were noted. An annual review of the assets in physical terms will be done over the summer by B Newton. During the year rolling inspections are carried out.

RESOLVED: To approve the changes to the inventory of land and assets including buildings and office equipment.

28. Confirmation of arrangements for insurance cover in respect of all insured risks.

The Clerk advised that the insured value exceeds the fixed asset value. Amendments have been made to the policy to reflect the purchases and disposals and changes in salaries. The current policy is due for re-newel in June quotes will be brought to council in June.

RESOLVED: The arrangements for insurance cover in respect of all insured risks was confirmed.

29. Review of the Council's and/or staff subscriptions to other bodies.

RESOLVED: It was agreed for 18.19 to subscribe to SLCC and DAPTC

30. Review of the council's 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: That the existing complaints policy remain.

31. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the 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's 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. The Council has had no requests for information in conjunction with the freedom of information act in the last year.

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RESOLVED: That the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 remain.

32. Review of the council's policy for dealing with the press/media.

RESOLVED: That the Council's policy for dealing with the press/media remain.

33. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

RESOLVED: To accept the set dates, time & place of ordinary meetings of the Full Council for the year ahead as presented.

34. To facilitate training for new councillors and updates as required.

The Clerk advised member of the courses available during May.

35. Clerks report on matters arising.

New member - In the absence of an election a new TC member may be co-opted at the June meeting.

36. **Date of the Next meeting** - The next Town Council meeting will be held on Wednesday **6th June 2018**. All items for inclusion on the agenda must be received by the Clerk by 9.00am on Tuesday 29th May 2018.

There being no further business the Meeting closed at 8.49 pm

Date: 06 June 2018

Signed:

Chairman