



# Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council's General Management Committee (GEM),  
Councillors for GEM; Hollingshead (Chair), Chase (Vice-Chair), Brown, Hall, Lower, Pritchard  
and Welch.

You are summoned to a meeting of the General Management Committee for the transaction of  
the business shown on the agenda below. To be held at 7.00pm on **Tuesday 10 March 2020 in  
the Council Chamber, Shaftesbury Town Hall.**

All other recipients for information only

Claire Commons CerTHE PSLCC, Town Clerk and RFO

Note new start  
time

## 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, Accountability, 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 the minutes of the previous meeting of the General Management Committee.(1  
min)
- 4 PAYMENTS.....8**  
To consider payments for authorisation (5 mins)
- 5 INTERNAL AUDIT REPORT.....10**  
To receive the interim audit report for year ending 31<sup>st</sup> March 2020 and consider  
associated action plan (10 mins)
- 6 COPPICE STREET PROJECT .....13**  
To consider engaging solicitor in support of the Coppice Street Project (15 mins)
- 7 GRANTS AND SLA POLICY .....15**  
To consider the Grants and SLA process for the financial year 2020 - 2021. (10 mins)

<b>8</b>	<b>MEMBER MOTION – RECYCLING TRIAL</b> .....	<b>17</b>
	Recycling trial – Park Walk and Pine Walk Spring/ Summer 2020 (10 mins)	
<b>9</b>	<b>COMMITTEE TERMS OF REFERENCE</b> .....	<b>19</b>
	To review the Committee Terms of Reference (5 min)	
<b>10</b>	<b>ALLOTMENTS TENDER</b> .....	<b>21</b>
	To consider the contents of the tender request pack for the A30 Allotments (10 mins)	
<b>11</b>	<b>FINANCIAL REGULATIONS</b> .....	<b>22</b>
	To consider amendments to the Financial Regulations (10 mins)	
<b>12</b>	<b>PARK WALK</b> .....	<b>24</b>
	To consider use of Park Walk for a car rally (5 mins)	

(End)

Anticipated meeting end time 8:30pm

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

## **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 Councillor Proctor due to personal 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 2019. 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, 2019)

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

## **3 Minutes**

To confirm the minutes of the previous meeting of the General Management Committee.(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 28<sup>th</sup> January 2020, see following page



## SHAFTESBURY TOWN COUNCIL

**General Management Committee**

Minutes of the General Management Committee held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 4<sup>th</sup> February 2020 commencing at 7:30pm.

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**Members Present**

Councillor Hollingshead (Chair)  
Councillor Welch  
Councillor Brown

Councillor Chase (Vice Chair)  
Councillor Lewer

**Absent:**

Councillor Proctor

Councillor Hall

**Officers Present:**

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

**In Attendance:**

1 member of the press  
Councillors Cook, Tippins and Yeo

**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.

**Councillor Rights to Speak** – Clarity was sought regarding the speaking rights of Councillors when attending Council meetings where they are not committee members. *The Chair and the Town Clerk explained that these Councillors have the same observing rights as a member of the public attending and as Councillors have a right to speak at the chair's discretion, still bound by the Councillor's Code of Conduct.*

**General Management Meeting Items** – Concern was expressed that there were items including on the GEM agenda that were outside the remit of the General Management Committee.

**7.41 pm the meeting commenced at this point.**

**G68 Apologies**

Apologies received and accepted from Councillor Hall due to work commitments and Councillor Proctor due to personal commitments.

**G69 Declarations of Interest**

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

**G70 Minutes**

It was **RESOLVED** to approve the minutes of the meeting held on Tuesday 28<sup>th</sup> October 2019 and Tuesday 19<sup>th</sup> November 2019. They were duly signed.

**G71 Officer Report**

Officer report 0220GEM4 was received and noted.

**G72 Coppice Street Land Adjacent to Tesco**

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

R72a 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.

R72b That the budget line for Project 1 is renamed to Coppice Street Carpark.

**ACTION: BUSINESS MANAGER AND FINANCE AND SERVICES OFFICER**

R72c It was **AGREED** that the Clerk will review and amend, where appropriate the General Management Terms of Reference to realign the terms to meet the standards set by Shaftesbury Town Council. The amended Terms of Reference will be presented to Shaftesbury Town Council for resolution.

**ACTION: TOWN CLERK**

**G73 Band Hall**

Officer report 0220GEM6 was received and it was **RESOLVED** to agree in principle to provide a lease at the site identified in Cockrams for the Silver Band Club to build a new band hall with associated parking. This in principle agreement is subject to mutually agreeable terms of the lease and subject to planning permission being granted. *(Delegated to the Town Clerk all aspects insofar as preparing a draft lease for approval by Full Council and to incur costs in professional fees up to £500)*

**ACTION: TOWN CLERK**

**G74 Finances – Quarter 3**

R74a Officer report 0220GEM7 was received and it was **RESOLVED** to receive and note the report, noting the cleared bank balances as at 31st December 2019 held in each bank account.

R74b It was **AGREED** that the Town Clerk will seek clarification from the internal auditor on where the EMR Commuted Sums should sit in the accounts.

**ACTION: TOWN CLERK**

**G75 Audit**

**R75a** Officer report 0220GEM8 was received and it was **RESOLVED** to adopt the report and note the progress made against the action points contained therein.

**R75b** It was **AGREED** to organise a workshop for all Councillors regarding the Town Hall Refurbishment project.

ACTION: TOWN CLERK

**R75c** It was **AGREED** to produce a property portfolio analysis document for all Shaftesbury Town Council owned property and land to show asset related income and expenditure. The analysis will be presented to Full Council for debating and discussion of the current and future potential opportunities.

ACTION: TOWN CLERK

**G76 Payments**

Officer report 0220GEM9 was received and it was **RESOLVED** to approve the payments amounting to £13,348.66 from the Town Council's current account, resulting in a bank balance of £30,295.

**G77 Freedom of Information**

Officer report 0220GEM10 was received and noted.

**G78 Civic Role**

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 Char and Vice Chair be decided by a secret ballot.

ACTION: TOWN CLERK

**G79 Petitions Policy**

Officer report 0220GEM12 was received and amendments were discussed it was **RESOLVED** to **RECOMMEND** a second draft of the Petitions Policy to Full Council.

ACTION: TOWN CLERK

**G80 Calendar of Meetings 2020 – 2021**

Officer report 0220GEM13 was received and it was **RESOLVED** to adopt the Calendar of meetings for the forthcoming municipal year.

ACTION: TOWN CLERK AND OFFICE ADMINISTRATOR

There being no further business, the meeting was closed at 9.22 pm.

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Signed

Date

## Appendix A. List of Payments 11/01/2020 – 17/01/2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
11/01/2020	Hitachi Capital	Std Ord	849.20	Hitachi Capital
14/01/2020	Adobe Systems Software	DirectDebi	8.32	Photo Shop
14/01/2020	Angel Springs Ltd	ol450	6.00	Cooler Rental
14/01/2020	Fuel Genie	DDebit	231.73	Fuel December
15/01/2020	Amazon Online Sales	Debitcard	16.99	Incident book
16/01/2020	Hitachi	DD	9.99	Hire Purchase Option Fee
<b>Mower</b>				
16/01/2020	First Data	DirectD	32.98	Card Machine charges
16/01/2020	Sage Uk Ltd	Dd	80.40	Monthly Payroll
16/01/2020	Amazon Online Sales	debitcard	17.08	Parchment Paper
17/01/2020	British Gas	ol451	158.32	Electric Bell St
17/01/2020	Card Saver Ltd	DD	16.00	Card Machine charges
17/01/2020	Dorset Council	ol452	447.55	Waste Collection Dec- March
<b>20</b>				
17/01/2020	Hawes Arborists	ol453	2,148.00	Beech Trees Pine Walk
<b>T131/T16</b>				
17/01/2020	Lockrite - Dorset Security Ltd	ol454	207.12	Replace lock, fit new handles
17/01/2020	MJ HPPS Ltd	ol455	582.00	Carry out Gas Safe
<b>checks/work</b>				
17/01/2020	Fenland Leisure Products	ol456	45.60	Anchor pins for grass mats
17/01/2020	Screwfix (Trade UK)	ol257	166.99	Step Ladder/Jigsaw
17/01/2020	Society of Local Council Clerk	ol458	336.00	SLCC Principle Membership
<b>CC</b>				
17/01/2020	Wessex Water	ol459	901.31	Water Rates Pool
Total Payments 6,261.58				

### 1.1 List of Payments 18/01/2020 – 24/01/2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
21/01/2020	Plumbase	Debitcard	20.77	Tap & Fittings Mampitts Allotm
22/01/2020	Peninsula	Std Ord	210.50	Health & Safety Advisers
22/01/2020	British Gas	Dd	1,562.97	Gas Pool Sept to Dec
24/01/2020	The IT Department Solutions Lt	OL460	1,221.60	Lenovo Laptop 13s-IML20RR
<b>CC</b>				
24/01/2020	Toogoods Property Co Ltd	ol461	76.00	Water Rates Unit 9c
24/01/2020	Wessex Water	OL462	574.44	Water Rates Barton Hill
Total Payments 3,666.28				

### 1.2 List of Payments entered between 25/01/2020 and 28/01/2020

#### 1.2.1 Scheduled to be paid 6th February subject to Committee Authorisation

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
25/01/2020	NDDC	Std Ord	323.00	Rates Swimming Pool
27/01/2020	Southern Electric	DD	527.23	Electricity Town Hall
28/01/2020	Trimetals	debitCARD	48.00	Purchase Ledger Payment
28/01/2020	Kew Electrical	ol463	86.40	Light Bulbs for Town Hall
28/01/2020	Ben Johnson (Shaftesbury) Ltd	ol464	88.99	Guide Bar and Chain for
<b>chains</b>				
28/01/2020	Morelock Signs Ltd	ol465	228.00	Repair to SID
28/01/2020	Newlands Training Ltd	ol466	228.00	Rodent Control Training
28/01/2020	Shaftesbury Trinity Centre Tru	ol467	48.00	Use of hall for Civic Event
28/01/2020	Wessex Water	ol468	482.68	Water Rates Bell St
28/01/2020	Wessex Water	ol469	68.30	Water Rates Town Hall
28/01/2020	Wessex Water	ol470	13.69	Water Rates Park Walk
28/01/2020	Travis Perkins	ol471	20.91	Rawplugs
28/01/2020	Wallgate	ol472	1,257.60	Hand Drier Main 2020 to 2021
Total Payments 3,420.80				
Total £ 13348.66				

#### Balances

NatWest Current A/c	30,295
Public Sector Deposit A/c	337,717
Cambridge & Counties Bank	153,548
Nationwide Business Savings	169,000
Total	690,560



## **4 Payments**

To consider payments for authorisation

(5 mins)

### **4.1 Summary**

- 4.1.1 A list of payments is detailed below, 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.

### **4.2 Climate Implications**

- 4.2.1 None

### **4.3 Financial Implications**

- 4.3.1 £28,222.76

### **4.4 Legal Implications**

- 4.4.1 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)
- 4.4.2 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)
- 4.4.3 Terms of Reference for decision or recommendation

### **4.5 Recommendation**

- 4.5.1 That the Committee approves the payments from the Town Council's current account, authorising the Clerk to transfer funds from the council's deposit account up to the value of the payments total if required and minutes the resulting bank balances.

### **4.6 Reason for Recommendation**

- 4.6.1 To ensure the efficient management of the Council's finances.

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### **4.7 List of Payments between 13/02/2020 and 05/03/2020 for approval GEM 10th March**

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
13/02/2020	Fuel Genie	dd	355.14		Fuel January
13/02/2020	Land Registry	debit card	3.00		Land Registry details
13/02/2020	Land Registry	debit card	3.00		Land Registry detail
14/02/2020	First Data	D/d	33.06		Purchase Ledger Payment
17/02/2020	Adobe Systems Software	DD	8.32		Photoshop monthly sub
17/02/2020	Sage Uk Ltd	DD	80.40		Sage Payroll
18/02/2020	Card Saver Ltd	D/D	16.00		Card Payment Services
19/02/2020	Land Registry	Debit card	18.00		Land Registry Document
22/02/2020	Peninsula	Std Ord	210.50		Health & Safety Advisers
24/02/2020	Southern Electric	d/d	450.55		Electric Town Hall
24/02/2020	Axis	Direct Deb	344.47		Gas Town Hall
27/02/2020	Peninsula	D/D	257.26		HR Providers



## Report 0320GEM6

27/02/2020	Land Registry	Debit card	6.00	Land Registry Document
27/02/2020	Eon	DD	294.84	Purchase Ledger Payment
28/02/2020	Weymouth College	DEBITCARD	120.00	Excel Training courses
28/02/2020	Wages	ONLINE	13,741.26	February Salaries
03/03/2020	Telefonica Uk Ltd	D/d	74.74	Grounds Mobiles
05/03/2020	hmrc	ONLINE503	4,606.33	Tax/ni
05/03/2020	Dorset Pension Fund	ONLINE504	4,535.42	Pension Fund Feb
05/03/2020	Bell Street Trio	ol506	100.00	Band VE Day Celebration Deposit
05/03/2020	British Gas	ol498	160.06	Electric Bell St
05/03/2020	Angel Springs Ltd	ol499	61.24	Water Cooler
05/03/2020	Proctor, Watts, Cole & Rutter	ol500	12.00	Print A0 Map
05/03/2020	IXEL	ol501	165.00	Website Feb/April
05/03/2020	The IT Department Solutions Lt	ol502	311.88	Monthly support
05/03/2020	Greenbarnes Ltd	ol505	1,179.43	Notice Board Salisbury St Green
05/03/2020	Dorset Planning Consultant Ltd	ol507	931.30	Professional planning support
05/03/2020	Proludic	ol508	143.56	New platform activity trial
<b>Total Payments</b>			<b>28,222.76</b>	

## 4.8 Balances

<b>A/c</b>	<b>Description</b>	<b>Actual</b>
200	NatWest Current A/c	43,574
206	Public Sector Deposit A/c	267,717
207	Cambridge & Counties Bank	153,548
208	Nationwide Business Savings	169,000
		<b>633,839</b>

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

## **5 Internal Audit Report**

To receive the interim audit report for year ending 31<sup>st</sup> March 2020 and consider associated action plan (10 mins)

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### **5.1 Summary**

- 5.1.1 The Internal Auditor has carried out the second interim visit for the current financial year on 27<sup>th</sup> February 2020.
- 5.1.2 Appended to this report is the auditor report and areas for action. The Committee is asked to consider an action plan arising from this report for recommendation to Council for adoption.

### **5.2 Climate**

- 5.2.1 None

### **5.3 Financial**

- 5.3.1 None

### **5.4 Legal and Procedural**

- 5.4.1 Every local council must ensure that it has a sound system of internal control and ensure that its financial, operational and risk management is effective (Accounts and Audit Regulations, 2015, reg. 3)
- 5.4.2 The General Management Committee is delegated to ensure that the council's financial practices comply with the financial regulations set out by the audit commission, central government and council's adopted financial regulations (General Management Committee terms of reference, 2019, s. 5).

### **5.5 Risk**

- 5.5.1 That the financial and procedural risks are not addressed through proper review.

### **5.6 Recommendation**

- 5.6.1 That an action plan is prepared and recommended to Council with the interim internal audit report for adoption

### **5.7 Reason for Recommendation**

- 5.7.1 The Internal Auditor has recommended that the IA reports are reviewed and actioned by the full council.

(End)

Report Author:

Claire Commons CerTHE PSLCC, Town Clerk and RFO

## Do the Numbers Limited

Southampton

27<sup>th</sup> February 2020

Claire Commons, Clerk  
Shaftesbury Town Council,  
Town Hall,  
Shaftesbury,  
Dorset SP7 8LY

Dear Claire,

**Subject: Matters arising from interim Internal Audit year ending 31 March 2020**

Further to my visit to the office today, please find below the matters arising.

During the visit I met with certain councillors and reviewed points they wished to raise. Where those points are within the [remit of my engagement](#), I have included them in this report. The report is therefore somewhat longer than recently, but the recommendations should allow further improvement in the operations of the council.

Overall I found the records and systems of the council to be in extremely good order and that the visit went well.

Control area	Issue	Recommended Action
Commuted sums	The LGR Commuted sums have not yet been invested but in light of current market volatility, a delay may be prudent.	The Proper officer should seek advice from CCLA as to when a good time to invest the funds would be.
External Audit	The 2017/18 and 2018/19 External audits are still with PKF awaiting completion following extensive elector queries.	It is understood that no amendments to the accounts will be needed but it may be worth finding out how much the extra fee will be for accruals purposes.
Transparency code	There are some pages on the council website which include out of date information, such as committee memberships and ward statistics.	Over the coming months, members should review all web pages and notify the proper officer by email of any information that needs updating.
Fixed Asset register	The Fixed asset register published by the council ( <a href="#">here</a> ) does not include the acquisition date of items. It does not appear that the columns in reports can be adjusted.	The software company should be requested to update their system so that the full requirements of the transparency code can be easily met.
Staff appointments	During the summer of 2019 a member of staff was transferred from a temporary to a permanent contract.	Although the employment costs had not changed, it is good practice to minute the SCP and hours of all new starters.
Staff structure	The staff structure document does not clarify the pay bands of staff in a way that is useful to electors. There is no need to publicly list the actual grade of any employee.	The document should be updated to include this (a format such as 4 grounds staff on between SCP22 and SCP28 would be appropriate).

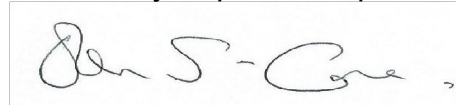
37 Upper Brownhill Road, SO16 5NG  
Registered in England No. 7871759  
eleanorgreene@thedunnefamily.co.uk

023 8077 2341  
Director: Eleanor S Greene

## Report 0320GEM6

Staffing budget	The staffing budget that is approved by full council is a single figure which reduces both transparency and its effectiveness as a planning tool.	The published wages budget should show the split between gross pay, ERS NI and ERS pension for each of the three departments (Office, grounds, pool) of the council.
Grants policy	The council has GPC but the grant awarding policy needs to stay within the requirements of the legislation and be reviewed annually. This includes grants in kind eg free use of Council facilities	All members who decide grants should be aware of the legislation and guidance included in the <a href="#">Good Councillors Guide</a> .
Internal Audit report	It appears that the internal Audit report was reviewed in detail at a committee but the action plan not agreed at full council.	All audit reports (internal and external) should be reviewed and actioned by full council.
Councillor attendance at committees	It would appear that when councillors attend committees of which they are not a member, they sit at the table rather than in the public area. This could cause confusion to other attendees at meetings.	Only those on the committee should sit at the table with voting and participation rights.
Reconvened meetings	There appears to have been a lack of clarity about how reconvened meetings are minuted and advertised. A reconvened meeting is the original meeting, covered by the original agenda notice.	When a meeting is suspended for any reason and for any period (including short interruptions such as fire drills) the minutes of the meeting should note both start and finish times, but the second session should commence where the first left off.
Councillor and Chairman's allowances	All councillor allowances are processed as PAYE. The Chairman's allowance, where it is fully supported by appropriate receipts need not be taxed.	At the start of each civic year the Chair should be able to decide whether to pay tax or submit receipts (which will be covered by FOI rules)
Terms of reference	It appears that there is some lack of clarity about the actual delegated powers of each committee.	It is good practice and will be useful to STC for the ToR of each committee in turn to be reviewed by the full council over the coming months.
Confidential session in meetings	It appears that there have been instances where non members of committees have been unwilling to leave during confidential sessions.	It is essential that all members understand that under employment law there may be instances where some councillors have to be excluded from certain discussions.

I will return to the office in May to complete my review. If either you or your members have any queries, please do not hesitate to contact me. Regards



Eleanor S Greene

37 Upper Brownhill Road, SO16 5NG  
Registered in England No. 7871759  
eleanorgreene@thedunnefamily.co.uk

023 8077 2341  
Director: Eleanor S Greene

## **6 Coppice Street Project**

To consider engaging solicitor in support of the Coppice Street Project (15 mins)

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### **6.1 Summary**

- 6.1.1 GEM – October 2019 RESOLVED to prepare business case and formally request transfer of land to Shaftesbury Town Council, reconfirming the decision made in July 2018.
- 6.1.2 In December 2019 the business case was presented to Dorset Council via the officer responsible for Assets and Property Service. The business case was subsequently presented to the Dorset Council Property Management Group committee at its meeting on 16th January. The business case was comprehensive and was approved by the committee.
- 6.1.3 The Tesco Property Asset Manager - Southern England responsible for Asset & Estates has verbally approved the proposal. Tesco have indicated the land is surplus to need.
- 6.1.4 A formal project plan is under development and will be presented to Full Council on 23rd March 2020.
- 6.1.5 Dorset Council have advised that STC will be the responsible body for preparing the sub-Lease via the STC solicitor. The STC solicitor has suggested the timescale for preparing the sub lease (for Tesco) and the licence from the landowner (Dorset Council) to sub-lease will take a minimum of 12 weeks.

### **6.2 Climate**

- 6.2.1 Not relevant for this aspect of the project.

### **6.3 Financial**

- 6.3.1 Line 4916 - known as confidential project 1 has a budget of £23,329.
- 6.3.2 The cost for drafting of the Heads of Terms and the sublease from Tesco will be £1,500 plus VAT.
- 6.3.3 The cost of dealing with the Licence to sublet and liaising with Dorset Council - £950 plus VAT and any disbursements.
- 6.3.4 The project plan including all income and expenditure will be presented to STC in March 2020.

### **6.4 Legal and Procedural**

- 6.4.1 The Council has the General Power of Competence (Localism Act, 2011)
- 6.4.2 The General Management Committee is delegated to make recommendations on establishing the standard and type of new services which the town council wishes to provide and determine and report on the implications and financial resources necessary to sustain and develop them (General Management Committee Terms of Reference, 2019, s. 10)
- 6.4.3 The General Management Committee is responsible for authorising legal proceedings in relation to contentious matters (General Management Committee Terms of Reference, 2019, s. 14)

### **6.5 Risk**

- 6.5.1 The project plan needs to be specific, measurable, achievable realistic and delivered by the end of September 2020.

## **6.6 Recommendation**

- 6.6.1 STC resolve to instruct the STC Solicitor to draft up the Heads of Terms and the sub-lease from Tesco at a cost of £1,500
- 6.6.2 STC resolve to instruct the STC Solicitor to manage the licence to sublet from Dorset Council at a cost of £950

## **6.7 Reason for Recommendation**

- 6.7.1 Dorset Council has an expectation that the sub-lease and licence is finalised and the site operational within 12 months of the licence being granted. The project plan is under development therefore there is a need to engage with the STC solicitor to start the legal aspect of the project to avoid any potential delay.

(End)

Report Author:

Brie Logan, Business Manager

## **7 Grants and SLA Policy**

To consider the Grants and SLA process for the financial year 2020 - 2021. (10 mins)

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### **7.1 Summary**

- 7.1.1 During 2019 the Council, as part of resolving the grants awards, recognised the need to review the free use of hall and incorporate it into the grants policy.
- 7.1.2 The current policy is available <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2019/03/Grant-Awarding-Policy-2018-19.pdf> and will be used, subject to any amendments, to issue grant request forms to local organisations for 2020/21 grants.
- 7.1.3 The current organisations receiving free use is detailed in the Additional Information section below. This is a total 'in-kind' cost of £6,285. This does not include one-off arrangements such as the VE day in kind contributions already agreed.
- 7.1.4 Of those listed below, some have been requested through the grants process but the majority are historical 'custom and practice'
- 7.1.5 The purpose of this paper is not to resolve which organisations receive free use, but to understand the current position so that a recommendation can be made on the policy ahead of issue at the end of the month.

### **7.2 Climate Implications**

- 7.2.1 None

### **7.3 Financial Implications**

- 7.3.1 None in respect of amending the policy

### **7.4 Legal Implications**

- 7.4.1 The GEM Committee is responsible for considering and making recommendations on matters of policy relating to the Town Council (GEM Terms of reference, 2019, s. 8)

### **7.5 Risk**

- 7.5.1 That the free use of rooms is not managed in a fair and consistent manner

### **7.6 Recommendation**

- 7.6.1 That the Committee makes recommendations to Full Council on amendments to the Grants policy

### **7.7 Reason for Recommendation**

- 7.7.1 To provide fair and consistent practice for grants and grant-in-kind.

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### **7.8 Additional Information**

- 7.8.1 Organisations which receive free use of Town Council Facilities

Group	Weekly	Monthly	4-6 times a year	Annually	Notes
Shaftesbury Community Choir	X				Reference Community Grant Application 2019



# Report 0320GEM6

The Open Spaces Group		x			
Shaftesbury In Bloom					
Shaftesbury & District Dementia Friendly Community		x			
Rural Health Matters			x		
Planet Shaftesbury		x			Reference Community Grant Application 2019
Shaftesbury & District Transport Forum			x		
Friends of Westminster Hospital				x	AGM
Wrightsons Allotments				x	AGM
Shaftesbury Town Twinning				x	AGM
DAPTC				x	
Christian Aid			x		Lent Lunches
MP Simon Hoare			x		
The Fringe				x	Town Event
Gold Hill Fair				x	Town Event
Shaftesbury Food Festival				x	Town Event
Shaftesbury Carnival				x	Town Event
Shaftesbury Snowdrops				x	Town Event
RAFA Battle of Britain Parade				x	Town Event

(End)

Report Author:

Claire Commons CerTHE PSLCC, Town Clerk and RFO

## 8 **Member Motion – Recycling Trial**

Recycling trial – Park Walk and Pine Walk Spring/ Summer 2020

(10 mins)

### **NOTICE OF MOTION TO COUNCIL** (Motion number NoM0030 )

To be referred to Committee (if yes, specify which committee)	Yes, ROSE
Title of Motion	Recycling trial – Park Walk and Pine Walk Spring/ Summer 2020
Proposed by	Alex Chase
Seconded by	Julian Prichard
Proposed Resolution	To resolve to approve the recycling trial as presented
Background (provided by the proposer)	<p>In October 2018 the ROSE Committee minutes state: To <b>RECOMMEND</b> to Full Council to delegate authority to the Town Clerk and Business Manager to spend up to £7,000 from Street Furniture budget for the purchase of 10 cast iron branded litter bins.</p> <p>In November 2018 at Full Council the Officer report 1118FC6 was received and it was <b>RESOLVED</b> to delegate authority to the Town Clerk and Business Manager in consultation with Councillor Hall to spend up to £7000 from Street Furniture budget for the purchase of 10 cast iron branded litter bins.</p> <p>A delay has been encountered due to the Neighbourhood Plan and the production of the Town Design statement.</p> <p>Since then in July 2019 it was resolved that Shaftesbury Town Council declares a Climate Emergency, recognising the need for urgent action and will form a working group with members of the community to draw up a plan for action by the end of October 2019.</p> <p>Since these decisions a further opportunity has been presented. Whilst researching recycling options for bins it was identified that DWP (Dorset Waste Partnership) recycle waste collections at the Shaftesbury Depot. Whilst fact finding and through constructive discussions there is an opportunity for Shaftesbury to be nominated as the first town in Dorset Council to undertake a recycling at source trial.</p>

	<p>The trial is proposed to run from Monday 6<sup>th</sup> April until 5<sup>th</sup> September across Pine Walk and Park Walk. The timing has been carefully selected due the start of the tourist season. Four new dual bins would be purchased (one side for recycling and the other side for general waste) with a further 3 single bins.</p> <p>DWP will take over the emptying of the bins throughout the trial therefore freeing up time from the Grounds team. All the issues will be compiled by DWP throughout the trial and the outcome will be fully evaluated. Pending the evaluation process the trial will either be extended out across other areas in Shaftesbury and the wider Dorset conurbation or not as the case may be. STC Officers will work in collaboration with DWP throughout the trial.</p> <p>Since then VEAC have reviewed the original proposal and amended the design to reflect a recycling option akin to the natural landscape with all the features as recommended by the Grounds team and DWP. An updated proposal will be presented to the ROSE committee on 3rd March 2020. The revised proposal is likely to be less than the £5k delegated decision limit.</p>
Background (provided by the Proper Officer)	The trial will provide additional information on the type of bins appropriate to be positioned at various situations in the town.
Financial implication (anticipated by the proposer)	No cost for the trial other than the recycling bins which is a revised proposal based on the information provided in the background section of this report.
Financial implications (anticipated by the Proper Officer)	The cost of recycling bins could be met within the Clerk's delegated authority spend of up to £2,500 from the Street Furniture budget
Legal implications	The Council has the power to provide litter bins (Litter Act , 1983 s.5-6)
Proposers signature	
Seconders signature	

## **9 Committee Terms of Reference**

To review the Committee Terms of Reference

(5 min)

### **9.1 Summary**

- 9.1.1 The Council resolved to defer the Terms of Reference for further consideration.
- 9.1.2 Each Committee will be asked to review the section relevant to their remit and make recommendations to Council
- 9.1.3 The current terms of reference are available to view on the Council's website [\[click here\]](#)

### **9.2 Climate Implications**

- 9.2.1 None

### **9.3 Financial Implications**

- 9.3.1 None

### **9.4 Legal and Procedural**

- 9.4.1 A local council is empowered to appoint one or more committees for the purpose of discharging any of its functions. (Local government Act, 1972 s.101)
- 9.4.2 Full Council is responsible for resolving the Terms of Reference of any of its standing committees. (Standing Orders, s.4d)

### **9.5 Risk**

- 9.5.1 Accurate terms of reference will minimise risk of decisions being (or perceived to be) taken contrary to the scheme of delegation.

### **9.6 Recommendation**

- 9.6.1 To Recommend the General Management Committee terms of reference to Full Council for adoption at the Annual Meeting.

### **9.7 Reason for Recommendation**

- 9.7.1 That, following consideration of the remit of the committee, the terms of reference are clarified to accurately and transparently represent this and the scheme of delegation.

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## **9.8 THE FINANCE AND GOVERNANCE COMMITTEE [Currently 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

(End)

Report Author:

Claire Commons Certhe PSLCC, Town Clerk and RFO

## **10 Allotments Tender**

To consider the contents of the tender request pack for the A30 Allotments (10 mins)

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### **10.1 Summary**

- 10.1.1 Planning permission has been granted for the carpark at the allotments site. A tender pack has now been prepared for creation of this area including the path and plots.
- 10.1.2 Provision for accessible raised plots have been made, separately the Council will be asked to consider how to determine allocation of these.
- 10.1.3 The tender packs are confidential until approved for release to allow all applicants the same opportunity to tender. The pack has been made available to councillors via the weekly digest. Please respect this confidentiality.

### **10.2 Climate**

- 10.2.1 Allotment grown produce reduces food miles and plastic / packaging.

### **10.3 Financial**

- 10.3.1 None (cost implications will be presented when contractor is recommended)

### **10.4 Legal and Procedural**

- 10.4.1 It is anticipated that the works will exceed £25,000 and as such the council will use Contracts Finder website to advertise the contract opportunities (Financial Regulations, 2019, s.11b)

### **10.5 Risk**

- 10.5.1 There is a risk that without prior approval of the Council, tenders will be submitted for works out of line with the Council's expectation.

### **10.6 Recommendation**

- 10.6.1 That the tender packs are issued including with Contracts Finder

### **10.7 Reason for Recommendation**

- 10.7.1 To provide council support for the detail of the tender specification.

(End)

Report Author:

Claire Commons CerTHE PSLCC, Town Clerk and RFO

## **11 Financial Regulations**

To consider amendments to the Financial Regulations

(10 mins)

### **11.1 Summary**

- 11.1.1 More prudent allocation of funds in higher earning accounts has afforded additional interest income for the Council. The balance to that investment is careful management to ensure that there are sufficient funds for uninterrupted Council operation.
- 11.1.2 Currently Financial regulation 5.5c reads that the Clerk shall have delegated authority to authorise the payment of items in the following circumstances;
  - c) Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the council or finance committee.
- 11.1.3 Proposed amendment to read;
  - c) Fund transfers to retain one months' money in the current account, three months' money in instant access and the balance in high interest. Fund transfers to be limited to one transfer per week between accounts to meet the required value, to be reported to the next available council meeting.
- 11.1.4 This amendment provides a 'principles' approach rather than a rules approach which accords with UK GAAP (Generally Accepted Accounting Practice)
- 11.1.5 In addition the Council may consider setting a numeric limit at one month's revenue expenditure, but the detail would vary.

### **11.2 Climate Implications**

11.2.1 None

### **11.3 Financial Implications**

11.3.1 None

### **11.4 Legal Implications**

- 11.4.1 Legal power used for this decision
- 11.4.2 The Clerk is responsible for monitoring changes in legislation or proper practises and advisee the council of requirement for consequential change (Financial Regulations, 2019, s. 18.1)
- 11.4.3 Terms of Reference for decision or recommendation

### **11.5 Risk**

- 11.5.1 Risk of improperly moving funds is mitigated by transfers being signed by bank signatories and a subsequent list being reported to the Council or GEM.
- 11.5.2 Risk of retaining the current Financial Regulation 5.5c is that there may be occasion where there is insufficient funds in the correct bank account to pay regular standing payments.

### **11.6 Recommendation**

- 11.6.1 That the Committee recommends to Full Council that 5.5c of the Financial Regulations are amended to read '*Fund transfers to retain one months' money in the current*



*account, three months' money in instant access and the balance in high interest. Fund transfers to be limited to one transfer per week between accounts to meet the required value, to be reported to the next available council meeting.'*

## **11.7 Reason for Recommendation**

### **11.7.1 For the efficient administration of the Council's financial affairs**

(End)

Report Author:

Claire Commons CerTHE PSLCC, Town Clerk and RFO

## **12 Park Walk**

To consider use of Park Walk for a car rally

(5 mins)

### **12.1 Summary**

- 12.1.1 The Council has received a request for use of Park Walk for a car rally on 28<sup>th</sup> June 2020. This request is made outside the adopted hire of council land policy and the organisation proposes a donation to the Mayor's charity account in lieu of a hire fee.
- 12.1.2 The organisation is the Yeovil Vintage Car Club. They anticipate being parked on Park Walk between 11am and 2pm on 28<sup>th</sup> June during which time members of the public would be able to view the vehicles.
- 12.1.3 A risk assessment would be required before they arrived and an agreement made that any damage would be rectified, oil cleaned up and careful marshalling on and off the site would be in place.

### **12.2 Climate**

- 12.2.1 None

### **12.3 Financial**

- 12.3.1 None

### **12.4 Legal and Procedural**

- 12.4.1 The Rose committee is responsible for managing the hire of council land (ROSE Terms of Reference, 2019, p. 6).
- 12.4.2 The GEM Committee is responsible for exercising all the powers, duties and functions of the council and its committees where, in the interests of the town it is essential for decisions to be taken (GEM Terms of Reference, 2019, p. 15)

### **12.5 Risk**

- 12.5.1 There is a risk of damage to the Scheduled Ancient Monument if suitable care is not taken during the cars' arrival and departure

### **12.6 Recommendation**

- 12.6.1 That permission is granted for free use of Park Walk to display vintage cars between 11am and 2pm on 28<sup>th</sup> June 2020

### **12.7 Reason for Recommendation**

- 12.7.1 To maintain relationships with external organisations and provide free attraction to Shaftesbury residents and visitors.

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO