



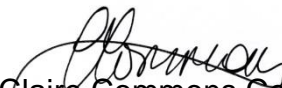
Shaftesbury Town Council

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To: Members of Shaftesbury Town Council Councillors for Council; Cook (Chair), Brown (Vice Chair), Chase, Hall, Hollingshead, Lewer, Loader, Proctor, Tippins, Welch, Yeo.
You are summoned to a Full Council Meeting (FC), for the transaction of the business shown on the agenda below. To be held at **7pm** on **Monday 01 June 2020** [online at Zoom.us](https://www.zoom.us). Meeting ID: 837 6711 1228. Password: 440045

All other recipients for information only


Claire Commons CerTHE PSLCC, Town Clerk and RFO
22nd May 2020

Public Participation

Due to the current government coronavirus response, the Town Council will be meeting online. Members of the public are encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Chairman and these will be made available to all Councillors. Members of the public may also link in to observe the meeting using the details above.

Online Meeting Arrangements

The Chairman will host the meeting, attendees will be muted and councillors invited to speak in turn at each agenda item in line with Standing Orders Rules of Debate, Councillors may raise their hand to indicate that they wish to speak at other times. Voting will be by voting buttons or polls enabled within the meeting and the decision and summary of votes will be read back before moving to the next item.

The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership

Agenda

- | | | |
|----------|--|-----------|
| 1 | APOLOGIES | 2 |
| | To receive and consider for acceptance, apologies for absence (1 min) | |
| 2 | DECLARATIONS OF INTEREST | 2 |
| | To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min) | |
| 3 | MINUTES | 2 |
| | To confirm as a correct record, the minutes of the previous meeting of the Full Council Meeting. (1 min) | |
| 4 | OFFICER SUPPORT | 12 |
| | To consider engaging independent officer support in dealing with matters relating to legal challenge (15 min) | |

(End)

1 Apologies

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

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.

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)

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)

3 Minutes

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

Background

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.

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)

Minutes to be adopted

18th February 2020, 14th April and 5th May, see following page



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, 18 February 2020 commencing at 7:32pm.

Members Present

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

Councillor Loader
Councillor Prichard
Councillor Yeo
Councillor Welch

Absent:

Councillor Proctor, Cook and Brown

Officers Present:

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

In Attendance:

8 members of the public
1 member of the press

MINUTES

F80 Election of Chairman

It was **PROPOSED** and **RESOLVED** that Councillor Hollingshead would Chair this meeting in the absence of the Chair and Vice Chair.

Proposed by Cllr Chase		
Seconded by Cllr Loader		
In Favour	5	Cllrs Lewer, Welch, Loader, Prichard and Chase
Against	2	Cllrs Yeo and Tippins
Abstentions	1	Cllr Hollingshead
MOTION CARRIED		

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.

- Zero Carbon Future Event – Details for a talk regarding the climate emergency were detailed and all were invited to attend.

Meeting Commenced: 7.35 pm

Councillor Yeo requested that all voting be recorded by names for the minutes of this meeting.

F81 Apologies

Apologies were received and accepted from Councillor Proctor due to personal commitments and from Councillors Brown and Cook for commitments with Dorset Council. It was noted Councillor Hall would be late arriving due to work commitments.

Proposed by Cllr Welch		
Seconded by Cllr Lewer		
In Favour	5	Cllrs Lewer, Welch, Loader, Prichard and Chase
Against	2	Cllrs Yeo and Tippins
Abstentions	1	Cllr Hollingshead
MOTION CARRIED		

F82 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose. Councillor Yeo declared an interest in Item 18, Member Motion- East Shaftesbury Spine Road as a resident on the Eastern Development.

F83 Minutes

Minutes of the 14th January 2020 were received. Subject to the amendments below it was **RESOLVED** to approve the minutes from the Full Council meeting held on Tuesday, 14 January 2020 and the minutes were duly signed.

Amendments:

Ref F69 - Change Pritchard to Prichard

Ref F73d – Remove Cllrs Prichard, Brown and Welch from the voting record.

Ref F76c – Amend the number of votes to the correct count

Proposed by Cllr Lewer		
Seconded by Cllr Prichard		
In Favour	5	Cllrs Lewer, Welch, Loader, Prichard and Chase
Against	2	Cllrs Yeo and Tippins
Abstentions	1	Cllr Hollingshead
MOTION CARRIED		

Councillor Tippins requested that the following statement she made be formally minuted.

‘I have a complaint against the Town Clerk for delegating the approval of the salary budget line to the Human Resources committee. The HR committee has got no authority to sign off the salary budget line.’

F84 Reports

Officer report 0220FC4 was received and noted.

F85 Shaftesbury Football Club

Officer report 0220FC5 was received and noted.

F86 Payments

Officer report 0220FC6 was received and it was **RESOLVED** to approve the payments and transfer £70,000 from CCLA to the Town Council’s current account and the resulting bank balance were noted.

Proposed by Cllr Lewer		
Seconded by Cllr Chase		
In Favour	7	Cllrs Lewer, Tippins, Welch, Yeo Loader, Prichard and Chase
Against	0	
Abstentions	1	Cllr Hollingshead
MOTION CARRIED		

F87 Meeting Start Time

Officer report 0220FC7 was received and it was **RESOLVED** to amend the start time of all Council meetings to 7pm with immediate effect.

Proposed by Cllr Yeo		
Seconded by Cllr Lewer		
In Favour	3	Cllrs Yeo, Lewer and Loader

Against	2	Cllrs Chase and Welch
Abstentions	3	Cllr Hollingshead, Tippins and Prichard
MOTION CARRIED		

F88 Human Resources Outsource

Officer report 0220FC8 was received and it was **RESOLVED** to award the contract for HR provision to Peninsula. *(Delegated to the Town Clerk all aspects in awarding and managing this contract. Financial Implication £2,581.20 per annum.)*

Proposed by Cllr Chase		
Seconded by Cllr Welch		
In Favour	4	Cllrs Lewer, Welch, Loader and Chase
Against	2	Cllrs Yeo and Tippins
Abstentions	2	Cllr Hollingshead and Prichard
MOTION CARRIED		

F89 Asset Review

Officer report 0220FC9 was received and it was **RESOLVED:**

F89a To purchase 2 Kabota ride on mowers and part exchange the redundant and unsuitable equipment as described in section 1 of this report.

F89b To select EG Coles as the preferred supplier; based on cost (including discount) and part-exchange value committing to a total spend of £20,286

Proposed by Cllr Prichard		
Seconded by Cllr Welch		
In Favour	7	Cllrs Lewer, Welch, Loader, Prichard, Chase, Yeo and Tippins
Against	0	
Abstentions	1	Cllr Hollingshead
MOTION CARRIED		

F90 Southern Slopes

Officer report 0220FC10 was received and it was **RESOLVED:**

F90a 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.

F90b 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. *(Delegated to the Town Clerk all aspects in delivering this project including expenditure up to £5,000 within budget lines.)*

Proposed by Cllr Prichard		
Seconded by Cllr Chase		
In Favour	7	Cllrs Lewer, Welch, Loader, Prichard, Chase, Yeo and Tippins
Against	0	
Abstentions	1	Cllr Hollingshead
MOTION CARRIED		

8.25pm – Councillor Hall arrived at this point.

F91 Coppice Street Land Adjacent to Tesco

Officer report 0220FC11 was received and it was **RESOLVED** 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. *(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.)*

Proposed by Cllr Chase		
Seconded by Cllr Welch		
In Favour	4	Cllrs Lewer, Welch, Prichard and Chase
Against	2	Cllrs Yeo and Tippins
Abstentions	3	Cllr Hollingshead, Hall and Loader

MOTION CARRIED

F92 Civic Role

Officer report 0220FC12 was received and it was **RESOLVED** to adopt the Civic Role protocol and amend Standing Orders to reflect the voting arrangements.

Proposed by Cllr Chase

Seconded by Cllr Lewer

In Favour	7	Cllrs Lewer, Welch, Hall, Loader, Prichard, Chase and Tippins
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Against	1	Cllrs Yeo
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Abstentions	1	Cllr Hollingshead
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MOTION CARRIED

F93 Brand Identity Tender

Officer report 0220FC13 was received and it was **RESOLVED**:

F93a To approve the content of the Branding Proposal tender document.

F93b 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.

F93c That a panel of representatives will recommend the contractor from the tenders received to Full Council. The panel will include the Town Clerk and Business Manager in collaboration with the Lead Councillor and Chair of Visitor Experience Advisory Committee.

Proposed by Cllr Hall

Seconded by Cllr Lewer

In Favour	7	Cllrs Lewer, Welch, Loader, Prichard, Chase, Yeo and Hall
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Against	1	Cllrs Tippins
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Abstentions	1	Cllr Hollingshead
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MOTION CARRIED

F94 Digital Marketing SLA Tender Document

Officer report 0220FC14 was received and it was **RESOLVED**:

F94a To approve the content of the SLA Digital Marketing tender document.

F94b 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.

F94c That a panel of representatives will recommend the contractor from the tenders received to Full Council. The panel will include the Town Clerk and Business Manager in collaboration with the Lead Councillor and Chair of Visitor Experience Advisory Committee.

Proposed by Cllr Hall

Seconded by Cllr Chase

In Favour	7	Cllrs Lewer, Welch, Loader, Prichard, Chase, Yeo and Hall
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Against	1	Cllrs Tippins
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Abstentions	1	Cllr Hollingshead
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MOTION CARRIED

F95 VE day

Officer report 0220FC15 was received and it was **RESOLVED** to provide 2 free sessions of Hall Hire to the Silver Band and the Choir in lieu of performing at the VE Day celebrations.

Proposed by Cllr Hall

Seconded by Cllr Prichard

In Favour	7	Cllrs Lewer, Welch, Loader, Prichard, Chase, Yeo and Hall
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Against	0	
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Abstentions	2	Cllr Hollingshead and Chase
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MOTION CARRIED

F96 Terms of Reference

Officer report 0220FC16 was received and it was **RESOLVED** that this item be deferred to the next Full Council meeting to allow the Chairman of this Council to sit with the Chairs of all the committees along with the Town Clerk, to review and amend where necessary the existing Terms of Reference.

Proposed by Cllr Hollingshead		
Seconded by Cllr Lewer		
In Favour	7	Cllrs Lewer, Hollingshead, Welch, Loader, Prichard, Chase and Hall
Against	2	Cllrs Tippins and Yeo
Abstentions	0	
MOTION CARRIED		

F97 Member Motion – LEP Funding

Officer report 0220FC17 was received and it was **RESOLVED** that Shaftesbury Town Council considers submitting a LEP funding bid equivalent in value to the Gillingham LEP funding of £3.4m, subject to seeking clarification from Dorset Council and from Dorset LEP on funding sources and submission process.

Proposed by Cllr Tippins		
Seconded by Cllr Loader		
In Favour	7	Cllrs Lewer, Welch, Loader, Prichard, Chase, Tippins, Yeo and Hall
Against	0	
Abstentions	1	Cllr Hollingshead
MOTION CARRIED		

F98 Member Motion – East of Shaftesbury Spine Road

Officer report 0220FC18 was received;

F98a It was **PROPOSED** that Shaftesbury Town Council approves of spending £5,000 out of General Reserves for the engagement of a private consultant to look into the spine road.

Proposed by Cllr Yeo		
Seconded by Cllr Tippins		
In Favour	2	Cllrs Yeo and Tippins
Against	3	Cllrs Lewer, Welch and Chase
Abstentions	4	Cllr Hollingshead, Loader, Prichard, and Hall
MOTION FELL		

F98b It was **RESOLVED** to delegate to the Town Clerk to find an appropriate professional to seek advice on the spine road, to initially approach the two planning consultants known by Councillor Tippins, to request a schedule of works and quotes and bring back to Full Council for a decision.

Proposed by Cllr Welch		
Seconded by Cllr Hall		
In Favour	7	Cllrs Lewer, Welch, Loader, Tippins, Prichard, Chase, Yeo and Hall
Against	0	
Abstentions	1	Cllr Hollingshead
MOTION CARRIED		

ACTION: FINANCE AND SERVICES OFFICER

ACTION: TOWN CLERK

With remaining business confirmed for inclusion on the next Full Council agenda, the meeting was closed at 9.32 pm

Signed

Date



SHAFTESBURY TOWN COUNCIL

Full Council

Minutes of the Planning and Highways Committee held online via Zoom on Tuesday 14th April 2020 commencing at 10 am.

Members Present

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

Councillor Loader
Councillor Prichard
Councillor Yeo
Councillor Welch
Councillor Proctor
Councillor Hollingshead

Officers Present:

Claire Commons, Town Clerk
Brie Logan, Business Manager
Zoe Moxham, Office Administrator
Tracy Moxham, Finance and Services Officer

In Attendance:

6 members of the public
1 member of the press

MINUTES

Councillor Yeo requested that all voting be recorded by names for the minutes of this meeting.

F99 Apologies

None were received.

F100 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose. Claire Commons declared an interest in item 3 as the Town Clerk and the extra responsibility the motion would result in. Councillors Prichard, Brown and Welch declared an interest in Item 3, Member Motion – Delegation as members of Friends of Westminster. Councillor Proctor noted that all Councillors have an interest in Item 3. Councillor Yeo declared that he was recording the meeting.

F101 Member Motion – Delegation

Officer report 0420EFC3 was received and it was **RESOLVED** to amend for 12 months sec.2.4.5 of the Scheme of Delegation to authorise the Town Clerk to make single or various payments up to a total of £20,000 without authorisation and authorise an initial expenditure of up to £20k for the purchase of PPE for health and social care

workers in the town.

Proposed by Cllr Cook		
Seconded by Cllr Hollingshead		
In Favour	9	Cllrs Cook, Brown, Lewer, Welch, Hollingshead, Prichard, Proctor Hall and Chase
Against	2	Cllrs Yeo and Tippins
Abstentions	1	Cllr Loader
MOTION CARRIED		

ACTION: TOWN CLERK

There being no further business, the meeting was closed at 10.52 am

Signed

Date



SHAFTESBURY TOWN COUNCIL
Extraordinary Full Council Meeting

Minutes of the Extraordinary Full Council Meeting held online via Zoom on Tuesday, 05 May 2020 commencing at 7.00 pm.

Members Present

Councillor Cook (Chair)
Councillor Lewer
Councillor Hall
Councillor Tippins
Councillor Brown

Councillor Loader
Councillor Yeo
Councillor Welch
Councillor Proctor
Councillor Hollingshead

Officers Present:

Claire Commons, Town Clerk
Brie Logan, Business Manager

MINUTES

P99 Councillor Yeo requested that all voting be recorded by names for the minutes of this meeting.

Public Participation

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.

- The method for public participation was clarified.

F102 Apologies

Councillor Chase due to a conflicting engagement.

F103 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose. Claire Commons declared an interest in item 3 as the Town Clerk and the extra responsibility the motion would result in. Councillors Brown and Welch declared an interest in Item 3, Member Motion – Delegation as members of Friends of Westminster.

F104 Member Motion – Delegation

Councillor Yeo requested that all voting be recorded by names for the minutes of this meeting.

R104a Officer report 0520FC3 was received and it confirmed that the business was for the voting record only on the motions as put and debated on 14th April for procedural accuracy. It was **RESOLVED** to amend the submitted motion to included '*and authorise an initial expenditure of up to £20k for the purchase of PPE for health and social care workers in the town.*' to the original proposed motion.

Proposed by Cllr Chase		
Seconded by Cllr Welch		
In Favour	9	Cllrs Cook, Brown, Lewer, Welch, Hollingshead, Loader, Proctor, Hall and Chase
Against	2	Cllrs Yeo and Tippins
Abstentions	0	
MOTION CARRIED		

R104b The amended motion was put and it was **RESOLVED** to amend for 12 months sec.2.4.5 of the Scheme of Delegation to authorise the Town Clerk to make single or various payments up to a total of £20,000 without authorisation and authorise an initial expenditure of up to £20k for the purchase of PPE for health and social care workers in the town.

Proposed by Cllr Cook		
Seconded by Cllr Hollingshead		
In Favour	9	Cllrs Cook, Brown, Lewer, Welch, Hollingshead, Loader, Proctor, Hall and Chase
Against	2	Cllrs Yeo and Tippins
Abstentions	0	
MOTION CARRIED		

ACTION: TOWN CLERK

There being no further business, the meeting was closed at 7.27pm

Signed

Date

4 Officer Support

To consider engaging independent officer support in dealing with matters relating to legal challenge (30 min)

4.1 Summary

- 4.1.1 The Council has received a legal challenge which is currently being handled by the Town Clerk in consultation with the Council's legal advisors. The detail of that challenge is not for debate under this item.
- 4.1.2 The Clerk recommends that the Council engages an independent officer to provide legal and procedural advice to the Council and liaise with the Council's legal representatives as necessary.
- 4.1.3 By engaging an independent officer, the Council may be assured of complete impartial and professional guidance and also provide a degree of separation between the issues being raised and members of the Town Council's staff.
- 4.1.4 It is recommended that the Council agree an hourly rate and a cap to expenditure which can be reviewed as time progresses.
- 4.1.5 It is anticipated that 5 hours per week should suffice and a cap of 10 hours per week be applied.
- 4.1.6 The Council may consider engaging a consultant or self employed officer or employing an officer on a zero hour contract.
- 4.1.7 The Clerk is still obtaining details of suitable and available persons for this role, these will follow early next week.

4.2 Financial Implication

- 4.2.1 Costs to follow

4.3 Legal Implication

- 4.3.1 The Council may appoint such officers as it thinks necessary for the discharge of its functions (Local Government Act, 1972 s.112)

4.4 Risk

- 4.4.1 There is a risk to the Council that it would be neglecting its duty of care to employees if a temporary officer was not engaged.
- 4.4.2 There is a risk of perceived bias if a temporary officer was not engaged.

4.5 Recommendation

- 4.5.1 That Shaftesbury Town Council resolves to appoint a temporary officer for the discharge of the Town Council's functions in relation to legal challenge and other matters relating to Cllr Tippins and the Town Clerk.

End.

Report Author:
Claire Commons, Town Clerk and RFO