

## **SHERBORNE TOWN COUNCIL**

Minutes of the meeting of the ANNUAL STATUTORY MEETING of SHERBORNE TOWN COUNCIL held at The Manor House, Sherborne, on Monday 14 MAY 2018 at 6.45 p.m.

*Present:* Cllr J Hogben (Town Mayor)  
Cllrs J Andrews, D Birley, J Carey, A Cook, D Elliott, S Greene, A Hall,  
M Hall, J Pentolfe and K Pike

*In attendance:* Mr T Savage (Town Clerk)  
Mrs S Woodford (Civic Administrator)

*Youth Advisors:* *Natasha Linhart and Hannah Shirley of Sherborne Girls School*

### **1. ELECTION OF THE TOWN MAYOR FOR 2018/2019**

Members were asked to confirm the appointment of the Town Mayor Elect, Cllr Elliott as the Town Mayor for 2018/19.

It was PROPOSED by Cllr Hogben and SECONDED by Cllr Carey that:

**Cllr Elliott be elected Town Mayor for the ensuing year.**

Cllr Elliott accepted the office, read and signed the Declaration of Acceptance of Office and the outgoing Mayor Cllr Hogben invested him with the Chain of Office.

### **2. ELECTION OF THE DEPUTY TOWN MAYOR FOR 2018/2019**

Members were asked to confirm the appointment of the Deputy Town Mayor Elect, Cllr Andrews as the Deputy Town Mayor for 2018/19.

It was PROPOSED by Cllr Pike and SECONDED by Cllr M Hall that:

**Cllr Andrews be elected Deputy Town Mayor for the ensuing year.**

Cllr Andrews accepted the office, read and signed the Declaration of Acceptance of Office and the Mayor Cllr Elliott invested him with the Chain of Office. Councillor Andrews commended Cllr Hogben on her year in office and thanked her on behalf of the Council for her dedication to the role whilst continuing to work in full time employment.

### **3. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Legg.

### **4. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**

Councillors were reminded of their obligations to declare their interests in the following items and to indicate the action they will be taking when the item is considered in accordance with the Parish Council Model Code of Conduct Order 2007 Number 1159.

- 4.1 Cllr Elliott declared an interest in Agenda Items No 6 a Member of West Dorset District Council.
- 4.2 Cllr M Hall declared an interest in Agenda Item No. 6 as a Member of West Dorset District Council.

5. **MINUTES OF THE TOWN COUNCIL MEETING HELD ON 9 APRIL 2018**

It was PROPOSED by Cllr Hogben and SECONDED by Cllr Pentolfe and AGREED unanimously that:

**The Minutes having been circulated to Members prior to the meeting, subject to a minor amendment, were taken as read, approved as a correct record and signed by the Town Mayor.**

6. **PLANS COMMITTEE MINUTES**

It was PROPOSED by Cllr Pike and SECONDED by Cllr A Hall and AGREED (8 in favour and 3 non- votes) that:

**The Minutes of the Plans Committee (Appendix A) held on 8 May were received and adopted.**

7. **DELEGATION ARRANGEMENTS**

Members were in receipt of a report (Appendix B).

It was PROPOSED by Cllr Elliott and SECONDED by Cllr Carey and AGREED unanimously that:

**Sherborne Town Council approves the delegation arrangements presently in place for Committees, Portfolio Holders, Sub-Committees, Employees and with other Local Authorities for the 2018/2019 Mayoral year.**

8. **TERMS OF REFERENCE**

Members were in receipt of a report (Appendix C) detailing the terms of reference for the Plans Committee, Portfolios and the Forward Plan Working Group. The report referred to a variation to the Terms of Reference for the Staff Portfolio which has now been extended to include Health and Safety.

After consideration it was PROPOSED by Cllr A Hall and SECONDED by Cllr Cook and AGREED unanimously that:

**Sherborne Town Council approves the remit and Terms of Reference of:**

- i) **The Plans Committee for the 2018/19 Mayoral Year as appended to the report.**
- ii) **The Finance Portfolio, Properties Portfolio, Open Spaces Portfolio and Staff, Health & Safety Portfolio for the 2018/19 Mayoral year as appended to the report.**
- iii) **The Forward Plan Working Group for the 2018/19 Mayoral year as appended to this report.**

9. **NOMINATIONS FOR PORTFOLIO HOLDERS, CHAIRMEN AND DEPUTIES**

Members were in receipt of a table listing the various roles (Appendix D) and each position was considered on an individual basis:-

Finance Portfolio

It was PROPOSED by Cllr Cook and SECONDED by Cllr Andrews and AGREED unanimously that: **Cllr Pentolfe is appointed Portfolio Holder for Finance.**

It was PROPOSED by Cllr Andrews and SECONDED by Cllr Carey and AGREED unanimously that: **Cllr Cook is appointed Deputy Portfolio Holder for Finance.**

### Properties Portfolio

It was PROPOSED by Cllr Pentolfe and SECONDED by Cllr Hogben and NOT AGREED (4 in favour and 5 against and 1 abstention) that: **Cllr Carey is appointed as Portfolio Holder for Properties.**

It was then PROPOSED by Cllr Andrews and SECONDED by Cllr Birley and AGREED (6 in favour and 4 against and 1 abstention) that: **Cllr Pike is appointed Portfolio Holder for Properties.**

It was PROPOSED by Cllr Pike and SECONDED by Cllr Pentolfe and AGREED (10 in favour and 1 abstention) that: **Cllr Carey is appointed Deputy Portfolio Holder for Properties.**

### Open Spaces Portfolio

It was PROPOSED by Cllr Carey and SECONDED by Cllr Pike and AGREED unanimously that: **Cllr A Hall is appointed Portfolio Holder for Open Spaces.**

It was PROPOSED by Cllr M Hall and SECONDED by Cllr Birley and AGREED unanimously that: **Cllr Andrews is appointed Deputy Portfolio Holder for Open Spaces.**

### Staff, Health and Safety Portfolio

It was PROPOSED by Cllr Cook that Cllr Hogben should take on this role, but she declined.

It was PROPOSED by Cllr A Hall and SECONDED by Cllr Andrews and AGREED unanimously that: Cllr M Hall is appointed Portfolio Holder for Staff, Health & Safety.

It was then PROPOSED by Cllr Andrews and SECONDED by Cllr A Hall that: **Cllr Elliott is appointed Deputy Portfolio Holder for Staffing and Health and Safety.**

### Plans Committee

It was PROPOSED by Cllr Cook and SECONDED by Cllr Pentolfe and AGREED unanimously that: **Cllr Pike is appointed as Chair of the Plans Committee.**

It was PROPOSED by Cllr Pike and SECONDED by Cllr Cook and AGREED unanimously that: **Cllr Greene is appointed as Deputy Chair of the Plans Committee.**

### Commerce and Tourism

It was PROPOSED by Cllr Pentolfe that Cllr Hogben should take on this role but she declined.

It was then PROPOSED by Cllr A Hall and SECONDED by Cllr Elliott and AGREED unanimously that: **Cllr Andrews is appointed as Representative for Commerce and Tourism.**

### Health and Education

It was PROPOSED by Cllr Cook and SECONDED by Cllr Carey and AGREED unanimously that: **Cllr Hogben be appointed Representative for Health and Education.**

### Transport and Environment

It was PROPOSED by Cllr Pike and SECONDED by Cllr Cook and AGREED unanimously that: **Cllr Greene is appointed Representative for Transport and Environment.**

### Young People

It was PROPOSED BY Cllr Andrews and SECONDED by Cllr Carey and AGREED unanimously that: **Cllr Pentolfe is appointed Representative for Young People.**

## **10. APPOINTMENT OF ANY NEW COMMITTEES AND WORKING GROUPS**

Members were in receipt of a report (Appendix E) asking Sherborne Town Council to consider establishing any new committees, terms of reference, member numbers and Councillor nominations.

- 10.1 It was PROPOSED BY Cllr Elliott and SECONDED by Cllr Andrews and AGREED unanimously to approve the continuation of the existing committee structure of the **Town Council** and **Plans** Committee for the 2018/19 Mayoral year.
- 10.2 It was PROPOSED BY Cllr Carey and SECONDED by Cllr Elliott and AGREED unanimously to approve the continuation of the **Forward Plan Working Group** 2015-2019 of the Town Mayor, Deputy Mayor, the Portfolio Holder for Finance, Properties, Open Spaces, Staffing and the Chairman of the Plans Committee for 2018/19.
- 10.3 It was PROPOSED BY Cllr Cook and SECONDED by Cllr A Hall and AGREED unanimously to approve the continuation of the **Local Government Reorganisation Working Group** of the Town Mayor, Deputy Mayor Cllr M Hall and Cllr Hogben for 2018/19.
- 10.4 It was PROPOSED BY Cllr Hogben and SECONDED by Cllr Birley and AGREED unanimously to approve the continuation of the **Digby Hall Working Group** of the Town Mayor and Deputy Mayor, the Property Portfolio Holder, Cllr M Hall and Cllr Pentolfe for 2018/19.
- 10.5 It was PROPOSED BY Cllr A Hall and SECONDED by Cllr Elliott and AGREED unanimously to approve the continuation of the **SCACT-Paddock Garden Working Group** of the Town Mayor, Deputy Mayor, Finance Portfolio Holder, Cllr Carey, Cllr Hall and Cllr Pike.
- 10.6 It was PROPOSED BY Cllr Hogben and SECONDED by Cllr Andrews and AGREED unanimously to approve the continuation of the **Mayoral Advisory Panel Working Group** of Cllr Hogben, Cllr Andrews and Cllr Greene.
- 10.7 It was PROPOSED BY Cllr Andrews and SECONDED by Cllr Pentolfe and AGREED unanimously to approve the continuation of the **Marking the Death of a Senior National Figure or Hold of High Office Working Group** of Cllr Andrews, Cllr Carey and Cllr Hogben for 2018/19.
- 10.8 It was PROPOSED BY Cllr Andrews and SECONDED by Cllr Pentolfe and AGREED unanimously to approve the continuation of the **Adverse Weather Management Plan Working Group** of Cllr Andrews, Cllr Greene, Cllr A Hall, Cllr M Hall and Cllr Hogben for 2018/19.
- 10.9 It was PROPOSED BY Cllr Andrews and SECONDED by Cllr Pentolfe and AGREED unanimously to approve the continuation of the **World War 1 Centenary Working Group** of Cllr Carey, Cllr Elliott, Cllr M Hall and Cllr Hogben and Cllr Pike for 2018/19.

**11. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

Members were in receipt of a report (including two Appendices, F and G) clarifying that Standing Orders and Financial Regulations are unchanged and it was PROPOSED by Cllr Elliott and SECONDED by Cllr A Hall and AGREED unanimously that Sherborne Town Council:-

- i) Having reviewed the Standing Orders attached at Appendix A approves those Standing Orders as appropriate for the 2018/19 Mayoral Year.**
- ii) Having reviewed the Financial Regulations attached at Appendix B approves those Regulations as appropriate for the 2018/19 Mayoral Year.**

**12. REVIEW OF FINANCIAL ARRANGEMENTS AND CHARTERS INCLUDING FINANCIAL CONTRIBUTION TO OTHER LOCAL AUTHORITIES**

Members were in receipt of report (Appendix H) and after consideration it was PROPOSED by Cllr Greene and SECONDED by Cllr A Hall and AGREED unanimously that: Sherborne Town Council:-

- i) Endorses the financial contribution the Town Council will make to Dorset County Council towards Sherborne Library for the 2018/2019 Mayoral year.**
- ii) Endorses the subsidy provided by STC to cover the Saturday installation and removal of the bollards in Cheap Street for the 2018/19 year**
- iii) Endorses the Service Level Agreement, extended for a further 12 months, with DCC for the Highway Verge Grass Cutting for the 2018/19 Mayoral year.**
- iv) Endorses the subsidy provided by STC for the retention of a weekly Registrars' Service in Sherborne for the 2018/19 Mayoral year if implemented.**
- v) Endorses the Working Together Highway Agreement with Dorset County Council for the 2018/19 Mayoral year.**

**13. REVIEW OF THE LAND AND PROPERTY AND ASSETS REGISTER**

Members were in receipt of a report (Appendix I). Cllr Greene asked if it would be possible for the Town Council to adopt the land adjacent to Priestlands Steps as she understands the land has no registered title and is therefore not under any ownership. The Clerk suggested carrying out a land registry search and agreed to look into the matter. After consideration it was PROPOSED by Cllr Andrews and SECONDED by Cllr Hogben and AGREED unanimously that Sherborne Town Council:

- i) Approves the Town Council's Land & Property Inventory for the 2018/2019 Mayoral year.**
- ii) Approves the Town Council's Asset Registers for the 2018/2019 Mayoral year.**

**14. REVIEW OF INSURANCE COVER ARRANGEMENTS**

Members were in receipt of a report (Appendix J) detailing the insurance cover arrangements that are in place and providing the Town Council with the opportunity to review and approve the insurance cover arrangements in respect of all insured risks and after consideration it was PROPOSED by Cllr Elliott and SECONDED by Cllr Pentolfe and AGREED unanimously that:

**Sherborne Town Council, having reviewed the Insurance Cover Arrangements (arranged by WPS Insurance Brokers on behalf of the Town Council) as detailed in the report approves existing Insurance Cover Arrangements for the 2018/2019 Mayoral Year.**

**15. REVIEW OF COUNCIL AND/OR EMPLOYEE MEMBERSHIP OF OTHER BODIES**

Members were in receipt of a report (Appendix K) and after consideration it was PROPOSED by Cllr Andrews and SECONDED by Cllr Carey and AGREED unanimously that:

**Sherborne Town Council approves the continuation of the annual subscriptions to DAPTC, South West Councils, SLCC and ICCM in the 2018/2019 Mayoral year.**

**16. REVIEW OF THE COMPLAINTS PROCEDURE**

Members were in receipt of a report and a copy of the Complaints Handling Policy (Appendix M). The Town Clerk noted that a formal complaint was made in 2017/18 against a Member of the Council and a report is to follow at Agenda Item 24.1 and after consideration it was PROPOSED by Cllr Elliott and SECONDED by Cllr Hogben and AGREED unanimously that:

**Sherborne Town Council approves the existing Code of Practice for Handling Complaints for the 2018/2019 Mayoral year.**

**17. PROCEDURE FOR HANDLING REQUESTS UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998.**

Members were in receipt of a report (Appendix L). The Clerk noted the introduction of General Data Protection Regulation GDPR, which comes into force on 25 May 2018 and confirmed that work is in progress and a report will be presented in due course with a draft GDPR policy for consideration and approval. It was PROPOSED by Cllr Andrews and SECONDED by Cllr Pentolfe and AGREED unanimously that:

- i) **Sherborne Town Council approves the Town Council's existing procedure for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998 for the 2018/2019 Mayoral year.**
- ii) **Notes the progress being made in relation to the new General Data Protection Regulations 2018**

**18. REVIEW OF POLICY FOR COMMUNICATING WITH THE PRESS AND MEDIA**

Members were in receipt of a report (Appendix M) and after discussion Members agreed it should remain unchanged as it has proven to work well and it was then PROPOSED by Cllr Hogben and SECONDED by Cllr Carey and AGREED (9 in favour and 2 abstentions) that:

**Sherborne Town Council approves the policy for communicating with the Press and Media for the 2018/19 Mayoral year operating in line with Standing Orders and the established practice as detailed in the report.**

**19. REVIEW OF THE RISK ASSESSMENT MANAGEMENT POLICY ARRANGEMENTS FOR 2018/19**

Members were in receipt of a report (Appendix N). After consideration it was PROPOSED by Cllr A Hall and SECONDED by Cllr Pike and AGREED unanimously that:

**Sherborne Town Council approves the Risk Assessment Management Policy for the 2018/2019 Mayoral year.**

## **20. GIFTS AND HOSPITALITY PROTOCOL**

Members were in receipt of a copy of the Gifts and Hospitality Protocol (Appendix O) and after consideration it was PROPOSED by Cllr A Hall and SECONDED by Cllr Pentolfe and AGREED unanimously that:

**Sherborne Town Council approves the Gifts and Hospitality Protocol for the 2018/2019 Mayoral year.**

## **21. DATES, TIME AND PLACE OF ORDINARY MEETINGS OF THE FULL COUNCIL FOR THE MAYORAL YEAR 2018/2019**

Members were in receipt of a report (Appendix P) proposing meeting dates for 2018/2019. There has been no August Town Council meeting in both 2016 and 2017 and as this has not caused any problems it is recommended to continue to omit the August meeting. However it was suggested that the July meeting is put back to either the 23 or 30 of July to even out the gap between the July and the September Town Council meetings. It was also proposed to postpone the October Town Council meeting to avoid a clash with Pack Monday on October 15.

- i) It was PROPOSED by Cllr Andrews and SECONDED by Cllr A Hall and AGREED unanimously that the Town Council meeting scheduled for 16 July is held on 30 July.
- ii) It was PROPOSED by Cllr M Hall and SECONDED by Cllr Hogben and AGREED unanimously that the Town Council meeting scheduled for 15 October is held on 22 October.
- iii) It was PROPOSED by Cllr Carey and SECONDED by Cllr Pentolfe and AGREED unanimously to approve the Calendar of Meetings for the Mayoral Year 2018/19 as attached to this report at Appendix R with the approved amendments.

## **22. INVESTMENT / TREASURY MANAGEMENT POLICY**

Members were in receipt of a report (Appendix Q) requiring them to consider and approve an Investment/Treasury Management Policy for the Council to be reviewed annual at the Annual Statutory Meeting and included within the Risk Management Policy.

It was PROPOSED by Cllr Elliott and SECONDED by Cllr Pentolfe and AGREED unanimously that:

**Sherborne Town Council approves the Investment / Treasury Management Policy for the 2018/2019 Mayoral year.**

## **23. FINANCE AND RESOURCES**

The Portfolio Holder, Cllr Pentolfe presented the Finance Reports.

### **23.1 Cheque Schedule**

Members were in receipt of a report (Appendix R) and it was PROPOSED by Cllr Carey and SECONDED by Cllr A Hall and AGREED unanimously that:

**Payment of cheques (108291 to 108295) for the period 9/04/18 to 14/05/18 totalling £261,294.74, Credit Card Payments of £675.90, BACS Payments of £58,163.31 and Direct Debits amounting to £4,709.24 be approved from the Town Council Current Account and BACS Payments of £8,929.90 and Direct Debits amounting to £479.32 for the period 9/04/18 to 14/05/18 be approved from the Digby Hall and Library Account.**

23.2 Bank Balances

Members were in receipt of a report (Appendix S) and it was PROPOSED by Cllr Elliott and SECONDED by Cllr A Hall and AGREED unanimously that:

**The Bank Balances as of the 30<sup>th</sup> of April 2018 are approved.**

23.3 Annual Governance Statement

Members were in receipt of a copy of the 2017/2018 Annual Governance Statement (Appendix V) and it was PROPOSED by Cllr Cook and SECONDED by Cllr Pentolfe and AGREED unanimously that:

**Sherborne Town Council approves the Annual Governance Statement 2017/18 (Appendix A) to this report.**

24. EXEMPT BUSINESS

It was PROPOSED by Cllr Andrews and SECONDED by Cllr Hogben and AGREED unanimously

**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, within the meaning of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.**

24.1 Formal Complaint

The Town Clerk gave a verbal report on a complaint made against a member of Sherborne Town Council in the 2017/18 Mayoral Year. The Town Council followed the adopted complaints procedure and the case was duly considered. The complaint has now been dismissed by the District Council Monitoring Officer and the Member was not in breach of the Sherborne Town Council Code of Conduct and cleared of any suggested misconduct.

The meeting closed at 8.00 pm

..... Town Mayor