

STALBRIDGE TOWN COUNCIL

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

Email: clerk@stalbridgetowncouncil.gov.uk

Draft minutes of The Annual Town Council Meeting held at the above address on Wednesday 15th May 2019 commencing after the Planning Meeting.

Present Councillors: K Garland (Chair), B Newton, B Penfold, M Dimmer, M Robinson, R Roden, D Andrews, R Lovell.

T Watson (Clerk)

In attendance

There were 7 members of the public in attendance.

G Carr-Jones (Dorset County Cllr.) was in attendance.

Welcome to members of the public and introductions.

The Chairman from the previous term G Carr-Jones welcomed all those present and introduced item 1 on the agenda.

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

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

3. To receive apologies.

Apologies had been received in advance of the meeting from J Convoy & H Hatcher.

RESOLVED: J Convoy & H Hatcher to sign their declaration of acceptance of office by 24.05.19.

4. Declarations of interest.

K Garland declared a pecuniary interest item 12.a (IK Services) and stated that she would abstain from the vote on that payment.

5. To approve the minutes of the meetings - held on 10th April 2019.

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

6. To receive the Dorset Councillors report.

None

7. Members questions regarding Town Councillors written reports.

Written report received and circulated to members from K Garland & B Newton regarding a meeting with members of the Hall Management Committee. A question was raised as to whether it was necessary that the TC representative on the Hall Management Committee be a trustee.

8. To receive a quote for the IT support and give further instruction

DEFFERRED: To the June meeting

9. To receive an update on the Jarvis field multi fitness track project and give further instruction.

K Garland

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K Garland advised that that the track was almost finished and would be open for use at the weekend. There is be some signs required for health and safety and acknowledgement of sponsorship which she will bring to a future meeting along with ideas for an official opening.

10. Correspondence: as detailed in annex 1a.

Date	From	Info	Action
	Blackmore Vale lodge	Cheque donation £230.00 for the community defibrillator	Noted with thanks Clerk instructed to write
	Oddfellows	Cheque donation £780.50.00 for the community defibrillator	Noted with thanks Clerk instructed to write
03.05.19	DAPTC	Request for examples of work in the community (dl 31.07.19)	Delgated to B Newton & K Garland

11. Questions to council: as detailed in annex 1b.

The meeting was adjourned and this was taken as open forum.

Members of the public made the following comments:

Congratulations to elected members.

The hall is the most important item the Town Council owns. *(N.B the Town Council owns the land the hall is sited on)*

Concerns expressed regarding the change from open forum to questions to Council.

12. Finance.

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

Clerk	Salary -May inc. OT	£1,652.23
HMRC	Tax & Ni - May	£562.73
DC Pension Fund	Emp & Empl contribution - May	£595.69
J Loughlin	make woodmills bench safe	£40.00
J Loughlin	Refurb and install jubilee play area arch	£600.00
J Loughlin	Jarvis field fence repair and maze strimming	£87.00
J Loughlin	Jarvis field train refurb	£655.00
R Sharp	STC & DC grass cutting 09.04-01.05.19	£1,445.50
Ian Davies	Hedge works in association with the JF MF track	£300.00
Dorset council	car park rates 2 of 10	£462.00
such a service	Hub & library internal decoration	£2,650.00
JF design & Print	web authoring stalbridge.info 31.03-24.04.19	£288.00
Total Gas & Power	Gas hub 31.03-30.04.19	£64.37
Tesco Mobile	mobile phone charges May	£11.50
SSE	electricity hub 15.01-08.04.19	£113.56
Dorset council	Hub rates 2 of 10	£737.00
DWP	hub & town waste 01-04-30-06/19	£644.70
British gas	Electricity public WC's 16.03-30-0419	£14.28
IK Services	Street Cleaning - April	£2,616.67
DAPTC	subscription 19.20	£792.38
Bankline	May	£24.50
Direct office	paper & laminating pouches	£35.39
PWLB	Office loan 1/2 yearly payment	£3,614.42
SWALC	Electricity Hub 15.01-08.04.19	£113.56
South West Councils	Associate membership	£435.00

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RESOLVED: It was proposed by B Newton, seconded by S Waite and all agreed that the payment as presented by made.

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

b) To approve a transfer from the deposit account.

Not required

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

As 2 new members were not present it was agreed to review again at the June meeting .

Allotment Soc. D Andrews	Playing Fields: R Roden
Stalbright: B Penfold	Library Management group: M Robinson
DAPTC Area : S Waite	Stalbridge Hall Mangement Cttee:K Garland & B Newton
Henstridge Airfield C Cttee: B Penfold	Annual inventory inspections: B Newton
Information Office: Vacant	Auditor TC: vacant
Youth Club : M Dimmer	
Non TC representatives	
Footpath Liaison officer: J Wardell	Tree Officer: P Ashcroft
Health and travel : T Bishop	Public Transport Rep.: J Rabbetts

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

14. 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.

15. Review of the terms of reference for committees.

RESOLVED: That the existing terms of reference remain.

16. Appointment of members to existing committees.

RESOLVED: All members will be on the planning committee

RESOLVED: Planning & Open Spaces Advisory Group membership : R Roden, B Lovell, M Robinson.

B Penfold to join B Lovell on the Station Rd bus shelter working group

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

RESOLVED: To appoint a HR Committee : membership N Newton , B Lovell, B Penfold.

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

RESOLVED :Terms of reference for the HR committee to be agreed at the June meeting)

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

Members have access on the web site to the Standing orders and financial regulations. There have been no changes during 18.19.

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

20. 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.

21. 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.

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

The additions of £36,543.33 and disposals of £16,225.60 were noted. Mainly attributed to the replacement play equipment at Jubilee Play area. An annual review of the assets in physical terms will be done over the summer by B Newton and 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.

23. 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, changes in salaries and fidelity cover. The current policy is due for re-newel in June and will be brought to council at the June meeting.

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

24. Review of the council's and/or staff subscriptions to other bodies.

It was noted that in the past the council have subscribed to SLCC and DAPTC. During the last term members agreed to keep the DAPTC subscription under review during 19.20

RESOLVED: It was agreed for 19.20 to subscribe to SLCC and DAPTC and to keep future DAPTC subscription under review during 19.20.

25. 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. The procedure will be altered to reflect the unitary authority and the change in TC Chairman.

RESOLVED: That the existing complaints policy remain.

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26. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018.

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 and will soon be available on the TC 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.

RESOLVED: That the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 remain.

27. 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.

28. 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.

29. To facilitate training for new Councillors and updates as required.

New Councillor training has been booked for all the new members who did not serve in the previous term. Through the DAPTC there will be further training available in the summer and autumn.

30. Clerks report on matters arising.

Attended a meeting with the Dorset Councillor and highways regarding the future road works in Stalbridge.

RESOLVED: In accordance with standing order 10a. xi. It was proposed and agreed to exclude the press and public.

31. To receive a personnel report and give further instruction

RESOLVED: To have associate membership to South West Councils for one year.

32. Date of the Next meeting - The next Town Council meeting will be held on Wednesday 7th June 2017. Members written reports and items for inclusion on the agenda must be received by the Clerk by 9.00am on Tuesday 30th May 2017.

There being no further business the Meeting closed at 8.57 pm