



# Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

Town Clerk: Mrs Claire Commons

e-mail:enquiries@shaftesbury-tc.gov.uk

Website:www.shaftesbury-tc.gov.uk

VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council's Full Council (FC). All other recipients for information only.

You are summoned to a meeting of the Full Council for the transaction of the business shown on the agenda below.

To be held at 7.00pm on Tuesday 10 April 2018 in the Council Chamber, Shaftesbury Town Hall

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

- 1 APOLOGIES ..... 3**  
To receive and consider for acceptance, apologies for absence
- 2 DECLARATIONS OF INTEREST ..... 3**  
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.
- 3 MINUTES ..... 3**  
To confirm as a correct record, the minutes of the previous meeting of the Full Council.
- 4 CALENDAR OF MEETINGS 2018/ 19 MUNICIPAL YEAR ..... 4**  
To confirm the recommendation made by GEM to adopt the revised meetings schedule for 2018/ 19 Municipal year
- 5 STRATEGIC PLAN ..... 7**  
To agree status report of the Strategic Plan including an update on each of the workstreams
- 6 ANNUAL REPORT ..... 9**  
To adopt the annual report for 2017/18

**7 MANAGING COMMUNITY GRANT APPLICATIONS - PROCESS ENHANCEMENT... 11**

To consider a robust and transparent enhanced selection process for managing the allocation of the Community Grant funds

**8 REPORTS.....13**

To receive and note reports from the District and County Councillors, Mayor, Committee Chairmen and Local Organisations

**END**

**Administration for a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 10 April 2018 in the Council Chamber, Shaftesbury**  
**Town Hall**

---

**1 Apologies**

To receive and consider for acceptance, apologies for absence

---

*STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT*

*LEAD COUNCILLOR: CLLR JACKSON*

---

The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.

**1.1 Apologies received to date**

1.1.1 Councillor Lewer - holiday

**2 Declarations of Interest**

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.

---

*STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT*

*LEAD COUNCILLOR: CLLR JACKSON*

---

**2.1 Declarations of Interest received to date**

2.1.1 There have been no declarations received at the point of papers being issued.

**3 Minutes**

To confirm as a correct record, the minutes of the previous meeting of the Full Council.

---

*STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT*

*LEAD COUNCILLOR: CLLR JACKSON*

---

**3.1 Minutes to be adopted**

3.1.1 6<sup>th</sup> March 2018

**Report 0418FC4 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 10 April 2018 in the Council Chamber, Shaftesbury**  
**Town Hall**

---

**4 Calendar of meetings 2018/ 19 Municipal year**

To confirm the recommendation made by GEM to adopt the revised meetings schedule for 2018/ 19 Municipal year

**4.1 Summary**

The Clerk is recommending a revision to the meeting approach to reflect the strategic direction that the council is taking and to how best to accommodate the need to review and train as the plan progresses. Please refer to Appendix A to review the proposed calendar of meeting dates and Appendix A1 for the rationale behind the decision.

**4.2 Financial Implication**

4.2.1 There are no financial implications arising from this report

**4.3 Legal Implication**

4.3.1 In addition to the Annual Meeting, the Council must hold three other meetings.

**4.4 Risk**

4.4.1 There is a risk to the business of the Council being slowed if workload is not planned in accordance with the meeting schedule. This can be mitigated by careful planning and calling additional meetings as required to ensure prompt progress on items of business.

**4.5 Recommendation**

4.5.1 That the calendar of meetings is agreed by Full Council for adoption for the 2018/19 municipal year

4.5.2 The Council adopts the Extraordinary meeting to sign off and agree the 2017/18 year-end accounts on May 29<sup>th</sup> 2018

---

*STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT*

*LEAD COUNCILLOR: MARK JACKSON*

---

(End)

Report Author:  
Claire Commons – Town Clerk

Appendix A. Calendar of meetings 2018/ 19

Appendix A Municipal Calendar 2018/19

		2018							2019						
		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Mo							1						1		
Tu	1 Annual Meeting						2 Full Council			1 New Years D.			2 Full Council		
We	2				1		3						3	1	
Th	3				2		4	1					4	2	
Fr	4				3		5	2					5	3	
Sa	5				4	1	6	3	1				6	4	
Su	6				5	2	7	4	2				7	5	
Mo	7 Early May Bank Hld.				6	3	8	5	3				8	6 Early May BH.	
Tu	8 Neighbourhood Plan				7	4 Workshop/ Training	9 Advisory Committee	6 Workshop/ Training	4				9 Advisory Committee	7	
We	9				8	5	10	7	5				10	8	
Th	10				9	6	11	8	6				11	9 General Election	
Fr	11				10	7	12	9	7				12	10	
Sa	12				11	8	13	10	8				13	11	
Su	13				12	9	14	11	9				14	12	
Mo	14				13	10	15	12	10				15	13	
Tu	15 Planning & ROSE				14	11 Neighbourhood Plan	16 Planning & ROSE	13 Advisory Committee	11				16 Planning & ROSE	14	
We	16				15	12	17	14	12				17	15	
Th	17				16	13	18	15	13				18	16	
Fr	18				17	14	19	16	14				19 Good Friday	17	
Sa	19				18	15	20	17	15				20	18	
Su	20				19	16	21	18	16				21	19	
Mo	21				20	17	22	19	17				22 Easter Monday	20	
Tu	22 GEM				21 Planning applications	18 Planning & ROSE	23 GEM	20 Planning & ROSE	18				23 GEM	21 Annual Meeting	
We	23				22	19	24	21	19				24	22	
Th	24				23	20	25	22	20				25	23	
Fr	25				24	21	26	23	21				26	24	
Sa	26				25	22	27	24	22				27	25	
Su	27				26	23	28	25	23				28	26	
Mo	28 Spring Bk. Hld.				27	24	29	26	24				29	27 Spring Bk. Hld.	
Tu	29				28	25 GEM	30	27 GEM	25 Christmas Day				30 Town Meeting	28 Planning applications	
We	30				29	26	31	28	26				29	29	
Th	31				30	27		29	27				30	30	
Fr					31	28		30	28				31	31	
Sa						29			29						
Su						30			30						
Mo															
Tu															

## Appendix A1 – historic approach and proposal for Council meetings for 2018/ 19

The Council has historically taken a cyclical approach to its meeting schedule which commits the council to a meeting every 4 weeks out of 5 and with little opportunity for addressing unexpected business.

The Clerk is recommending a revision to the meeting approach to reflect the strategic direction that the council is taking and to best accommodate the need to review and train as the plan progresses.

Shown at **Error! Reference source not found.** is the proposed calendar for the coming municipal year, the following points should be noted:

- a) Full Council will meet on the first Tuesday of the month once per quarter.
- b) Council will reserve the first Tuesday of each month that is not Full Council for workshop or councillor training if an additional Full Council is not required.
- c) Advisory Committees will meet on the second Tuesday of the month, the Neighbourhood Plan Advisory Committee have already identified May and September as dates to meet.
- d) Planning and ROSE Committees will both meet on the third Tuesday of each month and on the same night, Planning for an hour at 6:30pm, streamlining its method of making observations on planning applications and noting highways issues and any actions arising;
- e) ROSE to meet at 7:30pm for up to 2 hours. This makes greater efficiency in officer time administering the meetings.
- f) General Management Committee will meet on the fourth Tuesday of every month providing monthly review of the council's financial position and an opportunity to provide direction on matters recommended by other committees or referred to by Full Council.

The proposed calendar allows for scheduling of routine business and the strategic plan to be managed and the opportunity for additional meetings to be held if required

**Report 0418FC5 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 10 April 2018 in the Council Chamber, Shaftesbury**  
**Town Hall**

---

**5 Strategic Plan**

To agree status report of the Strategic Plan including an update on each of the workstreams

**5.1 Summary**

5.1.1 The Strategic Plan was adopted in September 2017 and in November 2017 a simplified approach to managing the delivery of the plan was agreed under 4 main themes. In December 2017 each of 12 the Councillors nominated themselves to lead one of the 12 workstreams. The high level overview in Appendix B shows at a top level what has been achieved and provides a summary of each workstream. Each area has either a Green status (plans on track) an Amber status (yet to start or still more to do) or Red off track against the high level plan.

**5.2 Financial Implication**

5.2.1 There are no financial implications arising from this report

**5.3 Legal Implication**

5.3.1 There are no legal implications arising from this report

**5.4 Risk**

5.4.1 There are no risks identified within this report

**5.5 Recommendation**

5.5.1 To receive the update on the strategic plan and agree the status of the plan

---

***STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT***

***LEAD COUNCILLOR: MARK JACKSON***

---

(End)

Report Author:  
Brie Logan – Business Manager

		RAG STATUS	
Marketing and Events including mapping	Shaftesbury Domain	Green	Project on track – group of EXPERTS met on 23/3 and mapping of community activities and services on track – expected live date June 2018
	Review facilities for elderly residents	Yellow	This is being included in the mapping exercise. Links made with DCA and POPP
	Bringing the old and the new together	Yellow	This is being included in the mapping exercise. Mini NP survey reaching out to those in the new development
The Shaftesbury Experience	Develop town tourism strategy	Green	Visitor Experience information session on 23/2 and follow up meeting on 23/3. First formal meeting on 4/5 – High level plan in place
	Public toilet standard	Green	Included in the above plan
	Residents Lifestyle – Outdoor	Yellow	Cycle Speedway project, Football Club plan under way. Links with the White Hart Link group and OSG linking in to Visitor Experience AC
	Residents Lifestyle – Indoor Attract the Arts	Yellow	Plan to start in September 2018 – links with Artisan community under way
Economic Development	Town landscape and aesthetics including Wi-Fi (x10) and includes employment/ Apprenticeships	Yellow	Information session held on 12/2 – group was very diverse. Working on simplifying the approach to enable groups with synergy to work together – Chamber to support with Town Centre enhancements and specialist experts to support with employment, training and Apprenticeships
	Asset Acquisition – including A30 allotments	Yellow	Cattle Market update and NDCC and STC working in partnership as per letter of 18/12
	Asset Management - Town Hall related projects	Yellow	Work in progress
Stakeholder Collaboration	External Engagement - Develop relationships with businesses, estates and the community including Youth Council and Civic Society	Green	Proactive links with most community groups; Chamber, Rotary, Youth Club, Fringe, Swans Trust, DCA, Dorset Chamber
	Internal Engagement - Develop links with adjoining towns, other authorities	Green	Links made with Town Clerks across North Dorset, Gillingham TC, NDCC Planning team and Community Engagement team
	Internal Engagement Review governance	Yellow	Development of SOPS and policy review – work in progress
	Internal Engagement Resolution tracker (work complete) on Council agenda's	Yellow	Development of processes to keep actions on track – work in progress
	Internal Engagement Review investment on Council Funds	Yellow	Development of processes to keep actions on track – work in progress
	Neighbourhood plan	Green	Advisory Committee recruited and delivering to high-level project plan. Mini survey constructed and plans in place to deliver 150 responses to validate approach



**Report 0418FC6 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 10 April 2018 in the Council Chamber, Shaftesbury**  
**Town Hall**

---

**6 Annual Report**

To adopt the annual report for 2017/18

**6.1 Summary**

6.1.1 The Annual Report is published by the Town Council each year to provide a snapshot of the work of the Council. Attached at **Error! Reference source not found.** is this year's agenda and a draft report which includes submissions by councillors for their lead roles, committee reports from the committee chairs and a snapshot of services and financial information provided by officers **will follow**.

**6.2 Financial Implication and Legal Implications**

6.2.1 The cost to produce 50 hard copies is £80 to be taken from the Printing and Stationery budget. There are no legal implications.

**6.3 Risk**

6.3.1 There is a risk of printing incorrect information. The Council must be satisfied to the best of its ability that the information contained within the report is correct.

**6.4 Recommendation**

6.4.1 That the Annual Report is adopted and published.

---

**STRATEGIC PLAN AREA: EXTERNAL ENGAGEMENT**

**LEAD COUNCILLOR: PHIL PROCTOR**

---

(End)

Report Author:  
Claire Commons – Town Clerk



# **THE ANNUAL TOWN MEETING**

**will be held in the Guildhall on  
Tuesday 17<sup>th</sup> April 2018 at 7.00pm**

**6.30pm - Opportunity to meet Councillors**

## **AGENDA**

- 1. Chairman / Town Mayor's Opening Remarks**
- 2. Apologies for Absence**
- 3. To receive the Minutes of the Annual Town Meeting held on 16<sup>th</sup> May 2017 (attached)**
- 4. Shaftesbury Town Council Annual Report 2017/18**
  - Report from the Mayor
  - Reports from Town Council Committees

(Copies of the report will be available at the meeting)
- 5. Reports from County and District Councillors**
- 6. Feedback from Local Organisations**

(Please register your intention to speak and keep reports to a maximum of five minutes)
- 6. Topics and Questions by Members of the Public Previously Received**

(To consider questions previously received)
- 8. Questions from the Floor**

To receive questions or comments on any matters relevant to the Town of Shaftesbury (Speakers must be Electors for the Town and may be required to provide their name and address)

.....  
**Councillor John Lewer – Mayor of Shaftesbury**  
**29<sup>th</sup> March 2018**

## **7 MANAGING COMMUNITY GRANT APPLICATIONS - PROCESS ENHANCEMENT**

To consider a robust and transparent enhanced selection process for managing the allocation of the Community Grant funds

### **7.1 Summary**

7.1.1 Grants have been received to the value of £36,299 and the allocated budget for 2018/19 is £30,000. The Grant policy was adopted at Full Council in January 2018. It has become apparent there is a need to streamline this process further in order to apply and demonstrate a fair and transparent selection process.

### **7.2 Financial Implication**

7.2.1 A situation could occur mid-year where monies unspent have to be reallocated thus creating double handling and under-mining the process

### **7.3 Legal Implication**

7.3.1 There are no legal implications arising from this report

### **7.4 Risk**

7.4.1 There are no legal implications arising from this report

### **7.5 Recommendation**

7.5.1 The Council adopts the selection process and community groups are awarded grants based points attaining to the criteria of the policy

(End)

Report Author:  
Brie Logan – Business Manager

Appendix D. **COMMUNITY GRANT SELECTION TRACKER (DRAFT)**

ID	Purpose for which grant is sought		Who will benefit from the grant			Link to the Strategic Pln						Communication/ PR		Score	Rank		
	Event/ activity/ equipment	Top up from another source	Previous funding from STC	Community involvement numbers	Fulfills a recognised need in the community?	How many of the community will regularly benefit?	The Shafesbury Experience for Residents – Indoor activity	The Shafesbury Experience for Residents – Outdoor activity & environment	The Shafesbury Experience – Welcoming our Visitors	Facilities for the Elderly	Bringing the Old and New Town Together	Neighbourhood Plan	Economic Development			Other	Has the organisation completed the evaluation form?
Description	Standard score	1 for No 5 for yes	5 for yes 1 for no	0- 5 is 5 and 10 + is 10	5 for yes and 0 for No	0- 5 is 1-5-10 5 for yes and 10 is 5 and 10 + is 10	5	5	5	5	5	5	5	15	10	100	
Maximum points	5	5	5	10	5	10	5	5	5	5	5	5	5	15	10	100	
Organisation 1																	
Organisation 1																	
Organisation 2																	
Organisation 3																	
Organisation 4																	
Organisation 5																	
Organisation 6																	
Organisation 7																	
Organisation 8																	
Organisation 9																	
Organisation 10																	
Organisation 11																	
Organisation 12																	
Organisation 13																	
Organisation 14																	
Organisation 15																	
Organisation 16																	
Organisation 17																	
Organisation 18																	

**Report 0418FC8 to a meeting of the Full Council  
To be held at 7.00pm on Tuesday 10 April 2018 in the Council Chamber, Shaftesbury  
Town Hall**

---

**8 REPORTS**

To receive and note reports from the District and County Councillors, Mayor, Committee Chairmen and Local Organisations **(to follow – if any)**

**8.1 Summary**

8.1.1

**8.2 Financial Implication**

8.2.1

**8.3 Legal Implication**

8.3.1

**8.4 Risk**

8.4.1

**8.5 Recommendation**

8.5.1

---

*STRATEGIC PLAN AREA :INTERNAL ENGAGEMENT*

*LEAD COUNCILLOR: MARK JACKSON*

---

(End)

Report Author:  
Claire Commons – Town Clerk

