



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, Councillors Brown (Vice Chairman), Chase, Cook (Chairman), Hall, Hollingshead, Lewer, Loader, Prichard, Pritchard, Proctor, Welch, Yeo

You are summoned to a meeting of the Full Council (FC) for the transaction of the business shown on the agenda below. To be held at 7.30pm on

Tuesday 18 June 2019 in the Council Chamber, Shaftesbury Town Hall

To Shaftesbury Town Councillors not listed above, you are appointed as substitute members and may be required to attend according to notice given by the Town Clerk.

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 DECLARATION OF ACCEPTANCE OF OFFICE OF DEPUTY MAYOR3**
To receive the Deputy's Mayor Acceptance of Office.....(2 mins)
- 2 APOLOGIES.....4**
To receive and consider for acceptance, apologies for absence(1 min)
- 3 DECLARATIONS OF INTEREST4**
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 Full Council. .(1 min)
- 5 REPORTS..... 11**
To receive and note reports from the Mayor, Committee Chairmen, Lead Councillors District and County Councillors and Local Organisations.....(5 mins)
- 6 SHAFTESBURY MUNICIPAL ALMSHOUSE (CHUBBS HOUSE) 13**

	To consider making a loan to Shaftesbury Municipal Almshouse (Chubbs House).....	(10 mins)
7	COMMUNITY GRANTS	14
	To consider allocation of community grants for 2019/20	(10 mins)
8	CYCLE SPEEDWAY	17
	To consider amendment to Council Resolution of January 2018	(5 mins)
9	COMMITTEE MEMBERSHIP	18
	To resolve additional members to the Planning and Highways and General Management Committees.....	(5 mins)
10	LEAD COUNCILLORS	20
	To appoint members to the Residents Lifestyle Outdoors and Marketing and Events lead councillor roles.....	(3 mins)
11	CODE OF CONDUCT AND PRINCIPLES OF BELIEF	21
	To consider adopting a revised Code of Conduct and the Council's Principles of Belief	(5 mins)
12	DAPTC AGM PROPOSALS	28
	To consider proposals to the Dorset Association of Parish and Town Councils AGM..	(10 mins)
13	SAVED LAND PERMISSION	31
	To consider granting permission for investigating four areas of land for the SAVED project.....	(5 mins)
14	2 MINUTE LITTER-PICK	38
	To consider launching the 2 minute litter-pick initiative.....	(3 mins)
15	HIGH STREET HERITAGE ACTION ZONE (HSHAZ)	42
	To consider applying for High Street Heritage Action Zone support.....	(10 mins)
16	VE DAY – 75TH ANNIVERSARY AND SILHOETTE SOLDIER.....	43
	To consider a working group to develop proposals for 75 th Anniversary of VE Day and location of the Silhouette Soldier.....	(5 mins)

Bibliography

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 Shaftesbury Town Council, 2012. *Code of Conduct*. [Online]
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(End)

1 Declaration of Acceptance of Office of Deputy Mayor

To receive the Deputy's Mayor Acceptance of Office (2 mins)

1.1 Recommendation

1.1.1 That the Deputy Mayor makes his declaration of acceptance of office

1.2 Summary

1.2.1 The Deputy Mayor was elected Deputy Mayor and Vice Chairman of Shaftesbury Town Council at the Annual Meeting held on 14th May 2019.

1.2.2 The Deputy Mayor sent his apologies for the Mayor Making Ceremony on 7th June at which he would have made his declaration of acceptance of office.

1.2.3 The Deputy Mayor is invited to make a speech accompanying his declaration of acceptance of office however, as this occasion is not a ceremonial one, this would be at his discretion.

1.3 Financial Implication

1.3.1 There are no financial implications arising from this report

1.4 Legal Implication

1.4.1 A local council may, but need not, appoint a vice-chairman. He may, but is not required to execute a declaration of acceptance of office and he holds office until mediately after the election of the chairman at the next annual meeting unless he resigns or ceases to be qualified. (Local Government Act, 1972 s.83(4))

1.5 Risk

1.5.1 There are no risks identified in this report

STRATEGIC PLAN AREA: 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

- 2.2.1 Councillors Lewer and Proctor due to personal commitments.
- 2.2.2 Councillor Pritchard due to work commitments

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

4 Minutes

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

- 4.2.1 14th May 2019



SHAFTESBURY TOWN COUNCIL

Annual Meeting

Minutes of the Annual Meeting held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on 14th May 2019 commencing at 7:00pm.

Members Present

Councillor Lewer
Councillor Prichard
Councillor Chase
Councillor Hollingshead
Councillor Yeo

Councillor Brown
Councillor Proctor
Councillor Loader

Absent:

Councillors Cook, Welch and Pritchard

Officers Present:

Claire Commons CerTHE PSLCC, Town Clerk and RFO
Brie Logan, Business Manager
Julie Curtis, Office Administrator

In Attendance:

Three members of the public
Two 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. The following matters were raised;

- Recent Elections – Concern was raised with regard to the Mayor and Deputy Mayor elections in light of the difference in turn out between the East and West Wards, the West Ward being significantly higher. It was agreed that each individual Councillor to make their own decision and recognised that work needs to be done in East Ward.

F01 Election of Chairman & Town Mayor and Vice Chairman & Deputy Mayor

Report 0519AM1 was received and it was **RESOLVED**;

F01a That Councillor Cook serve as Chairman and Town Mayor for the Municipal Year 2019/2020 and sign his declaration of acceptance of office.

F01b That Councillor Brown serve as Vice-Chairman and Deputy Mayor for the Municipal Year 2019/2020

Action: Clerk

F02 Apologies

Apologies were received and accepted from Councillors Cook, Councillor Welch and Councillor Pritchard due to conflicting personal engagements. Apologies were received and accepted from Councillor Hall would arrive late due to work commitments.

Councillor Hall arrived at 7.45pm

F03 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose.

F04 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on Tuesday, 02 April 2019, Thursday, 11 April 2019. The minutes were duly signed.

F05 Accounts Year Ending 31st March 2019

Officer report 0519AM5 was received and the following was **RESOLVED**;

- F05a That the funds for repair work to Castle Hill (£4680) is moved to an Earmarked Reserve for completion and payment in 2019.
- F05b That the Internal Auditor's Report and the Town Clerk's associated action plan for the year ending 31st March 2019 be adopted.
- F05c That the Annual Governance Statement for the year ending 31st March 2019 be approved and signed.
- F05d That the Statement of Accounts for the year ending 31st March 2019 be approved and duly signed approving the Council's Annual Return.

Action: Clerk

F06 General Power of Competence

Officer report 0519AM6 was received and it was **RESOLVED** to adopt the General Power of Competence.

F07 Standing Committees

Officer report 0519AM7 was received and the following was **RESOLVED**;

- F07a The following Councillors be appointed to the Planning and Highways Committee:
- | | |
|-------------------------|--|
| Councillor Welch | It was RESOLVED that the Chairman and |
| Councillor Cook | Vice-Chairman for the municipal year 2019/20 |
| Councillor Lewer | would be elected at the first meeting of the |
| Councillor Proctor | Planning and Highways Committee. |
| Councillor Chase | |
| Councillor Yeo | |
| Councillor Hollingshead | |
- F07b The following Councillors be appointed to the Recreation, Open Spaces and Environment Committee:
- | | |
|----------------------|--------------------|
| Councillor Cook | Councillor Loader |
| Councillor Hall | Councillor Yeo |
| Councillor Pritchard | Councillor Proctor |

Recreation, Open Spaces and
Environment Committee.

It was **RESOLVED** that Chairman and Vice-Chairman for the municipal year 2019/20 would be elected at the first meeting of the

- F07c It was **RESOLVED** that the following Councillors be appointed to the Human Resources Committee:

Councillor Hollingshead
Councillor Brown
Councillor Loader
Councillor Proctor
Councillor Pritchard

It was **RESOLVED** that Chairman and Vice-Chairman for the municipal year 2019/20 would be elected at the first meeting of the Human Resources Committee.

- F07d The Membership of the General Management Committee comprising of the Chairs and Vice Chairs of other Standing Committees, those positions having thus far been deferred, Membership of the General Management Committee was not yet known.

- F07e The following members remain on the Shaftesbury Town Council's Neighbourhood Plan Advisory Committee:

Rachel Bodle
Stuart Edwards
Tim Edwyn-Jones
Virginia Edwyn-Jones

Lee Hennessy
Mick Hicks
Keri Jones
Robin Miller

- F07f The following members remain on the Shaftesbury Town Council's Economic Development Advisory Committee (EDAC):

Jackie Upton-King
Jemma Ricketts
Tim Edwyn-Jones
Keri Jones
Norman King

Julia Markus
Anna McDowell
Bill Walsh
Kirsty Schmidt
David Perry

- F07g The following members remain on the Shaftesbury Town Council's Visitor Experience Advisory Committee (VEAC):

Elaine Barrett
Steve Keenan
Pam Cruikshank
Peter Ryley
John Parker
Keri Jones
Angela King
Sue Clifford
Janet Swiss
Karen Brazier
Peter Wells

Karen Birkett

F08 Councillor Roles,

Officer report 0519AM08 was received and it was **RESOLVED** that the Council appoints following representatives to the organisations listed below and writes advising the organisation to make contact with the representative to appraise them of their schedule of meetings;

Action: Office Administrator

<u>Organisation</u>	<u>Representative</u>
Abbey Museum Trust	Proctor
Arts Centre	Chase
Barton Hill Trust	(not currently required)
Carnival	Chase
Chamber of Commerce	Brown
Charitable Trust	Mayor and Deputy Mayor (ex-officio)
Compton Abbas Airfield	Proctor
Cricket Club	Hall
Crime Prevention	Hollingshead
DAPTC	Mayor and Deputy Mayor
Fairtrade	Loader
Football Club	Mrs B Logan
HOPE	Cook
Municipal Almshouse	Cook
NDCAB	Mrs B Logan
Neighbourhood Plan	Lead councillor for Neighbourhood Plan (ex-officio)
Open Spaces	ROSE Committee
SCA (Lindlar Hall)	Pritchard
Shaftesbury in Bloom	Hollingshead
Silver Band	Mayor (ex-officio)
Snowdrops	Cook
Swans Trust	Lewer
Tourism Association	Hall
Transport Forum	P&H Committee
Trinity Centre	Mayor (ex-officio)
Town Twinning	Mayor (ex-officio)
Youth Club	Welch

<u>Lead area</u>	<u>Councillor</u>
Marketing and Events	
Health and Wellbeing	Prichard
Bringing old and new together	Chase
Visitor Experience	Hall
Residents Lifestyle Outdoor	
Residents Lifestyle Indoor	Loader

<i>Town, Landscape & Aesthetics</i>	Brown
<i>Asset Acquisition</i>	Yeo
<i>Asset Management</i>	Proctor
<i>External and Internal Engagement</i>	Cook
<i>Policies procedures and governance</i>	Hollingshead
<i>Neighbourhood Plan</i>	Lewer

F09 Payments

Officer report 0519AM9 was received and it was **RESOLVED** to approve the payments from the Town Council's current account totalling £35072.86.

Action: Clerk

F10 Asset Register and Inspection of Deeds

Officer report 0519AM10 was received and it was **RESOLVED**;

F10a to note the Asset register and confirm that the Town Council documents have been inspected and complies with the list of documents for which the Council has custody.

F10b that the Toby's Loan is written off the Asset Register.

F10c that the old CCTV equipment is written off the Asset Register.

Action: Clerk

F11 Standing Orders

Officer report 0519AM11 was received and it was **RESOLVED** to adopt the following recommendations;

F11a The option for Standing Order 3c be amended to be; *'The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.'*

F11b The option for Standing Order 3i be amended to be; *'A person shall raise this hand when requesting to speak and stand when speaking (except when person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.'*

F11c The option for Standing Order 13e be amended to be; *'A decision as to whether to grant a dispensation shall be made [by the Proper Officer] and that decision is final.'*

F11d The option for Standing Order 13e be amended to be; *'Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required].'*

F11e Standing Order 9b increase from seven clear days to ten clear days.

F11f Standing Order 9d to increase from five clear days to seven clear days.

Action: Clerk

F12 Financial Regulations

Officer Report 0519AM12 was received and it was **RESOLVED** to adopt the Financial Regulations and the following recommendation;

F12a The removal of 'in conjunction with Chairman of Council or Chairman of the appropriate committee' at 4.1.

Action: Clerk

F13 Annual Subscriptions

F13a Officer report 0519AM13 was received and the following subscriptions were approved, prices are indicative based on the previous year;

Dorset Association of Parish and Town Councils (DAPTC)	£1230
Society of Local Council Clerks (SLCC)	£308
National Association of Allotments	£70
Dorset Community Association	

Action: Finance and Services Officer

F14 Town Crier

Officer Report 0519AM14 was received and it was **RESOLVED** to appoint the Town Crier for 2019/20 and consider financial implication at a future meeting.

Action: Clerk

F15 Bank Signatures

F15 Officer report 0519AM15 was received and the following bank signatories were **RESOLVED** for 2019/20;

Town Clerk
Councillor John Lewer
Councillor Piers Brown
Councillor Philip Proctor
Councillor Andrew Hollingshead

Action: Clerk

F16 Calendar of Meetings

Officer report 0519AM16 was received and it was **RESOLVED** that the Calendar of Meetings contained therein adopted.

F16a The five-week cycle of meetings as follows;
Planning and Highways (P&H)
Recreational, Open Spaces and Environment (ROSE)
General Management (GEM)
Informal meeting/Training
Full Council (FC)

F16b that future meetings to commence at 7.30pm.

Action: Clerk

F17 Members Allowances / Expenses and Attendance

Officer report 0519AM17 was received and noted.

Action: Clerk

F18 Town Hall Keyholders

F18a Officer report 0518AM13 was received and it was **RESOLVED** to appoint the following Key holders for 2019/2020;

Councillor Hollingshead
Councillor Proctor
Councillor Lower
Mrs Claire Commons
Grounds Team Member

Action: Clerk

There being no further business, the meeting was closed at 9.04pm.

Signed

Date

5 Reports

To receive and note reports from the Mayor, Committee Chairmen, Lead Councillors District and County Councillors and Local Organisations. (5 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 AND POLICIES, PROTOCOLS AND GOVERNANCE

5.4 **Detail**

- 5.4.1 The following reports are expected as standard and appended to this report where received; **Chairman and Civic** Report and **Dorset Councillor** Reports.
- 5.4.2 Committee minutes have already been circulated and published relating to:
- | | |
|--|---------------------------|
| Planning and Highways: | Human Resources Committee |
| Recreation, Open Spaces and Environment: | General Management: |
- 5.4.3 **Local Organisations** may provide reports either through their Council representative or directly to the Council, where provided, these are appended to this report.

(End)

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

Dorset Council report.

With the Secretary of State not officially sanctioning the reorganisation of Dorset Councils until the very last minute an awful lot of work has had to be done in a very short time to enable Dorset Council to form legally and carry out the many statutory functions.

The first full Council was challenging, with so many members trying to get to grips with the layout, the IT, the electronic voting and the organisation of committee places, outside body placements and all the things which previously had worked so efficiently.

Climate change protesters thankfully ensured in a dignified and eloquent manner that a commitment to climate change was voted through, surprisingly not unanimously.

Protesters also campaigning against their school being closed and changed to an academy.

The staff are being brilliant, despite the ever present threat of redundancy hanging over them, but it will I feel be a long time before all is settled and we are able to do the things that will make a difference.

My mailbox has been busy with a couple of really difficult items of confidential work, worries about people camping illegally in the trinity churchyard, but top of the please can you help list has without a doubt concerns about delay in implementing of the Mampitts Lane traffic gate, which Persimmon Homes in their customary fashion are taking far too long to deal with it.

In the meantime the quality of life for the long suffering residents is being damaged by lazy and selfish motorists.

I am hoping to carry on my stakeholder work with South Western Railway, and imminently starting my Britain in Bloom judging in Wimborne, Upton, Yeovil, Corsham and Newquay, also I am really pleased to be on the licensing committee again.

Councillor Derek Beer

6 Shaftesbury Municipal Almshouse (Chubbs House)

To consider making a loan to Shaftesbury Municipal Almshouse (Chubbs House) (10 mins)

6.1 Recommendation

- 6.1.1 That the Council considers providing a loan to Shaftesbury Municipal Almshouse

6.2 Summary

- 6.2.1 Shaftesbury Municipal Almshouse has carried out phase one of its redevelopment programme benefitting from funds raised and additional support from other funding bodies. It is looking to undertake phase 2 of the project to complete the transformation of its residential units and is seeking financial support in the region of £500,000.
- 6.2.2 The Town Council has been approached to ask if it would consider providing funds in the form of a loan. A meeting has been held with a representative of Chubbs House, Cllr Cook in his capacity as trustee of the Almshouse and the Town Clerk.
- 6.2.3 Accounts and trustee reports are publicly available from the Charity Commission <https://beta.charitycommission.gov.uk/charity-details/?regid=202457&subid=0>
- 6.2.4 The Council's solicitor is acting on behalf of the Almshouse and therefore would not be able to act on behalf of the Town Council. The Clerk has sought a comparable agreement from a peer parish council and is consulting with an alternative solicitor in readiness for this to proceed if directed by the Council.

6.3 Financial Implication

- 6.3.1 The Town Council's Cambridge and Counties investment account provides a return of 1.5% per annum, the property fund provides a return of approximately 4.5%. There would be a financial implication to legal costs in drawing up a formal agreement of approximately £1,000. There would be additional costs for obtaining professional advice from an independent financial advisor.

6.4 Legal Implication

- 6.4.1 A council may lend money on any terms mutually agreed, to any non-profit making voluntary organisation providing or maintaining in its area or for the benefit of its inhabitants (Local Government (Miscellaneous Provisions) Act, 1976 s.19) however this is limited to recreational facilities and could not be reasonably applied to this application.
- 6.4.2 The Council has a "power to do anything that generally individuals of full age can do. The power (with some restrictions) can be exercised in any way for the benefit of the authority, its area or persons resident or present in its area." (Localism Act, 2011 s1)

6.5 Risk

- 6.5.1 The value of the requested loan presents a large financial risk to the Council. If the Council resolved to progress this item, it would be strongly recommended to undertake a comprehensive financial risk assessment and further debate once in receipt of that by the Full Council.

STRATEGIC PLAN AREA: POLICIES, PROTOCOL AND GOVERNANCE

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

7 Community Grants

To consider allocation of community grants for 2019/20

(10 mins)

7.1 Recommendation

7.1.1 That the Community Grants are awarded in accordance with the recommendations of a workshop of the Council as detailed below.

7.2 Summary

7.2.1 The General Management Committee considered the grant requests received and referred to a workshop of the Council to review the applications in detail.

7.2.2 The following recommendations were made:

Organisation	Purpose	Cost of Project	Amount Requested	Amount granted over last 3 years	Copy of latest Accounts	Recommended Award
1st Shaftesbury Scout Group	Purchase of tea urn and catering tea pots	£190.00	£190.00	£200.00	yes	£190.00
Friends of the Donkey Field Community Orchard	Annual Public Liability Insurance	£87.50	£87.50	£191.00		£87.50
Home Start North Dorset	Cost of training a local volunteer	£1,500.00	£1,500.00		Yes	£1,500.00
Kipling Carnival Club	To help subsidise cost of public liability Insurance	£900.00	£600.00	£400.00	Yes	£400.00
North Dorset Club Visually Impaired	Contribution to summer outing	£1,480.00	£300.00	£600.00	Yes	£300.00
North Dorset Rugby Club	Machinery and storage building	£55,000.00	£5,000.00	£2,750.00	Yes	£1,000.00
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	£1,000.00
Planet Shaftesbury	Grant in Kind- monthly hire of the Guild Hall for meetings	£0.00	£0.00		New Group	£0.00
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	£660.00

Report 0619FC7

Rolt Millennium Green Trust	Annual Public Liability Insurance	£250.00	£200.00		Yes	£200.00
Shaftesbury & District Carers Association	Running costs towards HOPE2Bake, HOPE2Grow and HOPE2Cycle	£93,134.00	£4,500.00		Yes	£1,000.00
Shaftesbury & Surrounding Areas Running	Organise a new running event 'Shaftesbury Trail Run'	£500.00	£500.00	£0.00	New Group	£0.00
Shaftesbury Arts Centre	Purchase of a lift giving access to all floors	£30,000.00	£10,000.00	£4,000.00	Yes	£5,000.00
Shaftesbury Bowling Club	CCTV security system	£650.00	£500.00	£1,000.00	Requested	£500.00
Shaftesbury Car Link	Training for new drivers, self guarding, First Aid, MVP etc	£1,800.00	£1,000.00		New Group	£800.00
Shaftesbury Carnival	Replacement of road closure and diversion signs	£500.00	£500.00		Requested	£500.00
Shaftesbury Community Choir	Contribution towards running costs to enable retention of weekly fee @ £3.	Cost per session £191.50	£750.00	£500.00	Yes	£0.00
Shaftesbury Cricket Club	Complete surfacing of car park area	£2,170.00	£1,000.00	£1,750.00	Yes	£750.00
Shaftesbury District Guides	To complete the inside of the new hall	£10,000.00	£1,000.00	£1,500.00	Yes	£1,000.00
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		£500.00
Shaftesbury Fringe	Production of Fringe programme	£4,400.00	£4,400.00	£4,061.00	Yes	£3,000.00
Shaftesbury Municipal Almshouse 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	£1,000.00
Shaftesbury Primary School PTA	Contribution towards annual firework display	£1,800.00	£500.00	£500.00	Yes	£500.00
Shaftesbury Rotary	Support for providing music in the Abbey grounds during Gold Hill Fair	£1,000.00	£500.00	£500.00	Yes	£500.00
Shaftesbury TIC	Contribution toward utility bills	£2,900.00	£1,000.00	£1,000.00	yes	£1,000.00

Report 0619FC7

Shaftesbury Town Silver Band	Ongoing replacement of instruments, uniforms and music	£5,000.00	£500.00	£500.00	Yes	£500.00
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	£1,000.00
Shaftesbury Tree Group	Cost towards producing a new Tree Walk Leaflet	£460.00	£260.00	£433.00	Yes	£260.00
Shaftesbury Youth Club & Little Giants	Wheelchair swing and sports equipment for hall	£1,250.00	£950.00			£950.00
St James Church	Restoration of East Window	£15,373.00	£1,000.00		Yes	£500.00
Steps in Time	Coach travel whilst attending Europes' largest folk festival in Frankenberg, plus free use of the Guild Hall in September	£6,677.00	£1,000.00		Yes	£500.00
Swans Trust	Purchasing and fitting CCTV in Swans Yard	£1,000.00	£750.00		Yes	£0.00
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	£1,948.60
Total			£53,596.10			£27,046.10

7.3 Financial Implication

7.3.1 The Budget allocation for Community Grants is £30,000. Expenditure from this budget to the recommendations put by the workshop will leave £2,953.90 remaining

7.4 Legal Implication

7.4.1 The Council has the General Power of Competence which provides the freedom to work with or give financial assistance to a voluntary organisation where there is no statutory prohibition, restriction or limitation. (Localism Act, 2011 s1)

7.5 Risk

7.5.1 There are no risks identified in this report.

STRATEGIC PLAN AREA: ENGAGEMENT

(End)

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

8 Cycle Speedway

To consider amendment to Council Resolution of January 2018

(5 mins)

8.1 Recommendation

- 8.1.1 That the Council continues with heads of terms with the Cycle Speedway as resolved on 30th January 2018 amending reference to a Charitable Trust to a Not for Profit Company Limited by Guarantee.

8.2 Summary

- 8.2.1 At its meeting of 30th January 2018 the Council resolved to draft a heads of terms and agreement to lease relating to the Cycle Speedway at Wincombe Recreation Ground and to delegate the preparation of these to the Officers at Shaftesbury Town Council.
- 8.2.2 The supporting papers to this resolution referred to the lease being granted to a Charitable Trust to consist of one nominated Town Council members, two nominated Shaftesbury Rotary Club members and two nominated members of the proposed Shaftesbury Cycle Speedway Club. At the same time, or shortly thereafter the Charitable Trust would then grant a sublease to the proposed Shaftesbury Cycle Speedway Club. Details of both leases to be agreed by Shaftesbury Town Council and Shaftesbury Rotary Club.
- 8.2.3 Following conversations with a representative of the Shaftesbury Rotary Club, the constitution of a Charitable Trust would not suit the needs of the Rotary Club however, a Not for Profit Company Limited by Guarantee would and would also still be eligible for funding offered by the National Lottery and s.106 funds.
- 8.2.4 This is not a Town Council project, rather a Rotary project which requires an agreement to lease Wincombe Recreation Ground for the purpose of the Speedway.
- 8.2.5 This paper is not intended to re-open debate on the decisions taken in 2018, but to agree to an amendment from Charitable Trust to Company Limited by Guarantee. Any proposal by members to amend additional details of the agreement between the Town Council and the Rotary in this matter would need to be submitted as a member motion so that the implications could be properly researched and reported for debate.

8.3 Financial Implication

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

8.4 Legal Implication

- 8.4.1 A local council may provide such recreational facilities as it thinks fit (Local Government (Miscellaneous Provisions) Act, 1976 s.19)

8.5 Risk

- 8.5.1 There are no risks identified in the proposal of this report.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE OUTDOOR

(End)

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

9 Committee Membership

To resolve additional members to the Planning and Highways and General Management Committees (5 mins)

9.1 Recommendation

- 9.1.1 That the Council appoints a member to the vacancy on the Planning and Highways Committee and selects its vice-chairman
- 9.1.2 That the Council appoints at least 2 members, independent of any other positions of Chair or Vice Chair to the General Management Committee

9.2 Summary

- 9.2.1 The Planning and Highways Committee membership was agreed at the Annual Meeting on 14th May 2019. The Council resolved to appoint all members to all committees on block which did not provide opportunity for absent members to accept or decline those positions. Councillor Cook, by virtue of his position on the Planning Committee at Dorset Council, has resigned his position on the Town Council's Planning and Highways Committee thereby creating a vacancy.
- 9.2.2 The General Management Committee membership was not able to be resolved at the Annual Meeting on 14th May as the Committee Chairmen and Vice Chairmen roles were deferred. The Committee membership comprises of ex-officio roles of Chair and Vice of HR, ROSE and P&H with at least one member independent of those roles making the committee membership up to 7. As Councillor Pritchard is the Vice Chairman of both ROSE and HR, there are currently 2 vacancies on GEM with the last position being taken up by the Vice Chair.

9.3 Financial Implication

- 9.3.1 There are no financial implications arising from this report

9.4 Legal Implication

- 9.4.1 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)

9.5 Risk

- 9.5.1 There is a risk of the Committee being inquorate or its work being delayed if its membership is incomplete.

STRATEGIC PLAN AREA: POLICIES, PROTOCOL AND GOVERNANCE

9.6 Detail

- 9.6.1 On the following page is a table demonstrating the councillors' committee membership followed by a table showing committee membership including vacancies.

Councillor	GEM	ROSE	PH	HR	Total
Piers Brown				✓	1
Alex Chase			✓		1
Tim Cook		✓			1
George Hall	✓	✓			2
Andy Hollingshead	✓		✓	✓	3
John Lewer	✓		✓		2
Jeanne Loader		✓		✓	2
Julian Prichard					0
Simon Pritchard	✓	✓		✓	3
Phil Proctor		✓	✓	✓	3
Matthew Welch			✓		1
Peter Yeo		✓			1

<u>GEM</u>	Hall Hollingshead Lewer Pritchard	
Membership	4	Vacancy - Committee membership should be 7
<u>HR</u>	Brown Hollingshead Loader Pritchard Proctor	Chair Vice-Chair
Membership	5	<u>Membership complete</u>
<u>PH</u>	Chase Hollingshead Lewer Proctor Welch	Chair
Membership	5	<u>Vacancy - Committee membership should be 6</u>
<u>ROSE</u>	Cook Hall Loader Pritchard Proctor Yeo	Chair Vice-Chair
Membership	6	<u>Membership complete</u>

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

10 Lead Councillors

To appoint members to the Residents Lifestyle Outdoors and Marketing and Events lead councillor roles (3 mins)

10.1 Recommendation

10.1.1 That the Lead Roles for Lifestyle Outdoors and Marketing and Events lead

10.2 Summary

10.2.1 At the Annual Meeting, two roles for Lead Councillor were not appointed, those being Residents Lifestyle Outdoor and Marketing and Events.

10.2.2 Councillors Simon Pritchard and Matthew Welch are yet to be appointed to a Lead Councillor role.

10.2.3 Councillor Pritchard has indicated an interest to the Residents Lifestyle Outdoor role as it ties closely with the ROSE Committee to which he is vice chairman.

10.3 Financial Implication

10.3.1 There are no financial implications arising from this report

10.4 Legal Implication

10.4.1 There is no delegated authority provided to councillors through their lead councillor role.

10.5 Risk

10.5.1 There are no risks identified in this report.

STRATEGIC PLAN AREA: POLICIES, PROTOCOLS AND GOVERNANCE

(End)

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

11 Code of Conduct and Principles of Belief

To consider adopting a revised Code of Conduct and the Council's Principles of Belief(5 mins)

11.1 Recommendation

11.1.1 That the Council adopts Dorset Council's Code of Conduct

11.1.2 That the Council adopts the Principles of Belief and requests all Councillors to sign the document for display during the current term (2019 – 2024)

11.2 Summary

11.2.1 The Localism Act 2011 requires every council to adopt a code of conduct. Parish Councils may adopt the code of the principal authority within the area of which it lies.

11.2.2 As the Principal Authority is the authority to deal with Code of Conduct complaints, it is prudent to adopt a code that is familiar to both authorities. Dorset Council's code is appended to this report.

11.2.3 At a meeting of the Council on 5th September 2017, all members of Shaftesbury Town Council signed a 'Principles of Belief' charter to strengthen the Council's commitment to the core beliefs and values central to the effective operation of Shaftesbury Town Council. The Principles of Belief is appended to this report.

11.2.4 The Charter is in addition to the code of conduct which all members are signed up to. It takes Nolan's 7 principles of public life which applies to anyone who works as a public office-holder. This includes people who are elected or appointed to public office, nationally and locally, and all people appointed to work in:

- the civil service
- local government
- the police
- the courts and probation services
- non-departmental public bodies
- health, education, social and care services

11.2.5 The principles also apply to all those in other sectors that deliver public services. They were first set out by Lord Nolan in 1995 and they are included in the Ministerial code. The 7 Principles of Public Life are available at www.gov.uk

11.3 Financial Implication

11.3.1 There are no financial implications arising from this report.

11.4 Legal Implication

11.4.1 Every Council is required to adopt a code of conduct (Localism Act, 2011 s.27)

11.5 Risk

11.5.1 The Council must, according to law, adopt a code of conduct.

STRATEGIC PLAN AREA: POLICIES, PROTOCOLS AND GOVERNANCE

(End) Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

Appendix B. MEMBERS' CODE OF CONDUCT

The Code of Conduct, as set out below, was adopted by Shadow Dorset Council with effect from 1 April 2019.

1. Introduction

1.1 Shaftesbury Town Council has a duty to promote and maintain high standards of conduct by its councillors. This Code of Conduct sets out the conduct that is expected of councillors when carrying out Council business or representing the Council.

1.2 The Code of Conduct is to be interpreted in a way that is consistent with the following principles:

Selflessness	Councillors should act solely in terms of the public interest.
Integrity	Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
Objectivity	Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
Accountability	Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
Openness	Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
Honesty	Councillors should be truthful.
Leadership	Councillors should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

2. General Obligations

2.1. A Councillor must

- (a) comply with this Code of Conduct and any other of the Council's policies, protocols and other procedures relating to the conduct of councillors;
- (b) treat others with respect;
- (c) when using or authorising the use by others of the Council resources act in accordance with the Council's reasonable requirements;
- (d) take into account any relevant advice provided by the Proper Officer or Interim/Appointed Monitoring Officer, when reaching decisions on any matter
- (e) inform the Proper Officer of the receipt of any gifts and hospitality that they estimate has a value of more than £50 and the name of person providing the gift or hospitality.

2.2 A Councillor must not –

- (a) do anything which may cause the Council to breach the Equality Act 2010;
- (b) bully any person;

- (c) intimidate or attempt to intimidate any person who is or is likely to be –
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a councillor (including them) has failed to comply with this Code of Conduct; or
- (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.
- (e) disclose information given to them in confidence by anyone, or information acquired by them which they believe, or ought reasonably to be aware, is of a confidential nature, except where –
 - (i) they have the consent of a person authorised to give it;
 - (ii) they are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is reasonable and in the public interest; and is made in good faith and in compliance with the Council's reasonable requirements;
- (f) prevent another person from gaining access to information to which that person is entitled by law; or
- (g) behave in a way which could reasonably be regarded as bringing their office or the Council into disrepute;
- (h) use or attempt to use their position improperly to confer on or secure for them or any other person, an advantage or disadvantage; or
- (i) use the Council's resources improperly for political purposes (including party political purposes).

3. Disclosable Pecuniary Interests

- 3.1 A Councillor must register any disclosable pecuniary interest (see Appendix A) that they or their husband or wife, civil partner or any person that they are living with as husband or wife or civil partner, as if they are their own interests, when they know about them.
- 3.2 A Councillor must register any disclosable pecuniary interests with the Monitoring Officer within 28 days of:
 - (a) being elected or appointed to office;
 - (b) this Code of Conduct being adopted;
 - (c) declaring an unregistered interest at a meeting of the Council; and
 - (d) becoming aware of any new interests or changes in those interests
- 3.3 A Councillor who is aware or ought reasonably to be aware that they have a disclosable pecuniary interest in any business of the Council who attends a meeting of the Council at which that business is discussed, must disclose to the meeting the existence and nature of the interest at the beginning of the meeting or when it becomes apparent that they have such an interest. Where information about an interest has been agreed with the Monitoring Officer to be sensitive, the Councillor need only declare the existence of the interest.
- 3.4 A Councillor who has a disclosable pecuniary interest in any business of the Council must not take part in the consideration of that business and must withdraw from the room where the meeting is being held unless they have been granted a dispensation by the Proper Officer

4. Sensitive interests

Where you have an interest (whether or not it is a disclosable pecuniary interest) and the nature of the interest is such that you and the Monitoring Officer consider the disclosure could lead to you or a person connected with you being subject to violence or intimidation, special rules apply to registration of the interest. The elements of the Register of Interests that are in the public domain must not include details of the interest but will instead refer to the details being withheld in accordance with section 32 of the Localism Act. You need to disclose the interest at a meeting, but the disclosure is limited to a statement that you have a disclosable pecuniary interest which falls within an exemption in the Act without further details being given.

5. **Gifts and Hospitality**

The Council will maintain a public Register of Gifts and Hospitality to you. This is for Gifts and Hospitality which exceed an estimated £50 in value at any one time. You are asked to keep this Register up to date by notifying (in writing) the Proper Officer within 28 days of any receipt of such a gift or hospitality so that this can be entered in the Register. Such matters are not included in the Regulations for disclosable pecuniary interests and therefore will not require a disclosure and withdrawal at a business meeting.

6. **Monitoring and review**

This Code will be kept under review by the Council.

Disclosable Pecuniary Interests

1. For the purposes of this Appendix

“the Act” means the Localism Act 2011;

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

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

“M” means the person M referred to in section 30 of the Act;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act; and

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

2. The following are disclosable pecuniary interests.

<i>Subject</i>	<i>Prescribed description</i>
Employment, office, trade, or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment of financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either—

	<ul style="list-style-type: none">(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or;(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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Appendix C.

Shaftesbury Town Council Principles of Belief

As a council of 12 individual volunteers we have stated below the core beliefs and values that we believe are central to the effective operation of Shaftesbury Town Council for the service and benefit of the Shaftesbury community and all the stakeholder constituted volunteer organisations

Community – we will listen and consult with the SHAFTESBURY community in all that we do. We will actively encourage honest and objective feedback from the community regularly during the municipal year and all monthly council meetings;

Integrity – We will act honestly and fairly in all that we do collectively and individually in matters pertaining to the council governance and business and to the SHAFTESBURY community; We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

Respect – we will respect each other, the council staff, all parts of the SHAFTESBURY community and all governance stakeholders, constantly and consistently in words, in writing and in deeds;

Leadership and Stewardship – We will exhibit all principles in our behaviour, actively promoting and supporting the principles and being willing to challenge poor behaviour when it occurs. We will listen to the SHAFTESBURY community and work toward building a better Shaftesbury that we, and the community which we serve, will be proud of and will last beyond our time in office;

Honesty and Openness – we will communicate with the community of SHAFTESBURY regularly, honestly, and objectively, we shall be truthful;

Excellence – we will strive to deliver excellent services to SHAFTESBURY at all times within the remit that we agree each year within the frame work of a five year plan;

Selflessness – we will always put the interests of the council and SHAFTESBURY community above our personal ambitions;

Collaboration – we will always collaborate with each other, with the SHAFTESBURY community, constituted voluntary organisations and all our governing stakeholders to deliver the very best services for Shaftesbury;

Objectivity and Prudence – we will discharge our responsibilities to the community of Shaftesbury and all our governance stakeholders with the greatest care and caution at all times, taking decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias;

Accountability and Access – we will be accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this. we will make themselves available by writing and email, by telephone or in person to community of SHAFTESBURY or any fellow organisations that are constituted to serve the community.

If any individual member of the council is alleged to be in breach of any of these principles by three or more individuals from the council or from the SHAFTEBSURY community - they will be subject to a formal investigation by a panel of three fellow councillors nominated by a formal resolution and subject to public censure should the allegation/s be proven.

Signed by all councillors

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12 DAPTC AGM Proposals

To consider proposals to the Dorset Association of Parish and Town Councils AGM(10 mins)

12.1 Recommendation

12.1.1 That the Town Council submits proposals to the DAPTC AGM.

12.2 Summary

12.2.1 The Council has an opportunity to put forward matters for lobbying central government. The DAPTC AGM will debate the motions and consider giving the Executive Committee delegated power to finalise the wording and any supplementary information to the National Association of Local Councils (NALC) which will then be able to lobby Central Government.

12.2.2 Information and timetable provided by the DAPTC is appended to this report.

12.2.3 Completed forms with proposals for a resolution at the AGM should be sent to the DAPTC office by 6th August 2019. Any council wishing to propose a resolution at the AGM must have their representative in attendance at the AGM to propose the resolution. This council's representatives are the Mayor and Deputy Mayor.

12.3 Financial Implication

12.3.1 There are no financial implications arising from this report

12.4 Legal Implication

12.4.1 There are no legal implications arising from this report

12.5 Risk

12.5.1 There is a risk that the Council is unable to influence change if it does not follow the process set out below.

STRATEGIC PLAN AREA: ENGAGEMENT

12.6 Areas for consideration

12.6.1 The Clerk is aware of recent funding initiatives from Central Government which were made available to the District Councils but could not be made directly available to town and parish councils due to no existing mechanism for central government to provide funds directly.

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO



23 May 2019

Dorset Association of Parish & Town Councils

Colliton Annexe, Colliton Park, Dorchester, Dorset DT1 1XJ

Tel 01305 260972 # Email daptc@dorsetcc.gov.uk # Web Site: www.dorset-aptc.gov.uk

EXTRAORDINARY CHIEF EXECUTIVE'S CIRCULAR

ANNUAL GENERAL MEETING 2019 – INFORMATION & TIMETABLE

The AGM this year will be on **Saturday 9 November 2019** and will be a morning event followed by lunch. Agenda and reports will be sent out by Friday 11 October 2019 at the latest. Please note that the Annual Report and /or Accounts may be sent out earlier.

Again, as last year, it is intended to have a short business meeting (including any motions for resolution) followed by coffee and then speakers on topical issues.

Proposals and resolutions *PLEASE NOTE TIMETABLE*****

Please note the procedure for proposals to the AGM which complies with NALC's current guidance.

Submission of proposals – deadline Tuesday 6 August 2019 – New forms

Completed forms with proposals for a resolution at the AGM should be sent to the DAPTC office by Tuesday 6 August 2019. The form is attached with this circular. The questions follow the format set by NALC. Following this format will increase the chances of a proposal being accepted by NALC.

You are reminded that any council wishing to propose a resolution at the AGM must have their representative in attendance at the AGM to propose the resolution.

Please also consider if the issue would be more suitable to being discussed at your DAPTC area meeting and if necessary, brought to the Executive Committee's attention through that process.

Executive Committee consider submitted proposals – 21 September 2019

Any proposed motions are considered by the Executive Committee for submission to the AGM.

As usual, the Executive Committee will agree motions to be put to the AGM which will be circulated to all councils, for discussion at a council meeting and to agree a voting mandate for their representative, prior to the AGM.

Please note that representatives at the AGM may be required to make a decision after an informed debate and possible amendment. DAPTC will recognise the final decision.

The DAPTC constitution states: "Every member council will be entitled to two representatives, but only one vote on any particular motion."

AGM – Saturday 9 November 2019

The AGM will debate the motions and consider giving the Executive Committee delegated power to finalise the wording and any supplementary information to NALC.

The Chief Executive asks NALC for its decisions on submitted motions and informs all members and the Executive Committee of the outcomes.

OTHER MATTERS

Notice of any motion for alteration, amendment or addition to the constitution

Notice of any motion for alteration, amendment or addition to the constitution (other than notice given pursuant to a resolution of the Executive Committee) must be received by the Chief Executive in writing by **Monday 14 October 2019**.

Copies of all notices received will be circulated at least 21 days before the AGM (by Friday 18 October at latest).

Catering preparation

Numbers of representatives attending the AGM will be needed by **Monday 28 October** please.

Progress of 2018 AGM Motions

Please click [here](#) to view the progress of the 2018 AGM motions

Many thanks
Hilary Trevorah

23 May 2019

13 SAVED Land Permission

To consider granting permission for investigating four areas of land for the SAVED project(5 mins)

13.1 Recommendation

- 13.1.1 That the Council grants permission for trial excavations in the Abbey Gardens as the landowner of part of the area designated as a Scheduled Ancient Monument
- 13.1.2 That the Council grants permission for investigations at the Queen Mothers' Garden, Love Lane and the eastern part of St James Park.

13.2 Summary

- 13.2.1 The Council receives regular updates on progress of the SAVED project. Appended to this report are transcriptions of the two letters requesting permission for further investigations to support the project.
- 13.2.2 The Town Clerk has alerted the SAVED project to the proximity of the Scheduled Ancient Monument at Castle Hill adjacent to the Queen Mothers' Garden as there is a small chance that the test site will overlap. The SAVED Project would be required to seek Scheduled Ancient Monument consent if their test site is intended to overlap.

13.3 Financial Implication

- 13.3.1 There are no financial implications arising from this report

13.4 Legal Implication

- 13.4.1 The Council, as a landowner of part of a Scheduled Ancient Monument must be satisfied that all due precautions are being taken in accordance with requirements from Historic England.

13.5 Risk

- 13.5.1 There is a risk to damage of a Scheduled Ancient Monument if due precautions and Historic England guidance is not followed.

STRATEGIC PLAN AREA: ENGAGEMENT AND ASSET MANAGEMENT

(End)

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

Appendix E. SAVED letter 1 transcript

This is a transcript to enable the content to be accessible by document readers.

Shaftesbury Town Council. 21st May 2019

Shaftesbury Abbey and Saxon Town SAVED project

Dear Sirs,

As part of the current community project to investigate the remains of the Abbey and the Saxon town of Shaftesbury, we have been excavating a number of small archaeological test pits in properties adjacent to Bimport. These, in private gardens and allotments, have been excavated by our trained volunteers under the overall supervision and guidance of the projects professional archaeological staff. The results so far have been very exciting: pits producing some of the first late Saxon pottery to be found in this area as well as large numbers of medieval finds.

We would like to extend out investigations to include some areas that are under the ownership and management of the town council. The three locations that we would like to investigate (shown on the attached map) are:

- 1. The Queen Mothers' Garden (at the eastern end of Castle Green). This is potentially within the area of the late Saxon fortifications established by King Alfred*
- 2. The area of grass sough of Love Lane and to the west of the hospital. Here geophysical survey has indicated the line of a substantial ditch, possibly part of the defences created by Alfred*

In the eastern part of the Park. This is within the wider Abbey precinct (the eastern boundary being the wall on Gold Hill) and a part of the Abbey about which very little is known.

Our intention is to carry out two stages of investigation:

Firstly, to excavate some small (1m x 1m) test pits (all three areas) using our teams of trained adult volunteers and then, based on the results, to possibly excavate some larger areas. In areas 1 and 2 these would potentially involve trenches up to 5m in length, in area 3 (The Park) an area of maximum size 4m x 4m. This second stage would also involve pupils from the seven local primary schools who are currently being introduced to the history of the town and Abbey as well as the techniques of archaeological excavation. We have considerable experience of successfully working on site with primary school pupils.

All our activities are full risk assessed. We are covered by public liability insurance (details can be provided). All excavations would be fenced to prevent public access although we would welcome visiting to observe the excavations and will provide displays and interpretation throughout the duration of the work.

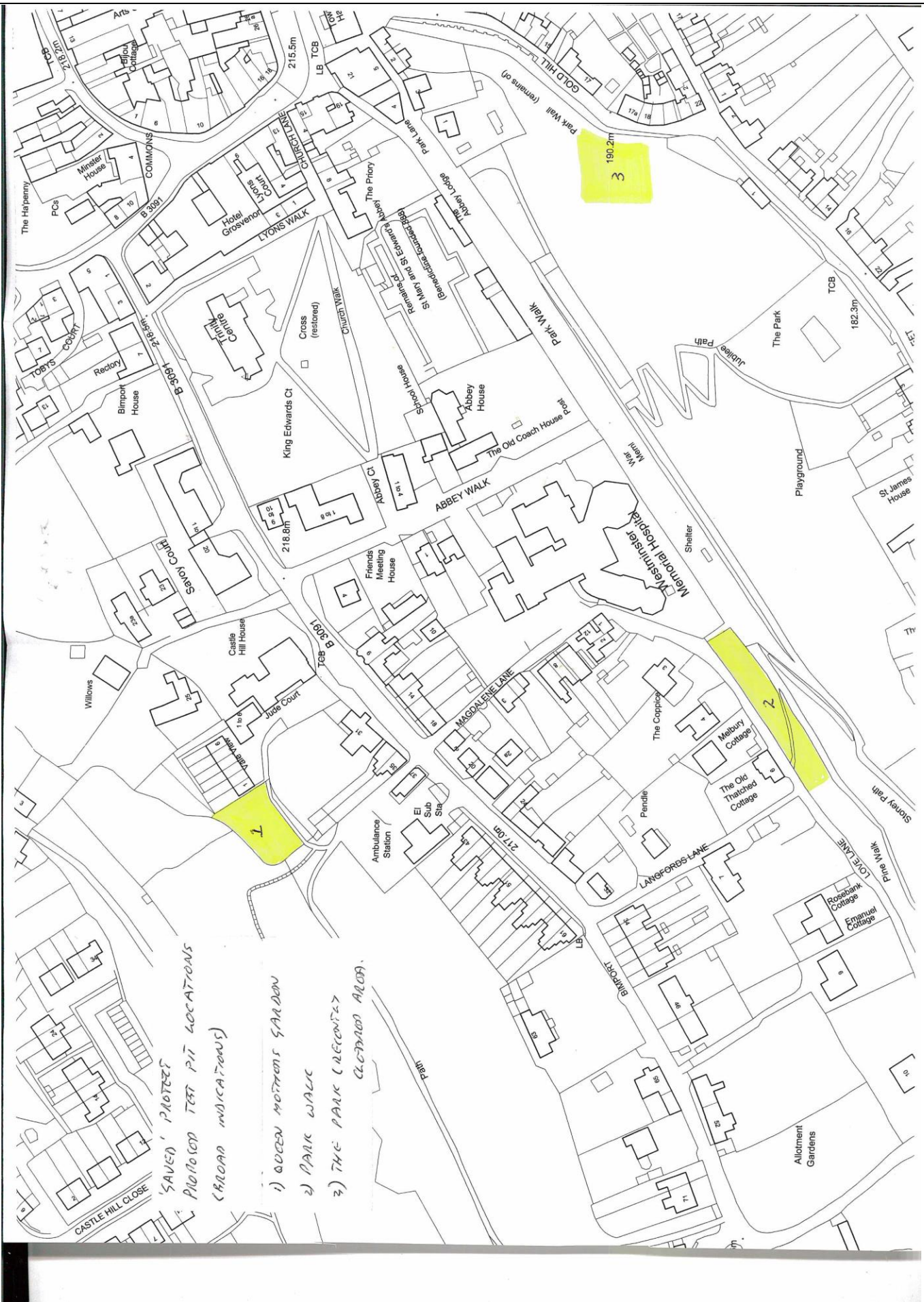
If permission are granted, we would hope to start the first phase in late May/early June and the second phase from late June onwards. Phase 1 test pits would be re-filled as soon as work was completed while any larger excavations would be re-instated by the end of July at the latest.

I hope that you will consider this application favourably as, in this project, we have the potential to engage many groups within our community in actively exploring their own history and in doing so, to potentially re-write the history of Shaftesbury.

If you have any questions or would like us to provide more details, then please contact me directly.

Julian Richards BA FSA PhD

SAVED project lead archaeologist



Appendix F. **SAVED letter 2 transcript**

This is a transcript to enable the content to be accessible by document readers.

Shaftesbury Town Council. 23rd May 2019

Dear Claire,

Things are proceeding apace with the SAVED Project at Shaftesbury Abbey. We are now in the process of training up about 500 local schoolchildren so that they can join in our planned trial excavations this summer in the Abbey Gardens (but not, thankfully, all 500 at the same time!)

However, because the Gardens form part of the scheduled monument which is the Abbey, we are having to apply to Historic England for their permission to excavate...and their application form requires us to inform all the owners of every part of the scheduled monument, which includes your property.

So, please find attached a copy of the notice from our application form and a map and plan of the muniment and where we wish to excavate.

You may receive an invitation from Historic England (or their overseers, the DCMS) to comment on our application but, as you can see, it should have no impact on your property, so hopefully you will have no objection. If, however, you are in any way concerned, then please feel free to contact me or Julian (via julian@archaemedia.co.uk) and we will do our best to allay your concerns.

With kind regards

Pete Ryley, Chairman.



Historic England

**Form of notice for the purposes of Paragraph 2(1) of
Schedule 1 of the Ancient Monuments and Archaeological
Areas Act 1979:**

Note: This notice should be served by the applicant on all those who own or have an interest in the monument. The names and addresses of those on whom it has been served should be listed on the paragraph 2(1)(b) or 2(1)(c) certificates and should accompany the application form.

Notice of application for Scheduled Monument Consent

Delete the words in square brackets, as appropriate, and omit the brackets

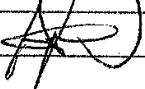
This notice relates to the ancient monument at (x) Shaftesbury Abbey

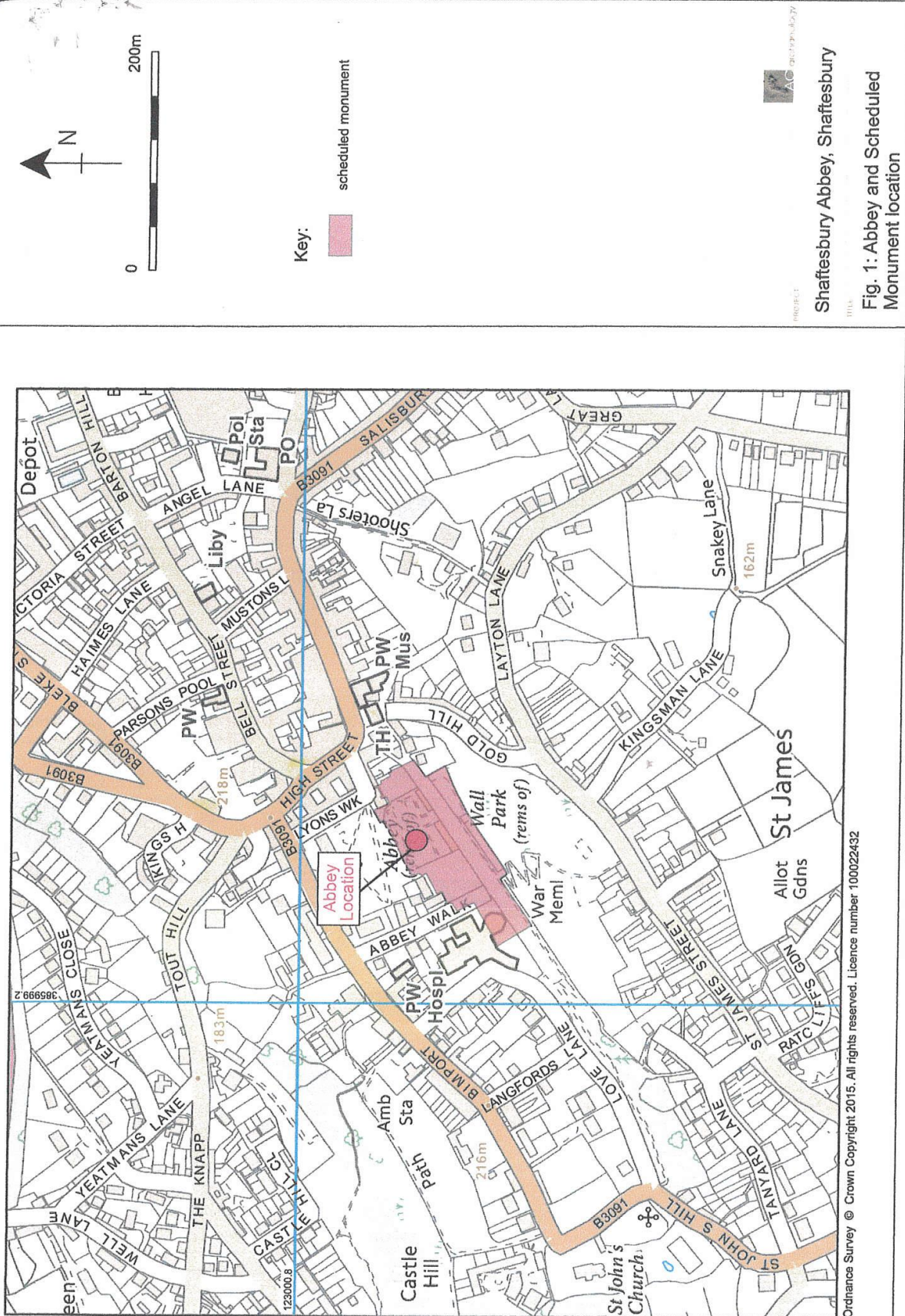
An application is to be made [by] or [on behalf of] (y) Shaftesbury Abbey & Museum Preservation Trust

To the Secretary of State for Culture, Media and Sport for Scheduled Monument Consent under the Ancient Monuments and Archaeological Areas Act 1979 to carry out the following works: (z)

1. A single continuous excavation trench (approx. 15m x 2m) between the cloister walk and nave pillar
2. the temporary dismantling of a stone heap plus small-scale excavation beneath it
3. excavation of the contents of an exposed stone sarcophagus

An opportunity to make representations with respect to the application will be offered by the Secretary of State before the application is determined.

Signature	
Date	22 May 2019





Surveyed by M. Corney, November 1999

Shaftesbury Abbey Museum and Preservation Trust, May 2019

Fig. 2: Location of proposed excavations.

14 2 Minute Litter-pick

To consider launching the 2 minute litter-pick initiative

(3 mins)

14.1 Recommendation

14.1.1 That the Council launches the 2 minute litter-pick initiative on Tuesday 25th June.

14.2 Summary

14.2.1 The Council had the opportunity to tap into some funding through Litter Free Dorset. This opportunity was taken up by the Town Clerk under delegated authority as the Council was in purdah.

14.2.2 The £9.75m fund from the Ministry of Housing, Communities & Local Government aims to help local authorities work with their residents on cleaning up the high street.

14.2.3 The Town Council has taken delivery of two 2 minute litter-pick stations. These are large A-frames with litter pickers and bag dispensers attached to them for people to use. The signs have messaging on them which encourages people to take part as well as explains how to do so safely.

14.2.4 The 2 minute litter-pick boards encourage communities to do mini litter picks when they are out walking or popping to the shops. Businesses and organisations may support the campaign as board guardians. Further details has been provided via the weekly digest.

14.2.5 The sign remains the property of the #2minutelitterpick project however the day to day maintenance of the signs will be the responsibility of the Town Council or organisation.

14.2.6 In addition to these boards, Litter Free Dorset has provided funds for litter-pick materials to the Hilltop Litterpickers, Shaftesbury Town Council is holding funds on their behalf.

14.3 Financial Implication

14.3.1 There are no financial implications arising from this report

14.4 Legal Implication

14.4.1 A local council may provide, and must regularly empty and cleanse, litter bins which it provides, in public places. The Council may erect anti-litter notices. (Litter Act, 1983 ss5-6)

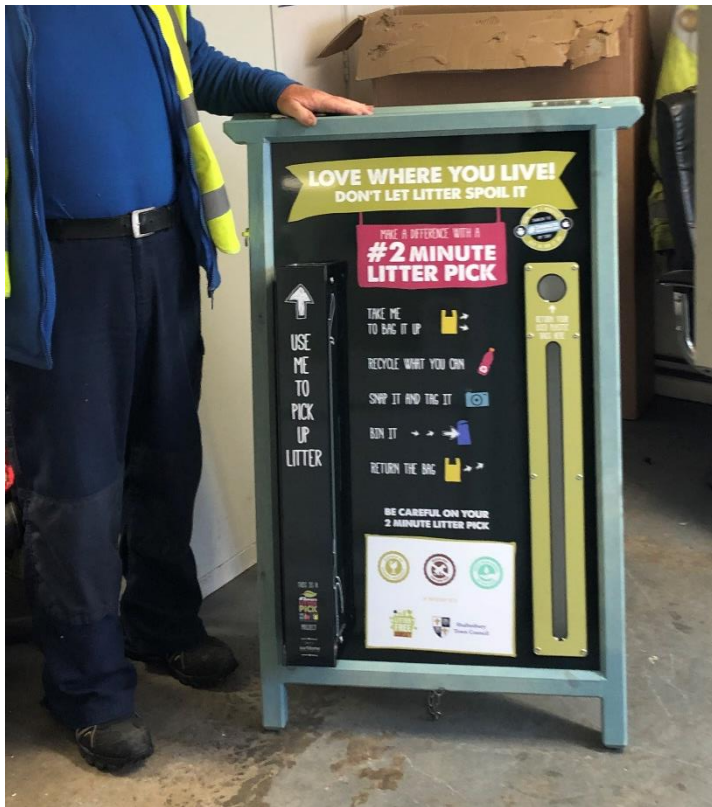
14.5 Risk

14.5.1 The boards are insured with the public liability policy of the #2minutelitterpick project.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE OUTDOOR

(End)

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



Appendix G. Guidance and procedure for the #2minutestreetclean signs



March 2018

Thank you for agreeing to be a Guardian for the #2minutestreetclean sign.

GUIDANCE: The signs should be maintenance free as they have been tried and tested over a tough winter. If they do fall over there is not a lot that can go wrong. Please contact the owner if repairs are needed and they will guide you.

PLACEMENT: Where the sign is sited is important. We want to make sure that as many people see it as possible and that they are able to read both sides. However, it must not block pathways, cause an obstruction or be sited anywhere it may be seen as being dangerous or a nuisance. It cannot be used if litter bins are out of commission or too far away or unable to be seen from the sign.

- Do not site the sign too far from bins or allow it to cause obstruction.
- Do not put it out where it may damage parked cars if it fell over.
- If you can, find a place where it can be chained to a post or railings (but can still be read on both sides) to minimise the danger of it being stolen, blown over or causing damage to anyone or anything.

CARRIER BAGS: Please keep the bag holder topped up with *used supermarket bags* and ensure the bags are secure in the tube and won't blow away. If you can, please invite others to bring their used carrier bags. No black bin liners please.

PICKERS: Please advise the owner if more are required.

WEATHER CONDITIONS: When winds are high and there is any risk of the sign being blown over, do not put it out.

- If you can, chain the sign to a post or weight it with a sandbag (not supplied) so it won't fall over and damage people or property.
- Do not put the sign out where it is at risk of being washed away (if it is placed by water).
- Please also consider the weather for the day ahead before making the decision to put the sign out. It can turn!

PUBLIC SAFETY: If there are any known risks to public safety – do not erect.

ENCOURAGING PEOPLE TO USE: Please use the #2minutelitterpick logo and hashtag (and/or #2minutebeachclean, #2minutestreetclean & #2minutesolution logos) and relating videos on your website and social media to inform your visitors of how you care for your area.

[NAME]

[BUSINESS OR ADDRESS]

[EMAIL]

[PHONE]

☐

I have read and understood the guardian guidance and notes.

[SIGNATURE]

If you have any queries contact nicky@2minute.org

15 High Street Heritage Action Zone (HSHAZ)

To consider applying for High Street Heritage Action Zone support. (10 mins)

15.1 Recommendation

- 15.1.1 That the Town Council applies for funding from the Future High Streets Fund for regenerating the historic High Street of Shaftesbury by 12 noon 12th July 2019.

15.2 Summary

- 15.2.1 Historic England have announced the next round of their High Streets Heritage Action Zones with funding from the Future High Streets Fund.
- 15.2.2 The First stage is to provide an Expression of Interest. This is the only competitive stage of the selection process. Successful applicants will be invited to develop a full programme.
- 15.2.3 The Clerk has spoken to the Chairman of the Chamber of Commerce who is fully supportive. It is recommended that if the Council resolves to submit a bid, it works in collaboration with the Chamber of Commerce and Shaftesbury Civic Society in the bid preparation.
- 15.2.4 Under this programme the Council can apply for a grant of between £250,000 and £2m, to set up a four-year partnership beginning April 2020 to run a HSHAZ 'scheme' to deliver physical improvements and cultural and community activities to regenerate Shaftesbury's historic high street or town centre. The Council will need to work closely with other high street stakeholders, including the local community. Historic England, National Lottery Heritage Fund and Arts Council England are designing a complementary Cultural Programme for HSHAZ which it is envisaged will be delivered by local arts and culture groups, with the support of successful HSHAZ partners.
- 15.2.5 More information is available at <https://historicengland.org.uk/services-skills/heritage-action-zones/regenerating-historic-high-streets/>. Dorset Council's Community Led Development Officer has offered to provide support if needed.

15.3 Financial Implication

- 15.3.1 There is no expenditure identified from this report.

15.4 Legal Implication

- 15.4.1 This is not a 'One High Street per Council Area' scheme so any town can apply.

15.5 Risk

- 15.5.1 There is a risk of a successful application generating additional work for the Council. Council should consider the implications and make necessary adjustments.

STRATEGIC PLAN AREA: TOWN LANDSCAPES AND AESTHETICS AND VISITOR EXPERIENCE

(End)

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

16 VE Day – 75th Anniversary and Silhouette Soldier

To consider a working group to develop proposals for 75th Anniversary of VE Day and location of the Silhouette Soldier (5 mins)

16.1 Recommendation

- 16.1.1 That a working group of councillors and interested members of the community is formed to draw up plans for commemorating the 75th Anniversary of VE Day.
- 16.1.2 That the Council considers either a permanent home for the Soldier Silhouette or establishes a schedule and location(s) for placement each year.

16.2 Summary

- 16.2.1 Next year's early May bank holiday has been moved to Friday 8th May 2020 to coincide with the 75th anniversary of VE day. The holiday will form part of a three-day weekend of commemorative events.
- 16.2.2 Shaftesbury Town Council may want to consider its contribution to marking the occasion and it is recommended that a working group is formed to draw up details of proposals for adoption by the Council.
- 16.2.3 The Soldier Silhouette was placed with a poppy waterfall, union flag, sandbags and floodlights on the Town Hall balcony to mark the centenary of WW1 in 2018. This was not possible to maintain as a permanent fixture and the soldier is currently stored. The Council should consider whether it wishes to create a permanent home for the soldier or identify locations for placement on certain dates in the year.

16.3 Financial Implication

- 16.3.1 There is no financial implication arising from this report, proposals put forward by the working group should include costs for consideration by the Council at a later date.

16.4 Legal Implication

- 16.4.1 A working group has no delegated authority to act on behalf of the Council but has the opportunity of working more flexibly and quickly.

16.5 Risk

- 16.5.1 There is a risk of vandalism to the soldier if placed permanently. There is a risk of theft of the soldier if placed temporarily.

STRATEGIC PLAN AREA: ENGAGEMENT

(End)

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