



Shaftesbury Town Council

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To: Members of Shaftesbury Town Council's General Management Committee (GEM), Councillors Cook (Chair), Taylor (Vice Chair), Brown, Hall, Kirton, Lewer and Perkins. All other recipients for information only.

You are summoned to a meeting of the General Management Committee for the transaction of the business shown on the agenda below.

To be held at 7.00pm on Tuesday 26 June 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 General Management Committee.	
4	PAYMENTS	4
	To consider payments for authorisation	
5	VEHICLE INSURANCE	8
	To consider quotations for renewal of vehicle insurance for the Town Council's vehicles.	
6	HIRE OF COUNCIL LAND POLICY	9
	To consider revision to the Hire of Council Land policy	
7	SERVICE LEVEL AGREEMENTS	11

To consider the service level agreements in principle and for the Citizen’s Advice Bureau and Shaftesbury and District Tourist Association

8	CATTLE MARKET	14
	To receive analysis of data from the Cattle Market consultation exercise	
9	DIGITAL SOLUTION FOR GATHERING DATA	19
	To consider a digital solution for gathering data	
10	BELL STREET PUBLIC TOILETS	23
	To consider short, medium and long term objectives for the Public Toilets	
11	WESTMINSTER MEMORIAL HOSPITAL	24
	To consider making an application for the site to be registered as an Asset of Community Value.	
12	REMEMBRANCE – CENTENARY OF WW1	27
	To consider marking the centenary of WW1.	
13	OFFICER REPORT	30
	To receive correspondence and updates relating to the work of the Committee.	
14	CIVIC EVENTS	31
	To receive a confidential proposal relating to Civic Events	

(End)

**Administration for a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 26 June 2018 in the Council Chamber, Shaftesbury
Town Hall**

1 Apologies

To receive and consider for acceptance, apologies for absence

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK 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 None

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, MARK 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 General Management Committee.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

3.1 Minutes to be adopted

3.1.1 22nd May 2018

**Report 0618GEM4 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 26 June 2018 in the Council Chamber, Shaftesbury
Town Hall**

4 Payments

To consider payments for authorisation

4.1 Summary

- 4.1.1 A list of payments for approval is provided at Appendix A, an updated list may be provided to the committee prior to or at the meeting.
- 4.1.2 A bank, cash and investment reconciliation are provided following the payments list detailing the current position following payments identified.

4.2 Financial Implication

- 4.2.1 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.

4.3 Legal Implication

- 4.3.1 The council has a legal responsibility to be open and transparent in its financial transactions.

4.4 Risk

- 4.4.1 There are no risks identified in this report.

4.5 Recommendation

- 4.5.1 That the Committee approves the payments from the Town Council's current account and minutes the resulting bank balance as detailed in Appendix A

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk

Appendix A. Payments

Printed on : 20/06/2018

Shaftesbury Town Council

Page No 1

At : 11:02

NatWest Current A/c

List of Payments made between 26/05/2018 and 28/06/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/05/2018	Nat West Credit Card	DD	142.04		Credit Card
30/05/2018	Dorset Planning Consultant Ltd	online	220.14		Proff support NHP Group
30/05/2018	The IT Department Solutions Lt	Online	181.08		Month;y Support
31/05/2018	May Salaries	ONLINE	13,990.72		May Salaries
31/05/2018	Telefonica Uk Ltd	dd	72.94		Purchase Ledger Payment
01/06/2018	NDDC	Std Ord	214.00		Business Rates- Bell St Toilet
01/06/2018	NDDC	Std Ord	696.00		Rates Town Hall
01/06/2018	NDDC	Std Ord	278.00		Rates Unit 9C
01/06/2018	NDDC	Std Ord	46.00		Rates Cemetery
01/06/2018	Zurich	online249	10,443.15		Annual Insurance Re-renewal
06/06/2018	British Gas	dd	99.36		Gas 1/3 to 30/04 Pool
08/06/2018	ND Vis Impaired	ONLINE250	200.00		ND Vis Impaired
08/06/2018	Kipling Carnvial Club	ONLINE251	400.00		Kipling Carnvial Club
08/06/2018	Read Easy	ONLINE252	735.00		Read Easy
08/06/2018	Shaftes Fringe	ONLINE253	2,500.00		Shaftes Fringe
08/06/2018	Shaftes PTA	ONLINE254	500.00		Shaftes PTA
08/06/2018	Shaftes Scout Group	ONLINE255	150.00		Shaftes Scout Group
08/06/2018	Making Space	ONLINE256	250.00		Making Space
08/06/2018	Shaftes Abbey	ONLINE257	1,000.00		Shaftes Abbey
08/06/2018	Dorset Blind Ass	013149	300.00		Dorset Blind Ass
08/06/2018	Gold Hill Fair	013150	500.00		Gold Hill Fair
08/06/2018	ND Rugby Football Club	013151	500.00		ND Rugby Football Club
08/06/2018	Shaftes Arts Centre	013152	4,000.00		Shaftes Arts Centre
08/06/2018	Shaftes Commun. Association	013153	500.00		Shaftes Commun. Association
08/06/2018	Shaftes Choir	013154	500.00		Shaftes Choir
08/06/2018	Shaftes Cricket Club	013155	1,000.00		Shaftes Cricket Club
08/06/2018	Shaftes District Guides	013156	1,000.00		Shaftes District Guides
08/06/2018	Shaftes Town Twinning	013157	1,500.00		Shaftes Town Twinning
08/06/2018	Shaftes Trinity Trust	013158	1,500.00		Shaftes Trinity Trust
08/06/2018	St Jonh the Evangelist	013159	300.00		St Jonh the Evangelist
08/06/2018	Eon	dd	159.16		Purchase Ledger Payment
08/06/2018	Ryan Baker	online258	143.02		Refreshments
11/06/2018	Hitachi Capital	Std Ord	849.20		Hitachi Capital
13/06/2018	Fuel Genie	DD	353.94		Diesel May
13/06/2018	Ryan Baker	online259	171.99		Facebook advertisments
15/06/2018	DCC Pension Fund	ONLINE260	4,214.14		Pension May Salaries
15/06/2018	HMRC	ONLINE261	4,880.12		Tax/Ni May Salaries
18/06/2018	Crown Gas & Power (Easy Utiliti	Dd	102.85		Gas May
18/06/2018	Sage Uk Ltd	dd	77.40		Sage Payroll
19/06/2018	Tincknell Fuels	online263	377.27		Red Diesel
19/06/2018	British Gas	online268	165.93		Electric Town Hall
19/06/2018	British Gas	online269	79.42		Electricity Barton - Fair
28/06/2018	Aqua cleaning Services	online262	170.09		Cleaning supplies
28/06/2018	Angel Springs Ltd	online264	22.01		Water for Cooler
28/06/2018	Clarity Copiers Ltd	online265	161.83		Copying May
28/06/2018	DAPTC	online266	1,198.14		Intro to new external auditors
28/06/2018	Firmsites Ltd	online267	15.00		Domain T/fer

Continued on Page 2

List of Payments made between 26/05/2018 and 28/06/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/06/2018	R & M Media Agency Ltd	online270	90.00		Gillingham & Shafte News
28/06/2018	Hawes Arborists	online271	3,240.00		Remove diseased Beech St Johns
28/06/2018	The IT Department Solutions Lt	online272	181.08		Monthly support
28/06/2018	Imprint Graphics	online273	216.00		A1 Posters Cattle Market Consu
28/06/2018	Newton Newton Ltd	online274	291.72		Union Jack, Dorset & Pride Fla
28/06/2018	RLSS Direct (JL UK Ltd)	online275	345.40		Life Guard Uniforms
28/06/2018	Tricuro	online276	16.00		Room Hire Cllr/Staff Training
28/06/2018	Partnership Fire and Security	online277	330.00		Emergency lights replaced
28/06/2018	Signrite Signs	online278	90.00		Door logo for van
28/06/2018	Spruce Pools	online279	3,413.21		Chlorine, alkalinity redu/incr
28/06/2018	Society of Local Council Clerk	online280	468.00		CILCA Training BL
28/06/2018	Sydenhams	online281	40.75		Treated posts
28/06/2018	Thorngrove Garden Centre	online476	737.09		Plants
28/06/2018	Toogoods Prperty Co Ltd	online477	2,271.60		Rent 24 June - 24 Sept
Total Payments			<u>68,590.79</u>		

Shaftesbury Town Council

Bank - Cash and Investment Reconciliation as at 18 June 2018

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	NatWest Current A/c	583,763.09
2	NatWest Reserve a/c	0.00
3	Nat West Credit Card	0.00
4	Cash in Hand	42.82
5	Petty Cash -Swimming Pool	89.50
7	Public Sector Deposit A/c	39,502.00
		623,397.41
<u>Other Bank & Cash Balances</u>		
	Bank Suspense	0.00
		0.00
		623,397.41
<u>Unpresented Payments</u>		
1	25/05/2018 013146	22.50
1	25/05/2018 013147	88.00
1	31/03/2018 013144	1,171.00
1	31/03/2018 013145	2,450.00
		3,731.50
		619,665.91
<u>Receipts not on Bank Statement</u>		
0	18/06/2018 All Receipts Cleared	0.00
		0.00
Closing Balance		
		619,665.91
<u>All Cash & Bank Accounts</u>		
	NatWest Current A/c	534,097.70
	NatWest Reserve A/c	0.00
	Bank Of Ireland Reserve A/c	0.00
	Petty Cash	42.82
	Petty Cash- Swimming Pool	158.36
	Local Authorites PropertyFund	0.00
	Public Sector Deposit A/c	39,502.00
	Other Bank & Cash Balances	0.00
	Total Bank & Cash Balances	573,800.88

**Report 0618GEM5 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 26 June 2018 in the Council Chamber, Shaftesbury
Town Hall**

5 Vehicle Insurance

To consider quotations for renewal of vehicle insurance for the Town Council's vehicles.

5.1 Summary

5.1.1 The vehicle insurance is due for renewal on the 2nd July 2018. Quotations have been sourced and are detailed below;

Broker	Insurer	Quote inc. Premium Tax
A	1	£2123.54
B	2	£1672.60
C	3	£1660.53
D	4	£2370.28

5.2 Financial Implication

5.2.1 Quotes as above budget remaining in 4330 Insurance £3552

5.3 Legal Implication

5.3.1 Local Government Act 1972 s 111 provides the power to obtain the necessary insurance

5.4 Risk

5.4.1 There is a risk of litigation and financial loss if appropriate insurance cover is not provided.

5.5 Recommendation

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

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk

**Report 0618GEM5 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 26 June 2018 in the Council Chamber, Shaftesbury
Town Hall**

6 Hire of Council Land policy

To consider revision to the Hire of Council Land policy

6.1.1 Report to follow

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk

Appendix B. Appendix Title

**Report 0618GEM7 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 26 June 2018 in the Council Chamber, Shaftesbury
Town Hall**

7 Service Level Agreements

To consider the service level agreements in principle and for the Citizen's Advice Bureau and Shaftesbury and District Tourist Association

7.1 Summary

- 7.1.1 The General Management Committee recommended to Council on 22/05/2018 that the Service Level Agreements be awarded to the CAB and SDTA.
- 7.1.2 Council resolved the release of funds subject to GEM determining the detail of the SLA's.
- 7.1.3 A template SLA is provided at Appendix C and confidential drafts of the two specific SLA's have been provided to members with the agenda papers.
- 7.1.4 The Committee is asked to consider the attached draft agreements for approval and in so doing to also confirm the corresponding release of funds.

7.2 Financial Implication

- 7.2.1 Financial implications have already been considered and approved by Full Council. There are no additional financial implications arising from this report.

7.3 Legal Implication

- 7.3.1 Refer to the following sections on the SLA document:
 - 7.3.1.1 section 8 (variation of agreement/ termination)
 - 7.3.1.2 sections 9 (disputes)
 - 7.3.1.3 section 10 (indemnity) on the draft SLA

7.4 Risk

- 7.4.1 Risk of inappropriate use of council funds is mitigated through a robust service level agreement and appropriate review process.

7.5 Recommendation

- 7.5.1 That the Committee approves the SLA generic template and that the Town Clerk is given the delegated authority to approve the specific SLA for SDTA and CAB in consultation with the relevant Lead Councillor.
- 7.5.2 That the service level agreements for the CAB and SDTA are agreed.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

(End)

Report Author:
Brie Logan, Business Manager

**Report 0618GEM8 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 26 June 2018 in the Council Chamber, Shaftesbury
Town Hall**

8 Cattle Market

To receive analysis of data from the Cattle Market consultation exercise

8.1 Summary

8.1.1 The Town Council engaged with 140 people at the daytime drop in, 67 at the Town Meeting (including councillors and press but excluding officers) and 83 people online.

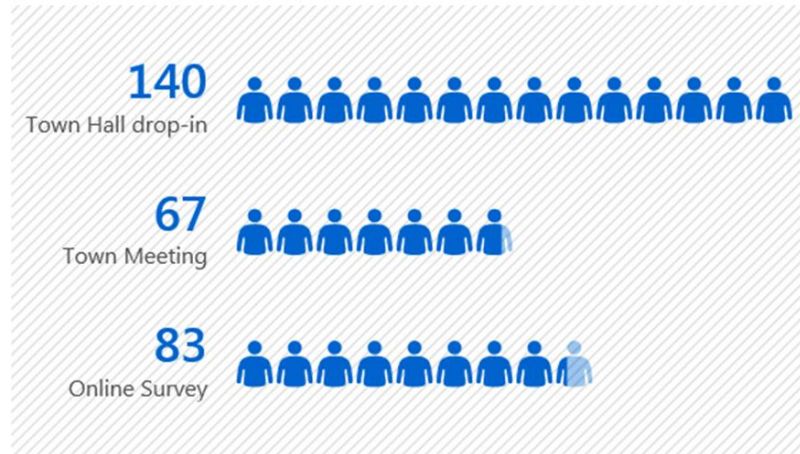
8.1.2 At Appendix E the pie charts provide percentage data on the response to each question. Adjacent to each pie chart is a column chart to identify how many responses were made online and how many were made at the Town Hall drop in day.

8.1.3 The purpose of the exercise was to outline the road that had been set out for the Cattle Market by North Dorset District Council and to begin to gather data to inform the planning process to achieve the best possible outcome for the town.

8.1.4 Parallel to that objective was the opportunity to identify what other uses the Cattle Market could be used for if the Civic Society's Asset of Community Value application was successful and also for the Town Council to obtain a steer from the town on the level of tax-payers money that could be spent on legal and professional fees to ascertain whether the Cattle Market could be passed to the Town Council.

8.1.5 A supplementary report may be provided following analysis of the free-form text data received and recommendations may change based on analysis of this data.

Cattle Market Engagement



8.2 Financial and Legal Implications

8.2.1 There are no legal and financial implications arising from this report.

8.3 Legal Implication

8.3.1 There are no legal implications arising from this report.

8.4 Risk

8.4.1 There are no risks identified within the report

8.5 Recommendation

8.5.1 That future consultations include questions to gather demographics to provide qualitative data.

8.5.2 That data is used to inform planning conditions and s.106 agreements with the Planning Authority.

8.6 Background

- 8.6.1 At its meeting on 29th May, Full Council resolved to undertake public engagement in relation to the Cattle Market site and spend up to £10,000 on legal and professional advice to ascertain whether the Cattle Market could be returned to Shaftesbury Town Council.
- 8.6.2 Determination of the questions to be put was delegated to the Town Clerk in consultation with Councillors, Cook, Lewer and Taylor.
- 8.6.3 The series of questions for the consultation day and online was compiled by officers in consultation with all councillors, the Shaftesbury Civic Society, Shaftesbury Chamber of Commerce, Shaftesbury Open Spaces Group and the Neighbourhood Plan Advisory Committee.
- 8.6.4 The drop-in consultation was held on Monday between 10am and 4pm with the Town Meeting being held that evening. The online consultation was live from 11th June until 18th June 2018. All were advertised through the local press, websites, social media and posters around the town.
- 8.6.5 The cost of putting on the consultation was £180 in materials plus officer time.

8.7 In conclusion:

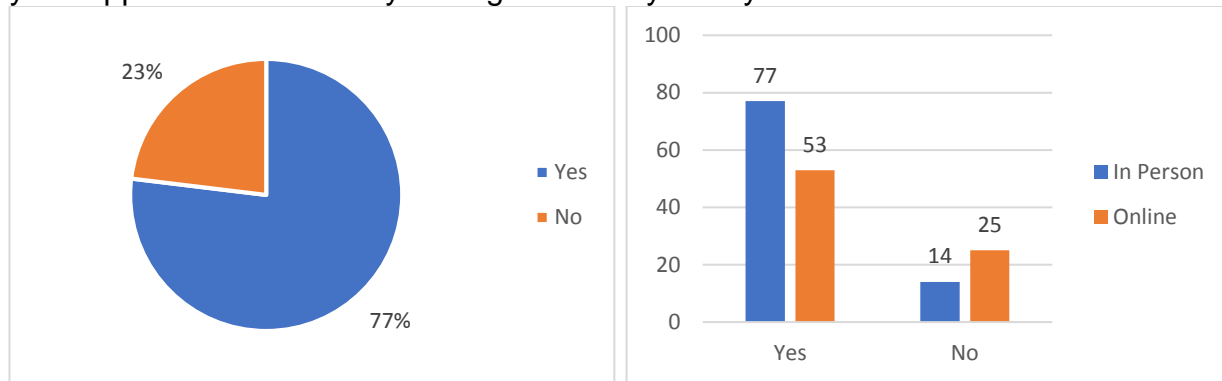
- 8.7.1 There is an opportunity for future surveys to capture the demographic information of those responding. As there is a definite difference of views expressed by those who visited the town hall event during the day of a working week and those who responded to the survey online.

(End)

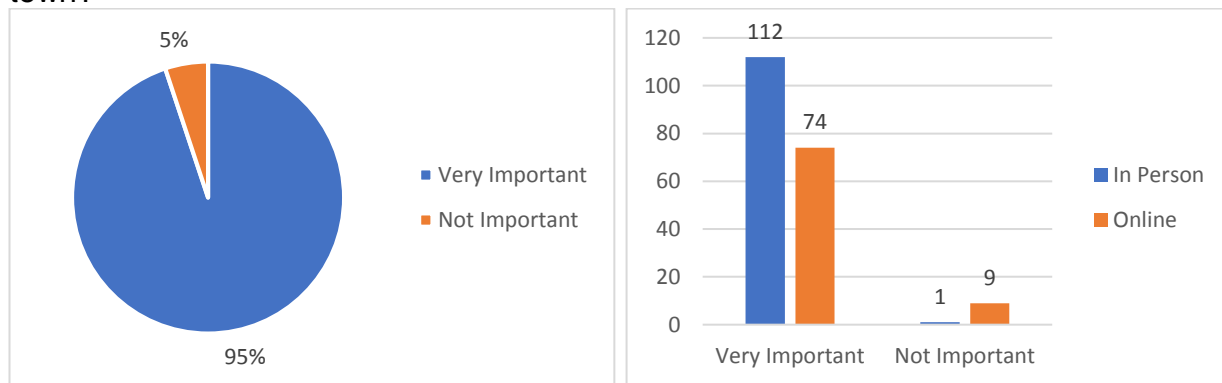
Report Author:
Claire Commons, Town Clerk

Appendix D. Analysis of Cattle Market Consultation

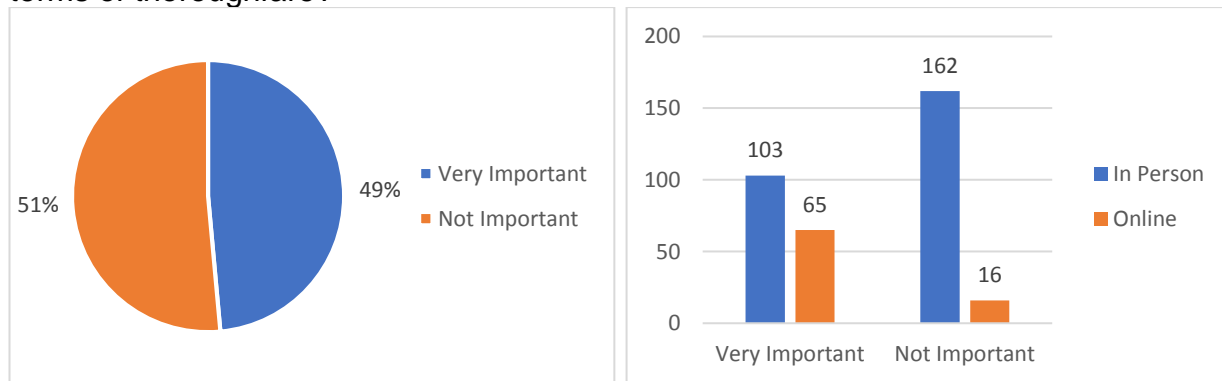
If the site is awarded Community asset status, this gives the right to bid for the asset- Would you support the Community raising the money to buy the asset?



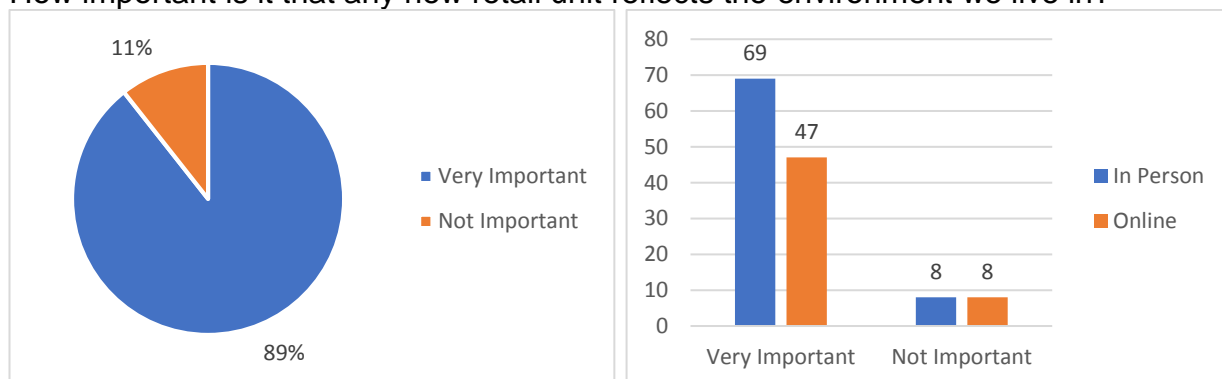
How important is it that the end use of the Cattle Market site complements /adds value to the town?



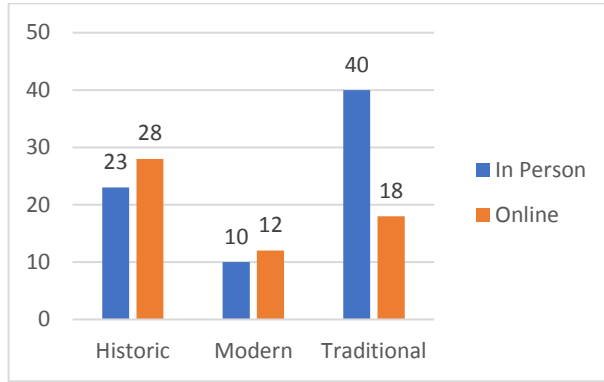
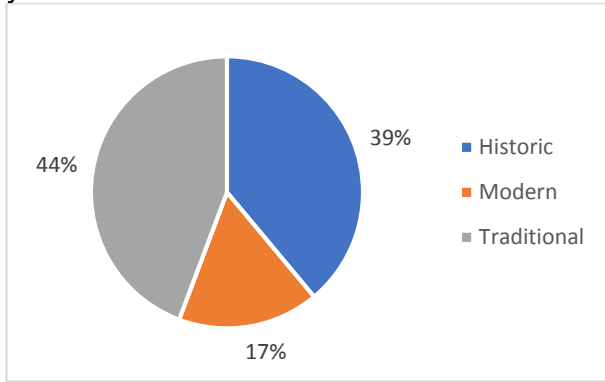
How important is it that the Cattle market site joins up with Town Centre with clear links in terms of thoroughfare?



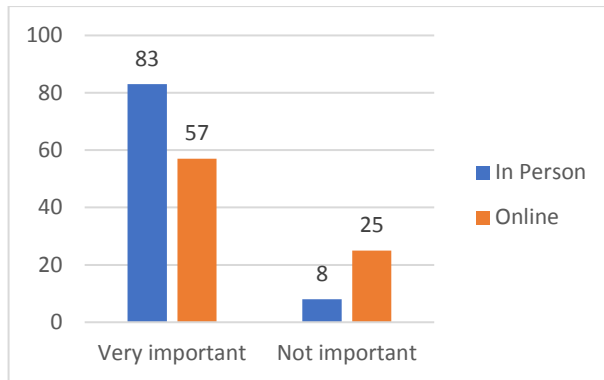
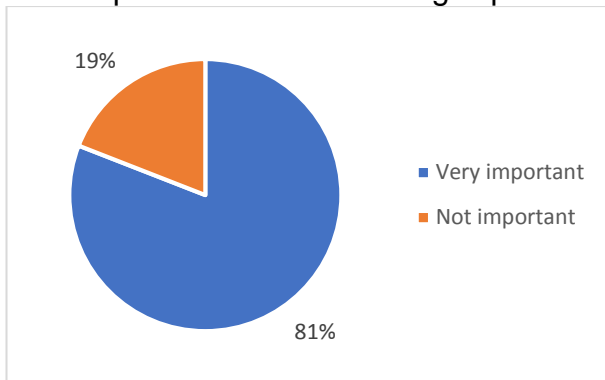
How important is it that any new retail unit reflects the environment we live in?



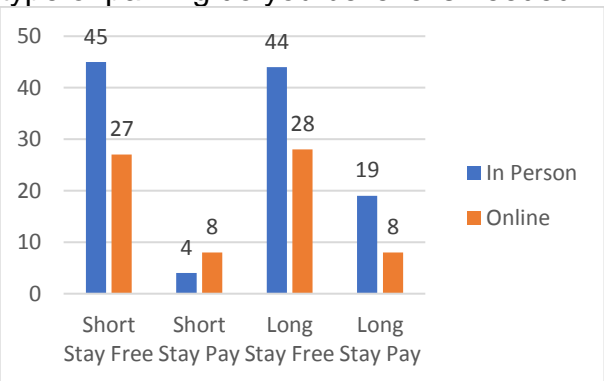
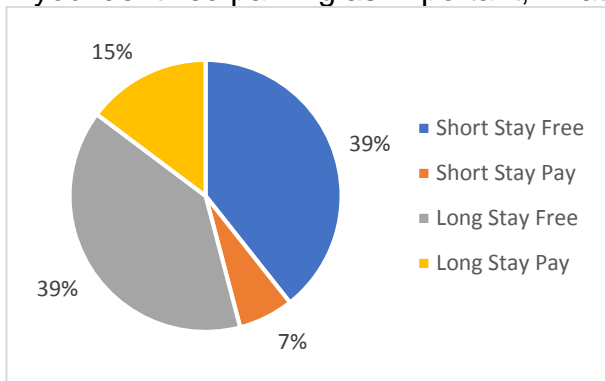
In terms of 'The Look' of the proposed construction of the new retail unit- what is important to you?



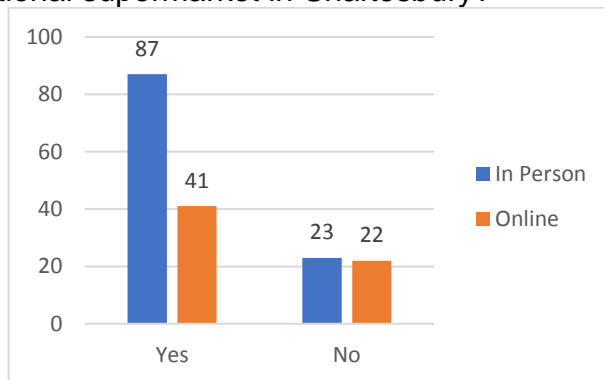
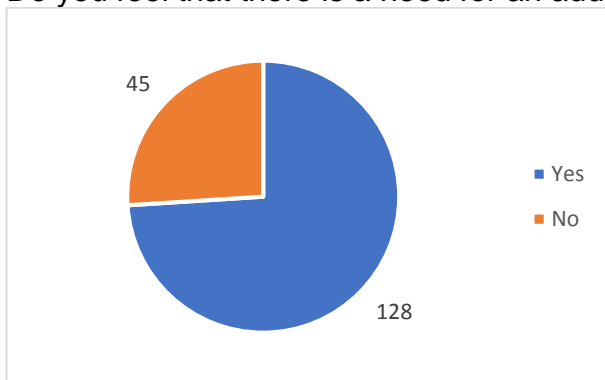
How important is it that Parking is protected?



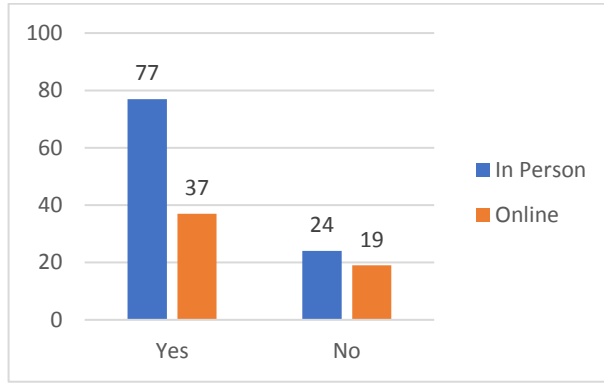
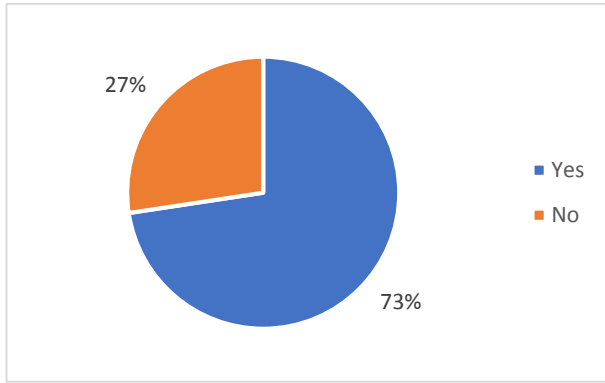
If you identified parking as important, what type of parking do you believe is needed?



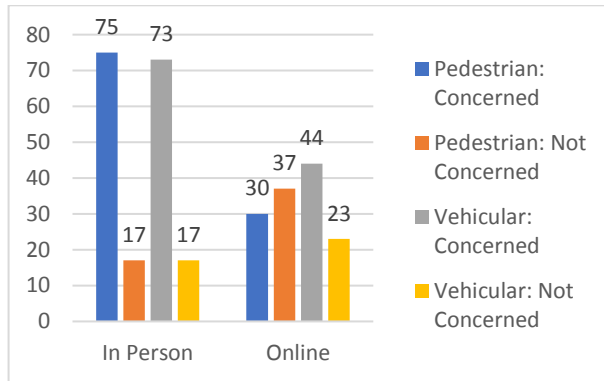
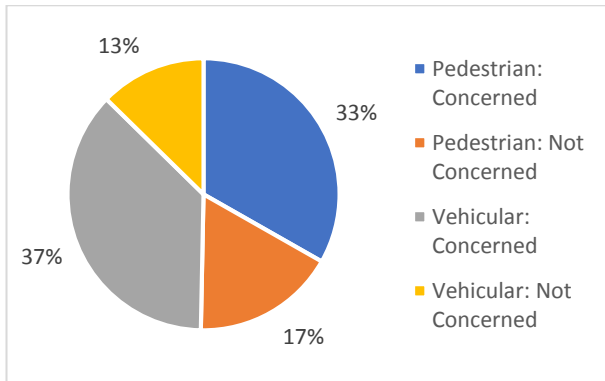
Do you feel that there is a need for an additional supermarket in Shaftesbury?



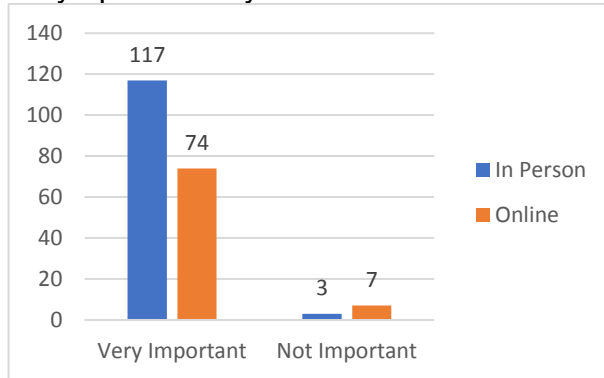
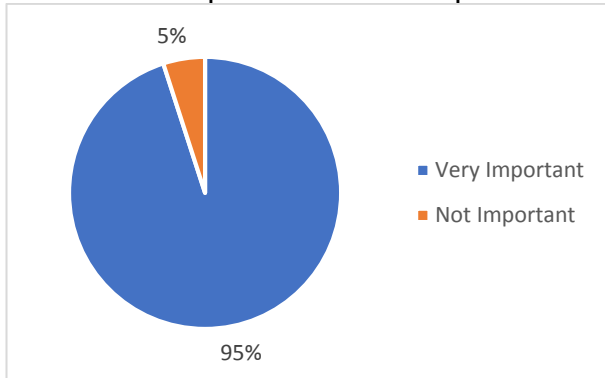
Do you feel that an additional supermarket could have a positive impact on the Shaftesbury economy?



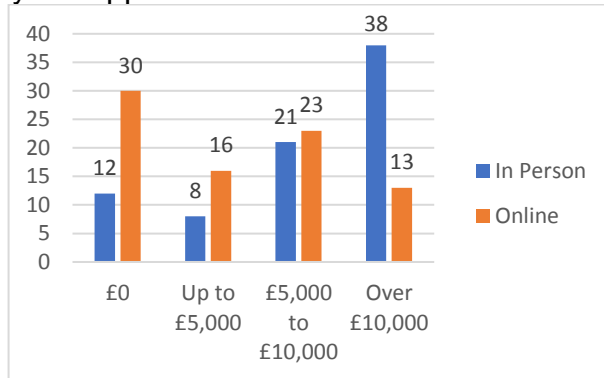
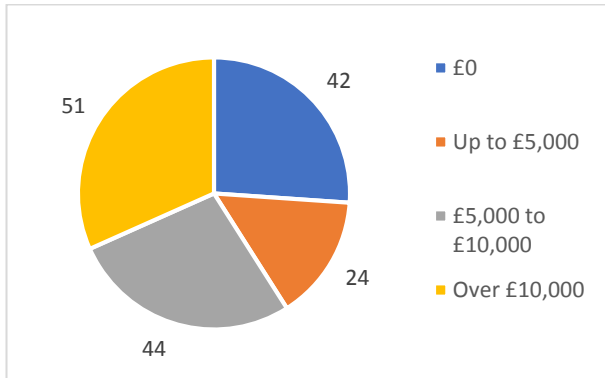
How concerned are you about the impact from the development on pedestrian & vehicular traffic flow?



How important is it that the tree line in Christy's Lane is preserved & that any planting that is introduced as part of the development blends sympathetically with the natural environment?



It has been suggested that STC engage Solicitors to ascertain if there is a legal basis to try and take control of the site. To what level would you support this?



**Report 0618GEM9 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 26 June 2018 in the Council Chamber, Shaftesbury
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9 Digital Solution for Gathering Data

To consider a digital solution for gathering data

9.1 Summary

- 9.1.1 A number of projects on the Strategic Plan need evidence-based decisions to be made namely quantifiable data sourced through community and visitor feedback via engagement.
- 9.1.2 The time and cost of inputting and analysing data can significantly impact the operational efficiency within the office and ROI is not easily evident and quantifiable.
- 9.1.3 To effectively capture data at the 'point of sale' is the most cost effective, efficient and accurate way to manage the volume of evidence based feedback.
- 9.1.4 The Visitor Experience Advisory Committee (VEAC) has produced a survey (**Error! Reference source not found.**) to gather evidence of the Visitor experience over the peak 2018 season (Mid-July to Mid- September) and have an objective of completing in the region of 3,000 surveys.
- 9.1.5 A blend of evidence captured digitally plus hard copies of the survey will provide the VEAC with quantifiable data that will identify the short, medium and long term objectives that will feature on the Visitor experience action plan and may support the evidence needed for the Neighbourhood Plan policies.
- 9.1.6 The digital solution will provide a long term platform for gathering data/ feedback/ evidence from our community and therefore this will be a one off cost for IT hardware.
- 9.1.7 With the digital solution the revised cost of labour is £166 (16 hours at 1 minute per survey x £10 per hour x 1000 surveys). The cost for labour management of inputting the digital data (with the exception of the data analysis) would be zero.
- 9.1.8 One of STC's IT providers has offered to provide technical and design support for the digital solution FREE of charge

9.2 Financial Implication

- 9.2.1 **£510 IT Hardware.** 3 x 8" Kindle fires is in the region of £360 (£120 each), 3 x secure docking stations (to be used at various locations) is in the region of £150 (£50 each). (*IT Replacement Earmarked reserve balance £4251*)
- 9.2.2 **£65 Printing.** Note, the (reduced) cost of printing 2000 hard copies of the survey versus 4000 if there is no digital solution will save in the region of £65 (the cost is being split between SDTA and STC) (*Printing and Stationery balance at end of Q1 £430 of £1200*)
- 9.2.3 **£500 Sub-contract labour** If ALL surveys were inputted manually (50 hours at 1 minute per survey x £10 per hour x 3000 surveys) (just for this one exercise).

9.3 Legal Implication

- 9.3.1 The Council must ensure compliance with Data Protection and GDPR regulations

9.4 Risk

- 9.4.1 In the unlikely event a Kindle is lost or stolen the cost of replacement is £120 so low risk as the devices will be attached to a secure docking station

9.5 Recommendation

- 9.5.1 That the Committee commits to 16 hours of data entry in September – cost £166
- 9.5.2 That the Committee resolves expenditure of up to £65 printing costs (shared with SDTA) for 2000 surveys
- 9.5.3 That the Committee delegates authority to the Town Clerk to purchase 3 Kindle Fire devices and 3 secure docking stations in accordance with Financial Regulations C£510

STRATEGIC PLAN AREA: WELCOME OUR VISITORS, GEORGE HALL

(End)

Report Author:
Brie Logan, Business Manager



VISITOR EXPERIENCE ADVISORY COMMITTEE
SHAFTESBURY TOWN COUNCIL
VISITOR SURVEY



1a) Where do you live?

(Postcode)

1b) How did you travel here?

- Car Train Cycle
 Coach Motorbike Other

1c) How many people are in your party?

- 1 2 3 4 5 6+

1d) If staying in Shaftesbury or nearby, what type of accommodation are you in?

- Friends or Relatives Hotel/B and B Glamping
 Camping Air B and B
 Other (please specify)

1e) How many nights are you staying here?

- 1 2 3-4 5-7 7+
 Other (please specify)

1f) If you are here for one day, how long did you stay in Shaftesbury?

- Less than 1 hr 1-2 hrs 2-3hrs 3-4 hrs Over 4 hrs

2) What inspired you to visit:

- Recommendation from friends or relatives Visiting people you know
 Business reasons Other (please specify)
 Social media-Which service?
 Printed Media- Which publication?

2b) Did you have enough information about Shaftesbury before your visit?

- Yes
 No
 Not applicable

If yes or no, where did you seek out that information?

- Google or web search
 Specific Website(s) - name them
 Tourist Information Centre
 Business Accommodation
 Other

3) Did you enjoy your Shaftesbury visit?

- Yes No

3a) If yes, which aspect(s) enhanced your visit?

- Your Accommodation Historic sites Independent Shops Specific Calendar Eve
 Views and scenery Food and drink Customer Service
 Other

3b) If you have visited and you do not have family or personal connections here, would you return?

- Yes No

3c) If you would not return, why?

- Didn't like it Cost Parking Seen it now Too far from my home
 Other

4) If you did not enjoy your visit, why not?

5) How did you find your way around town?

- By foot 1 (very easy) 2 (easy) 3 (slightly difficult) 4 (difficult) 5 (very difficult)
By road 1 (very easy) 2 (easy) 3 (slightly difficult) 4 (difficult) 5 (very difficult)

5a) How easy was finding a parking space?

- 1 (very easy) 2 (easy) 3 (slightly difficult) 4 (difficult) 5 (very difficult) N/A

6) What would have encouraged you to stay in town longer?

- Better signage highlighting places to see More evening leisure options
 Themed trails/walks More evening food and drink options
 More independent shops Additional parking Provision
 More food and drink options Improved public toilet facilities
 More leisure activities Other

As a **thank you** for completing this survey all entries will be entered in to a prize draw to win either a £100 voucher to be spent at La Fleur de Lys Hotel or a £25 gift voucher which can be used towards drinks or dinner at The Grosvenor Arms. Winners will be notified by email by 28th September 2018.

Please tick the box if you would like to be contacted by the Shaftesbury and District Tourism Association about news, events and activities in Shaftesbury. These communications may also sometimes appear on our website, or in printed or electronic form (including social media) **.

I would like to receive communications by email

Email address:

**Report 0618GEM10 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 26 June 2018 in the Council Chamber, Shaftesbury
Town Hall**

10 Bell Street Public Toilets

To consider short, medium and long term objectives for the Public Toilets

10.1 Summary

10.1.1 The public toilet experience at Bell Street is exceptionally poor and does not fit with the brand image of Shaftesbury and falls very short of our visitor expectations.

10.1.2 The long term plan for the toilets cannot be achieved in advance of the peak 2018 season and therefore a short term solution needs to be in place to minimise visitor and resident dissatisfaction during the busiest season.

10.1.3 The short term solution proposed is:

10.1.3.1 to professionally deep clean the 4 toilet cubicle pods

10.1.3.2 to professionally clean the exterior of the building

10.1.3.3 to introduce a professional daily janitorial service with a second scheduled clean during event weekends

10.1.4 The longer term objective proposed (October 2018) is to re-fit 3 of the toilet cubicle pods with new exterior doors, sanitaryware, semi-auto flush system and electronically controlled opening and closing doors (open at 09:00 and close at 18:00) and internal renovations. A separate paper will be produced in advance of GEM in September for recommendations to be presented to the Committee with the expectation this work is carried out post the peak 2018 tourist season.

10.2 Financial Implication

10.2.1 Quotes awaited, to be tabled at the meeting

10.3 Legal Implication

10.3.1 Public Health Act 1936 provides for a local authority to provide public sanitary conveniences in proper convenient situations.

10.4 Risk

10.4.1 There is a reputational risk as the facility does not currently meet the visitor and resident expectations.

10.5 Recommendation

10.5.1 To delegate the authority to the Town Clerk to identify an appropriate company from 3 quotes to carry out the actions as outlined in the above short-term solution

10.5.2 To progress with preparation of a proposal for the medium term solution recommendations to be presented to GEM in September 2018

STRATEGIC PLAN AREA: WELCOME OUR VISITORS, GEORGE HALL

(End)

Report Author:

Brie Logan, Business Manager

**Report 0618GEM11 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 26 June 2018 in the Council Chamber, Shaftesbury
Town Hall**

11 Westminster Memorial Hospital

To consider making an application for the site to be registered as an Asset of Community Value.

11.1 Summary

11.1.1 At its meeting on 29th May 2018 a motion was put to apply for the Hospital to be included on the list of Assets of Community Value. The Council deferred decision on this and delegated to the General Management Committee to consider it.

11.1.2 The notice of motion form is attached at Appendix F

11.2 Financial Implication

11.2.1 There are no financial implications.

11.3 Legal Implication

11.3.1 Local Government Act 2011 provides for a community's right to bid on assets of community value.

11.4 Risk

11.4.1 There are no identified risks from this report.

11.5 Recommendation

11.5.1 That the Town Council applies to North Dorset District Council to have the Westminster Memorial Hospital placed on the district council's Assets of Community Value Register.

STRATEGIC PLAN AREA: FACILITIES FOR ELDERLY RESIDENTS, ANTHONY AUSTIN

(End)

Report Author:
Claire Commons, Town Clerk

Appendix F. Notice of Motion submission

To be referred to Committee (if yes, specify which committee)	Yes/No
Title of Motion	Application to Register the Westminster Memorial Hospital as an Asset of Community Value.
Proposed by	Cllr Lester Taylor
Seconded by	Cllr Anthony Austin
Proposed Resolution	That the Town Council applies to North Dorset District Council to have the Westminster Memorial Hospital placed on the district council's Assets of Community Value Register.
Background (provided by the proposer)	<p>Part 5 Chapter 3 of the <i>Localism Act 2011</i> provides for a scheme called '<i>assets of community value</i>'.</p> <p>Having a building or other land on an Assets of Community Value register (otherwise known as the 'Community Right to Bid') ensures that the registrant (STC in this case) must be informed by the owner (NHS Estates in the case of WMH) of any intended sale. Under legislation this would give the registrant a limited time to consult with the public and, if required, raise the funds necessary in order to keep the hospital.</p> <p>The application procedure is fairly straightforward and no extra associated costs are involved.</p> <p>We need to provide NDDC with the form containing supporting argument for the application, photographs and a plan of the site, as well as provide details of the occupier and the landowner.</p> <p>As the registrant we will have the obligation of reacting properly on being informed of any intended sale.</p> <p>This procedure does not give the registrant any rights or control over the property concerned, it just ensures that the community gets a realistic chance to hold on to the asset should they be minded to and can raise enough money to outbid any other potential purchaser.</p> <p>More information can be found here: https://www.dorsetforyou.gov.uk/article/405932/Localism-and-North-Dorset-District-Council</p>
Background (provided by the Proper Officer)	The Council should consider managing public expectation through this process as identified by the proposer above.

Financial implication (anticipated by the proposer)	Nil
Financial implications (anticipated by the Proper Officer)	Nil
Legal implications	Localism Act 2011 Chapter 3 and The Assets of Community Value (England) Regulations 2012
Proposers signature	Lester Taylor (Electronic)
Seconders signature	Anthony Austin (Electronic)

**Report 0618GEM12 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 26 June 2018 in the Council Chamber, Shaftesbury
Town Hall**

12 Remembrance – Centenary of WW1

To consider marking the centenary of WW1.

12.1 Summary

- 12.1.1 WW1 ended on 11th November 1918, this year marks the centenary of that significant date.
- 12.1.2 The Committee may wish to consider working with the Royal British Legion and volunteer groups in the town to commemorate the date.
- 12.1.3 Proposals may include;
- Cleaning of the War Memorial and engaging a stonemason to re-cut the names recorded on it.
 - Commissioning plaque(s) with the names recorded as a more visible and longer-lasting record
 - Applying for a grant (Appendix G) for silhouettes representing fallen soldiers (a follow-on report will be provided with additional details)
- 12.1.4 The Committee should consider how it wishes to progress discussions and details for the event/commemoration, by a sub-committee if delegated authority for decision making is desired or by lead councillor and volunteer group if no decision making is required (therefore all actions will be required to come back to committee for decision)
- 12.1.5 Shaftesbury's War Memorial is located on Park Walk.
- 12.1.6 Within Shaftesbury's boundary is Cann War Memorial. The Council may wish to consider working with Melbury Abbas and Cann Parish Council on a joint initiative. (No prior approach has been made to the Council but a copy of this report has been sent to their clerk and chairman).

12.2 Financial Implication

12.2.1 Financial implications will follow.

12.3 Legal Implication

12.3.1 War Memorials Act 1923 provides the power to maintain, repair and protect war memorials vested in the local authority.

12.4 Risk

12.4.1 There is risk to the memorial work if repairs are not carried out with appropriate expertise.

12.5 Recommendation

- 12.5.1 That a grant application is made for silhouettes in commemoration of the end of WW1
- 12.5.2 That an informal group is created to discuss and recommend additional details to commemorate this significant date.

(End)

Report Author:
Claire Commons, Town Clerk

**Report 0618GEM13 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 26 June 2018 in the Council Chamber, Shaftesbury
Town Hall**

13 Officer Report

To receive correspondence and updates relating to the work of the Committee.

13.1 Summary

- 13.1.1 Officer report to follow to include;
- 13.1.1.1 Task Management (Asana)
- 13.1.1.2 Investment of council funds

13.2 Financial Implication

- 13.2.1 There are no financial implications

13.3 Legal Implication

- 13.3.1 No decisions or expenditure can be resolved on items not clearly marked on a published agenda. This report is to receive and note only.

13.4 Risk

- 13.4.1 There is a risk of decisions being taken without transparent identification of the reports purpose.

13.5 Recommendation

- 13.5.1 That the report is received and noted.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk and Brie Logan, Business Manager

**Report 0618GEM13 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 26 June 2018 in the Council Chamber, Shaftesbury
Town Hall**

14 Civic Events

To receive a confidential proposal relating to Civic Events

14.1 Summary

14.1.1 The report is confidential for the initial consideration of creating additional freemen.

14.2 Legal Implication

14.2.1 Local Government Act 1972 s.248

14.3 Recommendation

14.3.1 That under the Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from this item as it relates to confidential matters as detailed in category 1 of Article 2.2.7 Access to Information Rules.

STRATEGIC PLAN AREA: EXTERNAL ENGAGEMENT, PHIL PROCTOR

(End)

Report Author:
Claire Commons, Town Clerk