



# Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

Town Clerk: Mrs Claire Commons  
e-mail: [enquiries@shaftesbury-tc.gov.uk](mailto:enquiries@shaftesbury-tc.gov.uk)  
Website: [www.shaftesbury-tc.gov.uk](http://www.shaftesbury-tc.gov.uk)  
VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council (FC), Councillors for Council; Cook (Chair), Brown (Vice Chair), Chase, Hall, Hollingshead, Lewer, Loader, Prichard, Proctor, Tippins, 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 February 2020 in the Council Chamber, Shaftesbury Town Hall**. All other recipients for information only

Claire Commons CerTHE PSLCC, Town Clerk and RFO

## Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions. The period of time designated for public participation shall not exceed twenty minutes. A member of the public shall not speak for more than three minutes.

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.

## The 7 principles of public life

Selflessness, Integrity, Objectivity, Openness, Honesty and Leadership

## Agenda

- 1 APOLOGIES ..... 3**  
To receive and consider for acceptance, apologies for absence ..... (1 min)
- 2 DECLARATIONS OF INTEREST ..... 3**  
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. .... (1 min)
- 3 MINUTES ..... 3**  
To confirm as a correct record, the minutes of the previous meeting of the Full Council..(1 min)
- 4 REPORTS ..... 11**  
To receive reports from Dorset Councillors, Mayor, Committee Chairmen and local organisations .....(10 mins)
- 5 SHAFTESBURY FOOTBALL CLUB ..... 12**  
To receive a presentation from Shaftesbury Football Club .....(20 mins)
- 6 PAYMENTS ..... 14**  
To consider payments for authorisation ..... (5 mins)
- 7 MEETING START TIME ..... 16**  
(Carried forward from last Full Council)  
To consider amending the usual start time of council and committee meetings. .... (5 mins)

<b>8</b>	<b>HUMAN RESOURCES OUTSOURCE .....</b>	<b>17</b>
	(Recommendation from the HR Committee) To appoint an external HR provider. ....	(5 mins)
<b>9</b>	<b>ASSET REVIEW .....</b>	<b>18</b>
	(Recommendation from ROSE Cttee) To purchase 2 Kabota ride on mowers and part exchange the redundant and unsuitable equipment.....	(5 mins)
<b>10</b>	<b>SOUTHERN SLOPES .....</b>	<b>20</b>
	(Recommendation from ROSE Cttee) To adopt the management plan and delegate expenditure to the Town Clerk .....	(5 mins)
<b>11</b>	<b>COPPICE STREET LAND ADJACENT TO TESCO .....</b>	<b>21</b>
	(Recommendation from GEM Cttee) To appoint lead and supporting councillors to work with officers on drawing up a project plan for Coppice Street Carpark .....	(5 mins)
<b>12</b>	<b>CIVIC ROLE .....</b>	<b>22</b>
	(Recommendation from GEM Cttee) To adopt 'Shaftesbury's Civic Role' protocol and template of engagements. ....	(5 mins)
<b>13</b>	<b>BRAND IDENTITY TENDER .....</b>	<b>23</b>
	(Recommendation from VEAC) To consider the branding proposal tender document. ....	(15 mins)
<b>14</b>	<b>DIGITAL MARKETING SLA TENDER DOCUMENT .....</b>	<b>25</b>
	To consider the SLA Digital Marketing tender document. ....	(15 mins)
<b>15</b>	<b>VE DAY .....</b>	<b>27</b>
	To consider free use of hall in lieu of VE performances. ....	(5 mins)
<b>16</b>	<b>TERMS OF REFERENCE .....</b>	<b>28</b>
	To consider updating the General Management Committee's terms of reference (15 mins)	
<b>17</b>	<b>MEMBER MOTION – LEP FUNDING .....</b>	<b>32</b>
	To consider a member motion to submit for LEP funding .....	(10 mins)
<b>18</b>	<b>MEMBER MOTION – EAST SHAFTESBURY SPINE ROAD .....</b>	<b>34</b>
	To consider a member motion to engage a planning consultant .....	(10 mins)

(Duration: 2hr 20min)

(End)

#### **Bibliography**

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 Available at: <https://www.legislation.gov.uk/ukpga/1992/14/section/50>  
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 Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.

Note. This meeting is likely to exceed the two hours set out in Standing Orders. Business may be transacted more quickly than anticipated, standing order 3x may be moved by motion to be suspended to allow extra time or items on the agenda may be deferred to another meeting of the Council or its committees. See SO 10aiii, iv and xv. (Shaftesbury Town Council, 2019)

## **1 Apologies**

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

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### **1.1 Background**

1.1.1 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.

### **1.2 Apologies received to date**

1.2.1 Cllr Proctor due to personal commitments.

1.2.2 Cllrs Brown and Cook due to Dorset Council commitments.

## **2 Declarations of Interest**

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)

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### **2.1 Background**

2.1.1 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

2.1.2 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)

### **2.2 Declarations of Interest or dispensations received to date**

## **3 Minutes**

To confirm as a correct record, the minutes of the previous meeting of the Full Council.(1 min)

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### **3.1 Background**

3.1.1 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.

3.1.2 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)

### **3.2 Minutes to be adopted**

3.2.1 14<sup>th</sup> January 2020, see following pages



SHAFTESBURY TOWN COUNCIL

## Full Council

Minutes of the Full Council held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday, 14 January 2020 commencing at 7:30pm.

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### Members Present

Councillor Cook (Chair)  
Councillor Chase  
Councillor Hollingshead  
Councillor Lewer  
Councillor Hall  
Councillor Tippins

Councillor Brown (Vice-Chair)  
Councillor Loader  
Councillor Prichard  
Councillor Yeo  
Councillor Welch

### Absent:

Councillor Proctor

### Officers Present:

Claire Commons, Town Clerk  
Brie Logan, Business Manager  
Zoe Moxham, Office Administrator

### In Attendance:

6 members of the public  
1 member of the press

Thanks were expressed to Police Constable Ellis. The Mayor presented him with a scroll in recognition of his services to Shaftesbury over the past 10 years.

## 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.

- Planning Forum - Support for a Forum organised by Shaftesbury Civic Society was expressed.
- This is Alfred - Congratulations was expressed to This is Alfred on being selected by Ofcom for a radio licence.
- Congratulations were expressed to Cllr Tippins on her election to Shaftesbury Town Council.

Meeting Commenced: 7.34 pm

### F62 Apologies

Apologies were received and accepted from Councillor Proctor due to personal commitments. It was noted Councillor Hall would be late arriving due to work commitments.

### F63 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose. Councillors Prichard, Welch and Brown declared an interest in Item 6, Planning Applications at 5.1.4 and 5.1.5 as having involvement with the League of Friends Group.

Councillor Yeo requested that voting on all questions in the meeting be recorded.

### F64 Minutes

Minutes of the 26<sup>th</sup> November 2019 were received. It was **Proposed** by Cllr Lewer, **seconded** by Cllr Hollingshead and **RESOLVED** to approve the minutes from the Full Council meeting held on Tuesday, 26 November 2019 and the minutes were duly signed.

In Favour	6	Cllrs Lewer, Hollingshead, Loader, Pritchard, Chase, Brown
Against	2	Cllrs Yeo and Tippins
Abstentions	2	Cllrs Welch and Cook

### F65 Order of Business

It was **Proposed** by Cllr Lewer, **seconded** by Cllr Brown and **RESOLVED** to move Item 6 Member Motion – Fairtrade, to be discussed after Item 3 Minutes, to allow members of the public to leave after the item that interests them.

In Favour	9	Cllrs Chase, Tippins, Lewer, Yeo, Prichard, Brown, Welch, Hollingshead and Loader
Against	0	
Abstentions	1	Cllr Cook

7.47 pm Councillor Hall arrived at this point

### F66 Member Motion – Fairtrade

Officer report 0120FC6 was received and it was **Proposed** by Cllr Tippins, **seconded** by Cllr Hall and **RESOLVED** to refer this item to the Visitors Experience Advisory Committee project on Town Branding and Signage and bring it back to Council when the accreditation of Fairtrade Town has been renewed for Shaftesbury.

In Favour	9	Cllrs Chase, Tippins, Hall, Yeo, Prichard, Brown, Welch, Hollingshead and Loader
Against	1	Cllr Lewer
Abstentions	1	Cllr Cook

ACTION: TOWN CLERK
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**F67 Grant Request**

F67a Officer report 0120FC4 was received. It was **Proposed** by Cllr Brown, **seconded** by Cllr Chase that the grant request be refused and the applicant invited to apply at the next grant award process. The motion thereby fell.

In Favour 3 Cllrs Brown, Welch and Chase  
 Against 7 Cllrs Hall, Lewer, Prichard, Tippins, Yeo, Hollingshead and Loader  
 Abstentions 1 Cllr Cook

**The motion thereby fell.**

F67b It was **Proposed** by Cllr Yeo, **seconded** by Cllr Hall and **RESOLVED** to award a grant of £400 using unspent funds from the Grit Bins Project funds. (*Financial Implication £400 from the Reserves and Projects budget line, 4923*)

In Favour 7 Cllrs Hall, Lewer, Prichard, Tippins, Yeo, Hollingshead and Loader  
 Against 2 Cllrs Brown and Chase  
 Abstentions 2 Cllrs Cook and Welch

**ACTION: TOWN CLERK AND FINANCE AND SERVICES OFFICER**

**F68 Planning Applications**

F68a Officer report 0120FC5 was received and it was **Proposed** by Cllr Brown, **seconded** by Cllr Hall and **RESOLVED** that in relation to application 2/2019/1315/ADV Land At E 386668 N 124209 Littledown Shaftesbury Dorset, *to erect 1 No. V stack sign, 6 No. flags on poles and 4 No. leader boards (retrospective)*, to submit the observation **No objection** to the Local Planning Authority.

In Favour 10 Cllrs Chase, Tippins, Hall, Lewer, Yeo, Prichard, Brown, Welch, Hollingshead and Loader  
 Against 0  
 Abstentions 1 Cllr Cook

F68b It was **Proposed** by Cllr Brown, **seconded** by Cllr Hall and **RESOLVED** that in relation to application 2/2019/1314/FUL Land At E 386668 N 124209 Littledown Shaftesbury Dorset, *change of use of land to use as a temporary sales area in connection with the residential development approved under 2/2018/1418/REM. Create 5 No. parking spaces to form 9 in total with associated landscaping (retrospective)*, to submit the observation **No objection** to the Local Planning Authority.

In Favour 10 Cllrs Chase, Tippins, Hall, Lewer, Yeo, Prichard, Brown, Welch, Hollingshead and Loader  
 Against 0  
 Abstentions 1 Cllr Cook

8.17 pm Councillors Welch, Brown and Prichard left the room at this point.

F68c It was **Proposed** by Cllr Chase, **seconded** by Cllr Lewer and **RESOLVED** that in relation to application 2/2019/1671/FUL 2 Abbey Walk Shaftesbury SP7 8BB, *change of use from residential dwelling Class C3 to ancillary medical uses D1/C2 and demolish garden wall by 1.0m to widen access*, to submit the observation **Support subject to the Conservation Officer's report** to the Local Planning Authority.

In Favour 7 Cllrs Chase, Tippins, Hall, Lewer, Yeo, Hollingshead and Loader  
 Against 0  
 Abstentions 1 Cllr Cook

F68d It was **Proposed** by Cllr Chase, **seconded** by Cllr Tippins and **RESOLVED** that in relation to application 2/2019/1708/FUL, Westminster Memorial Hospital Abbey Walk

Shaftesbury SP7 8BD, *create vehicular access route from the main car park to the staff car park, establishing a new one way traffic circulation system. Creation of additional parking space and erect garden office to grounds to the rear of 2 Abbey Walk.*, to submit the observation of **No objection subject to validation by Highways** to the Local Planning Authority.

In Favour 7 Cllrs Chase, Tippins, Hall, Lewer, Yeo, Prichard, Brown, Welch, Hollingshead and Loader

Against 0

Abstentions 1 Cllr Cook

**ACTION: OFFICE ADMINISTRATOR**

8.27 pm Councillors Welch, Brown and Prichard returned to the room at this point

## **F69 Reports**

F69a Officer report 0120FC7 was received and noted. After considered discussion regarding the delegated decision for 7.1.1 Bankline, it was **Proposed** by Cllr Brown, **seconded** by Cllr Welch and **RESOLVED** to move on to the next point.

In Favour 8 Cllrs Hall, Lewer, Chase, Prichard, Brown, Welch, Hollingshead and Loader

Against 2 Cllrs Yeo and Tippins

Abstentions 1 Cllr Cook

F69b A Dorset Council verbal report was received from Councillor Brown, in making the report he confirmed that he was not the Dorset Council elected Councillor for Shaftesbury.

## **F70 Councillor Allowances**

F70a Officer report 0120FC8 was received and it was **Proposed** by Cllr Brown, **seconded** by Cllr Hall and **RESOLVED** to set the level of Councillor allowance for the coming year as recommended by the Dorset Parish Independent Remuneration Panel with an enhanced allowance for the chairman of twice the basic allowance. (*Financial Implication £6,760 from the Civic budget line,4302*)

In Favour 8 Cllrs Hall, Prichard, Brown, Welch, Hollingshead, Yeo, Tippins and Loader

Against 2 Cllrs Chase and Lewer

Abstentions 1 Cllr Cook

**ACTION: TOWN CLERK**

## **F71 Budget and Precept**

F71a Officer report 0120FC9 was received and it was **Proposed** by Cllr Tippins, **seconded** by Cllr Yeo to defer this item until a breakdown of all staff salary costs are made available to all Council members.

In Favour 2 Cllrs Yeo and Tippins

Against 8 Cllrs Brown, Welch, Hall, Chase, Lewer, Prichard, Hollingshead and Loader

Abstentions 1 Cllr Cook

**The motion thereby fell.**

F71b It was **Proposed** by Cllr Brown, **seconded** by Cllr Hall and **RESOLVED** to amend the name of budget line 4943 from 'Feasibility of Community Hall' to 'Community Infrastructure for the Maltings Estate'.



In Favour	10	Cllrs Brown, Welch, Hall, Chase, Lower, Prichard, Hollingshead and Loader
Against	0	
Abstentions	1	Cllr Cook, Yeo and Tippins

F71c It was **Proposed** by Cllr Hollingshead, **seconded** by Cllr Hall and **RESOLVED** to adopt the budget for 2020/2021 subject to the following:

- The Human Resources Committee signing off the Salaries budget.
- Amending the Grants and SLA budget line 303, to reduce the Community Grants budget line 4350, by £5000.
- Amending the Community Infrastructure for the Maltings Estate budget line 4943, to increase by £5000. (*Financial Implication as minuted above.*)

In Favour	10	Cllrs Brown, Welch, Hall, Chase, Lower, Prichard, Hollingshead and Loader
Against	0	Cllrs Yeo and Tippins
Abstentions	1	Cllr Cook

F71d It was **Proposed** by Cllr Brown, **seconded** by Cllr Chase and **RESOLVED** to issue a precept demand of £505,052 to Dorset Council for the financial year 2020/2021. (*Delegated to the Town Clerk all elements required to discharge these resolutions.*)

In Favour	9	Cllrs Brown, Welch, Hall, Chase, Lower, Prichard, Hollingshead and Loader
Against	1	Cllr Tippins
Abstentions	1	Cllrs Yeo and Cook

ACTION: TOWN CLERK

## F72 Payments

F72a Officer report 0120FC10 was received and it was **Proposed** by Cllr Brown, **seconded** by Cllr Welch and **RESOLVED** to approve the payments from the Town Council's current account totalling £59,332.07. (*Financial Implication £59,332.07 from the Shaftesbury Town Council's current account leaving a resulting balance of £61,401*)

In Favour	10	Cllrs Brown, Welch, Hall, Chase, Lower, Prichard, Hollingshead, Tippins, Yeo and Loader
Against	0	
Abstentions	1	Cllr Cook

ACTION: FINANCE AND SERVICES OFFICER

## F73 Committee Vacancies

Officer report 0120FC11 was received and it was **Proposed** by Cllr Yeo, **seconded** by Cllr Tippins that Councillor Tippins fill the vacancy on the Recreation, Open Spaces and Environment (ROSE) committee and Human Resources (HR) committee and be appointed as Vice Chair of the HR committee.

In Favour	2	Cllrs Yeo and Tippins
Against	8	Cllrs Brown, Welch, Hall, Chase, Lower, Prichard, Hollingshead and Loader
Abstentions	1	Cllr Cook

**The motion thereby fell.**

F73a It was **Proposed** by Cllr Yeo, **seconded** by Cllr Tippins that Councillor Yeo be appointed as Vice Chair of the Recreation, Open Spaces and Environment (ROSE) committee.

In Favour 2 Cllrs Yeo and Tippins  
 Against 8 Cllrs Brown, Welch, Hall, Chase, Lewer, Prichard, Hollingshead and Loader  
 Abstentions 1 Cllr Cook

**The motion thereby fell.**

F73b It was **Proposed** by Cllr Hollingshead, **seconded** by Cllr Hall and **RESOLVED** that Councillor Chase fill the vacancy on the Human Resources (HR) committee and be appointed as Vice Chair on the Human Resources (HR) committee.

In Favour 8 Cllrs Brown, Welch, Hall, Chase, Lewer, Prichard, Hollingshead and Loader  
 Against 2 Cllrs Tippins and Yeo,  
 Abstentions 1 Cllr Cook

F73c It was **Proposed** by Cllr Hall, **seconded** by Cllr Prichard and **RESOLVED** that Councillor Prichard fill the vacancy on the Recreation, Open Spaces and Environment (ROSE) committee.

In Favour 8 Cllrs Brown, Welch, Hall, Chase, Lewer, Prichard, Hollingshead and Loader  
 Against 2 Cllrs Tippins and Yeo,  
 Abstentions 1 Cllr Cook

F73d It was **Proposed** by Cllr Hall, **seconded** by Cllr Loader and **RESOLVED** that Councillor Proctor be appointed as Vice Chair on the Recreation, Open Spaces and Environment (ROSE) committee.,

In Favour 8 Cllrs Brown, Welch, Hall, Chase, Lewer, Prichard, Hollingshead and Loader  
 Against 2 Cllrs Tippins and Yeo,  
 Abstentions 1 Cllr Cook

**ACTION: TOWN CLERK**

#### **F74 Meeting Start Time**

F74a It was **Proposed** by Cllr Yeo, **seconded** by Cllr Tippins to suspend Standing Order 3x to extend the meeting to cover this item of business.

In Favour 4 Cllrs Yeo, Loader, Prichard and Tippins  
 Against 6 Cllrs Brown, Welch, Hall, Chase, Lewer, and Hollingshead  
 Abstentions 1 Cllr Cook

**The motion thereby fell.**

**ACTION: TOWN CLERK**

With remaining business confirmed for inclusion on the next Full Council agenda, the meeting was closed at 9.43 pm

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Signed

Date

## **4 Reports**

To receive reports from Dorset Councillors, Mayor, Committee Chairmen and local organisations (10 mins)

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### **4.1 Summary**

4.1.1 The Council invites reports from external partners. These reports are to inform and give the opportunity for topics of note to be addressed at a later date by the Council or its committees. This agenda item does not provide for decisions to be taken on the content as it is likely that sufficient notice of the business to be transacted will not have been given.

4.1.2 Reports and minutes provided in advance are taken as read.

### **4.2 Risk**

4.2.1 There is a risk of decisions being taken on items not clearly identified on the agenda.

### **4.3 Recommendation**

4.3.1 That the reports are received and noted and any points of note are identified for future meetings of the Council or its committees or for action by officers of the Council.

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### **4.4 Civic Report**

4.4.1 8<sup>th</sup> February, opening Snowdrop Season study day.

### **4.5 Dorset Council Reports**

4.5.1 Dorset Councillors are invited to provide a report or attend to give a verbal report.

### **4.6 Committee Reports**

4.6.1 The Committee minutes listed below are provided for information and the respective chairmen are invited to provide a brief report or summary if desired.

Human Resources Committee [15<sup>th</sup> January](#) and [10<sup>th</sup> February](#)

Planning and Highways Committee [21<sup>st</sup> January](#)

Recreation, Open Spaces and Environment Committee [28<sup>th</sup> January](#)

General Management Committee [4<sup>th</sup> February](#)

(End)

Report Author:

Claire Commons CerTHE PSLCC, Town Clerk and RFO

## **5 Shaftesbury Football Club**

To receive a presentation from Shaftesbury Football Club

(20 mins)

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### **5.1 Summary**

- 5.1.1 There has been a lot of history with Shaftesbury Football Club and STC. There are over 2000 files on the server relating to historic issues.
- 5.1.2 In May 2018 the GEM committee resolved to secure a combined lease on a long-term (25-year) basis. In September 2018 the lease was extended to 30 years following recommendations from the Football Association and Football Federation.
- 5.1.3 The SFC have ambitious plans to develop football within the Shaftesbury Community. There is an aspirational plan to develop the pitch into a 3G facility, the benefits are listed below.
- 3G Turf is an All-Weather Surface
  - 3G Turf is Environmentally Friendly
  - 3G Turf Reduces the Risk of Injury
  - 3G Turf Looks and Feels Like Natural Grass
  - 3G is Low Maintenance
  - 3G Enables the wider community to use the all-weather pitch – such as walking football, wheelchair football and other recreational activities.
- 5.1.4 SFC Directors are working in collaboration with the Champion Football Academy (CFA). The CFA Director Danny Neville will be presenting the Academy plans to the council during the reports section of the meeting.
- 5.1.5 In summary the BTEC Level 3 Diploma in Sport (Performance and Excellence) is a two-year course, requiring 15 hours of study per week, which are fitted in around the football training. The vocational course explores different areas of employment in the sports sector and is perfect for those aspiring to a career in sport.
- 5.1.6 The Champion Football Academy will offer the BTEC course to full-time students starting September 2020

End.

Report Author:

Brie Logan

Business Manager

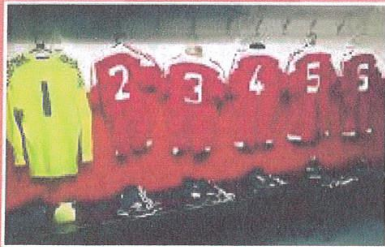




# CHAMPION FOOTBALL ACADEMY

IN PARTNERSHIP WITH SHAFTESBURY FC

FULL TIME EDUCATION AND FOOTBALL FOR 16-19  
YEAR OLDS



## CONTACT:

ACADEMY.DORSET  
@GMAIL.COM

07834465566

- 2 YEAR COURSE WITH A POSSIBILITY OF A 3RD YEAR
- 3 COACHING SESSIONS PER WEEK
- COMPETITIVE GAMES PROGRAM
- LEVEL 3 DIPLOMA IN SPORT
- EMPLOYABILITY PROGRAM
- EXIT ROUTES TO A VARIED RANGE OF ROLES WITHIN THE SPORTS INDUSTRY

## **6 Payments**

To consider payments for authorisation

(5 mins)

### **6.1 Summary**

6.1.1 A list of payments is appended to this report, an updated report may be provided to Councillors 24 hours prior to the meeting to ensure that the most up to date list of payments requiring authorisation is produced.

### **6.2 Financial Implication**

6.2.1 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, 2019)

### **6.3 Legal Implication**

6.3.1 Every local council 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. (Clayden, 2019), (Accounts and Audit Regulations, 2015)

### **6.4 Recommendation**

6.4.1 That the Committee approves the payments from the Town Council's current account and minutes the resulting bank balance.

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### **6.5 List of Payments made between 29/01/2020 and 07/02/2020**

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
30/01/2020	Eon	dd	422.75		Electricity Pool estimated
30/01/2020	Telefonica Uk Ltd	DD	74.74		Grounds Mobiles
30/01/2020	Southern Electric	Direct Deb	212.70		Electric Sept to Jan Unit 9C
31/01/2020	wages	ONLINE	13,887.25		Wages January
31/01/2020	Dorset Council	debit card	21.00		TENS License Civic Event
31/01/2020	Amazon Online Sales	Debit Card	27.32		HDMI to DVI adapter cable
31/01/2020	Amazon Online Sales	Debitcard	9.18		Snowdrop napkins
07/02/2020	Weymouth College	OL486CARD	80.00		Excel Training Courses
07/02/2020	DCC Pension	OL487	4,596.39		Pension Cont. January
07/02/2020	HMRC	OL488	4,692.89		Tax/Ni January
07/02/2020	Bourne-Romsey Fire Protection	ol473	187.33		Fire Extinguisher inspection
07/02/2020	Clarity Copiers Ltd	ol474	74.53		Printing
07/02/2020	Dorset Planning Consultant Ltd	ol475	931.30		Professional planning support
07/02/2020	Hire Standards	ol476	21.60		Grubbing mattock, pick handle
07/02/2020	The IT Department Solutions Lt	ol477	190.08		Monthly support charge
07/02/2020	Lyreco	ol478	50.66		Stationery
07/02/2020	Plantworld	ol479	455.64		Snowdrops/Heucheras
07/02/2020	Rutters Solicitors	ol480	570.00		Legal Fees Data Protection
07/02/2020	RBS Software Solutions	ol481	962.40		Omega License 1 year
07/02/2020	Screwfix (Trade UK)	ol482	19.48		Self Tappers
07/02/2020	Travis Perkins	ol483	17.69		Nuts& Bolts
07/02/2020	Treecare Co	ol484	1,768.80		Pollarding Lime Trees Trinity
07/02/2020	Wallgate	ol485	77.44		Hand Soap - Bell Street
07/02/2020	Shaftesbury Abbey	ol489	400.00		Grant as agreed F67

**6.6 List of Payments made between 08/02/2020 and 12/02/2020**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/02/2020	Trinity Band	OL490	75.00		Deposit Payment for VE Day ba
12/02/2020	Dorset Council	ol490	9,943.44		SLA Castle Hill Management
12/02/2020	Dorset Council	ol491	4,229.72		By-Election Costs East Ward
12/02/2020	Healthmatic Ltd	ol492	399.12		Mortice locks for Toilets
12/02/2020	Institute of Cemetery & Crema	ol493	444.00		Memorial Management Course x 2
12/02/2020	N J B Scaffolding Ltd	ol494	1,152.00		Staging for VE Day Celebration
12/02/2020	Proludic	ol495	209.37		Replacement steps balance tria
12/02/2020	Tree Management	ol496	195.00		Aerial Tree Inspection
12/02/2020	Weymouth College	OL497	40.00		Excel Training Course BL
<b>Total Payments</b>			<b>16,687.65</b>		

Total £46,438.82

**6.7 Balances****6.7.1 Bank balances to follow**

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO



## **7 Meeting Start Time**

(Carried forward from last Full Council)

To consider amending the usual start time of council and committee meetings. (5 mins)

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### **7.1 Summary**

- 7.1.1 This item was held over from the meeting of 14<sup>th</sup> January 2020.
- 7.1.2 In May 2019 the Council resolved its calendar of meetings including amending those meeting start times to 7:30pm. During the following nine months officers have received several requests from members to return to the previous time of 7pm.
- 7.1.3 When considering the start (and therefore end) time of meetings, councillors should consider availability of members, impact on staff including commuting time and accessibility for members of the public.

### **7.2 Legal Implication**

- 7.2.1 A local council may meet at any time of day but the annual meeting is held at 6pm if no other time has been fixed for it. (Local Government Act, 1972 sch12, p. 7) (Clayden, 2019, p. 7.1)

### **7.3 Recommendation**

- 7.3.1 There is no officer recommendation for this item.

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO



## **8 Human Resources Outsource**

(Recommendation from the HR Committee)

To appoint an external HR provider. (5 mins)

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### **8.1 Minute Reference H15**

8.1.1 Officer report 0120HR4 was received. It was RESOLVED to RECOMMEND to Full Council the provision external HR Services for a 5 year contract with Company C as identified in the report.

8.1.2 Visit <http://www.shaftesbury-tc.gov.uk/human-resources-hr/> to read the agenda set of 15<sup>th</sup> January for further information.

### **8.2 Financial Implication**

8.2.1 Company A £2,000 per annum on a 3 year contract

Company B £2,030 per annum on a 3 year contract (£1,830 for a 5 year contract) (£7.93 per person optional legal expenses insurance for employment claims)

Company C £2,581.20 per annum on a 5 year contract

### **8.3 Legal Implications**

8.3.1 The Council as the corporate body would be the customer and the Town Clerk would be responsible for managing that contract on behalf of the Council. If there was a situation where advice was needed by the Council in relation to the Town Clerk this would be delegated to the Business Manager. If there was a situation where advice was needed by the Council in regards to both the Town Clerk and the Business Manager a resolution would be needed to determine a named councillor to contact the external provider. That resolution may not extend to providing executive powers to an individual councillor to act on behalf of the Council, merely to put questions to and bring reports back from the provider to the HR Committee in accordance with its Terms of Reference.

### **8.4 Recommendation**

8.4.1 That the contract for HR provision be awarded to company C. Delegated to the Town Clerk all aspects in awarding and managing this contract. Financial Implication £2,581.20 per annum.

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

## **9 Asset Review**

(Recommendation from ROSE Cttee)

To purchase 2 Kabota ride on mowers and part exchange the redundant and unsuitable equipment (5 mins)

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### **9.1 Minute Reference R44**

- 9.1.1 Officer report 0120ROSE5 was received and it was RESOLVED to RECOMMEND to Full Council to purchase 2 Kabota ride on mowers and part exchange the redundant and unsuitable equipment.
- 9.1.2 Visit <https://www.shaftesbury-tc.gov.uk/recreation-open-spaces-and-environment-rose/> to read the agenda set of 28<sup>th</sup> January for further information.

### **9.2 Summary**

- 9.2.1 The Head Groundsman has undertaken a full review of equipment to determine current and future needs to manage the Parks and Open Spaces across Shaftesbury.
- 9.2.2 The review has identified four pieces of equipment that are deemed redundant or unsuitable. These are:

Green Machine	used to sweep the Town Centre. The machine is now beyond economic repair (this is reflected in the trade in value)
Plant trailer	Too small for the large ride-on mower and the water bowser
Chipper	Used to chip tree branches - more economical to hire
MP653	Large ride on mower – ineffective and unproductive with smaller areas of mowing (i.e. cemetery and verges) as strimmer is needed to access the areas the mower cannot reach.

### **9.3 Financial Implications**

	Purchased	Purchase cost (value on Asset register)	Part exchange value
Green Machine	Dec 2014	£1,750	£500
Plant trailer	Feb 2018	£1,750	£1,250
Chipper	Mar 2017	£2,500	£2,000
MP653	Dec 2016	£32,500 (note the actual cost was £25,000 due to part exchange) Dec 2016	£15,500

- 9.3.1 Repairs and maintenance are due on the MP653. The expected cost for this work is going to be in the region of £4,000
- 9.3.2 The cost of 2 x new Kubota ride on mowers is £39,536. This figure includes a discount of £6,302. Taking into account the part exchange value for the redundant/ unsuitable equipment the actual cost to STC would be £20,286 plus VAT. Quotes received have been provided in the Councillor Digest of 14<sup>th</sup> February 2020.

- 9.3.3 The 2020/ 2021 budget for Vehicles – line number 4922 is £25,000
- 9.3.4 There will be a labour saving of £2800 per annum (based on reduction in strimming labour)
- 9.3.5 There will be an expected fuel saving of £650
- 9.3.6 There will be an expected saving on £1,000 on maintenance costs as new equipment needs to be serviced in year one however year two and beyond this can be managed by selected members of the Grounds Team.
- 9.3.7 An annual expected saving of £4,450 therefore a 4.5 year payback of investment

#### **9.4 Legal Implications**

- 9.4.1 The Council has the General Power of Competence

#### **9.5 Risk**

- 9.5.1 The trade in could be perceived as wasteful (based on trade in value versus original cost price). The mitigation that needs to be considered is the longer-term labour and maintenance savings and how the benefits that the revised machinery will enhance the team operations.

#### **9.6 Recommendation:**

- 9.6.1 Full Council resolve to purchase 2 Kabota ride on mowers and part exchange the redundant and unsuitable equipment as described in section 1 of this report.
- 9.6.2 Full Council resolve to select Company A as the preferred supplier; based on cost (including discount) and part-exchange value committing to a total spend of £20,286

End.

Report Author:

Brie Logan

Business Manager

## **10 Southern Slopes**

(Recommendation from ROSE Cttee)

To adopt the management plan and delegate expenditure to the Town Clerk (5 mins)

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### **10.1 Minute Reference R46**

10.1.1 Officer report 0120ROSE7 was received and it was RESOLVED;

To RECOMMEND to Full Council delegation to the Town Clerk for expenditure up to £5,000 (within budget lines for this project) to allow swift progress of securing contracted works and ordering of materials.

To RECOMMEND to Full Council to adopt the Southern Slopes Management Plan and delegates all decisions for its implementation to the Town Clerk and the ROSE Committee in accordance with the Council's Financial Regulations and any specific delegations resolved upon.

10.1.2 Visit <https://www.shaftesbury-tc.gov.uk/recreation-open-spaces-and-environment-rose/> to read the agenda set of 28<sup>th</sup> January for further information.

### **10.2 Financial Implication**

10.2.1 Expenditure items up to £59,800, see the management plan for details of the specific areas of spend.

### **10.3 Recommendation**

10.3.1 To delegate to the Town Clerk expenditure up to £5,000 for this project (within budget lines for this project) to allow swift progress of securing contracted works and ordering of materials.

10.3.2 To adopt the Southern Slopes Management Plan and delegates all decisions for its implementation to the Town Clerk and the ROSE Committee in accordance with the Council's Financial Regulations and any specific delegations resolved upon.

10.3.3 .Delegated to the Town Clerk all aspects in delivering this project including expenditure up to £5,000 within budget lines.

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

## **11 Coppice Street Land Adjacent to Tesco**

(Recommendation from GEM Cttee)

To appoint lead and supporting councillors to work with officers on drawing up a project plan for Coppice Street Carpark (5 mins)

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### **11.1 Minute Reference G72**

11.1.1 Officer report 0220GEM5 was received and it was RESOLVED:

To RECOMMEND to Full Council to nominate Councillor Chase as lead councillor, with the support of Councillors Brown and Hall, to support the development of the project plan with the Business Manager.

11.1.2 Visit <http://www.shaftesbury-tc.gov.uk/general-management-committee-gem/> to read the agenda set of 4<sup>th</sup> February for further information.

### **11.2 Recommendation**

11.2.1 That Councillor Chase as lead councillor, with the support of Councillors Brown and Hall, support the development of the Coppice Street Carpark project plan with the Business Manager.

11.2.2 Delegated to the Town Clerk all aspects in developing this project plan, to be brought back to the Council or delegated Committee for adoption at the appropriate point.

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

## **12 Civic Role**

(Recommendation from GEM Cttee)

To adopt 'Shaftesbury's Civic Role' protocol and template of engagements. (5 mins)

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### **12.1 Minute Reference G78**

12.1.1 Officer report 0220GEM11 was received and it was **RESOLVED** to **RECOMMEND** to Full Council that the protocol for the election of Mayor be adopted, with the amendment that the election of the Chair and Vice Chair be decided by a secret ballot.

12.1.2 Visit <http://www.shaftesbury-tc.gov.uk/general-management-committee-gem/> to read the agenda set of 4<sup>th</sup> February for further information.

### **12.2 Recommendation**

12.2.1 That the Council adopts the Civic Role protocol and amends Standing Orders to reflect the voting arrangements.

(End)

Report Author:

Claire Commons Certhe PSLCC, Town Clerk and RFO

### **13 Brand Identity Tender**

(Recommendation from VEAC)

To consider the branding proposal tender document. (15 mins)

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#### **13.1 Summary**

13.1.1 In October 2019 the Visitor Experience Advisory Committee presented the Brand Identity Proposal to the GEM committee. The committee RESOLVED that the Council drafts a specification for uniform Shaftesbury branding subject to budget approval.

13.1.2 The confidential GEM paper (from October 2019) outlining the original proposal presented to GEM has been circulated via the weekly digest 2020 02 14.

13.1.3 The Brand Identity specification has been developed by marketing experts within the Shaftesbury community.

13.1.4 The tender document has been sent to councillors via the weekly digest. The tender document will be in the public domain once STC have approved the content. Therefore, the document is not appended within these papers. It is fair that interested contractors will have sight of the document at the same time the papers are released into the public domain.

#### **13.2 Tender process:**

13.2.1 Contractors will be invited to submit a tender proposal – clearly marked “**the development of the Shaftesbury brand**” by **5:00pm on Wednesday 18<sup>th</sup> March 2020**. Tenders received by 18<sup>th</sup> March 2020 will be reviewed by a panel of STC representatives on 19<sup>th</sup> March 2020.

13.2.2 Anonymous recommendations will be presented to Shaftesbury Town Council on 24<sup>th</sup> March for consideration. The contract to develop the Shaftesbury brand will be awarded to the selected contractor on 25<sup>th</sup> March 2020.

#### **13.3 Financial Implications**

13.3.1 Budget line – Town Branding and Signage 4912 has a balance of £50,000. Within this budget line the sum of £5,000 is allocated for the development of the Shaftesbury Brand, Brand guidelines and toolkit

13.3.2 The budget for 2020/ 2021 was approved by STC at its meeting on 14<sup>th</sup> January 2020

#### **13.4 Legal Implications**

13.4.1 The Council has the General Power of Competence

#### **13.5 Risk**

13.5.1 Contractors not having all the information at the same time. This has been mitigated as a clear process has been identified and outlined ins section 1.

#### **13.6 Recommendation:**

- 13.6.1 Full Council resolves to approve the content of the Branding Proposal tender document.
- 13.6.2 Full Council resolves to approve the sum of £5,000 allocated from the £50,000 budget (line 4912) to manage the branding process as part of the tourism marketing strategy.
- 13.6.3 Full Council resolves that a panel of representatives will select the contractor from the tenders received. The panel will include the Town Clerk and Business Manager in collaboration with the Lead Councillor and Chair of Visitor Experience Advisory Committee.

(End)

Report Author:

Brie Logan, Business Manager



#### **14 Digital Marketing SLA tender document**

To consider the SLA Digital Marketing tender document.

(15 mins)

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##### **14.1 Summary**

- 14.1.1 In October 2019 the Visitor Experience Advisory Committee presented the Digital Marketing SLA Proposal to the GEM committee. STC RESOLVED to draw up a Tourism Tender specification as outlined in the confidential report.
- 14.1.2 The confidential GEM paper (from October 2019) outlining the original proposal presented to GEM will be circulated via the weekly digest 2020 02 14.
- 14.1.3 The Digital Marketing tender specification has been developed by marketing experts within the Shaftesbury community.
- 14.1.4 The tender document has been sent to councillors via the weekly digest. The tender document will be in the public domain once STC have approved the content. Therefore, the document is not appended within these papers. It is fair that interested contractors will have sight of the document at the same time the papers are released into the public domain.

##### **14.2 Tender process:**

- 14.2.1 Contractors will be invited to submit a tender proposal – clearly marked “**the Provision of Digital Marketing Services to raise the profile of Shaftesbury as a tourist destination**” by **5:00pm on Wednesday 18th March 2020**. Tenders received by 18th March 2020 will be reviewed by a panel of STC representatives on 19th March 2020.
- 14.2.2 Anonymous recommendations will be presented to Shaftesbury Town Council on 24th March for consideration. The contract to develop the Shaftesbury brand will be awarded to the selected contractor on 25th March 2020.

##### **14.3 Financial Implications**

- 14.3.1 Budget line – Digital Marketing Tourism SLA has a balance of £22,000. Within this budget line the sum of £8,000 is currently allocated for the delivery of the SLA relating to Digital Marketing
- 14.3.2 The budget for 2020/ 2021 was approved by STC at its meeting on 14th January 2020

##### **14.4 Legal Implications**

- 14.4.1 The Council has the General Power of Competence

##### **14.5 Risk**

- 14.5.1 Contractors not having all the information at the same time. This has been mitigated as a clear process has been identified and outlined in section 1.

##### **14.6 Recommendation:**

- 14.6.1 Full Council resolves to approve the content of the SLA Digital Marketing tender document.

- 14.6.2 Full Council resolves to approve the sum of £8,000 allocated from the £22,000 budget (line 4352) to manage the Digital Marketing SLA as part of the tourism marketing strategy.
- 14.6.3 Full Council resolves that a panel of representatives will select the contractor from the tenders received. The panel will include the Town Clerk and Business Manager in collaboration with the Lead Councillor and Chair of Visitor Experience Advisory Committee.

(End)

Report Author:

Brie Logan, Business Manager

## **15 VE Day**

To consider free use of hall in lieu of VE performances.

(5 mins)

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### **15.1 Summary**

15.1.1 The VE working group has requested that the Choir and Silver Band each receive 2 free uses of the Guildhall in lieu of performing at the VE day celebrations.

15.1.2 The Choir has already been granted free use once per week for the 2019/2020 financial year.

### **15.2 Legal Implications**

15.2.1 The Council has the General Power of Competence

### **15.3 Financial Implications**

15.3.1 The cost to hire the Guildhall is £118 for a four hour session. Shaftesbury based charities and not for profit community organisations receive 50% discount. The in-kind cost for providing 4 session would be £236

### **15.4 Risk**

15.4.1 There is a risk of loss of income for hire of the Guildhall, this is offset by the cost to hire the Choir and Silver Band for the event.

### **15.5 Recommendation from the working group**

15.5.1 That the Council provides 2 free session to the Silver Band and the Choir in lieu of performing at the VE Day celebrations.

(End)

Report Author:

Claire Commons CerTHE PSLCC, Town Clerk and RFO

## **16 Terms of Reference**

To consider updating the General Management Committee's terms of reference (15 mins)

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### **16.1 Summary**

- 16.1.1 At a meeting of the General Management Committee it was requested that a revised set of terms of reference be considered by Full Council that reflected the remit and delegation that the Committee understood it was composed to undertake.
- 16.1.2 A review of Terms of Reference will require oversight of the whole work of the Council and its scheme of delegation to ensure that the areas of work are correctly identified and accounted for.
- 16.1.3 Salisbury City Council operate a similar division of duties to Shaftesbury Town Council and as such, the Council may wish to consider adopting the annexes shown on pages 27 – 30 available at this link  
[https://www.salisburycitycouncil.gov.uk/images/DOC66612\\_Standing\\_Orders\\_V8.pdf](https://www.salisburycitycouncil.gov.uk/images/DOC66612_Standing_Orders_V8.pdf)
- 16.1.4 Committee Terms of Reference are reviewed annually in May.

### **16.2 Legal Implications**

- 16.2.1 Subject to any express provision contained any Act passed after this Act, a local authority may arrange for the discharge of any of their functions by a committee or sub-committee (Local government Act, 1972 s.101)

### **16.3 Financial Implications**

- 16.3.1 There are no financial implications arising from this report

### **16.4 Recommendation**

- 16.4.1 That the Council replaces its Terms of References for Standing Committees with updated scheme of delegation and standing orders as detailed at 16.5

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## **16.5 Proposed Scheme of Delegation to Committees to replace Terms of Reference**

### **1) COMMITTEES OF THE COUNCIL**

- a) The council will appoint 4 Standing Committees
  - i) The Finance and Governance Committee [previously GEM]
  - ii) The Services Committee [previously ROSE]
  - iii) The Personnel Committee [previously HR]
  - iv) The Planning Committee [previously P&H]
- b) The Council may determine the number of any or all committees without the need to amend Standing Orders
- c) Any member of the Town Council may attend meetings of any committee of which they are not a member. They must declare that they are not a member, may speak on any matter only with the permission of the Chairman and shall not vote. They may not remain if the Committee resolves to enter confidential session.

**2) FULL COUNCIL - Matters Reserved for Full Council.**

- a) Quorum 4
- b) Setting the precept and approval of the Council's budget
- c) Approval of the Annual Accounts
- d) Completion of the Annual Return including the Governance Statement
- e) The making, amending or revoking of Standing Orders, Financial Regulations and this Scheme of Delegation
- f) Adoption or revision of the Council's Code of Conduct.
- g) Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence
- h) Matters of principle or policy
- i) Nomination or appointment of representatives of the Council to outside bodies (except approved conferences or meetings)
- j) Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Council, excluding those matters specific to a committee
- k) The making, amending or revoking of bye-laws
- l) Authorisation as to terms and purpose for any application for Borrowing Approval
- m) Approval of purchase, acquisition by other means, lease, sale or disposal of land and property
- n) Dismissal of Town Clerk
- o) Dismissal of the RFO (where this role is separate from the Town Clerk)

**3) THE FINANCE AND GOVERNANCE COMMITTEE [Previously GEM]**

- a) Membership and Frequency of Meeting
  - i) 7 members of the Council who will meet as committee at least 3 times per year
  - ii) Members to be appointed by Full Council each year
  - iii) Quorum 3
- b) Matters for consideration and determination
  - i) All matters relating to Finance, including the recommendation of the approval of the Year End Accounts & approval of the Annual Return (Statement of Accounts) to Full Council
  - ii) All matters relating to Grants and Donations
  - iii) All matters relating to Internal Audit
  - iv) Recommendations to Full Council on the proposed Capital and Revenue Budgets of all Council services and activities
  - v) Health and Safety
  - vi) Corporate Governance and Risk Management
  - vii) Approval of Leases and Licences
  - viii) Democratic Representation
  - ix) Any other matter which may be delegated to it by the Full Council from time to time

**4) THE SERVICES COMMITTEE [Previously ROSE]**

- a) Membership and Frequency of Meeting
  - i) 6 members of the Council who will meet as committee at least 3 times per year
  - ii) Members to be appointed by Full Council each year.
  - iii) Quorum 3

- b) Matters for consideration and determination – the strategic management of the Council's services for which there is a previously approved revenue budget of all matters relating to:
  - i) *Environmental Services* which includes– Facilities, Street Scene, Parks & Open Spaces, Cemeteries
  - ii) *Business Services* which includes the Guildhall, The Charter Market, Markets and Events
  - iii) *Community Services* which includes Communications and Community Group liaison
  - iv) Any other matter which may be delegated to it by the Full Council from time to time
  - v) Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to the Finance and Governance Committee for final consideration and determination

## **5) THE PERSONNEL COMMITTEE [Previously HR]**

- a) Membership and Frequency of Meeting
  - i) 5 members of the Council who will meet as committee at least once per year or as required
  - ii) Members to be appointed by Full Council each year.
  - iii) Quorum 3
- b) Matters for consideration and determination: *provided they have no impact on approved budgets*:
  - i) Recommendations to Full Council concerning dismissal of Town Clerk
  - ii) Recommendation to Full Council concerning the dismissal of the RFO (where this role is separate from the Town Clerk)
  - iii) Final decision on staff structures and Consideration of staffing reviews
  - iv) Salaries & Conditions of service
  - v) Approval of employment policies, in accordance with STC's Policy<sup>1</sup> Management Policy
  - vi) Matters related to grievance, disciplinary and capability matters for the Town Clerk and Business Manager, in accordance with the Council's Grievance Policy and the Council's Disciplinary & Appeals Policy
  - vii) Appraisal of the Town Clerk
  - viii) Consideration of appeal against dismissal by Town Clerk or Business Manager, in accordance with the Council's policies
  - ix) Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to the Finance and Governance committee for final consideration and determination
  - x) Any matter may be referred by the Committee to the Full Council or the Finance and Governance Committee for information or final approval

## **6) THE PLANNING COMMITTEE [Previously P&H]**

- a) Membership and Frequency of Meeting

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<sup>1</sup> To be drawn up

- i) 6 members of the Council who will meet as committee often enough to provide an effective response to planning applications
- ii) Members to be appointed by Full Council each year.
- iii) Quorum 3
- b) Matters for consideration and determination:
  - i) To comment on planning applications received from the local planning authority
  - ii) To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plan or Studies as considered appropriate, including routine transport issues
  - iii) To comment on Licensing matters received from the local licensing authority
  - iv) Street naming when requested
  - v) To make recommendations regarding waiting restrictions within the Town
  - vi) Consideration of the Shaftesbury and Gillingham Area Transport Action Group recommendations
  - vii) Any other matter which may be delegated to it by the Full Council from time to time

## **7) OTHER COMMITTEE MATTERS**

- a) There are no other standing committees or sub-committees but they may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the committee or sub-committee is formed by means of a minute detailing the terms of reference.
- b) Any Committee may refer matters on which it has delegated authority to the Full Council or other committee for a final decision if it so wishes

## **8) ADVISORY COMMITTEES AND WORKING GROUPS**

- a) An Advisory Committee or Working Group may be formed by resolution of Full Council or a committee at any time.
- b) The work of such a committee or working group will be decided upon at the time it is formed by means of a minute detailing the terms of reference which will consider the purpose of the committee or group, its membership, and frequency of meetings, accountability & reporting and areas of interest.
- c) Advisory Committees and Working Groups will report back with recommendations to Full Council, or the committee that formed it from time to time and as appropriate.

## **9) DELEGATION - LIMITATIONS**

- a) Committees and sub-committees shall, at all times, act in accordance with the Council's Standing Orders and Financial Regulations, and where applicable, any other rules, regulations, schemes, statutes, bye-laws or orders made and with any directions given by the Council from time to time.
- b) No individual Councillor may be given delegation to act in a way that binds the Council to a decision, expenditure or policy position.

(End)

Report Author:

Claire Commons CerTHE PSLCC, Town Clerk and RFO

### 17 **Member Motion – LEP Funding**

To consider a member motion to submit for LEP funding

(10 mins)

#### **NOTICE OF MOTION TO COUNCIL** (Motion number      NoM0028      )

To be referred to Committee (if yes, specify which committee)	No
Title of Motion	Proposed that Shaftesbury Town Council produces a submission for Local Enterprise Programme (LEP) Funding
Proposed by	Cllr Karen Tippins
Seconded by	Cllr Peter Yeo
Proposed Resolution	Shaftesbury Town Council submits a LEP funding bid equivalent in value to the Gillingham LEP funding of £3.4m. Bid development to be reported to Council in each Officers Report to maintain oversight on progress.
Background (provided by the proposer)	Gillingham has been awarded £3.4m for infrastructure build around Gillingham. The bid was initiated by councillors in Gillingham, no councillors have approached Dorset Council for LEP funding. However, Shaftesbury has received the largest growth in North Dorset (reference Annual Monitoring Report Dec 2019). The submission should cover infrastructure to assist the East of Shaftesbury's integration with the rest of the town. This will include the spine road joining Maple Road up to Wincombe Lane, traffic flows in the East of Shaftesbury, enable fluid pedestrian and mobility challenged individuals passage over Christy's Lane and also include the completion of the East West Strategic Cycle and Path way. The bid may cover outlines for other



	<p>infrastructure requirements including outline design for the By Pass Corridor. Input documents to include Annual Monitoring Report by Dorset Council, Perssimon Master Plan, Inspectors Report, Planning Applications for Parcels 1- 7 and Barratts and proposals for Hopkins Land.</p> <p>A project is needed to:-</p> <p>Initial scope of the bid to be proposed by a Planning Consultant on advice of Town Council</p> <p>Award an external resource to compose the outline submission which is to be approved by Town Council</p> <p>Submit bid to Dorset Council with the backing of S Hoare MP</p> <p><a href="https://www.dorsetlep.co.uk/">https://www.dorsetlep.co.uk/</a></p> <p><a href="https://www.dorsetcouncil.gov.uk/roads-highways-maintenance/highway-improvements/gillingham-road-and-transport-improvements.aspx">https://www.dorsetcouncil.gov.uk/roads-highways-maintenance/highway-improvements/gillingham-road-and-transport-improvements.aspx</a></p>
Background (provided by the Proper Officer)	
Financial implication (anticipated by the proposer)	£10,000 from General Reserve initially to go up to the cost of the full submission
Financial implications (anticipated by the Proper Officer)	
Legal implications	
Proposers signature	Cllr Karen Tippins
Seconders signature	Cllr Peter Yeo

**18 Member Motion – East Shaftesbury Spine Road**

To consider a member motion to engage a planning consultant (10 mins)

**NOTICE OF MOTION TO COUNCIL** (Motion number NoM0029 )

To be referred to Committee (if yes, specify which committee)	No
Title of Motion	East of Shaftesbury Spine Road
Proposed by	Cllr Peter Yeo
Seconded by	Cllr Karen Tippins
Proposed Resolution	<p>Proposed that Shaftesbury Town Council hires a Planning Consultant to produce a report regarding the completion of the Spine Road joining Maple Road with Wincombe Lane.</p> <p>Selection of the consultant and then subsequent, monitoring and reporting of progress of the report to be done by a panel of 3 councillors who know the detail surrounding of the completion of the East of Shaftesbury Spine Road.</p> <p>(Record of named councillor voting to be recorded in Minutes)</p>
Background (provided by the proposer)	<p>In the latest Dorset Council Annual Monitoring Report Dec 2019, the report details the start of Barratts house building in this is an important document. On page 46, of the AMR there are 2 Housing projections that are interesting in relation to the East of Shaftesbury spine road to Wincombe Lane. There appears to be no key dependencies highlighted in this report and the spine road is a dependency. These are the housing developments listed in the AMR :-</p>

	<p>1. Barratts - 191 housing line - it has 45 houses built in 2022/23</p> <p>2 Land SE of Wincombe Lane - 60 houses – Hopkins Land</p> <p>Because of a Planning Obligation, Barratts can't start until the spine road has been built - condition of Planning Application approval. However, the 191 Barratts is included in the 5 year housing supply and the Spine Road completion does not appear to be highlighted anywhere as a dependency.</p> <p>A Planning Consultant will be able to bring all the relevant information together and compile a report for the Town Council which will indicate whether there is a significant piece of legislation missing regarding the completion of the spine road for East of Shaftesbury. The input documents will include – Persimmon Master Plan, Inspectors Report 2007, Persimmon Parcel 1-5 Planning Approval, Persimmon Parcel 6 &amp; 7 Committee documentation &amp; Planning Approval, Barratts Planning Approval. Planning Applications have been approved by the Local Planning Authority on the link road being built:-</p> <ul style="list-style-type: none"> <li>a. 2/2016/0658, 97 houses, Persimmon Parcel 6 &amp; 7,.. 'Eventually the road will link through to Wincombe Lane and provide an alternative access from the A30....'.</li> <li>b. 2/2014/1350/FUL Barratts, 191 Houses, Planning Authorisation Condition from Head of Planning, J Marshall, #9 Schedule of Conditions.... 'Vehicular and pedestrian connection... To ensure adequate permeability though the site to surrounding uses and to link the development to the future</li> </ul>
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	<p>housing development at the Land East of Shaftesbury....</p> <p>c. 2/2017/1489/DOC</p> <p>A panel of 3 East Ward councillors will need to meet to firstly select the Planning Consultant and oversee the production of the report. This report is to be presented to Dorset Council if there is found to be significant issues regarding the completion of the East of Shaftesbury spine road.</p>
Background (provided by the Proper Officer)	
Financial implication (anticipated by the proposer)	£5,000 from General Reserve to come back to Council if cost is higher
Financial implications (anticipated by the Proper Officer)	
Legal implications	
Proposers signature	Cllr Peter Yeo
Seconders signature	Cllr Karen Tippins