



To: All members of Shaftesbury Town Council

You are hereby summoned to attend a **Meeting of Shaftesbury Town Council** to be held at **7.00pm on Tuesday 28th June 2016** in the **Council Chamber, Shaftesbury Town Hall** for the transaction of the business shown on the agenda below.

Stephen Holley

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 Annual Meeting of the Council held on 17 th May 2016 and reconvened on 31 st May 2016.
04. Reports <ol style="list-style-type: none">To receive report from the MayorTo receive reports from District and County CouncillorsTo receive reports from representatives to Local OrganisationsTo receive reports from other meetings held with key partners or organisations

Agenda Item	
05. Payments	p4
To receive a list of payments for authorisation.	
Report 0616FC05 attached	
06. Reports from Committees	
To receive the minutes of Committee meetings (for information) and to receive any reports from Committee Chairmen:	
1. Planning and Highways Committee – Tuesday 24th May 2016 and 7th June 2016	
2. Recreation, Open Spaces and Environment Committee – Tuesday 14th June 2016	
3. General Management Committee – Tuesday 21 st June 2016	
07. General Management Committee	p6
To appoint members to the vacant positions on the General Management Committee.	
Report 0616FC07 attached	
08. Town Crier	p7
To consider the retention of the Town Crier for 2016/17 and agree to the corresponding release of funds.	
Report 0616FC08 attached	
09. Leases	p8
1. To consider for approval, the draft combined Lease in respect of the Football Club.	
2. To consider delegating to GEM the authority to conclude all other leases ONLY if a timely meeting of the Full Council is not imminent	
Report 0616FC09 attached	
10. Community Grants	p10
To receive recommendations from the General Management Committee in respect of Community Grants.	
Report 0616FC10 attached	
11. Standing Orders and Financial Regulations	p16
To consider recommendation from the General Management Committee for adoption of the NALC Model Standing Orders and Financial Regulations.	
Report 0616FC11 attached	
12. Vehicle Insurance	p17
To consider quotations for the Town Council's Motor Insurance.	
Report 0616FC12 attached	
13. Code of Conduct and Members Register of Interest	p19
To receive a recommendation from the General Management Committee in relation to Members Register of Interest	
Report 0616FC13 attached	

Agenda Item	
14. Policies, Procedures and Protocols	p25
To consider for individual and separate approval a number of Policies and Protocols currently within the Constitution.	
Report 0616FC14 attached	
15. Notice of Motion	p27
NoM00013 – Park naming (Proposer – Cllr Proctor, Seconder Cllr Brown) attached	
16. Officer Report	p29
To receive any correspondence and updates relating to the work of the Council.	
Report to 0616FC16 attached	
17. Next meeting of the Council	
<ol style="list-style-type: none"> 1. To confirm 6th September 2016 as the date of the next meeting of the Council and 2. To identify matters for inclusion on the agenda for the next meeting. 	

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 28th June 2016
in the Council Chamber, High Street Shaftesbury**

PAYMENTS

1. Purpose of Report

To consider a list of payments for authorisation.

2. Recommendation

That the payments detailed at **Appendix A** be authorised.

3. Background

Financial Regulations require that payments are authorised by the Finance Committee or Full Council.

4. Financial Implications

As detailed in the list supplied.

5. Legal Implications

Every local council is responsible for ensuring that financial management of the council is adequate and effective and that the Council has a sound system of internal control. Audit and Accountability Act 2014.

End.
Tracy Moxham
Finance Officer

At : 11:32

NatWest Current A/c

List of Payments made between 22/06/2016 and 28/06/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/06/2016	EG. Coles	012611	189.85		Repairs to street cleaner
28/06/2016	DAPTC	012612	35.00		Cllr Chairmanship Course PB
28/06/2016	Hawes Arborists	012613	234.00		To clear fallen tree Tout Hill
28/06/2016	Perry & Son Limited	012614	153.60		Refit missing slates on roof
28/06/2016	Thorn Grove Garden Centre	012615	719.40		Plants for Park Walk & Town Ha
28/06/2016	Spaldings Limited	012616	265.15		Wet weather clothing x 4
28/06/2016	Spruce Pools	012617	367.20		Chlorine x 8
28/06/2016	Tincknell Fuels	012618	193.72		Red diesel for machines
28/06/2016	Toogoods Prperty Co Ltd	012619	2,175.00		Rent Unit 9c 24/6 to 23/9
Total Payments			4,332.92		

**Report to a Meeting of Shaftesbury Town Council
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GENERAL MANAGEMENT COMMITTEE

1. Purpose of Report

To consider filling three vacancies on the General Management Committee.

2. Recommendation

That the Council appoints three members to the General Management Committee.

3. Background

3.1. The Terms of Reference for the General Management Committee specify;

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, Deputy Mayor and at least one independent member.

3.2. At the Annual Meeting on 31st May 2016, the Council appointed members to its Human Resources, Planning and Highways and Recreation, Open Spaces and Environment Committees and those Committees subsequently elected their Chair and Vice Chairs thus;

Committee	Chair	Vice-Chair
Human Resources Committee	Andy Perkins	Lester Taylor
Planning and Highways Committee	John Lewer	Lester Taylor
Recreation, Open Spaces & Environment Committee	Karen Tippins	Lester Taylor
Council's Vice-Chair and Deputy Mayor	Jo Francis	

3.3. The General Management Committee therefore currently has a membership of four and the Council is asked to consider appointing a further three members to the Committee to complete its membership.

4. Financial Implications

There are no financial implications arising from this report.

5. Legal Implications

Local Government Act 1972 s101

End.
Claire Commons
Committee Services Officer

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 28th June 2016
in the Council Chamber, High Street Shaftesbury**

TOWN CRIER

1. Purpose of Report

To approve the appointment of the Town Crier for 2016/17 and agree to the corresponding release of funds.

2. Recommendation

That the Council appoints the Town Crier for 2016/17.

3. Background

3.1. The Town Council's budget for the financial year 1st April 2016 to 31st March 2017 allocates the sum of £300 towards the provision of a Town Crier.

3.2. The Town Crier traditionally attends the following events:

- Mayor Making
- Battle of Britain parade
- November 11th two minutes' silence
- Remembrance Day parade
- Gold Hill Fair
- Christmas Fair

3.3. In addition, the Town Crier attends such other civic events as requested by the Mayor and Deputy Mayor. Members may also wish to consider using the Town Crier for welcoming occasions when select groups visit the town.

3.4. The Town Council is asked to consider approving the release of funds to provide Town Crier services in 2016/2017.

4. Financial Implications

£300 from the Civic Allowance budget.

5. Legal Implications

Local Government Act 1972 s 144 and 145

End.
Claire Commons
Committee Services Officer

**Report to a Meeting of Shaftesbury Town Council
to be held on Tuesday 28th June 2016
In the Council Chamber, High Street Shaftesbury at 7.00pm**

LEASES

6. Purpose of Report

To consider for approval, the combined Lease for Shaftesbury Football Club,

To consider authorising the General Management Committee to consider for final approval the drafts of other the renewed Leases or Licences.

7. Recommendations

- 2.1 That the draft Lease combining the existing 12-year Lease on the Football Clubhouse with the Licence to Occupy the Changing Rooms and Football Pitch be approved;
- 2.2 That the General Management Committee be authorised - in due course and only if a timely meeting of the Full Council is not imminent - to consider for final approval the drafts of the renewed Leases or Licences in respect of the Donkey Field Orchard, Enmore Green Playing Field, Enmore Green Allotments, and the Youth Club.

8. Background

- 8.1. On 15th March 2016 the Council authorised the Clerk to commence negotiations on a number of leases (Minute FC 151 refers). The resolution requires that the final drafts of these leases be referred back to 'the Council' for consideration of approval.
- 3.2 An update report was provided to the General Management Committee (GEM) on 21st June, by which time the Lease to the Football Club had been drafted and informally agreed by the Football Club. A strict reading of the above resolution prevents GEM from authorising signature and the Lease is therefore being referred back to the Council at this meeting.
- 3.3 The Terms of Reference for GEM state that it may exercise the power of the Council in the interests of the Town. To avoid delay in the completion of the Leases and Licences in respect of the Donkey Field Orchard, Enmore Green Playing Field, Enmore Green Allotments, and the Youth Club the Council is requested to consider specifically authorising GEM to approve signature. It is unlikely that all four of these Leases and Licences will be ready at the same time and there can be considerable gaps between meetings of the Council. Swift conclusion of these agreements can be facilitated by allowing GEM to consider them, if a timely meeting of the Full Council is not imminent.

9. Financial Implications

- 4.1 Each of the leases has a rental value to the Council, detailed within the report.
- 4.2 Legal costs will arise from having each lease prepared by the Council's Solicitor. The costs will vary, depending on the work required.

10. Legal Implications

Requirement to complete a number of leases.

End.

Stephen Holley

Town Clerk

**Report of the Town Clerk to
a Meeting of Council
to be held on Tuesday 28th June 2016
In the Council Chamber, High Street Shaftesbury at 7.00pm**

COMMUNITY GRANTS

1. Purpose of Report

To consider recommendations from the General Management Committee in respect of the payment of the 2016/17 Community Grants.

2. Recommendation

That the Council awards the Community Grants as recommended by the General Management Committee on 21st June 2016.

3. Background

- 3.1. Shaftesbury Town Council makes grants each year to provide support to local groups that benefit the people of Shaftesbury.
- 3.2. A new Grants Awarding Policy and process was adopted by Council on 15th March 2016. This process now includes local organisations which had previously received Service Level Agreement funding.
- 3.3. Community Grants as recommended by the General Management Committee on 21st June 2016 is attached in **Appendix A**.
- 3.4. An application by Shaftesbury Fringe was not considered by the General Management Committee as they had withdrawn believing funding would not be determined until after the event. In light of the change of meeting date, Council is now asked to consider it in addition to the recommendations made by the Committee

4. Financial Implications

The Community Grants Budget for 2016/17 is £39,000

5. Legal Implications

Various according to the purpose for each application.

End
Barbara Carter
Project Officer

APPENDIX A

2016/2017 Community Grant Applications

Organisation	App Form Rec'd	Ack sent	Latest A/c's or I&E	Reason for Grant	Total Cost of Project	Grant Requested	Recommendation
1st and 3rd Shaftesbury Brownies	06-Jun-16	06-Jun-16	Yes	Purchase of High Visability Vests for outside walking activities - quotation attached	£217.50	£217.50	£217.50
1st Shaftesbury Rainbows	15-Jun-16	15-Jun-16	Yes	Purchase of Rainbows unit flag for representation at Remembrance Parades and formal events. Purchase of parachute for active play.	£153.50	£153.50	£153.50
1st Shaftesbury Scout Group	27-Apr-16	27-Apr-16	Yes	To purchase a badge making machine for all sections to use at camp and on other occasions		£300.00	£300.00
Friends of the Donkey Field Community Orchard	12-May-16	12-May-16	Yes	To cover annual premium for public liability insurance To be payable to 'Lycetts Insurance Brokers'	£103.55	£103.55	On Hold
Friends of Wyvern Savings and Loans	17-Nov-15		Year end 30/9/14	Request rec'd 17/11/2015 - £500 to advertise the Service Point in the Shaftesbury Area		£500.00	Defer
Gold Hill Fair Committee	24-May-16	24-May-16	to follow 25/5/16	To support the event as a whole and especially music programmes in the Abbey		£500.00	Defer

Organisation	App Form Rec'd	Ack sent	Latest A/c's or I&E	Reason for Grant	Total Cost of Project	Grant Requested	Recommendation
Home Start	19-May-16	19-May-16	Yes	To build on and continue our work in Shaftesbury including partnership work with other organisations - details enclosed		£1,000.00	Defer
HOPE	12-May-16	13-May-16	Yes	For running costs to help fund HOPE Drop-In and the administrative office. SLA request rec'd 27/10/2015		£4,750.00	Defer
Kipling Juvenile Carnival Club	03-May-16	03-May-16	Yes	To help offset the cost of building materials: steel/wood, paint.		£400.00	£400.00
Little Giants	20-May-16	20-May-16	Yes As S Youth Club	To replace broken sensory equipment in sensory room		£800.00	£800.00
ND Citizens Advice Bureau	29-Oct-15			SLA request rec'd 29/10/2015 - £6000		£6,000.00	Defer pending application form
North Dorset Disability Information Service	14-Jun-16	14-Jun-16	Yes	To help with core costs and heating.		£500.00	Defer – more information to be requested
North Dorset Rugby Football Club	03-May-16	03-May-16	Yes	To assist with the preparation of additional land that has recently been acquired at the Club's location.		£2,000.00	£2,000.00
Open House	05-May-16	05-May-16	Yes	To train two specialists in Housing & Benefits and Drugs & Substance abuse. Courses cost over £1,000 each with travel and an overnight stay. Income also needed to pay for Emergency Aid (Care Pack) and store house services and for the meals hosted for other Caring groups in the town and for clients at Christmas and Easter		£1,000.00	£1,000.00

Organisation	App Form Rec'd	Ack sent	Latest A/c's or I&E	Reason for Grant	Total Cost of Project	Grant Requested	Recommendation
Read Easy Gillingham & Shaftesbury	19-May-16	19-May-16	Yes	Contribution towards annual affiliation fee to Read Easy UK: Training expenses: Office expenses: Publicity	£350	£350.00	£350.00
Shaftesbury & District Chamber of Commerce	17-May-16	17-May-16	Yes	To assist in funding, the ever-increasing costs of maintaining the Christmas Lights	£6,863.36	£500.00	Defer – more information to be requested
Shaftesbury & District Task Force	05-May-16	05-May-16	Yes	The operating costs of the Task Force office i.e. Rent, heating, telephone etc., are approximately £10,000 per year and have previously been supported by Shaftesbury Town Council and North Dorset District Council. Shaftesbury & District Task Force would like to apply for help with running costs to enable the office to operate for the continued benefit of the people of Shaftesbury. SLA request rec'd 27/10/2015	£10,000	£6,000.00	Defer
Shaftesbury Abbey Museum and Garden	04-Mar-15			SLA request rec'd 4/3/2015 - £1000 towards weekend stewards, learning days for school groups, gardeners and marketing	£40,000	£1,000.00	£1,000.00
Shaftesbury and Villages Fifty Plus	25-Apr-16	25-Apr-16	Yes	To fund the summer outing		£400.00	£400.00
Shaftesbury Arts Centre	09-May-16	11-May-16	Yes	Towards the £250,000 required to match fund an Arts Council Grant for out Raise the Roof project	£250,000	£5,000.00	£5,000.00
Shaftesbury Bowling Club	19-May-16	19-May-16	No requested 19/5/16	To buy more varied equipment that will benefit the children and adult learners, also a simple uniform - hats and jackets		£500.00	£500.00
Shaftesbury Club for the Visually Impaired	15-Apr-16	18-Apr-16	Yes	To help pay for summer outing to Weymouth	£385	£200.00	£200.00
Shaftesbury Community Association	19-May-16	19-May-16	No requested 19/5	Re-decoration of the exterior of Lindlar Hall - exterior windows, roof work and front door	£534	£500.00	£500.00

Organisation	App Form Rec'd	Ack sent	Latest A/c's or I&E	Reason for Grant	Total Cost of Project	Grant Requested	Recommendation
Shaftesbury Day Services (Tricuro)	17-May-16	17-May-16	Yes	To improve and make safe outdoor area & patio with new fencing and paving slabs. To erect a raised bed enabling clients to participate in gardening activities		£3,000.00	Defer – more information to be requested
Shaftesbury Fringe	24-May-16	24-May-16	No requested 24/5/16	25/5/16 - Application withdrawn as funding too late for this year's Fringe. To pay for print advertising in the region's media - this is a one-time application as it is expected the event to be self-funding in future years. SLA request rec'd 14/10/2015 - £1500 to pay for a programme of events, insurance and advertising		£1,000.00	-
Shaftesbury in Bloom	26-Oct-15			SLA request rec'd 26/10/2015 for continued support for ongoing projects			-
Shaftesbury Sports Club Ltd	16-May-16	16-May-16	Yes	To complete chain link fencing around football pitch		£980.00	£980.00
Shaftesbury Tourist Information	03-May-16	03-May-16	Yes	A contribution towards running costs. In recent years the TIC has been running at a loss of just over £1,000 p.a. and this grant would enable the TIC to continue the same level of support to the local community as present.		£1,000.00	£1,000.00
Shaftesbury Town Twinning				3/5/16 - Advised will be submitting an application			-
Shaftesbury Trinity Centre Trust	03-May-16	03-May-16	Yes	To install a toilet suitable for disabled which is an important part of Phase 1 of the Upgrade Project for Trinity Hall	£100,000	£4,500.00	Defer
Shaftesbury Youth Club	20-May-16	20-May-16	Yes	We have a number of young people from deprived families so we need money for activities which includes buying materials		£900.00	£900.00

Organisation	App Form Rec'd	Ack sent	Latest A/c's or I&E	Reason for Grant	Total Cost of Project	Grant Requested	Recommendation
Shaftesbury Fringe	24-May-16			It's vital in this first year to advertise the event as widely as possible and therefore we seek a grant to allow us to pay for print advertising in the region's media in order to attract as many people to visit the event as possible. Note: This is a one-time application as we expect the event to be self-funding in future years		£1,000	Note, this was not considered by the General Management Committee as the applicant had withdrawn believing funding would not be determined until after the event. In light of the change of meeting date, Council is now asked to consider it in addition to the recommendations made by the General Management Committee
Shaftesbury & District Tourism Assoc				SLA request rec'd 28/10/15 - £8000 Request to Council for consideration 31/05/2016 - Approved 0516AMFC09		£8,000.00	£8,000.00
Trinity Centre Trust				SLA agreed for grass cutting and tree maintenance 1015ROSER49		£1,424.00	Virement
						£57,478.55	£24,701.00
						£39,000.00	£39,000.00
						(£57,478.55)	(£24,701.00)
						(£18,478.55)	£14,299.00

**Report to a Meeting of Shaftesbury Town Council
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STANDING ORDERS AND FINANCIAL REGULATIONS

1. Purpose of Report

To consider for adoption, the Standing Orders and Financial Regulations

2. Recommendation

That the Council adopts the Standing Orders and Financial Regulations as provided to the General Management Committee on 21st June 2016.

3. Background

- 3.1. At the Annual Meeting the Council referred the Standing Orders and Financial Regulations to the General Management Committee for consideration. The Committee has carried out that task and recommends them back to Council with no further amendment.
- 3.2. Members are asked to refer to the documents provided with the General Management Committee papers of the 21st June for the Standing Orders and Financial Regulations currently being considered.
- 3.3. Elements detailed in **bold** are legally required and may not be altered.
- 3.4. Elements highlighted in yellow are to be considered in order to tailor the governing documents to the needs of the Council. Financial figures included are those suggested by NALC.
- 3.5. Where the Finance Committee is referred to this currently refers to the General Management Committee however it is recommended that the wording remains as 'Finance Committee' in order to apply to any Committee which the Council determines has responsibility for its financial affairs without further need to adjust the Standing Orders and Financial Regulations.

4. Financial Implications

None arising directly from this report.

5. Legal Implications

Local Government Act 1972, Sch 12, para 42 – power for Councils to make Standing Orders to regulate their business and proceedings (discretionary – but seen as essential good practice)

Local Government Act 1972, Section 135 – requirement for Councils placing contracts to do so in accordance with Standing Orders (mandatory)

End.
Claire Commons
Committee Services Officer

**Report of the Town Clerk to
a Meeting of Council
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In the Council Chamber, High Street Shaftesbury at 7.00pm**

VEHICLE INSURANCE

1. Purpose of Report

To consider quotations for provision of insurance for the Council's vehicles

2. Recommendation

That the Council selects the insurance provider for the Council's vehicles.

3. Background

3.1. The Council's vehicle insurance is due for renewal on 1st July 2016.

3.2. Quotations have been sought from other providers, in order to compare market prices and value for money for the Council.

3.3. Four quotations have been sought, which are detailed in **Appendix A**.

3.4. Two quotations have been received, one is to follow and one was unable to quote.

4. Financial Implications

The Insurance Budget for 2016/17

5. Legal Implications

End.

Barbara Carter
Project Officer

APPENDIX A

VEHICLE INSURANCE

Renewal Date 1st July 2016

QUOTATION COMPARISONS

Emailed to Contractors: 14th June 2017

Broker	Date quote rec'd	Company		Annual cost	Comments	Other Information
A	13-Jun-16	E	Annual Premium	£1,414.44		
Current Insurer			Admin Fee	£15.00		
			IPT	£134.37		
				£1,563.81		
B	15-Jun-16	B		£1,887.08	1yr	Motor LTA reviewed annually in line with AWE currently 2.2%, 3yr agreement could protect you from the large increases in motor premiums we've seen in the market place in recent years. (can reduce the premium with a £250 excess if you wish) Not restricted to drivers over 25, there are no minimum age restrictions (under 21's just have a slightly higher excess), you will also have the benefit of dealing with the same insurer/contact. No admin fees for amendments/duplicate documents
				£1,819.89	3yr term agreement	
				Includes IPT		
C	14-Jun-16	E		-	Unable to quote as use current insurer see email 14/06/2016	
D		D			Awaiting quotation	
				£0.00		

**Report to a Meeting of Shaftesbury Town Council
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CODE OF CONDUCT AND REGISTER OF INTERESTS

1. Purpose of Report

To consider recommendation from the General Management Committee to adopt Appendices A and B of the Code of Conduct.

2. Recommendation

That the Council adopts Appendices A and B of the Code of Conduct.

3. Background

- 3.1. Shaftesbury Town Council adopted a new Code of Conduct on 28th June 2012 in light of changes arising from the Localism Act 2011. The Code was based on the NALC model and provided two options for members' Register of Interest.
- 3.2. At that point in time, the Council chose to adopt only Appendix A of the Code in line with the recommendation from the Dorset Association of Parish and Town Councils and supported by the District Council.
- 3.3. At its meeting on 21st June 2016, the General Management Committee considered the extended Register (Appendix B) and recommended to Council for its adoption in addition to Appendix A. Members are asked to refer to the supporting papers of that meeting.
- 3.4. Should the recommendation be carried by the Council, all members will be required to complete a new Register of Interest form as soon as practicable as attached at **Appendix A and B.**

4. Financial Implications

There are no financial implications arising from this report.

5. Legal Implications

Localism Act 2011 section 27.

End.
Claire Commons
Committee Services Officer

Localism Act 2011 – Section 29 and 30 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (refers to Appendix A of the Town Council’s Code of Conduct, see also Appendix B)

I (full name)

A member of: Shaftesbury Town Council

GIVE NOTICE that I and to the best of my knowledge my spouse/civil partner, person with whom I live as husband and wife, or person with whom I live with as a civil partner (i.e. being relevant persons in accordance with the regulations) have the following pecuniary interests which are specified for the purposes of section 30(3) of the Localism Act 2011 (*please state ‘none’ where appropriate*)

PLEASE READ THE NOTES AT THE END OF THIS FORM

- (1) Employment, office, trade, profession or vocation Any employment, office, trade, profession or vocation carried on for profit or gain.

<p><u>Members’ Interest</u></p>
--

<p><u>Other Relevant Person’s Interest</u></p>

- (2) Sponsorship Any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses.

<p><u>Members’ Interest</u></p>
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<p><u>Other Relevant Person’s Interest</u></p>

- (3) Contracts Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the Council –
- (i) under which goods or services are to be provided or works are to be executed; and
 - (ii) which has not been fully discharged.

<p><u>Members' Interest</u></p>
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<p><u>Other Relevant Person's Interest</u></p>

- (4) Land Any beneficial interest in land which is within the area of the Council.

<p><u>Members' Interest</u></p>
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<p><u>Other Relevant Person's Interest</u></p>

- (5) Licences Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.

<p><u>Members' Interest</u></p>
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<p><u>Other Relevant Person's Interest</u></p>

- (6) Corporate Tenancies Any tenancy where, to your knowledge –
- (i) the landlord is the Council; and
 - (ii) the tenant is a body in which the relevant person has a beneficial interest.

<p><u>Members' Interest</u></p>
--

<p><u>Other Relevant Person's Interest</u></p>

- (7) Securities Any beneficial interest in securities of a body where –
- (a) that body, to your knowledge, has a place of business of land in the area of the Council; and
 - (b) either –
 - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the share of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

<p><u>Members' Interest</u></p>
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<p><u>Other Relevant Person's Interest</u></p>

Date

Signed

Note

Please check your entries in the register regularly to ensure that they are up to date. Any revisions must be notified in writing (including email) by you to the Monitoring Officer who will confirm receipt of your notification and that the entry will be made to your pages on the register. Forms for updates can be obtained from Democratic Services by e-mailing demrep@north-dorset.gov.uk .

Explanatory Notes

For the purposes of this form –

“relevant person” means that a pecuniary interest is a ‘disclosable pecuniary interest’ in relation to you if it is your interest, or it is an interest of yourself or:

- (i) your spouse or civil partner,
- (ii) a person with whom you are living as husband and wife, or
- (iii) a person with whom you are living as civil partners, and you are aware that the other person has the interest.

“relevant period” means 12 months ending with the day on which the member gives the notification.

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee or management of an industrial and provident society;

“land” includes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; and

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000(b) and other securities of any description, other than money with a building society.

Appendix B – Register of Interests

I (full name)

A member of: Shaftesbury Town Council

GIVE NOTICE that I have the following interests which are specified for the purposes of Appendix B of the Code of Conduct (*please state 'none' where appropriate*)

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;

<p><u>Members' Interest</u></p>
--

- (ii) any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which the member of the Council is a member or in a position of general control or management;

<p><u>Members' Interest</u></p>
--

- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

<p><u>Members' Interest</u></p>
--

Signed..... Dated:.....

Note

Please check your entries in the register regularly to ensure that they are up to date. Any revisions must be notified in writing (including email) by you to the Monitoring Officer who will confirm receipt of your notification and that the entry will be made to your pages on the register. Forms for updates can be obtained from Democratic Services by e-mailing demrep@north-dorset.gov.uk.

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 28th June 2016
in the Council Chamber, High Street Shaftesbury**

POLICIES, PROCEDURES AND PROTOCOLS

1. Purpose of Report

To consider a timetable of review of the Town Council's Policies, Procedures and Protocols.

2. Recommendation

That the Council agrees a timetable of review for its Policies, Procedures and Protocols.

3. Background

- 3.1. At its meeting on 5th April 2016, the Town Council resolved to withdraw its Constitution, to be replaced with each of its constituent Policies, Procedures and Protocols.
- 3.2. The table below provides an alphabetised list of some of the constituent parts as well as other key documents to the Council. For any document not recently reviewed, the date for review is shown as 2016 as a starting point, the frequency of review is an Officer recommendation, Council may change this if desired. Certain documents are required to be.
- 3.3. Other procedures included within the Constitution served more as provision of information rather than procedure or policy.

Document	Legal references	Date approved	Date for review	Frequency of review
Allotment Tenancy Agreement	Small Holding and Allotments Act 1908, ss23, 25	November 2013	September 2016	3 years
Audit – Internal and External	Audit Commission Act 1998	2015	2016	Annual Procedure. Review as advised by NALC
Cemetery Memorials (headstones etc) Memorial benches	Open Spaces Act 1906, ss9-10 Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1 Local Government Act 1972, s214 Local Authorities' Cemeteries Order 1977 Open Spaces Act 1906, s.15-England	December 2011	September 2016	3 years
Code of Conduct	Localism Act 2011 s.27(2)	June 2012		As advised by NALC/Central Government
Committee Terms of Reference	Local Government Act 1972 s.101(2) and 102	June 2016	June 2017	1 year

Document	Legal references	Date approved	Date for review	Frequency of review
Complaints Procedure	Code of Conduct Specific acts as appropriate to the nature of the complaint such as Equality Act 2010, Employment Rights Act 1996	February 2015	2016	
Disaster Recovery Plan	Local Government Act 1972 s.111	2011	2016	
Equality and Diversity Policy	Equality Act 2010	2013	2016	
Financial Regulations	Accounts and Audit Regulations 2003	May 2015	June 2016	
Forward Plan	Local Government Act 1972 s.111		December 2016	
Grants and Service Level Agreement Procedure	General Power of Competence or other related power specific to the nature of the grant or SLA	March 2016	October 2016	
Hall Hire Policy	VAT regulations	November 2012	October 2016	
Hire of Council Land Protocol	VAT regulations	November 2014	October 2016	
Publication Scheme	Freedom of Information Act 2000	2015	2016	
Recording Policy	The Openness of Local Government Bodies Regulations 2014	September 2014	2016	
Snow and Ice Policy	Highways Act 1980 s43	June 2013	2016	
Standing Orders	Local Government Act 1972 sch 12 para 42	May 2015	June 2016	
Stress Management Policy	Health and Safety at Work Act 1974	2009	2016	
Whistle Blowers Policy	Public Interest Disclosure Act 1999	2013	2016	

4. Financial Implications

There is no financial implication relating to this report

5. Legal Implications

As detailed within the table above

End.
Claire Commons
Committee Services Officer

NOTICE OF MOTION 00013



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

e-mail:enquiries@shaftesburytowncouncil.co.uk

AGENDA ITEM		REPORT	████████████████████
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N0M00013

NOTICE OF MOTION

To a meeting of Council or Committee (specify 'Council' or which Committee)	ROSE
Title of Motion	Park naming
Proposed by	Cllr Proctor
Seconded by	Cllr P Brown
Proposed Resolution	That the Park at the Eastern Development should be named Brionne Park and the park opposite Lindlar Close be named Lindlar Park
Background (provided by the proposer)	<p>We have two well-established twin towns and we have two park areas that have not been given names. My proposal is that the park opposite Lindlar Close should be named after Lindlar and the new park in the Eastern Development be named after Brionne. The ex-Brionne Garden could be renamed Victoria or Elizabeth Garden.</p> <p>We have a twinning association with Brionne since 1973 and Lindlar since 1986. In my view the Brionne Garden is a poor celebration of twinning. I feel we could do better.</p> <p>In the newer parts of Shaftesbury we have two large parks that have emerged and neither have been officially named. The park near Lindlar Close is well equipped with technological equipment for children and adults and I feel would be appropriate to name Lindlar Park and the other which includes the badger run is more rural a little smaller and ideal to name Brionne Park or even (Parque?).</p> <p>The renaming would require some nice signs, and be appropriate to raise the image of the Twinning Association. We have a group coming from Lindlar in May 26-30th so it would be an achievement if we could unveil a sign in time.....</p> <p>The follow-on is what to rename the existing Brionne Garden, and I suggested Elizabeth Garden, but maybe there are other ideas. This garden needs a facelift and we could use a new name as the starting point for a design competition. My own brainstorming suggests that a Commonwealth Theme might</p>

	<p>recognise the Queen's Project, and might inspire designers to try and incorporate a plant or tree or maybe a shell from every country of the Commonwealth? Maybe as the Queen has overtaken Victoria, the theme could be "Elizabeth Victorious"?</p> <p>Friday night I sounded out the Twinning Association at their AGM and the idea was given a unanimous support.</p>
Background (provided by the Proper Officer)	
Financial implication (anticipated by the proposer)	<p>It would be nice to achieve a sign for Lindlar's visit, but the Brionne sign could follow next year when they visit. Signrite could give us a budget figure.</p> <p>Design competition itself probably no cost. Revamping the garden would depend on the winning scheme but we could set it as the Mayor's project and maybe people could contribute to the costs.</p>
Financial implications (anticipated by the Proper Officer)	
Legal implications	

OFFICER REPORT

1. Purpose of Report

To receive any correspondence and updates relating to the work of the Council.

2. Recommendation

That the Council receives and notes the report.

3. Correspondence

Dorset County Council Registration Service. The County Council is consulting on proposals to change Dorset County Council Registration Service (Births, Deaths, Marriages and Civil Partnerships). The proposals to change the service are due to anticipated future budget pressures. This consultation is to help understand the impact of the proposed changes on customers. A copy of the letter is at **Appendix A**.

4. Updates

Website. The new look Home Page went live on the Council's website on 1st June 2016.

Councillors and staff were asked for their feedback, and these comments will be considered by the Website Working Group at their next meeting, date for which has yet to be determined.

5. Financial Implications

There are no financial implications arising from this report

6. Legal Implications

There are no legal implications arising from this report.

End.

Report Author:

Claire Commons

Committee Services Officer

Date: 14 June 2016
My ref: RS7
Your ref:

Dear Sir / Madam

Public Consultation: Registration Service

As you may be aware Dorset County Council is facing financial challenges in meeting increasing customer demand for services against a reducing budget. This means that Dorset County Council needs to save £47m by 2017/18.

The only way we will achieve this is by:

- Stopping or rationalising some services
- Working differently and more effectively with our partners, communities and customers or,
- By maximising income opportunities.

In addition, the Registration Service is anticipating changes in legislation which could lead to an estimated loss of 30% of its income so we are looking at different ways of providing the Service with less money. A review has been undertaken with preferred outcomes having been determined. We are now conducting a public consultation exercise to help us understand and assess the impact of the proposed changes; the responses will be considered prior to making final recommendations.

I am bringing this public consultation to your attention as the proposals may affect yourselves or your local residents. Your views are important to us so I would like to invite you to complete the survey.

You can give your views:

- Online at www.dorsetforyou.com/registration-consultation ,or
- Return the enclosed survey to any Dorset County Council Registration Office or Library, or
- Return the enclosed survey to:
Dorset Registration Service
Dorset History Centre
Bridport Road
Dorchester
Dorset
DT1 1RP

The public consultation will run from 16 June 2016 to 11 August 2016 and a copy is attached for your information.

Yours sincerely

Registration Service