



# Shaftesbury Town Council

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To: Members of Shaftesbury Town Council's

**General Management Committee,**

Councillors: Taylor (Chair), Perkins (Vice-Chair), Austin, Brown, Hall, Jackson, Proctor

All other recipients for information only.

You are required to attend a meeting of the Committee

**to be held at 7.00pm on Tuesday 9<sup>th</sup> May 2017 in the Council Chamber, Shaftesbury Town Hall**

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

**Claire Commons**

**Interim Deputy 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	
<b>01. Apologies</b>	To receive and consider for acceptance, apologies for absence
<b>02. Declarations of Interest and Dispensations</b>	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.
<b>03. Minutes</b>	To confirm as a correct record, the minutes of the previous meeting of the Committee held on 28 <sup>th</sup> March 2017.

Agenda Item	
<b>04. Payments</b>	<b>p3</b>
To consider payments for authorisation.	
	Report 0517GEM04
<b>05. Planning Applications</b>	<b>p5</b>
To consider responses to Planning Applications	
	Report 0517GEM05
<b>06. Strategic Plan</b>	<b>p7</b>
To review Committee specific items within the Strategic Plan	
	Report 0517GEM06
<b>07. Grounds Unit</b>	<b>p10</b>
To consider extending the lease for the Grounds Team's unit	
	Report 0517GEM07
<b>08. Policies</b>	<b>p11</b>
To consider the Bullying and Harassment policy, Internet, Email and phone: staff acceptable use policy, Social Media Protocol for Members and Acceptable use of Social Media Policy.	
	Report 0517GEM08

(End)

**Report 0517GEM04 to a Meeting of Shaftesbury Town Council's  
General Management Committee,  
to be held at 7.00pm on Tuesday 9th May 2017 in the Council  
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**Payments**

**1. Purpose of Report**

To consider payments for authorisation.

**2. Recommendation**

- 2.1. That the Committee approves the payments from the Town Council's current account as detailed in Appendix A (to follow).

**3. Background**

- 3.1. A detailed list of payments for authorisation will be provided at **Appendix A**.

**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.

(End)

Report Author:  
Claire Commons  
Town Clerk

Appendix A.

To follow

**Report 0517GEM05 to a Meeting of Shaftesbury Town Council's  
General Management Committee,  
to be held at 7.00pm on Tuesday 9th May 2017 in the Council  
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**Planning Applications**

**1. Purpose of Report**

To consider responses to Planning Applications

**2. Recommendation**

- 2.1. That the Committee provides its observations on the below mentioned planning applications.

**3. Background**

- 3.1. The closing date of comments on the applications being considered, is prior to the date of the next Planning and Highways Committee.
- 3.2. Shaftesbury Town Council is a statutory consultee for planning applications and is provided the opportunity to make observations on applications within its parish boundary. These observations are reported back to the planning authority in order that it can make an informed decision when determining the applications.
- 3.3. Members are asked to consider for each application shown at **Appendix B**, whether they support the application or object to it. Consideration should be given to matters relating to planning law and also to local knowledge. More guidance on how to comment on planning applications can be found at <http://www.planninghelp.org.uk/improve-where-you-live/how-to-comment-on-a-planning-application>. Applications can be viewed online at <http://planning.nort-dorset.gov.uk/online-applications/>.

**4. Financial Implications**

There are no financial implications arising from this report

(End)

Report Author:  
Barbara Carter  
Project Officer

Appendix B.

**Planning Applications:**

To include but not be limited to:

**2/2017/0540 HOUSE – 18 The Venn, Shaftesbury SP7 8EB**

Erect two storey rear extension. Affix cladding to front elevation and porch. Install 1 No. first floor window on south elevation. (Demolish conservatory).

Applicant: Mr W Hallam

Agent: R & S Consultants

**2/2017/0565 HOUSE – Talbot House, 3 Salisbury Street, Shaftesbury SP7 8EL**

Erect dormer window to side elevation

Applicant: Mrs H Robertson

Agent: n/a

**2/2017/0669/DCC – Shaftesbury Primary School, Wincombe Lane, Shaftesbury SP7 8PZ**

Erect a modular building consisting of 3 classrooms, toilets and group room

Applicant: Dorset County Council

Agent: Head of Dorset Property

**Report 0517GEM06 to a Meeting of Shaftesbury Town Council's  
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**Strategic Plan**

**1. Purpose of Report**

To review Committee specific items within the Strategic Plan

**2. Recommendation**

- 2.1. That priority and timescale is identified for each of the GEM areas of the Strategic Plan.

**3. Background**

- 3.1. At its meeting on 11<sup>th</sup> April 2017, the Council resolved to adopt in principle the Strategic Plan. It was agreed to split out the committee specific items for further detail to be applied and in particular to identify the priority and time scale of those projects. The projects to be considered are shown at **Appendix C**;
- 3.2. The detail and timescales of the projects will inform the budget setting process for the coming five years and identify the staffing requirements for the same period.
- 3.3. Time for public consultation should be factored in to the project timescale.
- 3.4. In considering the timescale of the projects to be undertaken, the Committee should consider pre-existing commitments of the Council and its statutory duties which are to be carried out alongside the projects.
- 3.5. The Committee may wish to refer to the full Strategic Plan for more background information to the projects identified.

**4. Financial Implications**

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

**5. Risks**

- 5.1. There is a risk of failure to deliver if too many items are identified for completion at the same time.

(End)

Report Author:  
Claire Commons  
Town Clerk

Appendix C.

Project	Project or Programme Objectives	Timeframe	Importance	Other Community Groups / Volunteers
DOMAIN NAME	<p>dot(.)shaftesbury</p> <p><b>How will it be implemented:</b></p> <ul style="list-style-type: none"> <li>• Seek advice – ‘IDS’ Dorset Internet</li> </ul> <p><b>Success measured by:</b></p> <ul style="list-style-type: none"> <li>• Who signs up</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• £1000? Then self funding/revenue generating</li> </ul>	12 months		
ENCOURAGE SHAFTESBURY BUSINESS	<p><b>How will it be implemented:</b></p> <ul style="list-style-type: none"> <li>• Chamber of Commerce survey</li> <li>• Need expressions of interest to allow plan</li> </ul>	Implement by 2019 election		
IMPROVE VISITOR EXPERIENCE AND EDUCATION ON THE HISTORY OF SHAFTESBURY	<ul style="list-style-type: none"> <li>• More informed visitors</li> <li>• Visitors who want to return</li> <li>• Visitor advocates who spread the Shaftesbury message</li> </ul> <p><b>How will it be implemented:</b></p> <ul style="list-style-type: none"> <li>• More information on town history for visitors.</li> <li>• YouTube, Shaftesbury history channel, website</li> <li>• Social media campaign</li> </ul> <p><b>Success measured by:</b></p> <ul style="list-style-type: none"> <li>• More informed visitors</li> <li>• More visitors</li> <li>• Returning visitors</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• Leaflets</li> <li>• Maps</li> <li>• An APP that you can follow like an online map</li> <li>• More resourced travel info set-up</li> </ul>	Implement by 2019 election		
ESTABLISH YOUTH COUNCIL	<ul style="list-style-type: none"> <li>• Bring local politics to youngsters.</li> <li>• Get young people involved in local issues</li> <li>• A vibrant ‘shadow council’</li> </ul>	Within 12 months		

Project	Project or Programme Objectives	Timeframe	Importance	Other Community Groups / Volunteers
DOMAIN NAME	<p>dot(.)shaftesbury</p> <p><b>How will it be implemented:</b></p> <ul style="list-style-type: none"> <li>• Seek advice – ‘IDS’ Dorset Internet</li> </ul> <p><b>Success measured by:</b></p> <ul style="list-style-type: none"> <li>• Who signs up</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• £1000? Then self funding/revenue generating</li> </ul>	12 months		
	<p><b>How will it be implemented:</b></p> <ul style="list-style-type: none"> <li>• Engaging with young people</li> <li>• Going via schools/clubs/scouts/guides</li> <li>• Possibly look at age tiers</li> </ul> <p><b>Success measured by:</b></p> <ul style="list-style-type: none"> <li>• That one exists after 12 months</li> <li>• More young people want to get involved, leading to need for youth elections</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• Advertising</li> <li>• Councillor time</li> </ul>			

**Report 0517GEM07 to a Meeting of Shaftesbury Town Council's  
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**Grounds Unit**

**1. Purpose of Report**

To consider extending the lease for the Grounds Team's unit

**2. Recommendation**

- 2.1. That the Committee recommends to Council that the lease of Unit 9c Wincombe Business Park be extended for a further six years.

**3. Background**

- 3.1. The Council currently leases Unit 9c Wincombe Business Park for use as the Grounds Unit, which expires on 28<sup>th</sup> August 2017.
- 3.2. The landlord has indicated that he is happy to extend the lease and that a new six year lease, with a break clause at three years, on six months prior notice be entered in to. This new lease would be in the same format at the current lease.
- 3.3. The current cost of the lease is £7,250 p.a, the new lease to be increased by RPI of £322 to £7,572 per annum.

**4. Financial Implications**

- 4.1. Budget allocation for current year..... £7,250
- 4.2. Overspend will be covered from savings elsewhere within the Grounds budget.
- 4.3. 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. This authority is to be determined by:
- the council for all items over £5,000;
  - a duly delegated committee of the council for items over £2,500; or
  - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,500.

**5. Risks**

- 5.1. The Grounds Team would have no accommodation, to house vehicles and equipment, after August 2017 if the lease is not renewed.

(End)

Report Author:  
Claire Commons  
Town Clerk

**Report 0517GEM08 to a Meeting of Shaftesbury Town Council's  
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**Policies**

**1. Purpose of Report**

To consider the Bullying and Harassment policy, Internet, Email and phone: staff acceptable use policy, Social Media Protocol for Members and Acceptable use of Social Media Policy.

**2. Recommendation**

2.1. That the below listed policies and protocols are adopted.

**3. Background**

3.1. As part of the work undertaken by the LGRC, the following policies have been prepared for consideration for adoption by the Council and circulated to members by email;

- 3.1.1. Bullying and Harassment policy
- 3.1.2. Internet, email and phone: staff acceptable use policy
- 3.1.3. Social Media Protocol for Members
- 3.1.4. Acceptable use of social media policy

**4. Financial Implications**

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

(End)

Report Author:  
Claire Commons  
Town Clerk