

## SHERBORNE TOWN COUNCIL

At the monthly meeting of the SHERBORNE TOWN COUNCIL held at The Manor House, Sherborne, on **MONDAY 15<sup>th</sup> February 2010** at 7 pm

*Present:* Cllr M Boustead (Town Mayor)  
Cllr J Smith (Deputy Town Mayor)

Cllrs J Andrews, K Batten, S Cook, D Elliott, S Greene,  
D Gurzynski, P Rhodes, K Pike and M Snowden

*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. PC Goom introduced PC Mark Andrews who is the new Sherborne Town Beat Manager. A new (second) PSCO is also to take up duties next week. Crime figures for the previous month were notified and discussed.*

### 93. APOLOGIES FOR ABSENCE

There were no apologies.

### 94. MINUTES

The Minutes of the Meeting held on the 18<sup>th</sup> January 2010, having been circulated to the Members prior to the meeting, were taken as read, approved as a correct record and signed by the Town Mayor.

### 95. MAYOR'S ANNOUNCEMENTS

#### 95.1 Agenda

**95.1.1** Dor(BAG) – Executive Committee Meeting Friday 26<sup>th</sup> February 2010, 5.30 pm in the Magistrates Room at the Corn Exchange, Dorchester.

#### 95.2 Minutes

**95.2.1** Sherborne Area Environment Forum Thursday 3<sup>rd</sup> December 2009.

#### 95.3 Tree Matters

**95.3.1 CA/10/00002** Consent has been granted to fell 1 No Italian Alder and replace with a smaller ornamental tree at 2 Calders Garden, Ludbourne Road.

**95.3.2 TPO 896 -** A Tree Preservation Order has been made for trees at Richmond Green, dated 27<sup>th</sup> January 2010.

**95.3.3 CA/09/00422** An application to fell a Blue Atlas Cedar at Tudor Lodge, Long Street has been refused. The District Planning Authority objected to the removal of this tree and are now proceeding with the making of a Tree Preservation Order.

#### 95.4 Publications

The Clerk has copies of the following:

**95.4.1** Dorset Countryside News – Winter 2009.

**95.5 Temporary Road Closures**

**95.5.1** Castletown Way from its junction with Osborne Road northward for a distance of approximately 20 metres. Coming into operation on the 8<sup>th</sup> February 2010 for a period of 5 days. The notice will be in operation for a period of 21 days.  
Alternative route – from the southern end of the closure at the junction with Osborne Road proceed north-eastward along Osborne Road to the junction with the A30. Turn left and continue westward along the A30 into Sherborne and the junction with Castletown Way. Turn left into Castletown Way and proceed southward to the northern end of the closure. Access will be available by arrangement with the Site Agent.

**96. DECLARATIONS OF INTEREST**

**96.1** Councillor Elliott declared an interest in Item 97, Plans Committee minutes, as a member of the WDDC Development Control Committee; he would take no part in any discussion on this item.

**96.2** Councillor Snowden declared an interest in Item 99, as Town Council representative for “Friends of the Yeatman Hospital”.

**97. COMMITTEE MINUTES**

The following Minutes were received:

Plans Committee – held on 1<sup>st</sup> February 2010

**RESOLVED: The Plans Committee minutes are received and adopted.**

On the proposition of Councillor Greene and seconded by Councillor Batten.

## **98. FINANCE AND RESOURCES**

Presented by Portfolio Holder, Councillor Boustead.

### **98.1 Annual Review of Fees and Charges**

All members were in receipt of the recommendations for the changes for the financial year 2010/2011. There are no increases in any charges other than for minor alterations due to changes in the rate for VAT.

**RESOLVED: The recommendations are accepted and agreed.**

### **98.2 Budget/Actual Comparison 3<sup>rd</sup> Quarter to 31.12.09**

Members considered the actual to budget comparison for income and expenditure for the period to 31.12.09. Councillor Boustead reported no major variations from budgets other than loss of interest on money market deposits.

**RESOLVED: The report is received and accepted.**

### **98.3 Internal Audit – Review of effectiveness and scope**

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 2010/2011 financial year, being satisfied that they meet the required standards**

### **98.4 Accounts**

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

**December 2009**

**\* Signed out of Committee**

<b><u>CHEQUE NUMBER</u></b>		<b><u>AMOUNT</u></b>		
*106954	A J Supplies (Dorset) Ltd	0.00	Cheque cancelled (see Chq 107007 )	TPF
*Internet	Net Salaries	18,034.00	Net salaries payable 26th January 10	
*107001	HM Revenue & Customs	5,739.13	PAYE due January 10	
*107002	Dorset County Council	4,576.26	Pension contributions January 10	
*107003	Unison	9.70	Union subscriptions January 10	
*107004	T&GWU	10.96	Union subscriptions January 10	
*107005	Abel Alarm Company Ltd	101.05	Call out to reset alarm	MH
*107006	ACE Fibreglass Mouldings	105.75	Storage Racking	Cem
*107007	A J Supplies Ltd	7.82	Replacement Chq (see Chq 106954)	TPF
		211.90		
*107008	A R Blaze	52.88	Check lighting outside Gainsborough	TPF
		195.97		

CHEQUE NUMBER			AMOUNT		
*107009	Bradfords Building Supplies	7.04	138.93	Toilet fitting	DH
		22.77		Cement & all-in-one to fix footpath	TPF
		83.66		Drain covers & tarmac	DH
		17.93		Mask & gloves to clear fibreglass	TPF
		7.53		Tiles & adhesive for Gainsborough	TPF
*107010	Brewers Garage Ltd		107.16	Battery for Case tractor	VPM
*107011	Christopher Phillips	43.13	520.18	Repair to reception door	MH
		477.05		Repairs to ceiling	41 New
*107012	E.ON		1,280.34	Gas Usage	MH
*107013	Gillian Gunner		70.00	SIB Website	SIB
*107014	Konica Minolta Business		43.70	Photocopies Oct - Jan	Admin
*107015	Midwest Office Supplies		13.15	Stationery	Admin
*107016	Mole Valley Farmers Ltd		35.19	Netting wire for insulation	MH
*107017	Nildram Limited		12.25	Monthly broadband Jan/Feb 10	Admin
*107018	Orange PCS	17.63	84.24	Monthly mobile phone costs	DH
		66.61		Monthly mobile phone costs	OS
*107019	Roberts Drainage		88.13	Drains survey for Terrace Club	TPF
*107020	Screwfix Direct		69.89	Loft insulation & mildew spray	MH/TPF
*107021	Sherborne Window Cleaning		62.28	Windows cleaned outside	MH
*107022	South West in Bloom		30.00	Spring seminar tickets	SIB
*107023	W & S Recycling Services		253.06	Green waste December 09	OS
*107024	West Country Vending		8.81	Water bottles	MH
*107025	Zurich Municipal Management		170.38	Membership Renewal LCAS	Admin
*107026	Petty Cash		367.15	Reimburse petty cash	Per Inv
107027	Abbey Décor		40.11	Various paint, lights & batteries	MH/DH
107028	A J Supplies (Dorset) Ltd	49.35	68.74	Cleaning materials	MH
		19.39		Green pads for floor cleaner	TPF
107029	A R Blaze		562.47	Check electrics Terrace Club	TPF
107030	Atlas (UK) Security Services		94.00	Fire alarm testing	MH
107031	Bradfords Building Supplies		78.89	Creosote & brushes for play equip	OS
107032	Christopher Phillips		580.24	Fit snow guard	41 New
107033	D.A.P.T.C.		20.00	New Councillor course	Admin
107034	DCC Pension Fund		86.24	Compensatory Added Years Feb 10	Admin
107035	Rung Heating Supplies Ltd		270.26	Insulation for Terrace Club	TPF
107036	Sherborne Hire & Glass Centre		59.93	Hire of halogen heater Terrace Club	TPF
107037	The Company of Landscapers		264.38	Repairs to steps	PG
107038	Viridor Waste (Somerset) Ltd		308.15	Skips Jan (2 lifts)	OS
107039	W & S Recycling Services		357.58	Green waste January 10	OS
<b>Total</b>			<b>£35,191.25</b>		
<b>DIRECT DEBITS</b>					
01.02.10	B.T.	54.49	182.85	Quarterly account Alarm	MH
01.02.10		49.49		Quarterly account cemetery	Cem
01.02.10		78.87		Quarterly account terrace bungalow	TPF

<b>CHEQUE NUMBER</b>			<b>AMOUNT</b>		
20.01.10	Fuel Network Limited	74.19		BP fuel card	VPM
27.01.10		83.20		BP fuel card	VPM
03.02.10		43.01	200.40	BP fuel card	VPM
10.02.10	Aviva		902.95	Commercial combined Sep 09-10	Admin
11.02.10	Aviva		274.38	Motor vehicle, 09/10	VPM
<b>STANDING ORDER</b>					
01.02.10	West Country Vending		12.48	Water cooler rental February	MH
<b>Total</b>			<b>£1,573.06</b>		
<b>DIGBY HALL &amp; LIBRARY</b>					
*100518	West Dorset District Council		0.00	Cheque cancelled (see Chq 100527)	
*100524	A J Supplies (Dorset) Ltd		93.88	Cleaning materials	
*100525	Sherborne Town Council		2,428.18	Monthly rechargeable expenses	
*100526	Sherborne Window Cleaning		173.90	Windows cleaned inside & out	
*100527	West Dorset District Council		70.00	Premises Licence	
100528	British Gas Business		1,097.96	Gas usage	
100529	ITT Water & Wastewater UK		1,798.93	New pump	
100530	Sherborne Hire & Glass Centre	32.31	57.10	Hire of stone saw to repair drain	
		24.79		Hire of carpet cleaner	
<b>Total</b>			<b>£5,719.95</b>		
<b>DIRECT DEBITS</b>					
10.02.10	Aviva		143.82	Commercial combined 09-10	
25.02.10	Southern Electric		1,218.44	Quarterly usage	
<b>Total</b>			<b>£1,362.26</b>		

**RESOLVED: That payment of the accounts as listed is confirmed:  
£35,191.25 and Direct Debits amounting to £1,573.06 from the Current Account.  
£5,719.95 and Direct Debits amounting to £1,362.26 from the Digby Hall and Library Account.**

### 98.5 Bank Balances

#### Reconciled Balances at Bank and In Hand As at 31<sup>st</sup> January

#### Sherborne Town Council

Petty Cash Account		132.85
Wages Imprest		277.57
Current Account		1,355.23
Business Money Manager Account		27,514.01
Money Market Deposits		
<i>Principal</i>	<i>Rate</i>	<i>Maturing</i>
£275,000.00	0.25%	04.02.10
		275,000.00
<b>Total Town Council Accounts</b>		<b>£304,279.66</b>

#### Digby Hall & Library

Treasurer Account		3,940.38
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Business Money Manager Account	6,501.30
<b>Total Digby Hall Accounts</b>	<b>£10,441.68</b>

### **99. TERRACE PLAYING FIELDS**

Members were in receipt of a letter from the Chairman of the Friends of the Yeatman Hospital requesting use of the field alongside the car park at the Terrace Playing Fields to hold a car boot sale in May. As Council representative for the Friends of the Yeatman Hospital, Councillor Snowden explained that the purpose of the 'Friends' is to raise funds in order to enhance the services given by the Yeatman to the town and surrounding area by purchasing equipment not provided by the NHS. Equipment previously purchased has included garden awnings, televisions for patients and specific equipment for eye surgery.

**RESOLVED: To grant permission for free use of the community field at the Terrace Playing Fields for a Car Boot Sale in May.**

### **100. COUNCILLOR RESIGNATION**

A letter of resignation has been received from Councillor Steven Clayton. As his current employment demands a great deal of his time, he felt unable to continue as a member of the Council. The attendance records indicated that his attendance was below 50%. The Mayor has written thanking Councillor Clayton and accepting his resignation.

**RESOLVED: To accept the resignation of Councillor Clayton.**

### **101. SHERBORNE COMMUNITY ARTS CENTRE TRUST**

As an ex-officio member of SCACT, Councillor Smith outlined the progress made to date by the Trust. SCACT is now a company limited by guarantee and is seeking charitable status, and the transfer of the land from Dorset County Council is proceeding. A chartered surveyor will oversee the project through the recently appointed architect (Phillip Proctor Associates); the concept drawings have been completed and the logo competition is drawing to a close. A fund raising strategy is in place and should commence in the late spring to early summer. All council members are invited to a steering group meeting, at which the designs are to be presented, to be held on 26<sup>th</sup> March at 4.30 pm at the Beddington Theatre, Sherborne School for Girls. The Mayor thanked Councillor Smith for a very informative report.

### **102. 150<sup>th</sup> ANNIVERSARY OF SHERBORNE RAILWAY**

Councillor Smith updated members on the progress made by the steering group organising the 150<sup>th</sup> anniversary celebrations. A reply has been received from the operators of the steam excursion destined for Yeovil stating that they will not halt the train in Sherborne as it may confuse the passengers and cause chaos on the already crowded Sherborne platform; so the train will steam through at approximately 10.30/11.00 pm. Mr Paul Atterbury (Antiques Roadshow) will unveil a blue cast aluminium plaque commemorating the event and there will be a second plaque in polished aluminium acknowledging the sponsors. The plaques (which will include the Town Council crest) and the celebrations are presently being funded by the Town Council and it is hoped that South West Trains might offer match funding (if so their logo will also be incorporated into the plaque).

Other events proposed include a Victorian dress parade, shop window display, mobile and static steam engines, events in the Pageant Gardens including food stalls, market stalls, children's entertainers, and play-lets with a Victorian Railway theme will be performed in the bandstand by the Amateur Players. It is hoped that a venue can be found for a model railway display; and there

will be exhibitions and displays by the museum and the Family History society. A tri-fold leaflet funded by South West Trains will be published for the event together with a children’s trail leaflet. Councillor Smith was thanked for her report.

**EXEMPT BUSINESS**

**RESOLVED: That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings Act 1960), the Public and Press be excluded from the meeting in view of the confidential nature of the business to be discussed, with the meaning of paragraph 1, Part 1 of Schedule 12A of the Local Government Act 1972.**

**103. STAFF MATTERS**

Councillor Gurzynski presented a report on the recent staff issues.

**RESOLVED: The staff report with recommendations is received and agreed, a copy of which is kept in the staff file**

The meeting closed at 8.20 pm

.....Town Mayor