



Stalbridge Town Council Meetings

Town Council Meeting Minutes

Approved minutes of the Annual Town council Meeting of the Town Council Meeting held on Wednesday 15th May 2024. (Held at The Hub Commencing at 7 p.m.)

Councillors present at the meeting:

K Garland (Chair), H Hatcher & N Wardle.

Clerk for the meeting:

T Watson

J Wardell (ROWLO / TC Auditor) was present

Apologies had been received from J Vitali (Dorset Councillor)

There was 2 members of the public present.

Open forum.

Questions were raised regarding the maintenance schedule for pumps and benches in the town. Response to be covered on the FTV plan.

Reported missing bin lid on bin Jarvis Field to the pumping station. JW to report to rangers

J Wardell Hole as reported in April the hole on footpath 91 is now bigger barriers have been erected by DC Rangers.

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

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

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

RESOLVED: H Hatcher was nominated, seconded and duly elected as Vice-Chairman, the declaration of office was signed.

3. **To receive apologies.**

P Hancock.

4. **Declarations of interest. To receive declarations of interest and requests for dispensations (Please notify the Town Clerk prior to the meeting)**

K Garland Item 9a. pecuniary in relation to the payment to IK Services.

- a) To grant dispensations for all Councillors to allow them to discuss and vote on the setting of the Precept to apply until May 2029.

RESOLVED: To grant dispensations for all Councillors to allow them to discuss and vote on the setting of the Precept to apply until May 2029.

5. To approve the minutes of the meetings - held on 17th April 2024

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

6. To receive the Dorset Councillors introductions.

None.

7. Planning.

- a) Recent planning decisions of Dorset Council

P/FUL/2022/02030 Erect 1 No. dwelling, form new vehicular access and 2 No. parking spaces. Land On The South Side Of Drews Lane Stalbridge Dorset DT10 2LU

Refused 08.05.24

- b) Report on responses to planning consultations

None.

- c) Appeals and matters of report from previous applications

APP/D1265/W/23/3333249 Land at Station Rd North. Opening on 21 May 2024 at 10.00am. P Hancock to attend virtually on behalf of STC.

- d) Members planning matters of report

Written introduction received

8. Town Clerks report & Correspondence:

Clerks Report

STC Web site stats based on the last 30 days – unique visits 63+23% on the last 30 days. Page views 197 +7% on the last 30 days. Avg. Pages Per Unique Visit 2.13 -12% on the last 30 days.

Stalbridge.info Web site stats based on the last 30 days ending 27/04/24 – 8,454 views

New member written co-option application received from Mr J Wardell

Correspondence

None.

9. Finance.

- a) To receive a list of payments & receipts.

To	Detail	payments	receipts
Allotment society	Annual peppercorn rent		£1.00
Dorset Council	Hub Rates May 24	£848.00	
Dorset Council	car park rates May 24	£542.00	
JF design & Print	speed watch graphics	£36.00	
Openings	Annual auto door service	£570.00	

T Watson	in lieu payment to Dorset Council building control for extension	£1,032.00	
Vining Bros Building Ltd	10% commencement payment	£8,223.60	
Four County Services Ltd	IT support May 24	£200.16	
Four Counties Services Ltd	Broadband & Voip May 24	£108.00	
JF design & Print	Stalbridge.info April 24	£288.00	
Tesco	Mobile phone	£12.40	
British Gas Lite	Hub electricity 08/04-01/05/24	£25.86	
British Gas Lite	Hub gas 02/04-30/04/24	£193.63	
Clerk	Salary May 24	£1,405.60	
Admin Assistant	Salary May 24	£724.49	
HMRC	Tax / NI May 24	£585.22	
Dorset Council pension fund	Pension May 24	£458.98	
IK Services	Town orderly services April	£2,808.00	
British Gas Lite	public WC elec 26.03-26.04.24	£25.00	
PWLB	Loan 1st payment of 24/25	£3,614.42	
Zurich	Insurance premium 24/25	£4,062.40	
DAPTC	AO training	£16.00	
Youth connect SW	Youth club quarter 1	£2,841.18	
Bankline	May charges	£32.15	
Dorset Council	1st half of precept 24/25		£74,000.00
IK Services	Bin Hire		£32.50
Broadleaf management	Hub Hire 20.05.24		£18.00
R Sharp	STC & DC grass cutting 15.04-14.05.24	£2,128.50	
LG Glazing	Pavilion door replacement	£585.00	
Dorset Museum	Stalbridge Hoard contribution TCM (20.03.24)	£622.25	

PMN Payment to IK services total £2,808.00 (£108 bacs payment made £2700 s/o not taken to be paid by bacs June)

Request made for a transfer from the deposit to the instant access account of £80,000

RESOLVED: Transfer of £80,000 from the deposit to the instant access account approved.

10. Future Town Vision Project: To receive members portfolio reports.

a) Commerce.

None

b) Neighbourhood. K Garland

Feedback from community speed watch call for volunteers. 3 volunteers had come forward 6 are required for the scheme.

Youth Club attendance numbers are good.

c) Housing Development. P Hancock

None.

d) Estates. H Hatcher

Hub extension phase 1 is underway likely to be a 3 month build. Directional signs are required and office plan layout. Phase 2 will include internal works to the existing building.

Cross post tops will be installed next Monday

Container storage electrics pending review of budget.

e) Town Promotion, Heritage & Culture.

None.

It was noted that in the period of reduced member numbers the following portfolio title projects will be held in abeyance other than projects in process. Business & commerce, Sports & recreation, Transport, Heritage culture & tourism & Environment

11. Future Town Vision Project: To receive members portfolio proposals.

None.

12. To approve the amended co-option policy.

RESOLVED: To approve the amended co-option policy.

13. Annual Town Council meeting business

- a) **Review of representation on or work with external bodies and arrangements for reporting back.**

It was noted that the Council does not currently have an area North DAPTC representative. Office staff may attend area North DAPTC meetings in the interim.

RESOLVED: To be completed through the Future Town Vision project, review in 3 months

- b) **Review of delegation arrangements to committees, sub-committees, staff and other local authorities.**

RESOLVED: That delegation arrangements to Committees is 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.

- c) **Review of the terms of reference for committees.**

RESOLVED: That the existing terms of reference remain.

- d) **Appointment of members to existing committees.**

DEFERRED

- e) **Appointment of any new committees in accordance with standing order 4.**

RESOLVED: No new committees appointed

- f) **Approve the terms of reference for any new committees.**

Not required see above

- g) **Review and adoption of appropriate standing orders and financial regulations.**

Members have access on the web site to the Standing orders and financial regulations.

RESOLVED: That the existing Standing Orders and Financial Regulations remain pending the approval of the NALC 2024 version Financial Regulations.

- h) **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.

- i) **Review of inventory of land and assets including buildings and office equipment.**

The additions of £67,417.89 and disposals of £ 4317.59 were noted. A review of the assets in physical terms is carried out annually 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.

- j) **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. 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.

- k) **Review of the council's and/or staff subscriptions to other bodies.**

It was noted that currently the council subscribe to SLCC, DAPTC and South West Councils.

RESOLVED: Review of the council's and/or staff subscriptions to other bodies carried out, continue to subscribe to SLCC, DAPTC and South West Councils.

- l) **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.

RESOLVED: That the existing complaints policy remain.

- m) **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. 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.

- n) **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.

- o) 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.

- 14. **Date of the Next meeting - The next Town Council meeting will be held on Wednesday 19th June 2024. Not 12th**

There being no further business the Meeting closed at 8 pm.

Signed.....

Chairman