



## SHAFTESBURY TOWN COUNCIL

### Meeting of Full Council

You are summoned to attend an extraordinary meeting of the Full Council which will be held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 5<sup>th</sup> August 2014 commencing at 7:00pm at which your attendance is required.

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Tuesday 29<sup>th</sup> July 2014

**TO ALL MEMBERS OF THE COUNCIL.**

**Also to District and County Councillors.**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: the three aims of the general duty of the Public Sector Equality Duty (eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, advance equality of opportunity between people from different groups and foster good relations between people from different groups), Crime and Disorder, Health and Safety and Human Rights.

#### AGENDA

##### **PART 1 (PUBLIC ITEMS)**

##### **2014/56 Public Recess**

Members of the public are invited to make representations to Shaftesbury Town Council on any matters relating to the work of the Council or to raise any issues of concern. (Public Bodies (admission to meetings) Act 1960)

##### **2014/57 Apologies**

To receive and accept if appropriate, apologies from those who are unable to attend the meeting.

##### **2014/58 Declaration of Interests and dispensation requests**

- a) Members and Officers are reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed. (Local Government Act 1972 and Localism Act 2011)
- b) To receive any dispensation requests received by the Clerk and not previously considered

##### **2014/59 Exempt Items – exclusion of press and public**

Certain items may include the consideration of exempt information and Shaftesbury Town Council is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public and press be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

None required at the point of publishing this agenda.

**2014/60 Monument**

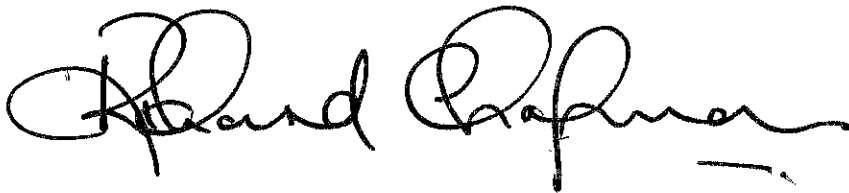
- a) To receive for adoption the independent report into the Monument.
- b) To consider the report into the new location of the monument for public consultation.

**2014/61 Grounds Unit**

To consider temporary provision of a unit for the grounds team.

**PART 2 (To be considered without the public and press present)**

There are no items anticipated to require confidential session at the point of issuing the agenda.



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Mr Richard Chapman  
Locum Town Clerk

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Members of the public are welcome to attend meetings of the Council and Committees, unless specifically excluded due to the confidential nature of the business. Enquiries to Paul Russell on 01747 852420 or email [townclerk@shaftesburytowncouncil.co.uk](mailto:townclerk@shaftesburytowncouncil.co.uk)

**A Report from the Town Clerk to  
an Extraordinary Meeting of Shaftesbury Town Council.**

**To be held on Tuesday 5 August 2014**

**In the Council Chamber, Town Council Chamber, at 7.00 pm**

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**RECIPT OF INVESTIGATION REPORT Re MONUMENT ON PARK WALK**

**1. PURPOSE OF REPORT**

1.1. For decision.

**2. RECOMMENDATION**

2.1. The Council adopts the report and the recommendations contained therein

2.2. The Council makes a press release on the matter and publishes the report

**3. BACKGROUND**

3.1. Shaftesbury Town Council commissioned a report into the circumstances regarding the installation of a monument on park walk within the scheduled Ancient Monument of Shaftesbury Abbey during July 2013.

This followed serious allegations from English Heritage and some public criticism . The report is attached at appendix A.

3.2. The report is detailed in its findings but does not cover the financial aspects of the project.

3.3. A report into the financial aspects of the project were carried out by Accounts and Audit Services with a report being published on 17th December 2013 this is attached at Appendix B.

**4. FINANCIAL IMPLICATIONS**

4.1. The council commissioned the investigation at a cost of £5,000 (to include interim audit costs and monument investigation)

4.2. The investigation into the financial aspects of the case cost £3,573.50.

4.3. The cost to the council of commissioning and installing the monument together with its removal and storage has cost £16,871.59 (this includes the Memorial stones on the Eastern development)

However the council has received £15,729.52 from sponsors including the Persimmon Homes, Shaftesbury Charitable Trust, Trinity Trust and others

## **5. LEGAL IMPLICATIONS**

5.1. The Town Council does not have powers to install monuments on sites that are designated Ancient Monuments whether the land is in its ownership or not.

End.

**Richard Chapman**  
**Town Clerk**

**A Report from the Acting Committee Services Officer and the Mayor to  
an Extraordinary Meeting of Shaftesbury Town Council.**

**To be held on Tuesday 5 August 2014**

**In the Council Chamber, Town Council Chamber, at 7.00 pm**

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**REPORT ON THE FINDINGS FROM THE RIFLES MONUMENT ADVISORY  
WORKING GROUP**

**1. PURPOSE OF REPORT**

1.1. For decision.

**2. RECOMMENDATION**

- 2.1. The Council proceeds to public consultation on the 3 identified locations.
- 2.2. The Council determines the methods for public consultation and resolves the associated costs.

**3. BACKGROUND**

- 3.1. The Rifles Monument Advisory Working Group, represented by Shaftesbury Town Council, English Heritage, North Dorset District Council, Shaftesbury Civic Society and Shaftesbury & District Branch Royal British Legion, met to consider several alternative practical and suitable locations for the Rifles Monument.
- 3.2. The working party looked at 11 possible sites around the town to relocate the 7-ton monument and one away from the town at Beachley Barracks, however as the money raised was mostly from the town this site was ruled out as it would be wrong to move the monument away from Shaftesbury and among their considerations was the ceremonial aspect, which includes the suitability of the site for a military-style gathering.
- 3.3. Four sites were ruled out in entirety, two sites were physically impractical to pursue, three locations were considered inappropriate or unsuitable.
- 3.4. Three sites worthy of public consideration were Castle Hill, Mampitts Churchyard and Brionne Gardens scoring the most points overall:
- 3.4.1. Castle Hill; It has plenty of surrounding space and according to English Heritage it has two suitable areas which have been used and abandoned where archaeological excavations have already taken place. It is a Scheduled Monument Site, but English Heritage and NDDC have indicated that costs and permissions would be reasonable to obtain in good time.
- 3.4.2. Mampitts Cemetery; It may be considered to compliment the war graves in the cemetery although the position is not as prominent as the other locations.

Access for many people at one time would be difficult. It should be noted that there are stones with plaques to honour the rifles at the Maltings.

3.4.3. Brionne Gardens: It is a small piece of land out of the main footfall of the town. It may be considered to detract from the garden's original purpose as a tribute to the town's French twin.

#### **4. FINANCIAL IMPLICATIONS**

4.1. 3,500 leaflets to be distributed to residents by members.	£305 'at cost'
Publication on the Town Council's website and provided to Shaftesbury Voice	£0.00
Council's Twitter feed	£0.00
Contact magazine ½ page	£0.00
Publication through local radio	£0.00
Blackmore Vale Magazine editorial (no guarantee of print)	£0.00
Blackmore Vale Magazine quarter page in the Events (monochrome)	£192.60
Blackmore Vale Magazine quarter page in the Run of Paper (colour)	£250.20

#### **5. LEGAL IMPLICATIONS**

5.1. The Town Council does not have powers to install monuments on sites that are designated Ancient Monuments whether the land is in its ownership or not.

End.

**Claire Commons**

**Acting Committee Services Officer**

**A Report from the Acting Committee Services Officer to  
an Extraordinary Meeting of Shaftesbury Town Council.**

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**GROUNDS UNIT**

**1. PURPOSE OF REPORT**

1.1. For decision.

**2. RECOMMENDATION**

2.1. The Council resolves to rent the unit identified at Semley for the grounds team accommodation and workshop according to the draft terms of tenancy outlined in the report.

**3. BACKGROUND**

3.1. This item was brought to members at the AGM on 21<sup>st</sup> May where it was resolved to purchase a single container unit for use by the grounds team.

3.2. More detailed investigation into this option realised that the unit would not be sufficient for their needs due to the size of the pieces of equipment requiring storage. Accessibility would also prove costly in terms of time due to the requirement to remove all items to attach the single piece required and then return all remaining items back to the container. The General Management Committee asked that a full report be considered by Full Council.

**4. FINANCIAL IMPLICATIONS**

4.1.

Item	Annually	Monthly
Basic rent	£8,072.40	£672.70
Insurance Costs	£840.00	£70.00
Services Charge	£447.60	£37.30
Water & Sewerage	£241.00	£20.08
Rates (approx.)	£2,400.00	£200.00
Utilities (Electric approx.)	£600.00	£50.00
<b>Total</b>	<b>£12,601.00</b>	<b>£1,050.08</b>

4.2. It is possible that rental costs could be negotiated down to £7,884 per annum (£657 per month). Further savings may be achieved by the installation of a water meter:

Annual Standing Water Charge – £24.00

Cost per cubic meter water – £2.24

Annual Standing Sewerage Charge – £54.00

Cost per cubic meter sewerage – £1.85

4.3. The following table provides some suggestions to help pay for the unit during 2014/15:

<b>Code</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Depot Allocation</b>
304/1577	Contingency	£3,000	£600
103/4020	Sub-contract labour	£1,000	£500
103/4250	Repairs & Maintenance	£3,500	£500
103/4275	Equipment Hire	£500	£0
103/4299	Contingency	£2,650	£1,500
303/4351	S137 Grants	£2,000	£1,000
303/4351	Community Chest	£7,000	£3,000
901/4900	Capital Project allowance	£10,000	£3,000
902/4907	Grounds Equipment	£5,000	£1,500
902/4911	Open Spaces Building Fund	£2,000	£1,000
		<b>£36,650</b>	<b>£12,600</b>

4.4. The Council could of course decide to fund the tenancy costs from General Reserves which currently has a balance of £112,225 or the current year fund which has a balance of £124,332 and aim to achieve savings on a range of cost centres over the year to balance the budgeted outgoings.

4.5. The draft terms of the tenancy agreement are:

- 5 year tenancy agreement with break clauses every six months provided three full months' notice is given to the landlord in writing;
- The Landlord can terminate the agreement at the end of any six month period provided three months' notice is given to the tenant in writing;
- Rent review every twelve months;
- Rental payment to be made every month;
- Additional payments include Landlord's Fire Insurance and service charge. All payments subject to VAT;
- Tenant liability to keep site tidy, free from dirt, rubbish and weeds, not to alter building without written permission, and not to discharge any deleterious materials or substances;
- Not to assign, transfer or sub-let or share the premises

## **5. LEGAL IMPLICATIONS**

5.1. The Local Government Act 1972 s.111 allows the council to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions.

End.

**Claire Commons**

**Acting Committee Services Officer**