



Shaftesbury Town Council

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To: All members of Shaftesbury Town Council

You are required to attend a meeting of the Council

to be held at 7.00pm on Tuesday 27 June 2017 in the Council Chamber, Shaftesbury Town Hall

For the transaction of the business shown on the agenda below.

Claire Commons, Town Clerk

Members are reminded of their duty under the Code of Conduct

Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.

Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business. Out of courtesy to those present, the Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

Agenda Item	
01. Apologies	
To receive and consider for acceptance, apologies for absence	
02. Declarations of Interest and Dispensations	
Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.	
03. Minutes	
To confirm as a correct record, the minutes of the previous meeting of the Council held on 23rd May 2017.	
04. Reports	p3
To receive reports from the Mayor, District and County Councillors, Representatives to Local Organisations and any other meetings held with key partners or organisations.	
Report 0617FC04	

Agenda Item		
05. Reports from Committees		p5
To receive the minutes of Committee meetings (for information) and to receive any reports from Committee Chairmen.		
		Report 0617FC05
06. Payments		p6
To consider payments for authorisation.		
		Report 0617FC06
07. Community Grants		p8
To receive a recommendation from the General Management Committee for the award of Community Grants for 2017/18		
		Report 0617FC07
08. Terms of Reference		p10
To confirm the Terms of Reference for the standing committees for the municipal year 2017/18		
		Report 0617FC08
09. Neighbourhood Plan		p24
To receive a report and any recommendations from the Neighbourhood Planning Group.		
		Report 0617FC09
10. Grounds Unit		p26
To receive a recommendation from the General Management Committee to extend the lease for Unit 9c Wincombe Business Park		
		Report 0617FC10
11. Officer Report and Future Meetings of the Council		p27
To receive any correspondence and updates relating to the work of the Council, to confirm the date of the next meeting and to identify matters for inclusion on the agenda.		
		Report 0617FC11

(End)

**Report 0617FC04 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 27 June 2017 in the Council
Chamber, Shaftesbury Town Hall**

Reports

1. Purpose of Report

To receive reports from the Mayor, District and County Councillors, Representatives to Local Organisations and any other meetings held with key partners or organisations.

2. Recommendation

2.1. That the reports be received and noted.

3. Civic Report

3.1. The table below shows the recent events attended by the Mayor and Councillors and details the forthcoming events.

<u>Date</u>	<u>Event</u>	<u>Being Attending by</u>
15 th May	Mayor of Sherborne, Mayor Making Ceremony	Cllr John Lewer
18 th May	Shaftesbury Town Silver Band, AGM	Cllr John Lewer
23 rd May	West Dorset District Council, Civic Day	Apologies given

<u>Date</u>	<u>Event</u>	<u>Being Attending by</u>
4 th June	Mayor of Yeovil, Civil Day	Cllr John Lewer
21 st June	North Dorset Scouts, AGM	Cllr Piers Brown
21 st June	Mayor of Weymouth and Portland, Civic Service	Cllr John Lewer and Mrs Lewer
22 nd June	Refugee Action Group	Cllr John Lewer
24 th June	St Mary's School, Parents Day	Apologies sent
25 th June	Mayor of Wareham, Civic Service	Cllr John Lewer and Mrs Lewer
26 th June	Arts Awards Presentations	Cllr John Lewer

<u>Date</u>	<u>Event</u>	<u>Being Attending by</u>
2 nd July	Fovant Drum-Head Service, Colonel Biggs	Cllr Lester Taylor
2 nd July	Shaftesbury Rotary Club, Gold Hill Parade	Cllr John Lewer
3 rd July	Shaftesbury in Bloom	TBC
13 th July	Mayor of Ferndown, Civic Day	Cllr Piers Brown
20 th July	Mayor of Wimborne, Civic Day	Cllr Piers Brown
23 rd July	Reverend Simon Chambers, 150 th Anniversary of the Dedication of St James' Church	Cllr Piers Brown
25 th July	Mayor of Weymouth and Portland, Civic Day	TBC Possibly Cllr Piers Brown

4. County and District Councillor Reports

4.1. County and District Councillors have been invited to provide a report or attend to give a verbal report.

5. Representatives to Local Organisations

- 5.1. Representatives of the Town Council to local organisations have been invited to provide a report, verbal reports may be given at the meeting.

(End)

Report Author:
Claire Commons, Town Clerk

**Report 0617FC05 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 27 June 2017 in the Council
Chamber, Shaftesbury Town Hall**

Reports from Committees

1. Purpose of Report

To receive the minutes of Committee meetings (for information) and to receive any reports from Committee Chairmen.

2. Recommendation

2.1. That the minutes and any associated reports be received and noted.

3. Background

3.1. Reference any previous minutes, particularly those with resolutions. Refer in **Legal Implications** if there are matters such as reversing a decision or amending it due to matters arising.

3.2. Provide information on any research carried out.

3.3. Provide information on any input from residents / members of the public.

3.4. Reference any appendices in **bold**.

4. Financial Implications

4.1. Reserves carried forward from 2015/16 for this project	£8,000
Budget allocation for current year.....	+ £2,000
Estimated expenditure outlined in Appendix A/above.....	- <u>£6,800</u>
Budget remaining	<u>£3,200</u>

4.2. Financial Regulation 4.1 requires that expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

5. Legal Implications

5.1. Reference any other legal implications as may have been identified in the background information above.

6. Risks

6.1. Use this to identify any risks to the Council

(End)

Report Author:
Claire Commons, Town Clerk

**Report 0617FC06 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 27 June 2017 in the Council
Chamber, Shaftesbury Town Hall**

Payments

1. Purpose of Report

To consider payments for authorisation.

2. Recommendation

- 2.1. That the Council approves the payments totalling £10,437.35 from the Town Council's current account and minutes the resulting bank balance as detailed in **Appendix A**

3. Background

- 3.1. A detailed list of payments is provided at **Appendix A**. An updated list may be provided to the Council prior to or at the meeting.

4. Financial Implications

- 4.1. Financial Regulation 5.2 requires the RFO to prepare a schedule of payments requiring authorisation to be presented to the council or finance committee. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of contract of employment) may be summarised to remove public access to any personal information.

5. Legal Implications

- 5.1. There are no legal implications arising from this report.

6. Risks

- 6.1. There are no risks identified in this report.

(End)

Report Author:
Claire Commons, Town Clerk

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Shaftesbury Town Council

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At : 12:33

NatWest Current A/c

List of Payments made between 14/06/2017 and 28/06/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/06/2017	Sage Uk Ltd	DD	67.20		Purchase Ledger Payment
19/06/2017	Petty Cash- Swimming Pool	013058	100.00		Petty Cash - Swimming Pool
19/06/2017	Petty Cash	103058	143.88		Petty Cash
19/06/2017	Ben Johnson (Shaftesbury) Ltd	online	45.23		2 Stroke oil
25/06/2017	NDDC	Std Ord	259.00		Rates Swimming Pool
27/06/2017	Chris Berwick Ltd	013059	432.00		1st Cut of 3 as agreed
27/06/2017	EG. Coles	013060	167.14		Spares for Road sweeper
27/06/2017	Dorset County Council	013061	240.00		Cast Iron Bollard High St
27/06/2017	British Gas	013062	57.47		Electric Barton Hill
27/06/2017	Proctor, Watts, Cole & Rutter	013063	24.92		Photo Copies A1
27/06/2017	Thorngrove Garden Centre	013064	805.88		Plants ref SIB
27/06/2017	Spruce Pools	013065	531.60		Chlorine x 20
27/06/2017	Travis Perkins	013066	63.10		Repair to Muti Play Wincombe
27/06/2017	Vaughtons	013067	314.11		Black neck ribbons, Mayor/D
28/06/2017	LGRC Associates Ltd	online	2,353.08		Prof services S Wilthew/C Wilk
28/06/2017	Octopus Personnel	online	2,657.74		Temp Office/Grounds Staff
28/06/2017	Toogoods Prperty Co Ltd	Online	2,175.00		Rent Quarter comm 24/06/17
Total Payments			10,437.35		

**Report 0617FC07 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 27 June 2017 in the Council
Chamber, Shaftesbury Town Hall**

Community Grants

1. Purpose of Report

To receive a recommendation from the General Management Committee for the award of Community Grants for 2017/18

2. Recommendation

2.1. That Shaftesbury Town Council resolves the award of Community Grants as recommended by the General Management Committee at **Appendix B** and;

2.2. The Council resolves which grants (if any) are to be paid in two instalments and any reporting requirements required and;

2.3. The Council resolves which grants (if any) require confirmation of expenditure prior to issue of the cheque

3. Background

3.1. At its meeting on 13th June 2017, the General Management Committee considered grant applications received for 2017/18.

3.2. The Council's policy currently requires all grants to be considered by the General Management Committee for recommendation to Full Council. Grants over £1,000 may be paid in two instalments of 50% each and the second instalment would be paid following a mid-year review meeting which would be attended by the Clerk, the Council representative on that organisation and an officer. Payment of the second instalment will only be paid if all the reporting requirements are provided and the criteria for the award have been met to date, as far as is practically possible.

3.3. The Council's policy allows for a second round of grant applications in the Autumn.

4. Financial Implications

4.1. Budget allocation for current year	£30,000
Expenditure recommended + Committed expenditure	- <u>£26,285</u>
Budget remaining	<u>£3,715</u>

5. Legal Implications

5.1. The Council must satisfy itself that grant money is provided for the benefit of the people of Shaftesbury

(End)

Report Author:
Claire Commons, Town Clerk

Appendix B.

Shaftesbury Fringe (already agreed)	£800.00
1 st Shaftesbury Scout Group	£300.00
Dorset Blind Association	£300.00
Friends of the Donkey Field Community Orchard*	£0.00
Kipling Carnival Club	£100.00
North Dorset Club for the visually impaired	£200.00
North Dorset Rugby Football Club	£250.00
Open House	£750.00
Read Easy Gillingham & Shaftesbury	£635.00
Shaftesbury & District Carers Association	£500.00
Shaftesbury & District Tourism Association	£8,000.00
Shaftesbury Abbey Museum & Gardens	£4,000.00
Shaftesbury Arts Centre	£1,000.00
Shaftesbury Cricket Club	£750.00
Shaftesbury District Guides	£500.00
Shaftesbury Municipal Almshouse Charity	£600.00
Shaftesbury Rotary	£500.00
Shaftesbury Snowdrops	£150.00
Shaftesbury Sports Club Ltd**	£250.00
Shaftesbury Tourist Information	£1,500.00
Shaftesbury Town Silver Band	£500.00
Shaftesbury Trinity Centre Trust	£2,000.00
Swans Trust	£250.00
Walking for Health***	£500.00
Big Bee Project	£700.00
SoB Campaign****	£1,000.00
Rolt Millennium Green Trust	£250.00
Total	£26,285.00

* ROSE to provide signs identified in the grant applications as in Kind contribution

**In Kind printing to the value of £250 to be provided

***In Kind printing of leaflets to further support the initiative. Value to be identified.

****SoB to seek additional support through the GEM Committee

**Report 0617FC08 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 27 June 2017 in the Council
Chamber, Shaftesbury Town Hall**

Terms of Reference

1. Purpose of Report

To confirm the Terms of Reference for the standing committees for the municipal year 2017/18

2. Recommendation

- 2.1. That Shaftesbury Town Council adopts the Terms of Reference for its Standing Committees as detailed in **Appendix C**.

3. Background

- 3.1. The Terms of Reference for the Council's Committees are to be considered annually and adopted by the Council.
- 3.2. The present Terms of Reference for General Management, Planning and Highways and Recreation, Open Spaces and Environment Committees with minor amendments shown in red and recommendation for amended Terms of Reference for the Human Resources Committee are shown at **Appendix C**.

4. Financial Implications

- 4.1. There are no financial implications arising from this report.

5. Legal Implications

- 5.1. Local Government Act 1972 s.101 – Councils may arrange to have any of their functions, except the issuing of precept, exercised by a Committee. The Council settles the area within which the Committee is to operate and the number of its members.

(End)

Report Author:
Claire Commons, Town Clerk

TERMS OF REFERENCE

PLANNING AND HIGHWAYS COMMITTEE

Mission Statement

The Planning and Highways Committee is mindful of the historic nature of the town and the natural beauty of its surroundings. It seeks to preserve the heritage that has been entrusted to the people of Shaftesbury for the benefit of future generations. It gives careful consideration to all planning applications received in consultation with local planning and government guidance so that it might give a well informed and considered opinion to the Planning Authority.

The Committee seeks to promote the conservation of the best of the historic built environment and the best possible design for any new development, including means of integration with the old town.

Delegation

1. Shaftesbury Town Council has agreed to adopt the Planning and Highways Committee Terms of Reference at its meeting held on 31st May 2016 and has recorded the decision under Minute FC13.
2. Shaftesbury Town Council will consider renewing these Terms of Reference each municipal year.

Planning Policy

1. To take the lead in developing the Town Council's overall strategy for the development and conservation of Shaftesbury
2. To develop a local development framework for Shaftesbury taking into consideration the District Council's Local Development Framework when doing so and when considering planning matters.
3. To be familiar with and bear in mind planning policy statements pertaining to Shaftesbury and the Planning Policy Statements when dealing with planning policy.
4. To consider and respond to:
 - Local Planning Policies
 - Neighbourhood Planning
 - Any proposals relating to Planning referred to the Council by the District and County Councils
 - Any item specifically referred by Full Council

Procedures

1. The committee will operate within Shaftesbury Town Council's Standing Orders
2. At the first meeting of the Committee, if not already done at the Annual Meeting, it shall elect a chairman and vice-chairman for this Committee for the forthcoming year from amongst its members. The Chairman and Vice-Chairman may be re-elected.
3. The committee will submit its minutes of meetings for adoption at the next ordinary meeting of the Committee.

4. The Committee shall submit a draft budget and / or project considerations for the forthcoming financial year during September for inclusion in the budget setting process.
5. The ~~Committee Services Officer~~ **Town Clerk** will provide administrative support for the Committee.
6. Where applications are received and time constraints prohibit the calling of a meeting of the Committee, the Town Clerk and Committee Services Officer shall have delegated authority to collate the collective views of the Committee members to submit a response on behalf of the Committee to the Planning Authority.

Meetings

1. The schedule of meetings shall be agreed at the Annual Meeting.
2. The Town Council Planning and Highways Committee will meet at least once in each six week cycle of meetings including once during recess in August and December, a total of eleven meetings in the municipal year.
3. Additional meetings may be required to satisfy the time constraints of the Planning Authority.
4. Six Councillors will be members of the Committee. The quorum of the Committee shall be three.
5. There will be a public consultation period within each meeting.

Remit

The Planning and Highways Committee has the delegated authority to discuss, debate and record Town Council observations on planning applications, licenses and highway matters and to relay such observations direct to the relevant Planning Authority in time for these to be taken into account by them in their decision making process.

Terms of Reference

1. To act as a Statutory Consultee on behalf of the Town of Shaftesbury in all planning matters relating to the Town
2. Exercise the powers and duties of Shaftesbury Town Council in respect of the powers conferred to it from time to time under the Town and Country Planning Acts, the Localism Act and the Orders and Regulations made under them.
3. Decide Shaftesbury Town Council's responses to consultations on planning **and tree** applications received from higher tier authorities and forward them in writing to the respective planning authority.
4. Where tree applications are received and the time constraints prohibit the calling of a meeting of the Committee, the Town Clerk shall have delegated authority to collate the collective views of the Committee members to submit a response on behalf of the Committee to the Planning Authority.
5. To comment on any development outside the town's settlement boundary which may have an impact on the town.
6. The Committee will consider all matters relating to the preservation of trees and report accordingly to the Planning Authority.

7. Make recommendations to the higher tier authorities on statutory and non-statutory planning policy documents.
8. Select from its membership a person or persons to represent Shaftesbury Town Council at site meetings, public enquiries and at any planning or highway related group or organization to represent Shaftesbury Town Council's previously agreed views.
9. To consider and take action on all other matters that are of a general nature relating to the Town and Country Planning Acts, the Localism Act and related legislation.
10. To consult with interested individuals and organisations within the town and to ensure that all legitimate concerns are taken into consideration.
11. To consider the effects of developments on the public transport system.
12. Careful scrutiny and monitoring shall be undertaken regarding the expansion of commercial activities in or close to residential areas to ensure that noise levels and smells will not be intrusive and that any proposals are not detrimental to the visual amenity of the area.
13. To monitor and comment upon, where appropriate, the proposed erection of telecommunication masts, power lines and other similar structures.
14. To encourage a close working relationship with neighbouring areas on planning issues that may affect the communities.
15. Participating with public and private sector interest in Town enhancement schemes and local conservation.
16. To review and comment on car parking areas in order to ease the congestion in the town, in consultation with the higher tier authorities and other interested bodies.
17. To review and comment on street lighting, internally illuminated signs, street furniture and signage, in consultation with the Recreation, Open Spaces and Environment Committee and County Council.
18. To comment on drainage problems, in consultation with the Highway Authority and Wessex Water.
19. To make representation to the higher tier authorities on behalf of Shaftesbury Town Council to secure Section 106 funding and / or Community Infrastructure Levy investment where possible.
20. To actively liaise with the relevant departments at the higher tier authorities in all matters related to planning and highway issues and cycleway matters.
21. To have lead responsibility for all Shaftesbury 'internal' cycleways, with the Full Council retaining oversight of the Shaftesbury to Gillingham Cycleway Project.
22. To consider and formulate a response if appropriate on highway and transportation consultations and information documents from relevant authorities and organisations.
23. To consider and take action on all other matters that are of a general nature relating to the highway network within Shaftesbury.
24. To contribute to the development of Shaftesbury's Neighbourhood Plan.

25. To take the necessary action to refer enforcement matters to the relevant tier authority and to pursue such matters until a resolution has been reached.
26. To comment on matters relating to the provision of Gypsy and Traveller sites.
27. To encourage and promote energy efficiency and renewable energy in the town.
28. The Planning and Highways Committee shall, where appropriate and where directed by Full Council, appoint working groups to consider any matters within its Terms of Reference.

RECREATION, OPEN SPACES AND ENVIRONMENT COMMITTEE

Mission Statement

The Recreation, Open Spaces and Environment Committee is committed to the sensitive and careful management, maintenance and improvement of the town's open spaces, recreation and amenity areas and seeks to conserve the environmental heritage entrusted to the people of Shaftesbury for the benefit of future generations. It gives careful consideration to the strategic plans for the town's recreation, environment and amenities and is mindful of and will discharge its role with due consideration to operate within its budget and be financially accountable.

Delegation

1. Shaftesbury Town Council has agreed to adopt the Recreation, Open Spaces and Environment Committee Terms of Reference at its meeting held on 31st May 2016 and has recorded the decision under Minute FC13.
2. Shaftesbury Town Council will consider renewing these Terms of Reference each municipal year.

Procedures

1. The Committee will operate within Shaftesbury Town Council's Standing Orders
2. At the first meeting of the Committee, if not already done at the Annual Meeting, it shall elect a chairman and vice-chairman for this Committee for the forthcoming year from amongst its members. The Chairman and Vice-Chairman may be re-elected.
3. The committee will submit its minutes of meetings for adoption at the next ordinary meeting of the Committee.
4. The Committee shall submit a draft budget and / or project considerations for the forthcoming financial year during September for inclusion in the budget setting process.
5. The Town Clerk ~~and Committee Services Officer~~ will provide administrative support for Committee meetings, ~~the Finance and Services Officer will provide administrative support for Committee projects.~~

Meetings

1. The schedule of meetings shall be agreed at the Annual Meeting.
2. The Town Council Recreation, Open Spaces and Environment Committee will **aim to** meet at least once in each **six five** week cycle of meetings, ~~a total of eight meetings in the municipal year.~~
3. Additional meetings as may be required.
4. Six Councillors will be members of the Committee. The quorum of the Committee shall be three.
5. There will be a public consultation period at each meeting.

Remit

The Recreation, Open Spaces and Environment Committee has the delegated authority to manage and consider amenity areas and open spaces, play areas, hedges and trees. The Committee has the delegated authority to manage the revenue budgets allocated to this Committee, to be accountable for any overspends and to make recommendations to the General Management Committee for the allocation of any resultant underspends. The Committee will hold the delegated authority to identify and recommend capital projects for the areas within its remit and to monitor the execution of said capital projects. To ensure Council makes best use of its resources and assets at its disposal in delivering services for and on behalf of the town. The terms of reference for the Committee shall be reconsidered on an annual basis or as needed.

Terms of Reference

1. To manage and enhance all amenity and recreation areas and open spaces within the parish boundary in the ownership of the Town Council and to give consideration to a programme of maintenance to ensure that they are cared for to a high standard, carrying out appropriate risk assessments and health and safety inspections.
2. To develop and manage a rolling programme of improvement and refurbishment of play areas so that they become attractive and safe places catering for all the young people of the town, to include the provision for cycling within this programme.
3. To maintain a high standard of maintenance of the town's gardens in support of tourism and the town's 'In Bloom' efforts.
4. To be responsible for the management and maintenance of trees within the Town Council's ownership and to develop a rolling programme of tree work and planting.
5. To give due regard to the environment and to consider the environmental impact of matters within its remit.
6. To be responsible for managing and determining applications for the hire of Council land.
7. To consider the recommendations of the Tree Group and the Open Spaces Group in the conservation of the open spaces in the town and the promotion of sensitive new planting to sustain the landscape for future generations and to liaise with other interested bodies who can advise on areas within the Committee's remit.
8. To monitor and manage the grass cutting operation - both that provided by DCC and that provided by STC.
9. To oversee the management of the grounds team operation, including the provision of a grounds team hub and the maintenance and purchasing of appropriate equipment.
10. To be responsible for the maintenance and management of the Council's assets for open spaces, including determining applications for memorial benches and trees in consultation with the Shaftesbury Tree Group and Shaftesbury Open Spaces Group.
11. To oversee the necessary Health and Safety inspections, receive reports and undertake actions as necessary.
12. To review and assess the standard and type of services provided by the Committee and the financial resources necessary to sustain them, giving consideration to bookings and

charges and making the necessary recommendations for the preparation of the yearly budget.

13. To review and assess the current provision of allotments within the town (with the objective of resolving the problems / issues preventing the adoption and management of an allotment site by an Allotment Association), and, when required to establish new allotments.
14. To ensure the release of appropriate information to the press and the public in a timely manner.
15. To co-opt onto the committee as and when necessary those representatives of significant organisations relevant to the work of the committee (e.g. Shaftesbury Tree Group and Shaftesbury Open Spaces Group) who the committee considers will help it with its decision-making by virtue of their knowledge and experience. Such representatives shall be nominated by the organisations themselves but the committee shall reserve the right to refuse a nomination on the condition that's its reasons for refusal are publicly stated.
16. Shaftesbury Town Council will consider renewing these Terms of Reference each municipal year.

GENERAL MANAGEMENT COMMITTEE

Mission Statement

The General Management Committee is committee to advise the Council on its corporate policies, strategies and level of resources and to ensure that the financial status of the Council is maintained within agreed budgets having due regard to both revenue and capital expenditure. It holds authority for the financial planning of the Town Council and monitors performance of the Council's Committees and services. It gives careful consideration to present and future tax payers.

Delegation

1. Shaftesbury Town Council has agreed to adopt the General Management Committee Terms of Reference at its meeting on 31st May 2016 and has recorded the decision under Minute FC13.
2. Shaftesbury Town Council will consider renewing these Terms of Reference each municipal year.

Procedures

1. The committee will operate within Shaftesbury Town Council's Standing Orders
2. At the first meeting of the Committee, if not already done at the Annual Meeting, it shall elect a chairman and vice-chairman for this Committee for the forthcoming year from amongst its members. The Chairman and Vice-Chairman may be re-elected.
3. The committee will submit its minutes of meetings for adoption at the next ordinary meeting of the Committee.
4. The Committee shall submit a draft budget and / or project considerations for the forthcoming financial year during September for inclusion in the budget setting process.
5. The Town Clerk ~~and Committee Services Officer~~ will provide administrative support for the Committee.

Meetings

1. The schedule of meetings shall be agreed at the Annual Meeting.
2. The Town Council General Management Committee will meet at least once in each six week cycle of meetings, a total of eight meetings in the municipal year.
3. Additional meetings may be required.
4. A maximum of seven Councillors will be members of the Committee made up of the Chair and Vice Chair of the Planning and Highways Committee, Chair and Vice Chair of the Recreation, Open Spaces and Environment Committee, ~~Chair and Vice Chair of the Human Resources Committee~~, Deputy Mayor and ~~at least one independent member other members as required to fill the satisfy the membership number~~. The quorum of the Committee shall be three.
5. There will be a public consultation period at each meeting.

Terms of Reference

1. To recommend the precept requirement to Shaftesbury Town Council for approval.
2. To monitor all financial matters and the accounts responsibly and diligently
3. To carry out financial investigations and request relevant supporting documents and evidence when appropriate
4. To review on an annual basis the Council's adopted Financial Regulations for managing all aspects of Council's finances and recommend any amendments as appropriate for adoption by Full Council.
5. To ensure that the Town Council's financial practices comply with the Financial Regulations set out by the Audit Commission, Central Government and Council's adopted Financial Regulations.
6. To overview the deliberations and actions of all the Council's committees and create coordination between committees; ensuring the efficient use of resources
7. To establish the needs of the community through liaison with residents, businesses, neighbouring councils and local organisations, and make recommendations to Full Council or to the appropriate committee
8. To consider and make recommendations on matters of policy relating to the Town Council
9. To receive reports on legislative changes from the Town Clerk, and where necessary make recommendations to Full Council or committees
10. To make recommendations on establishing the standard and type of new services which the town council wishes to provide and determine and report on the implications and financial resources necessary to sustain and develop them.
11. To create working groups to oversee & assist on development & delivery of council initiatives.
12. To liaise with local organisations in order to ascertain and make recommendations to Full Council on Service Level Agreements and Grant Aid.
13. To maintain and develop IT facilities, including a web presence.
14. To be responsible for authorising legal proceedings in relation to contentious matters (subject to the likely costs of such proceedings being included in the councils budget) and for making recommendations on proposals regarding the prosecution or defence of any legal proceedings. Such matters to be dealt with until the initial procedures have been concluded and any matter whereby such procedures have failed to achieve a satisfactory resolution should be referred thereafter to Full Council.
15. To exercise all the powers, duties and functions of the council and its committees where, in the interests of the town, it is essential for decisions to be taken notwithstanding the fact that ordinarily the matter would have been referred to another committee of the council for determination.
16. To be responsible for the management of the Councillor skills audit and make recommendations on best use of councillors' skills in the setting up of working groups.

17. To make recommendations for the Council's committee structure.
18. To be responsible for the management of the Council's Emergency Plan – its testing and annual review for appropriateness.
19. To receive any necessary reports from the Mayor and Deputy Mayor in relation to the management of and adherence to the Town Council's Standing Orders and to make appropriate recommendations to Full Council
20. To promote Council activity and invites by developing public relations through as many mediums as possible and to ensure the release of appropriate information to the press and the public in a timely manner in accordance with the Town Council's Standing Orders and Constitution.
21. To maintain Council owned buildings.
22. To monitor fees and charges relating to use of Council owned buildings.
23. Create, review and monitor performance of Strategic Plan.

HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

Delegation

3. Shaftesbury Town Council has agreed to adopt the Human Resources Committee Terms of Reference at its meeting held on [] and has recorded the decision under Minute FC[].
4. Shaftesbury Town Council will consider renewing these Terms of Reference at its Annual Meeting each year.

Procedures

7. The committee will operate within Shaftesbury Town Council's Standing Orders
8. At the first meeting of the Committee, if not already done at the Annual Meeting, it shall elect a chairman and vice-chairman for this Committee for the forthcoming year from amongst its members. The Chairman and Vice-Chairman may be re-elected.
9. The committee will submit its minutes of meetings for adoption at the next ordinary meeting of the Committee.
10. The Committee shall submit a draft budget and / or project considerations for the forthcoming financial year during September for inclusion in the budget setting process.
11. The Committee Services Officer will provide administrative support for the Committee.

Meetings

1. The Committee shall consist of FIVE Councillors.
2. The quorum of the Human Resources Committee will be THREE Members.
3. The Committee shall meet as and when required in the Mayor's Parlour, Town Hall, High Street, Shaftesbury Dorset SP7 8LY at a time to be agreed by the Chair and the Town Clerk.

Terms of Reference

1. To advise the Council on all human resources matters relating to the Council and its staff team.
2. To consider the annual pay awards for all staff employed by the Council and make appropriate recommendations to the Council.
3. To consider all matters relating to the probationary periods of the Clerk. To ensure that the Clerk carries out a suitable probationary process for all other new employees.
4. To carry out the Town Clerk's staff appraisal and agree annual objectives.
5. To ensure that annual appraisals are carried out for all other staff, and to receive and note annual appraisals of all other staff employed by Shaftesbury Town Council.
6. To consider, advise and agree on relevant training requirements for staff and councillors within the agreed training budget of the Council.
7. To review the Town Council's staffing structure annually to enable the Council to continue to deliver high quality services.

8. To review staffing requirements and job descriptions and to revise as necessary.
9. Carry out any initial personnel investigations and request relevant supporting documents and evidence when appropriate
10. Liaise with Council's Human Resources consultants, where appropriate to obtain advice, guidance and information when required.
11. Recommend to Full Council the appointment of employees in accordance with agreed establishment including the appointment of the Town Clerk, the Responsible Finance Officer, and any officer of Senior Office grade and above.
12. Consider and make recommendations to Council in respect of terms and conditions of employment, grading, salaries and allowances for employees of the Council.
13. Power to terminate the employment of employees of the Council on disciplinary grounds subject to the terms and conditions of service of the employee including the Code of Conduct and Disciplinary Rules and Procedure applicable to those employees.
14. Power to terminate the employment of employees of the Council on Capability or Ill Health grounds, subject to following the appropriate process and obtaining (or attempting to obtain) the appropriate medical and HR advice.
15. Empowered to consider and act on behalf of, in the name and without further reference to the Council:-
 - a) To consider and make recommendations to Council to make or amend terms and conditions of employment
 - b) To make amendments to all staffing related policies, including Disciplinary Rules and Procedures, Grievance Procedures, Absence procedures and performance management processes for all employees, including officers of all grades, of the Council, and to, where necessary, consult with trade unions, recognised by the Council, in regard to locally agreed terms and conditions, all within the provisions of Employment Protection statutes;
 - c) Discipline and, where appropriate, dismiss any of the Council's employees as described in (a) in accordance with the Disciplinary Rules and Procedures made under the provision of (a)
 - d) Dismiss any employees described in (a) on grounds of redundancy as provided by and in compliance with Employment Protection Statutes
16. Select from its membership a person or persons to represent Shaftesbury Town Council at appropriate meetings and public enquiries to represent Shaftesbury Town Council's previously agreed views on matters that are the direct responsibility of the Human Resources Sub-Committee.

Disciplinary and Grievance Appeals Panels

1. The Appeals Panel will be empowered to consider an appeal by any employee of the Council referred to it in accordance with the appropriate Disciplinary Rules and Procedures or Employee Grievance Procedure, on behalf of, in the name and without further reference back to the Council or a Committee of the Council, and to endorse, rescind or amend the original decision on disciplinary action as it sees fit.

2. The Appeals Panel will be made up of not less than THREE members of the Full Council whom have had no previous involvement in the case.
3. Members of the Disciplinary Appeals Committee will not normally be members of the Human Resources Committee, unless the circumstances of the case mean that other councillors are not able to fulfil this role. This may occur for example in the case of lengthy absence of other Councillors, or where other Councillors have been directly involved in the case. In these exceptional circumstances, it may be necessary to include members of the HR Committee that did not hear the previous stages.
- 4.
5. Members of the Appeals panel will be decided by the whole Council, and the Council's decision will be final.

**Report 0617FC09 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 27 June 2017 in the Council
Chamber, Shaftesbury Town Hall**

Neighbourhood Plan

1. Purpose of Report

To receive a report and any recommendations from the Neighbourhood Planning Group.
Report to follow.

**Report 0617FC10 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 27 June 2017 in the Council
Chamber, Shaftesbury Town Hall**

Grounds Unit

1. Purpose of Report

To receive a recommendation from the General Management Committee to extend the lease for Unit 9c Wincombe Business Park.

2. Recommendation

- 2.1. That Shaftesbury Town Council resolves to extend the lease for Unit 9c Wincombe Business Park for a further 6 years as accommodation for the Grounds Team.

3. Background

- 3.1. At its meeting on 9th May 2017, the lease for the Grounds Team's unit was considered and recommended to Full Council that the lease be extended for a further six years. Report 0517GEM07 refers.

4. Financial Implications

- 4.1. Budget allocation for current year..... £7,250
Annual lease..... - £7,572
Budget remaining **overspend - £322**

- 4.2. The overspend of £322 can be absorbed within the General Grounds budget heading.

(End)

Report Author:
Claire Commons, Town Clerk

**Report 0617FC11 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 27 June 2017 in the Council
Chamber, Shaftesbury Town Hall**

Officer Report and Future Meetings of the Council

1. Purpose of Report

To receive any correspondence and updates relating to the work of the Council, to confirm the date of the next meeting and to identify matters for inclusion on the agenda.

2. Recommendation

- 2.1. That the Council notes the report and the date of its next meeting as 5th September 2017 and identifies matters for inclusion on its next agenda(s).
- 2.2. That the Council identifies matters for inclusion on its next agenda(s).

3. Updates

- 3.1. Strategic Plan. The Council has conducted two rounds of committee debate on the detail of appendix 3 of the strategic plan (individual top priorities) and hosted an evening with District and County Councillors to share the vision and seek engagement and joint working with the tier authorities. Officers will now work on this document over the summer and bring a work plan to Council in September. Arising from working on the document to-date are;
- 3.2. Business Plan. The Clerk is in the process of developing a business plan to identify and support the business requirements in carrying out the strategic plan. This document will become a key document in identifying the viability of the Council in delivering its aspirations.
- 3.3. Delegation Matrix. The Clerk is developing an authority and delegation matrix to provide a clear framework within which to deliver the work of the Council. This document supports the core governing documents of the Council by providing clear and easily accessible information.
- 3.4. Community Engagement. The Clerk has had meetings with Shaftesbury Primary School, Shaftesbury Open Spaces Group, Shaftesbury Chamber of Commerce, Shaftesbury in Bloom, Magna Housing and the Tourist Association to open the dialogue and engage with the local community. This was a key element of the strategic plan and further meetings will be arranged when the detail of the plan has been established.
- 3.5. The Point. Consultations with stakeholders has been taking place through June and a further report will be provided pending the outcome of those meetings.
- 3.6. Cycle Speedway. Shaftesbury Open Spaces Group and the Rotary are working together to identify possible alternative locations and a report will be brought back to the ROSE Committee in due course.

4. Items for next meeting

- 4.1. The Council is requested to consider items for inclusion on the agenda for its next meeting in order to provide sufficient time for matters to be researched and reports

written for issue with the agenda papers and in turn provide for greater transparency and informed decision making.

4.2. Consideration should be given to the purpose of any subject for inclusion, an indication of what is hoped can be achieved by the items will help to focus the report and subsequent debate and avoid general discussion.

4.3. Items already noted for consideration are;

- Strategic Plan
- Policies and Constitution

(End)

Report Author:
Claire Commons, Town Clerk