

SHERBORNE TOWN COUNCIL

At the monthly meeting of the SHERBORNE TOWN COUNCIL held at The Manor House, Sherborne, on MONDAY 18th FEBRUARY 2008 at 7.00 pm

Present: Mr K Batten (Town Mayor)
Mr D Elliott (Deputy Town Mayor)

Mesdames S Greene, D Gurzynski, S Moody, K Pike,
J Smith and M Snowden
Messrs M Boustead and V Clark

In attendance: Mrs V Todd (Town Clerk)
Mrs S Woodford (Minute Taker)

The Public Forum had taken place at 6.45 pm during which questions and comments were welcomed from the general public and Inspector Chalkley updated members on police matters.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Clayton and Cllr Waldron.

2. MINUTES

The Minutes of the Monthly meeting held on 21st January 2008, having been circulated to the Members prior to the meeting, were taken as read, approved as a correct record and signed by the Chairman.

3. MAYOR'S ANNOUNCEMENTS

3.1. Minutes

The following minutes have been received:

3.1.1. Sherborne Area Partnership Steering Group meeting held on Monday 10th December 2007.

3.2. Publications

The Clerk has copies of the following:

3.2.1. Magna Housing Association Stakeholder's Newsletter. Issue No. 4 dated January 2008.

3.2.2. Dorset Police Newsletter, Dorset 2010. Issue No. 2 dated November 2007.

3.2.3 European Union Regional Policy Newsletter - Inforegio News, Issue No. 163.

3.2.4. European Union Regional Policy Panorama, Issue No. 22.

4. DECLARATIONS OF INTEREST

4.1 Cllr Elliott declared an interest in Item 5, Plans Committee minutes, as a member of the WDDC Development Control Committee; he would take no part in any discussion on this item.

4.2 Cllr Moody declared an interest in Item 7, as she lives near Acreman Street.

4.3 Cllr Clark declared an interest in Item 6.4, as he is a member of the Chojna Committee.

5. COMMITTEE MINUTES

The following Minutes were received:

Plans Committee – held on 4th February 2008.

RESOLVED: The Minutes are received and adopted.

On the proposition of Cllr Clark and seconded by Cllr Moody.

6. FINANCE AND RESOURCES

Presented by Portfolio Holder, Cllr Boustead.

6.1 Annual Review of Fees and Charges

All members were in receipt of the recommendations for the changes for the financial year 2008/2009. A moderate rise in the majority of fees and charges is proposed, in particular a rise in the Digby Hall charges as they have remained unchanged for 4 years, and the Terrace Playing Fields as they currently run at a deficit.

The Town Council has always assumed responsibility for the digging of graves in the Cemetery and has charged accordingly. It is proposed that, in the future, the undertakers will arrange for graves to be dug, under the supervision of the Town Council staff, using their own workforce or a sub-contractor.

RESOLVED: The increased charges as recommended are accepted and agreed.

6.2 Review of the Internal Audit

The Council is required to review, on an annual basis and at any other time should this be deemed appropriate, the effectiveness of the system of internal audit. Five standards need to be met by the internal auditor and the Council must be satisfied that the person they engage is competent and meets these standards. It is proposed that Accounts and Audit Services is again instructed to carry out the internal audit on behalf of the town council.

RESOLVED: To appoint Accounts and Audit Services Ltd as internal auditors for the Town Council for the 2008/2009 financial year, being satisfied that they meet the required standards

6.3 To receive a report from the Internal Auditor

Members noted the five minor points raised by the Internal Auditor and were assured that all were dealt with.

RESOLVED: The report is received and the action agreed.

6.4 Request for Grant Aid – Sherborne Chojna Committee

The Chojna Committee request a grant to assist a party of 13 students and teachers from the Gryphon School to visit Chojna in Poland to participate in an “English Song Contest” for schools. The trip will cost £1,870 in total and fund raising events are planned to help raise funds.

RESOLVED: That a grant of £500, allowable under Section 137 of the Local Government Act 1972, be awarded to the Chojna Committee.

6.5 Sherborne Library

A resolution was made by the Town Council in October 2007 to support, in principle, the provision of additional funding for Sherborne Library pending further information. The DCC now have the results of a customer survey indicating that there is a demand for opening on Saturday afternoons and it is proposed the actual hours of opening are decided by DCC based on these results.

RESOLVED: That the Town Council agree to meet the cost of funding 2 additional hours per week, allowable under Section 137, 1972.

6.6 Accounts

The following accounts had been received since the date of the last Meeting:-

January 2008			* Signed out of Committee			
CHQ NO		AMOUNT	DETAILS	CODE		
*105972	Westaff (UK) Ltd	641.60	Caretaking costs week ended 13th Jan	DH		
*105973	Cash	40.00	Cash WDDC cheque to buy their stamps	Admin		
*105974	The Mayor's Charity	16.00	Ticket from Mayor's Expense fund	Admin		
*105975	Westaff (UK) Ltd	655.32	Caretaking costs week ended 20th Jan	DH		
*105976	The Gryphon School	10.00	Tickets from Mayor's Expense fund	Admin		
*105977	Cash	164.05	Reimburse petty cash January expenses	Per Inv		
*105978	Westaff (UK) Ltd	507.79	Caretaking costs week ended 27th Jan	DH		
*105979	Mole Valley Farmers Ltd	85.30	Personal protective equipment	Misc		
*105980	Seagull Deterrent Systems Limited	115.89	Bird deterrent gel (Bow Arch)	OS		
*105981	Playdale Playgrounds Ltd	8,922.36	Deposit play area refurbishment	TPF		
*105982	Westaff (UK) Ltd	542.10	Caretaking costs week ended 3rd Feb	DH		
105983	Abbey Décor	22.69	Battens, lamps, fire blanket sign	DH		
		15.33		MH		
		29.87		TPF		
		67.89	Lamps, 4 pin D type			
105984	Abel Alarm Co Ltd	407.73	Add, move alarms re rooms 1,13,15	MH		
105985	Anderton & Rowland	470.00	Pack Monday firework grant/share car park marshal	TPF		
	Amusements	-345.45			124.55	TPF
105986	ATS Euromaster Ltd	221.40	Replace 2 rear tyres pick-up truck	VPM		
105987	Bayquest Ltd	286.11	Black plastic sacks(2 size)	OS		
105988	Bradford's Building Supplies	191.86	Ballast, sand, cement re Adventure playground	OS		
		114.78			Nails, saw, timber, cold-lay macadam	MH
		47.59			Decorating materials (Gainsborough)	TPF
		354.23				
105989	Castle Gardens	42.75	Yard broom, hand trowels	OS		
105990	Castle Security Services UK	690.90	Pack Monday security service	TPF		
		82.25	Key holding Oct 07/Apr 08	MH		
105991	Christopher Phillips	44.30	Fit 2 mortice locks in changing rooms	TPF		
105992	F Cuff & Sons	11.75	Cut timber re cupboard room 13	MH		
105993	Davenport Western Limited	67.23	Extension pole for pole pruner	OS		
105994	DL Erectors	851.64	New carpet tiles Room 13	MH		
105995	Dorset County Council	100.26	Compensatory Added Years Pension liab. Feb 08	Admin		
105996	E.on Ltd	1,217.62	Quarterly gas supply	MH		
105997	Express Motor Parts Ltd	21.15	Hand Cleaner	Cem		
105998	Glasdon U.K. Limited	82.44	Dog waste bags	OS		
105999	Hags Play Limited	37.61	Spare parts for swings	OS		
106000	GL Jones Playgrounds Ltd	21.04	Bits for tamperproof inserts	OS		
106001	King UK Limited	96.43	Cleaning materials	TPF		
		35.69		Cem		
		101.19		MH		
		233.31	Cleaning materials			
106002	MidWest Office Supplies	49.17	Stationery	Admin		
		115.57	Tripod projection screen	DH		
		164.74				
106003	NORDCAT	5,000.00	Provision of SCATBUS Service 2007/2008	Misc		

<u>CHQ NO</u>			<u>AMOUNT</u>	<u>DETAILS</u>	<u>CODE</u>
106004	Orange PCS	20.60	51.31	Monthly mobile phone account	DH
		30.71		Monthly mobile phone account	OS
106005	Screwfix Direct	16.77	122.46	Personal protective equipment	Misc H&S
		37.25		Small tools and consumables	OS
		65.45		Roll of Cable cover	MH
		2.99		Drain guard	41 Newl
106006	Sherborne Hire Centre	296.10	540.95	Hire dumper(twice),	Cem
		221.61		Angle grinder (x2), breaker (x2), generator, mixer	OS
		23.24		13Kg Gas bottle	TPF
106007	Sherborne Window Cleaning Services		62.28	Quarterly external clean	MH
106008	SITA UK Limited		85.73	Green waste disposal to	OS
106009	SMV Commercials		22.07	Remedy loss of power less credit for incorrect charge	VPM
106010	Tudor Distribution Services Ltd		261.44	Distribution 4500 "Your Town"	Misc
106011	Viridor Waste Management		222.37	Skip hire/2 lifts January	OS
106012	West Country Vending Service Ltd		32.67	Bottled water for cooler	Admin
Total			£23,232.59		
DIRECT DEBITS TO BE TAKEN					
29.01.08	British Telecomm	36.98	152.06	Quarterly telephone account	Cem
29.01.08	British Telecomm	50.44		Quarterly telephone account - alarm line	MH
29.01.08	British Telecomm	64.64		Quarterly telephone account - bungalow	TPF
06.02.08	UK Fuels Ltd		188.17	Texaco fuel card January	VPM
Total			£340.23		
WAGES IMPREST ACCOUNT					
*Internet	Net Salaries		16,524.77	Net salaries payable 25th Jan 08	
*100808	HM Revenue & Customs		5,997.40	PAYE due M10 Jan 08	
*100809	Dorset County Council		3,749.83	Pension contributions Jan 08	
*100810	Prudential		40.00	AVCs Jan 08	
*100811	T&GWU		9.97	Union subscriptions Jan 08	
*100812	Unison		16.30	Union subscriptions Jan 08	
Total			£26,338.27		
DIGBY HALL & LIBRARY					
100348	Britannia catering sales ltd		12.77	Dishwash, descaler	
100349	King UK Limited		181.54	Cleaning materials	
100350	PHS Group plc		402.86	Hygiene service 01.03 to 31.05.08	
100351	Sherborne Town Council		3,532.20	Salaries and Rechargeable Expenses January	
100352	Sherborne Window Cleaning Services		173.90	Quarterly clean	
100353	West Dorset District Council		70.00	Annual Premises Licence	
Total			£4,373.27		
DIRECT DEBITS TO BE TAKEN					
16.02.08	Southern Electric		1,538.72	Quarterly supply	
Total			£1,538.72		

RESOLVED: That payment of the accounts as listed is confirmed:
 £23,232.59 and Direct Debits amounting to £340.23 from the Current Account .
 £26,338.27 from the Wages Imprest Account -
 £4,373.27 and Direct Debits amounting to £1,538.72 from the Digby Hall and Library
 Account

6.7 Bank Balances

Balances at Bank and In Hand

As at 31st January 2008

Sherborne Town Council

Petty Cash Account	350.00
Wages Imprest Account	500.00
Current Account	500.00
Business Money Manager Account	74,032.29

Money Market Deposits

<i>Principal</i>	<i>Rate</i>	<i>Maturing</i>	
£200,000.00	5.05%	08.02.08	
£50,000.00	4.50%	11.02.08	250,000.00

Total Town Council Accounts £325,382.29

Digby Hall & Library

Current Account	459.74
Business Money Manager Account	16,846.80

Total Digby Hall Accounts £17,306.54

7. ACREMAN STREET TRAFFIC MANAGEMENT SCHEME

Following a recent site meeting on 4th February and analysis of the post project questionnaires returned by residents, a letter has been received from DCC with a suggested action plan. Members agreed to wait for more detailed information on the proposals before making any further comment.

8. COMMISSION FOR RURAL COMMUNITIES

Councillor Clark reported on a conference he had recently attended on strengthening the role of parish and town councillors and councils. The Government believe that locally elected representatives should be playing a key role in ensuring local services are responsive to the needs of their communities. Councillor Clark suggested members should ensure they keep informed of government plans for devolution and the role they expect of Town and Parish Councillors as more powers are extended to parish level.

9. COMMUNITY ARTS FACILITY

Councillor Boustead reported on a recent meeting involving Oliver Letwin MP, Dorset County Council, West Dorset District Council and the Town Council to discuss initial proposals for the

new community arts facility. The site suggested is the DCC owned land to the south of the Paddock Garden. It is proposed that two committees are set up, the first being a 'Management Committee' made up of members of the Town Council, District Council and County Council; and the second being a 'Funding Committee', comprising a newly appointed chairman with the skills and local knowledge necessary to lead this project, and other representatives of local groups and organisations.

A feasibility study similar to that carried out recently on Sherborne House for arts provision and need in Sherborne will be commissioned shortly, funded by all three local authorities. Access to the site, other than through the Paddock Garden, is under discussion and it is proposed that local architects are invited to suggest designs for a suitable building.

The meeting closed at 7.57 pm.

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Town Mayor