

Minutes of the Meeting of the Town Council's Service Delivery Committee held on 2 February 2010, in the MDC Council Chamber, Cannards Grave Road, Shepton Mallet.

Present: Chairman - Councillor John Parham(JP)

Members - Cllrs Bartlett(JB), Gilham(JG), Inchley(CI), Robinson(MR) and Shearn(NS).

Non members Cllr Dunscombe(WD) and Bente Height(BH). Mr Wayne Frapple(Quadron Services)

Three members of the public and no members of the press were in attendance. The Chairman opened the meeting, welcoming members and the general public. A brief was provided on Health & Safety requirements including emergency evacuation and assembly point procedures. A request was made for mobile telephones to be switch off or too silent.

SD51. 09/10 Public Forum

Resolve: that the meeting be adjourned for the matter to be transacted.

Notes of the matters raised were recorded for internal use, action and included; Rectory Road Bus Shelter – Mr Taffy Stride requested caution to members when considering provision of bench seating within the shelter and made the meeting aware of the problems encountered with the bus shelters positioned in Station Road. Vandalism and littering were two of the main problems.

Resolve: that the meeting now be brought back into session.

SD52. 09/10 Apologies for absence – Cllr Marsh J, Marsh T(family)

Resolve; that the above apologies are accepted.

SD53. 09/10 Members Declarations of Interests

Collett Park – All Cllrs present declared a Personal and Prejudicial Interest in the Shepton Mallet Recreation Ground Trust (Collett Park) due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.

cenotaph - All Cllrs present declared a Personal and Prejudicial Interest in the Shepton Mallet Cenotaph Trust due to being Trustees of the Charity as per dispensation afforded by the Standards Committee for the life of the current Council.

Rectory Road Bus Shelter - All Cllrs present declared a Personal and Prejudicial Interest in the matter as the structure was owned by the Town Council.

The Shambles - All Cllrs present declared a Personal and Prejudicial Interest in the matter as the structure was maintained by the Town Council.

Resolve: that the above Declarations are recorded.

SD54. 09/10 Minutes

The Minutes of the Meeting of the Service Delivery Committee held on the 8 December 2009 were considered for accuracy and content.

Resolve: Proposed by Cllr CI, Seconded by Cllr JP, by a unanimous vote that the Minutes of the Service Delivery Committee Meeting held on 8 December 2009 be approved as a true record and signed by the Chairman.

SD55. 09/10 Matters Arising – No matters were raised

SD56. 09/10 Collett Park Portfolio Matters – Cllr MR

a)	Contractors Report	<p>Contractors Report previously distributed to all Cllrs.</p> <p>Concern as to structure within Collett Park Depot and to consider demolition.</p> <p>Identified trip hazard to paving / broken concrete within Collett Park following complaint received due to fall of elderly person. (Contractor report previously distributed to all Cllrs)</p>
	<p>Resolve;</p> <p>Resolve;</p>	<p>Wayne Frapple confirmed that the public toilets were now back in operation. Various methods and finishes to renew the faulty footpath were considered along with concern of Quadron to an outbuilding within the depot which they considered should be demolished as being unstable.</p> <p>Proposed by Cllr JP, Seconded by Cllr JG, by a unanimous vote that Quadron immediately cordon off the defective footpath from any use and that the Clerk work up options and quotations for renewal of the footpath in various formats to include removal and reurf, replace concrete slabs or provide a tarmacadam path.</p> <p>Proposed by Cllr NS Seconded by Cllr CI, by a unanimous vote that the Chairman, Vice-Chairman, Portfolio Holder and the Clerk carry out a site visit inspection of the outbuilding within Collett Depot to ascertain is exact condition and requirement. At the same time to undertake discussions with Quadron as to responsibility for the maintenance of the structure under the depot lease agreement.</p>
b)	Collett Festival 2010	<p>To consider the event date – Saturday 12 June 2010, theme of this year’s event, who will open this year’s event and commence to work up displays so that invitations and forms for Displays, Trade, Community Stalls and Car Boot can be sent out.</p>
	Resolve;	<p>Proposed by Cllr MR, Seconded by Cllr JP by unanimous vote that Collett Festival is held on Saturday 12 June 2010, the theme being to celebrate 40 Years of St Paul’s School and that the Head teacher be requested to open the Festival.</p>
c)	Childs Play Charity	<p>The Rotary Club seek permission (for the third year running) to use Collett Park mainly to finish the event to be held on Sunday 2nd May 2010. They wish to set up at 11am and complete around 4.30pm.</p>
	Resolve;	<p>Proposed by Cllr MR, Seconded by Cllr CI by vote of 6 For and 2 Abstentions, that the use of Collett Park by the Rotary Club for the purpose of the Childs Play Charity event is approved.</p>
d)	Collett Park Toilets	<p>The Chairman provided update to the meeting held with Interpublic and that they would proceed and provide a report as to what was possible with the structure and to submit some options and costings. Cllr WD considered that to comply with Financial Regulations that three tenders should be sought. Cllr NS considered that the provision should not be a palace but a suitable facility. The Chairman confirmed that this was only an update at this time, no decisions of how to proceed would be made until information had been received from Interpublic in the first instance.</p>
	Resolve;	<p>The Chairman confirmed that this was only an update at this time and to be noted. No decision on how to proceed would be made until information had been received from Interpublic in the first instance.</p>

SD57. 09/10Footpath Portfolio Matters – Cllr TM

a)	Footpaths	Update provided and all planned maintenance work for the current year completed.
	Resolve;	Proposed by Cllr JP, that the matter is noted.
b)	Public Right of Way Orders	MDC Rights of Way Team to attend Planning Committee meeting on 9 February to provide presentation and inform procedures following concerns as to proposed extinguishment and diversion of several footpaths within the Town.
	Resolve;	Cllr CI wished for MDC to be asked how services were going to be managed, maintained and fulfilled if they were to proceed with a reduction in staff Proposed by Cllr JP, that the matter is noted and that the question of staff reduction and managing could be put to the Rights of Way Team directly at the 9 February meeting.

SD58. 09/10Properties Portfolio Matters – Cllr TM

a)	Town Flag	The Committee considered replacement / alternate size & material. Propose replace existing main flag and also purchase alternate / smaller / less costs flag for day to day use. Currently flown continuous from April to October.
	Resolve;	The Clerk described the options and that Cllr Lockey wished to recommend that the Council purchase four of the alternate screen printed flags at a cost of £81 each. A budget of £350 had been allocated for 2010/11. Proposed by Cllr JG, Seconded by Cllr JB by a vote of 5 For and 1 Against, that four of the screen printed flags are purchased from Zephyr Flags at £81 each = £324 plus carriage and VAT
b)	Rectory Road Bus Shelter	The Committee considered provision of bench seating.
	Resolve;	Proposed by Cllr CI, Seconded by Cllr MR by unanimous vote, that the Clerk work up proposals for provision of bench seating in the Bus Shelter at Rectory Road, taking into account points raise by Mr Stride and to consult with the Police on the matter. A report should be brought to the next meeting for further consideration.
c)	The Shambles	Filming company enquire permission to remove graffiti from the structure for their requirement. Advised MDC to obtain approval first with their conservation and historical building officer and then come back to the Town Council for consideration. They also wished to remove and replace on completion the public noticeboard in the Market Square. Several members raised concern that they were not aware of this project and wished further information.
	Resolve;	Proposed by Cllr JG, Seconded by Cllr MR by unanimous vote, that subject to approval of MDC conservation and historical building section the Town Council support and approve the proposal, at no costs to the Town Council, for the filming company to remove graffiti from the Shambles structure and to remove and replace on completion the public noticeboard positioned in the Market Square. Further information is to be requested from MDC to the filming project within the Town Centre if and when available.

d)	Office Update	Work progressing, draft date for moving back in is Wed 17 February 2010. Consideration of additional PC operating and software licenses at cost of £668 making the total IT upgrade to £1,702.64 plus VAT.
	Resolve;	Proposed by Cllr CI, Seconded by Cllr MR by unanimous vote that the additional cost of £668 for two additional Windows 7 operating system licenses and two number Microsoft Professional Office software licenses is approved. The total cost of the IT upgrade from Microchipz would now be £1,702.64 plus VAT.
e)	Cenotaph	Outcome of site inspection held on 28 January with Ellis & Co to review damage to the structure following the recent severe weather. Ellis & Co to carry out further high level inspection and some agreed remedial work in late February.
	Resolve;	Proposed by Cllr JP, that the matter is noted.

SD59. 09/10 Administration Portfolio Matters – Cllr JP

a)	SALC Update	Matters of interest in January update include; Model Standing Orders – Revision soon to be issued. Payments made by Councils (Internet banking). Affiliation Fees 2010-11.
	Resolve;	That the matter is noted.
b)	Banking	The Clerk provided details as to an internal problem with the Sweep Facility and non-payment of certain Standing Orders / Direct Debit. This had now been corrected although the balance held within the current account had been increased as a temporary measure.
	Resolve;	That the matter is noted.
c)	Quality Council Status	No notification received but that current status has expired. To consider removal of Quality Logo from all published documentation.
	Resolve;	Some consideration took place as to the requirement and what should be achieved by a Quality Council and what had actually been achieved. Cllr CI considered the Council was no longer behaving as a Quality Council. Some considered that a considerable amount of hard work had been put in to achieve Quality Status and it should not be let slip. Proposed by Cllr CI, Seconded by Cllr NS by a vote of 3 For, 1 Against and 2 Abstentions that the status for Quality Council had expired and the logo to be removed from all current publications and documents. If in the future it was supported for good reasons then it could be re-introduced.

SD60. 09/10 Finance

Consideration was afforded to Approve **February 2010 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to this agenda.

Resolve; Proposed by Cllr CI, Seconded by Cllr NS by unanimous vote, that the **February 2010 Accounts** for payment by Cheque, Direct Debit, Confidential Salary Payments and Income as per Appendix "A" attached to these Minutes are approved and signed by the banking mandate holders.

SD61. 09/10 Agenda for the next meeting – Tuesday 6 April 2010 - No matters were raised.

The Chairman thanked members for their attendance and closed the meeting at 8pm.

Cllr J.W. Parham

Signature; _____

Chairman

_____/_____/2010

A P P E N D I X " A "

Cheque No	75	Code	Goods Supplied	Total Payment
2566	Thatcher's	4208	Collett Park - Bird Food	£ 137.40
2567	Glasdon Uk Limited	4084	Replacement Dog Litter Bin - Bowlish Lane	£ 268.75
				£ 406.15

Payments by Direct Debit

Awaiting bank statements

Sub Total £ -

Total = £ 406.15

CONFIDENTIAL PAYMENTS

2568	Graham H Brown	5000	Town Clerk - Feb Salary 2009	£ 1,616.00
Total				£ 1,616.00

Grand Total £ 2,022.15

Date	Income	Code	Category of Income	Total Deposit
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Awaiting bank statements

Total Income = £ -

Cllr J.W. Parham
Chairman

Signature _____

Date _____

Cllr N.F. Shearn
Vice Chairman

Signature _____

Date _____