



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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To: Members of Shaftesbury Town Council's General Management Committee (GEM),
Councillors Lewer, Hall, Pritchard, Chair of HR, Vice Chair of HR..

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 7.30pm on

Tuesday 04 June 2019 in the Council Chamber, Shaftesbury Town Hall

To Shaftesbury Town Councillors not listed above, you are appointed as substitute members
and are also summoned to attend this meeting in the absence of the appointment of the Vice
Chair of P&H and the independent member(s) according to Standing Orders.

All other recipients for information only

Claire Commons CertHE, PSLCC, Town Clerk and RFO
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 ELECTION OF CHAIRMAN AND VICE CHAIRMAN 3**
To consider the positions of Committee Chairman and Vice Chairman..... (3 mins)
- 2 APOLOGIES 4**
To receive and consider for acceptance, apologies for absence (1 min)
- 3 DECLARATIONS OF INTEREST 4**
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..... (1 min)
- 4 MINUTES 4**
To confirm as a correct record, the minutes of the previous meeting of the General
Management Committee. (1 min)
- 5 REPORTS 8**
To receive and note reports from Advisory Committees and any other organisations on
matters relating to the work of the Committee. (3 mins)

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10	WILD ABOUT SHAFTESBURY	17
	To consider shortlisting working group for entries to the Wild About Shaftesbury competition.	(5 mins)
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	To consider protecting Enmore Green Playing Fields through Fields in Trust Deed of Dedication.....	(20 mins)
12	COMMUNITY GRANTS	21
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13	SERVICE LEVEL AGREEMENTS - CAB	24
	To consider the service level agreement for the Citizen's Advice Bureau	(5 mins)
14	LAND TRANSFER – GREAT GROUND AND LITTLE SHILLING	25
	To consider signing the amended plan for land transfer at Gower Road	(3 mins)

Bibliography

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 Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.
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(End)

1 Election of Chairman and Vice Chairman

To consider the positions of Committee Chairman and Vice Chairman

(3 mins)

1.1 Recommendation

- 1.1.1 That the Committee selects, from within its members, the Chairman and Vice Chairman of the Committee, those members to automatically also hold seats on the General Management Committee

1.2 Summary

- 1.2.1 At the Annual Meeting of the Council it was resolved to defer the election of the Chairman and Vice Chairman of the Committee to the first meeting of that Committee.
- 1.2.2 The Chairman and Vice Chairman must be selected from within the membership of the Committee. It should be noted that as the constitution of the committee is that of the Chairs and Vice Chairs of other standing committees plus one member independent of those roles, and those decisions were deferred, the full membership of the committee is not yet known.
- 1.2.3 The position of Chairman confers no additional authority other than that of a casting vote in the event of a tie, the vice chairman would assume that authority

1.3 Financial Implications

- 1.3.1 There are no financial implications arising from this report

1.4 Legal Implication

- 1.4.1 For the purposes of discharging any functions in pursuance of arrangements made, a local authority may appoint a committee (Local Government Act, 1972 s.102)

1.5 Risk

- 1.5.1 There is a risk to the effectiveness of the work of the committee if responsibilities are not evenly spread among council members.

STRATEGIC PLAN AREAS: ENGAGEMENT

(End)

Report Author:

Claire Commons CertHE, PSLCC, Town Clerk and RFO

2 Apologies

To receive and consider for acceptance, apologies for absence (1 min)

2.1 Background

- 2.1.1 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.

2.2 Apologies received to date

STRATEGIC PLAN AREA: POLICIES, PROCEDURE AND GOVERNANCE, MARK JACKSON

3 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. (1 min)

3.1 Background

- 3.1.1 Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct. (Shaftesbury Town Council, 2012)

3.2 Declarations of Interest or dispensations received to date

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

4 Minutes

To confirm as a correct record, the minutes of the previous meeting of the General Management Committee. (1 min)

4.1 Background

- 4.1.1 When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.
- 4.1.2 If it is necessary for the draft minutes of the previous meeting to be corrected because of an inaccuracy in them, then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154)

4.2 Minutes to be adopted

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON



SHAFTESBURY TOWN COUNCIL

General Management Committee

Minutes of the General Management Committee held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 23rd April 2019 commencing at 7:55pm.

Members Present

Councillor Cook (Chair)
Councillor Brown
Councillor Lewer

Councillor Taylor (Vice-Chair)
Councillor Kirton
Councillor Perkins

Absent:

Councillors Hall

Officers Present:

Claire Commons CerTHE, PSLCC, Town Clerk and RFO
Brie Logan, Business Manager

In Attendance:

2 member of the public, 1 members of the press

MINUTES

Public Participation

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern. There were no matters raised;

Apologies

There were no apologies received. It was noted that Councillor Hall was absent.

Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose, no declarations were made.

Minutes

It was **RESOLVED** to amend the minutes of the meeting held on Tuesday, 26 March 2019 to show Councillor Cook as Chair, the minutes were then approved and were duly signed.

Payments

Officer report 0419GEM4 was received and it was **RESOLVED** to approve the payments from the Town Council's current account totalling £17,715.66 and note the bank balances.

ACTION: FINANCE AND SERVICES OFFICER

Football Club

Officer report 0419GEM5 was received and it was **RESOLVED** to sign the lease by two members of the Council subject to no further alterations requested by the Football

Club's solicitor. Thanks were extended to the Football Club, Business Manager, Representative to the Football Club for the work put in to reach this point.

ACTION: TOWN CLERK

Salt Cellar Lease

Officer report 0419GEM6 was received. It was **RESOLVED** to sign the Salt Cellar Lease subject to amending the red line to include two storage areas.

ACTION: TOWN CLERK

Oasis Swimming Pool

Officer report 0419GEM7 was received and it was **RESOLVED** to Allocate an additional £5,000 to the renovation project at the pool to cover the additional cost to the floor repairs plus the additional cost of the lockers.

Receive and note the progress report on the action plan as appended to the report.

All Councillors and staff were invited to the pool season launch event on Thursday 23rd May at 6pm.

ACTION: FINANCE AND SERVICES OFFICER

Data Requests

Officer report 0419GEM8 was received and noted. It was **RESOLVED** to publish the Freedom of Information report on the Town Council's website.

offer an internal review of a recent Freedom of Information Request and Data Subject Access Request, to be carried out by the Proper Officer

ACTION: TOWN CLERK

Youth Club

A verbal update was provided to the Committee on the progress of the lease with the Youth Club.

There being no further business, the meeting was closed at 8.15pm.

Signed

Date

Date	Reference	Amount	Payee	Details
28/03/2019	D/D	£ 305.43	Axis	Gas Town Hall
31/03/2019	13182	£ 345.00	Shaftesbury Dementia Group	Mayors Charity 2017/18
04/04/2019	O/L794	£ 2,720.16	Wincombe MOT & Repair	Catalytic convertor Mitsubishi Truck
04/04/2019	O/L795	£ 4,200.00	Aecom	Parking Study NHPG
04/04/2019	O/L795	£ 1,820.00	Build Love	Interim payment re pool project
04/04/2019	O/L796	£ 82.30	British Gas	Electric Bell St car park
04/04/2019	D/D	£ 333.17	Fuel Genie	Fuel March
14/04/2019	D/D	£ 8.32	Adobe	Monthly subscription
24/04/2019	O/L797	£ 897.12	Chris Berwick	SLA Trinity grass 1st payment
24/04/2019	O/L798	£ 112.32	Hire Standards	Fence panels Bell St Toilets
24/04/2019	O/L799	£ 237.84	Cannon Hygiene	Sanitary disposal contract
24/04/2019	O/L800	£ 396.43	British Gas	Electric Town Hall
24/04/2019	O/L801	£ 76.60	Ben Johnson	Inner tube/starter assembly
24/04/2019	O/L802	£ 151.53	E G Coles	Filters for ride on mower service
24/04/2019	O/L803	£ 399.99	Screwfix	Pressure Washer Swimming Pool
24/04/2019	O/L804	£ 12.14	Travis Perkins	Wood filler
24/04/2019	O/L805	£ 43.00	R Baker	RLSS Renewal
24/04/2019	O/L806	£ 330.00	N J Hunt	Preparing lease plan - Salt Cellar
24/04/2019	O/L807	£ 11.70	A Dodd	Travel expenses - ROSE meeting
24/04/2019	O/L808	£ 86.66	Aqua Supplies	Cleaning products Bell St/Town Hall
	Total	£ 12,569.71		

Date	Reference	Amount	Payee	Detail
24/04/2019	O/L 809	£ 4,155.00	Build Love	2nd instalment payment
24/04/2019	O/L 210	£ 113.66	Lyreco	Stationery
24/04/2019	O/L 211	£ 190.08	The IT Department	Monthly support/spam filtering
24/04/2019	O/L 212	£ 442.30	DCC	Waste collection
24/04/2019	O/L 213	£ 67.72	Screwfix	PPE Grounds
24/04/2019	O/L 214	£ 40.19	Ben Johnson	Strimmer Head
24/04/2019	O/L 215	£ 137.00	RLSS Direct	Annual Registration Fee
		£ 5,145.95		

5 Reports

To receive and note reports from Advisory Committees and any other organisations on matters relating to the work of the Committee. (3 mins)

5.1 Recommendation

- 5.1.1 That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees

5.2 Summary

- 5.2.1 The Council receives reports from external partners (District and County Councillors, local organisations and other public bodies) and internal reports from the Mayor, committee chairmen, lead councillors, representatives to organisations.
- 5.2.2 These reports are to inform and give the opportunity for topics of note to be addressed later by the Council or its committees.
- 5.2.3 Reports and minutes provided in advance are taken as 'read'.

5.3 Financial, Legal and Risk Implications

- 5.3.1 There are no financial implications arising from this report as the item is not specific enough to give advance notice of a decision to be taken.
- 5.3.2 There are no legal implications arising from this report for the reasons identified in Financial Implications.
- 5.3.3 There is a risk of decisions being taken on items not clearly identified on the agenda. This is mitigated by clear agendas and deferring items not notified in advance.

STRATEGIC PLAN AREAS: ENGAGEMENT

(End)

Report Author:

Claire Commons CerTHE, PSLCC, Town Clerk and RFO

6 Payments

To receive payments for authorisation

(5 mins)

6.1 Recommendation

- 6.1.1 That the Committee approves the payments from the Town Council's current account and notes the bank balances.

6.2 Summary

- 6.2.1 A list of payments will follow this report, an updated list may be provided to the committee prior to or at the meeting
- 6.2.2 A bank, cash and investment reconciliation will follow this report detailing the current position following payments identified.

6.3 Financial Implication

- 6.3.1 The RFO is required 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. (Shaftesbury Town Council, 2017)

6.4 Legal Implication

- 6.4.1 Every local council and parish meeting must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions and the achievement of its aims and objectives. The council must likewise ensure that its financial, operational and risk management is effective. (Cleyden, 2016, p. 178) (the Accounts and Audit Regulations, 2015)

6.5 Risk

- 6.5.1 Risk of improper expenditure is mitigated through the Council's adopted financial regulations and oversight of financial management by the Council as a corporate body.

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:

Claire Commons CerTHE, PSLCC, Town Clerk and RFO

Appendix A. Payments

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Shaftesbury Town Council

Page No 1

At : 16:26

NatWest Current A/c

List of Payments made between 15/05/2019 and 31/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/05/2019	Leaflet Frog	card	121.00		Purchase Ledger Payment
16/05/2019	RLSS Direct (IQL UK Ltd)	carddebit	750.88		AED Trainers, Lifeguard manual
16/05/2019	Adobe Systems Software	dD	8.32		Purchase Ledger Payment
16/05/2019	Mosaic Trader	debitCard.	41.16		Purchase Ledger Payment
16/05/2019	Spruce Pools	OL	72.00		Purchase Ledger Payment
16/05/2019	Aqua cleaning Services	OL216	212.95		Purchase Ledger Payment
16/05/2019	Claire Commons	OL217	61.14		Purchase Ledger Payment
16/05/2019	Cumbria Clock Company Ltd	OL218	180.00		Service Town Hall Clock
16/05/2019	Clarity Copiers Ltd	OL219	112.30		Printing April
16/05/2019	The IT Department Solutions Lt	OL221	190.08		Monthly support
16/05/2019	DAPTC	OL222	1,133.82		Annual Subscrip DAPTC
16/05/2019	Firmsites Ltd	OL223	165.00		Website hosting 1st Quarter
16/05/2019	NDM Electrical	OL224	1,754.48		Purchase Ledger Payment
16/05/2019	Spaldings Limited	OL225	191.48		Service items for ride on mowe
16/05/2019	Spaldings Limited	OL225.	41.40		Strimmer cord
16/05/2019	Partnership Fire and Security	ol226	468.00		Annual service of Alarms TH
16/05/2019	Screw fix (Trade UK)	OL227	39.99		Safety Boots
16/05/2019	Stalbridge Timber Ltd	OL228	35.28		Timbers
16/05/2019	Spruce Pools	OL229	1,225.32		Purchase Ledger Payment
16/05/2019	Travis Perkins	OL231	6.41		Cable Ties
16/05/2019	Essential Pool Supplies	OL233	505.00		Purchase Ledger Payment
16/05/2019	Adler Manufacturing Ltd	OL234	44.94		STC Pens
16/05/2019	Hire Standards	OL235	156.21		Ladder, tower scaffold
16/05/2019	The IT Department Solutions Lt	OL236	106.20		ESET Security
16/05/2019	Mole Countrystores	OL237	24.84		Gate fixings
16/05/2019	Morelock Signs Ltd	OL238	2,994.00		Speed Indicator Device
16/05/2019	Service-U-Right Ltd	OL239	187.20		Puncture Repair
16/05/2019	Reach Publishing (BVM)	OL240	231.12		Purchase Ledger Payment
16/05/2019	Western Workshop Supplies	OL241	70.32		Mig wire
16/05/2019	Wincombe MOT & Repair Centre L	OL242	308.68		DPI Filter PK64 EVM
16/05/2019	Sydenhams	OL243	200.48		Purchase Ledger Payment
16/05/2019	Dorset Planning Consultant Ltd	OL244	1,299.84		Purchase Ledger Payment
16/05/2019	Do The Numbers Ltd	OL245	750.00		Purchase Ledger Payment
16/05/2019	Coffee Supplies Direct	POS	72.09		Drinks
22/05/2019	Peninsula	Std Ord	210.50		Health & Safety Advisers
25/05/2019	NDDC	Std Ord	323.00		Rates Swimming Pool
28/05/2019	Axis	directD	186.77		Purchase Ledger Payment
28/05/2019	Plusnet Ltd	DirectD	28.20		Purchase Ledger Payment
31/05/2019	Aqua cleaning Services	OL246	270.61		Cleaning supplies pool
31/05/2019	Aquacare	OL247	43.20		Monthly water test
31/05/2019	Build Love Community Interest	OL248	2,292.00		Labour costs
31/05/2019	EG. Coles	OL249	162.00		Starter motor green machine
31/05/2019	Dorset County Council	OL250	5,616.00		Castle Hill Footpath
31/05/2019	Dorset Engery Solutions Ltd	OL251	408.00		Replacement solar panel
31/05/2019	Essential Pool Supplies	OL252	1,193.00		Roller repair
31/05/2019	Franks Maintenance Group	OL253	2,850.00		Replace blending valve to show
31/05/2019	British Gas	OL254	51.18		Electric Toilets Sept 2017

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Shaftesbury Town Council

Page No 2

At : 16:26

NatWest Current A/c

List of Payments made between 15/05/2019 and 31/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/05/2019	British Gas	OL255	69.07		Electric Unit 9c
31/05/2019	British Gas	OL256	210.64		Old elec bill not received
31/05/2019	British Gas	OL257	396.43		Purchase Ledger Payment
31/05/2019	EG. Coles	OL258	77.95		Purchase Ledger Payment
31/05/2019	Hunts Food Service Ltd	OL259	487.15		Refreshments
31/05/2019	JP Lennard Ltd	OL260	266.64		Purchase Ledger Payment
31/05/2019	Partnership Fire and Security	OL261	122.40		Batteries for alarm
31/05/2019	PPL Music Licence	OL262	326.77		PPL/PRS Licence
31/05/2019	The Play Inspection Company Lt	OL263	539.46		Play area annual inspections
31/05/2019	Screwfix (Trade UK)	OL264	353.34		Hooks and handles
31/05/2019	SRS Leisure	OL265	354.54		Retails sales items
Total Payments			<u>30,600.78</u>		

7 Registration of Council Land

To investigate and consider for registration 6 areas of Shaftesbury Town Council owned land.
(10 mins)

7.1 Recommendation

- 7.1.1 That the Committee engages the Town Council solicitor to resolve the outstanding documentation for registration of 6 Shaftesbury Town Council assets and delegates authority to officers for the management of that process.

7.2 Summary

- 7.2.1 There are 6 parcels of Shaftesbury Town Council land which were not registered at the same time as all other council owned land.
- 7.2.2 In terms of good governance it is essential for the administration of Town Council assets to be in correct order.

7.3 Financial Implication

- 7.3.1 Two estimates have been reported; one relates to the voluntary first registrations of properties and the second relates to adverse possession claims of land.
- 7.3.2 The costs provided relate to each transaction and the fee relating to the first registration/adverse possession claim will vary depending on the value of the land.
- 7.3.3 There may be the need to provide a valuation for each area of land should this be a requirement. If this is the case then a further £600 should be allowed for this task to be carried out by a land agent/district valuer
- 7.3.4 Higher costs will be incurred if adverse possession application needs to be made.
- 7.3.5 Expenditure was not included in the budget for Professional Fees, this may impact the budget for the current financial year. Funds may be vired from another budget line or drawn from reserves if resolved for completion this year or budgeted for and implemented in 2020/21.

7.4 Legal Implication

- 7.4.1 The Council has a responsibility to manage assets including land ownership and registration establishes the proof of ownership and produces a document reflecting the contents of all the paper title deeds.

7.5 Risk

- 7.5.1 There is a risk of land ownership challenges if not properly registered
- 7.5.2 All title information is kept on HM Land Registry databases and safeguards ownership.

7.6 Detail

- 7.6.1 If the Council cannot locate the deeds which show the root of the property title, Declarations by the Council can be made to support a first registration application.
- 7.6.2 The Declaration will need to confirm how the Council came to own the land and for how long they have been in possession of it and what the property has been used for.
- 7.6.3 If the first registration application is successful at HM Land Registry, the Council will receive what is called “possessory freehold title” which is short of the Registry’s highest guaranteed title, “absolute freehold” but this can always be upgraded later.
- 7.6.4 Should HM Land Registry not accept the first registration applications, there may need to go down the route of adverse possession claims.

(End)

Report Author:
Brie Logan, Business Manager

Appendix B. Property for Registration:

STC No.	Property Description	Deeds Held Y/N	Action Required	Registration fee	Adverse possession fee**	Lease compliant Plan	Land Registry charges
24	Open Space at Brionne Gardens	No	Council to check if they hold any Conveyances.	£531	£597	£250	£243
25	Barton Hill	Leases held but nothing further	Council to check if they hold any Conveyances.	£531	£597	£250	£243
26	Ivy Cross (Bray) Allotments	No	Council to check if they hold any Conveyances as only Deed of Exchange found which relates to sale of The Bray in exchange for Land at The Rec (dated 31 December 1973).	£531	£597	£250	£243
27	Play Area at Ash Close	Yes	Property Registered (copy title attached), no further action required.	£0	£0	£0	£0
28	Lease of Boys Club; Football Club	Yes	This is an ongoing transaction which Cath is currently dealing with. As a new Lease is also being agreed on the Youth Club, this will trigger compulsory first registration and this will be dealt with separately once the Lease completes.	£531	£0	£0	£243
29	Legg (St James) Allotments	Yes	First registration required.	£531	£597	£250	£243
30	Enmore Green Playing Field; Donkey Field; and Allotments	Yes	Property registered (copy title attached) but Lease will need to be added if an agreement with Enmore Green Playing Field Group is reached.	£0	£0	£250	£0
TOTAL ESTIMATED COST £7,508				£2,655	£2,388	£1,250	£1,215

8 Football Club

To receive an update on the progress with the Football Club lease and governance plan(5 mins)

8.1 Recommendation

8.1.1 That the report is received and noted

8.2 Summary

8.2.1 Officer report 0518FC5 was received and it was RESOLVED to support all four of the General Management Committees recommendations from the meeting held on 22nd May and AGREED to delegate authority to the Town Clerk to prepare the relevant agreements

- (1) To support the management of the Club governance as outlined in the public report
- (2) To approve the arrangements for repaying the outstanding arrears as outlined in the public report
- (3) That the annual rent be commensurate with other clubs operating on Shaftesbury Town Council Land as outlined in the public report
- (4) To secure a combined lease on a long-term basis with inbuilt break clauses to manage the governance and protect the asset. At Full Council in August 2018 the Council resolved to extend the agreed lease period for the Football Club from 25 years to 30 years as recommended by the UK Football Association

8.2.2 In April 2019 after many issues that needed to be resolved the lease was signed

8.2.3 In April 2019 after months of work the 50-point governance action plan was completed by the SFC support team. Processes have been introduced to manage the short and long-term governance actions associated with the club managing the operations to a complaint standard. Quarterly health checks will be undertaken to further support the club to ensure the governance processes are maintained and are sustainable for the future.

8.3 Financial Implication

8.3.1 There are no financial implications arising from this report.

8.4 Legal Implication

8.4.1 There are no legal implications arising from this report

8.5 Risk

8.5.1 There are no risks identified in this report

9 Swimming Pool

To consider an additional financial payment to be given to Build Love in lieu of additional tasks completed outside the scope of the work plan (5 mins)

9.1 Recommendation

- 9.1.1 That the Committee approves a minimum of £780 as payment for additional works undertaken at the pool by Build Love.

9.2 Summary

- 9.2.1 In March 2019 Full Council approved the recommendation from the General Management Committee to spend £17,555 in readiness for the pool opening at the end of May 2019.
- 9.2.2 FC resolved to work in collaboration with Build Love, Guys Marsh and Weston/ Salisbury College as part of the Council's drive to add value in terms of skills development.
- 9.2.3 In April 2019 GEM committee allocated an additional £5,000 to the renovation project at the pool to cover the additional cost to the floor repairs plus the additional cost of the lockers
- 9.2.4 An additional 12 days work was carried out by the Build Love team that was not in the original quote. The day rate is £260 per day (this covers the supervisory costs).
- 9.2.5 Build Love have not requested any reimbursement for the additional days worked. The quality and scope of work has exceeded expectation therefore it is fair and reasonable to consider an additional payment.
- 9.2.6 The recommendation of 3 days will enable the project to come in just under budget by £126

9.3 Financial Implication

- 9.3.1 Total budget including the additional £5,000 allocated to this project was £22,550. The actual spend is £21,643. The project is under spend by £906.
- 9.3.2 Ear Marked Reserves – swimming pool nominal code 4931 has a balance of £6,595

9.4 Legal Implication

- 9.4.1 There are no legal implications to consider

9.5 Risk

- 9.5.1 There are no risks to consider

STRATEGIC PLAN AREA: ASSET MANAGEMENT

(End)

Report Author: Brie Logan, Business Manager

10 Wild About Shaftesbury

To consider shortlisting working group for entries to the Wild About Shaftesbury competition. (5 mins)

10.1 Recommendation

10.1.1 That the Committee identifies individuals for a working group to review the submissions for Wild About Shaftesbury and make recommendation to the Council meeting on 18th June 2019.

10.1.2 That the Committee resolves a budget for the presentation event and evening reception on 22nd June 2019.

10.2 Summary

10.2.1 The Council has received three submissions for the Wild ABOUT Shaftesbury competition.

10.2.2 The original proposal was to receive submissions that could attract funding to professionalise the projects ready to present back to the Council for taking forward.

10.2.3 It was proposed that short listed projects would be on display in the Town Hall on 22nd June during the day with team presentations at an evening reception, winners judged by the community and prizes awarded.

10.3 Financial Implication

10.3.1 There may be a financial implication to the presentation event and evening reception. Officers will need guidance on the type and extent of the event to provide costs for this.

10.4 Legal Implication

10.4.1 A local authority has power to do anything that individuals generally may do. (Localism Act, 2011 s1)

10.5 Risk

10.5.1 There are no identified risks in this report.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR

10.6 Proposals Received

10.6.1 Nature Cadets – To create a series of holiday-time workshops aimed at children aged 3 – 8 years old, to encourage children to engage with their natural environment.

10.6.2 A Plan for Shaftesbury to Increase Secure Nesting Sites for Swifts – Acknowledging the historic swift colony of Shaftesbury and seeking to stabilise and increase swift numbers by ensuring the town and surrounding villages have dedicated and secure nest sites.

- 10.6.3 Peace Garden – a place of reflection and remembering. A team of ‘Green Giants’ made up of members of each class elected by their peers to champion ecology and environmental issues , children who need a safe haven who use ‘flight’ as a way of dealing with problems to have a safe place to run to and members of staff and PTFA.
- 10.6.4 Full details of the proposals will be made available to members on the weekly digest. Those shortlisted will be made publicly available ahead of a public vote on 22nd June.

(End)

Report Author:

Claire Commons CerTHE, PSLCC, Town Clerk and RFO

11 Enmore Green Playing Fields

To consider protecting Enmore Green Playing Fields through Fields in Trust Deed of Dedication
(20 mins)

11.1 Recommendation

11.1.1 That the Committee considers registering Enmore Green Playing Fields with Fields in Trust

11.2 Summary

11.2.1 The Council resolved to issue a long lease to the Enmore Green Playing Fields Committee for continued use and community management of the spaces as local open space and recreation.

11.2.2 The legal requirements of a long lease means that the Committee cannot hold such a lease and would either need to form into a constituted group or receive a short lease or licence to occupy.

11.2.3 The Enmore Green Committee's aim is to keep the playing field as long term open space and recreation for the community. The Clerk and EG Committee have been looking at alternative ways to achieve this aim.

11.2.4 The Council may consider reversing the decision to grant a long lease and instead register the land through Field in Trust (<http://www.fieldsintrust.org/>). This protects the land through a deed of dedication.

11.2.5 The Deed of Dedication is a binding legal agreement. It's a robust yet flexible way of safeguarding the future of a space. These deeds legally ensure that space is protected for future generations to enjoy.

11.2.6 This means that before certain developments can take place the Council would need to seek permission from Fields in Trust (usually only ancillary buildings, other applications would need to be made through Fields in Trust).

11.2.7 There are two types of Deed - charitable and non-charitable. If the Deed creates a charity both charity law and Fields in Trust will ensure the protection if the Deed is non-charitable Fields in Trust will ensure the protection.

11.2.8 The Council's solicitor has looked at the Fields in Trust option and considers that it appears to be the best way to proceed, has reviewed the sample deed and reports that it appears straight forward.

11.3 Financial Implication

11.3.1 The Council may choose to engage the Council's solicitor to complete the Fields in Trust deed which will incur a small charge within the Council's legal and professional fees budget.

11.4 Legal Implication

11.4.1 Ownership and management remains with the Town Council after Fields in Trust protects the space. Any non-recreational changes in use of the space or any buildings need Fields in Trust specific consent.

11.5 Risk

11.5.1 There is a risk that the land cannot be used for alternative use in the future.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE – OUTDOOR AND ASSET MANAGEMENT

11.6 Qualifying Criteria

11.6.1 Below is an extract from the FiT website detailing the minimum criteria for protection.

Minimum Criteria

- The Landowner of the space must complete the application form
- Evidence of ownership, and where relevant freehold interest must be produced
- The principal use should be outdoor sport, play or recreation. This can include buildings or facilities if the use is ancillary to the outdoor space
- Spaces must have public access
- Spaces should be accessible in terms of location and affordability for the local community
- Spaces should have local managers who are responsible for the quality of the facilities, maintenance and development, improving participation and financial and operational sustainability
- The Landowner must be able to sign the agreed Deed of Dedication within six months of submitting an application

Key documents required

To progress your application, we require office copy entries of the register of title (or for unregistered land, the root of title). Office copies must be dated within the last 12 months to represent the current standing of the land. For registered land, copies can be obtained from the Land Registry for a nominal charge.

We will also require a completed application form for the relevant protection programme.

(End)

Report Author:

Claire Commons CertHE, PSLCC, Town Clerk and RFO

12 Community Grants

To consider community grants for recommendation to Full Council

(10 mins)

12.1 Recommendation

12.1.1 That the Committee holds a workshop for the discussion of community grants to recommend awards to Full Council

12.2 Summary

12.2.1 The Council has been oversubscribed for grants for 2019/20 with requests totalling £53,596.10 against a grant budget of £30,000.

12.2.2 The Committee is recommended to meet at a workshop event to view the detail of each grant request and make its recommendations to Council for award of those grants.

12.2.3 A matrix has been prepared to mark the requests against the Council's Strategic Plan, this is available to members to help inform their decision.

12.2.4 A summary of the grant requests is appended to this report.

12.3 Financial Implication

12.3.1 There are no financial implications arising from this report.

12.4 Legal Implication

12.4.1 A local authority has power to do anything that individuals generally may do. (Localism Act, 2011 s1)

12.5 Risk

12.5.1 The Committee risks committing funds without careful consideration if a workshop is not resolved.

STRATEGIC PLAN AREA: ENGAGEMENT

(End)

Report Author:

Claire Commons CertHE, PSLCC, Town Clerk and RFO

Appendix C. Grant summary

Organisation	Purpose	Cost of Project	Amount Requested	Amount granted over last 3 years	Copy of latest Accounts
1st Shaftesbury Scout Group	Purchase of tea urn and catering tea pots	£ 190.00	£ 190.00	£ 200.00	yes
Friends of the Donkey Field Community Orchard	Annual Public Liability Insurance	£ 87.50	£ 87.50	£ 191.00	
Home Start North Dorset	Cost of training a local volunteer	£ 1,500.00	£ 1,500.00		Yes
Kipling Carnival Club	To help subsidise cost of public liability Insurance	£ 900.00	£ 600.00	£ 400.00	Yes
North Dorset Club Visually Impaired	Contribution to summer outing	£ 1,480.00	£ 300.00	£ 600.00	Yes
North Dorset Rugby Club	Machinery and storage building	£ 55,000.00	£ 5,000.00	£ 2,750.00	Yes
Open House	Cost towards running Open House, providing support and aid in the community to those facing poverty.	£ 12,000.00	£ 1,000.00		Yes
Planet Shaftesbury	Grant in Kind- monthly hire of the Guild Hall for meetings	£ -	£ -		New Group
Read Easy Gillingham and Shaftesbury	Contribution towards running costs e.g. Affiliation fee, training, reading resources, travel, publicity and photocopying	£ 660.00	£ 660.00	£ 1,720.00	Yes
Rolt Millennium Green Trust	Annual Public Liability Insurance	£ 250.00	£ 200.00		Yes
Shaftesbury & District Carers Association	Running costs towards HOPE2Bake, HOPE2Grow and HOPE2Cycle	£ 93,134.00	£ 4,500.00		Yes
Shaftesbury & Surrounding Areas Running	Organise a new running event 'Shaftesbury Trail Run'	£ 500.00	£ 500.00	£ -	New Group
Shaftesbury Arts Centre	Purchase of a lift giving access to all floors	£ 30,000.00	£ 10,000.00	£ 4,000.00	Yes
Shaftesbury Bowling Club	CCTV security system	£ 650.00	£ 500.00	£ 1,000.00	Requested
Shaftesbury Car Link	Training for new drivers, self guarding, First Aid, MVP etc	£ 1,800.00	£ 1,000.00		New Group
Shaftesbury Carnival	Replacement of road closure and diversion signs	£ 500.00	£ 500.00		Requested
Shaftesbury Community Choir	Contribution towards running costs to enable retention of weekly fee @ £3.	Cost per session £191.50	£ 750.00	£ 500.00	Yes
Shaftesbury Cricket Club	Complete surfacing of car park area	£ 2,170.00	£ 1,000.00	£ 1,750.00	Yes
Shaftesbury District Guides	To complete the inside of the new hall	£ 10,000.00	£ 1,000.00	£ 1,500.00	Yes

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Shaftesbury Football Club	Heavy duty grass roller, under 18's kit & training equipment and alterations to changing rooms	£ 7,000.00	£ 5,500.00	£ 3,577.00	
Shaftesbury Fringe	Production of Fringe programme	£ 4,400.00	£ 4,400.00	£ 4,061.00	Yes
Shaftesbury Municipal Alms-house Charity	Contribution to phase 2 of modernising Chubbs Houses, converting from 20 bedsits into 23 one bedroom flats	£ 1,720,000.00	£ 5,000.00	£ 600.00	Yes
Shaftesbury Primary School PTA	Contribution towards annual firework display	£ 1,800.00	£ 500.00	£ 500.00	Yes
Shaftesbury Rotary	Support for providing music in the Abbey grounds during Gold Hill Fair	£ 1,000.00	£ 500.00	£ 500.00	Yes
Shaftesbury TIC	Contribution toward utility bills	£ 2,900.00	£ 1,000.00	£ 1,000.00	yes
Shaftesbury Town Silver Band	Ongoing replacement of instruments, uniforms and music	£ 5,000.00	£ 500.00	£ 500.00	Yes
Shaftesbury Town Twinning	Purchase of Gazebo, PR leaflets and fliers, cost of visit by Brionne to Shaftesbury, transport and arrangements to visit Lindlar	£ 5,375.00	£ 1,000.00	£ 1,000.00	Yes
Shaftesbury Tree Group	Cost towards producing a new Tree Walk Leaflet	£ 460.00	£ 260.00	£ 433.00	Yes
Shaftesbury Youth Club & Little Giants	Wheelchair swing and sports equipment for hall	£ 1,250.00	£ 950.00		
St James Church	Restoration of East Window	£ 15,373.00	£ 1,000.00		Yes
Steps in Time	Coach travel whilst attending Europe's largest folk festival in Frankenberg, plus free use of the Guild Hall in September	£ 6,677.00	£ 1,000.00		Yes
Swans Trust	Purchasing and fitting CCTV in Swans Yard	£ 1,000.00	£ 750.00		Yes
The League of Friends of Westminster Hospital	Funding towards a wheel chair accessible electric vehicle for the Community Rehabilitation Team	£ 48,396.00	£ 1,948.60		Yes
	Amount Requested		£ 53,596.10		

13 Service Level Agreements - CAB

To consider the service level agreement for the Citizen's Advice Bureau (5 mins)

13.1 Recommendation

13.1.1 That the Committee enters into a Service Level Agreement to the Citizens' Advice Bureau for managing the service in Shaftesbury as an outreach hub for service in this area.

13.2 Summary

13.2.1 In May 2018 the General Management Committee recommended to Council that Service Level Agreements be awarded to the CAB and SDTA.

13.2.2 Historically SLA's were in place to manage specialised services on behalf of STC. In April 2016 grants and SLA's were combined in to one budget line known as 'Community Grants'

13.2.3 In 2018 the allocation of grants and SLA's reverted back in to 2 separate budget lines as the two areas are funding are fundamentally different.

13.2.4 The committee is asked to approve the release of funds for Citizens Advice Bureau to cover the cost of managing the service in Shaftesbury as the outreach hub for service in this area. A copy of the proposed agreement will follow.

13.2.5 The SLA application for Shaftesbury and District Tourism Association is expected by 8th June.

13.3 Financial Implication

13.3.1 £4,000 Service Level Agreements

13.4 Risk

13.4.1 There is a risk of inappropriate use of council funds, mitigated through a robust service level agreement and appropriate review process.

STRATEGIC PLAN AREA: ENGAGEMENT

(End)

Report Author:
Claire Commons CertHE, PSLCC, Town Clerk and RFO

14 Land Transfer – Great Ground and Little Shilling

To consider signing the amended plan for land transfer at Gower Road (3 mins)

14.1 Recommendation

14.1.1 That the amended plan for land at Gower Road is signed.

14.2 Summary

14.2.1 Shaftesbury Town Council recently completed the transfer of open spaces at Little Shilling and Great Ground.

14.2.2 During the process of registration, it has come to light that the extent of the play area identified on the original plan had been marked incorrectly to include land to the rear of Greenstone Road

14.2.3 The seller's solicitors have produced an amended plan which shows all parcels of land being the same as those on the original plan with the exception of the play area for Gower Road which now excludes the small strip of land to the rear of the houses at Greenstone Road.

14.2.4 The area in question is a hedge that creates the boundary of the land. The effect of this change is that the Town Council's boundary goes up to but does not include the hedge and any maintenance thereof.

14.2.5 The Council is asked to sign the amended plan for resubmission to the Land Registry.

14.3 Financial Implication

14.3.1 There are no financial implications arising from this report. There may be a future requirement to create a boundary on the Town Council owned land if the hedge is removed by the landowner.

14.4 Legal Implication

14.4.1 The Council's previous plan was mis-marked and this corrects that error.

14.5 Risk

14.5.1 There is a risk that the hedge might be removed by the landowner and the Council would be required to put a boundary fence or hedge to secure the area.

STRATEGIC PLAN AREA: ASSET ACQUISITION

14.6 Detail

(see next page)

