



# Shaftesbury Town Council

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To: Members of Shaftesbury Town Council (FC), Councillors Cook (Chair), Brown (Vice Chair), Chase, Hall, Hollingshead, Lewer, Loader, Proctor, Tippins, Welch and Yeo.  
You are summoned to a meeting of the Full Council for the transaction of the business shown on the agenda below. To be held at 7.00pm on **Tuesday 07 July 2020** online at Zoom.us.  
Meeting ID: 885 1891 9847 Password: 909869

All other recipients for information only

Claire Commons CerTHE PSLCC, Town Clerk and Responsible Finance Officer (RFO)  
1<sup>st</sup> July 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 taken in turn as directed by the Chairman and should be by the response 'In Favour', 'Against', or 'Abstain'. 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

<b>1</b>	<b>APOLOGIES</b> .....	<b>4</b>
	To receive and consider for acceptance, apologies for absence (1 min)	
<b>2</b>	<b>DECLARATIONS OF INTEREST</b> .....	<b>4</b>
	To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)	
<b>3</b>	<b>MINUTES</b> .....	<b>5</b>
	To confirm the minutes of the previous meeting of the Full Council. (5 min)	
<b>4</b>	<b>REPORTS</b> .....	<b>6</b>
	To receive reports from Dorset Councillors, Mayor, Committee Chairmen and local organisations (5 min)	
<b>5</b>	<b>ACCOUNTS YEAR ENDING 31<sup>ST</sup> MARCH 2020</b> .....	<b>8</b>
	To report on the financial position of the Town Council's accounts for the year ending 31 <sup>st</sup> March 2020 and to adopt the Internal Auditor's report, the Annual Governance Statement and the Statement of Accounts for the year ending 31 <sup>st</sup> March 2020 (20 min)	
<b>6</b>	<b>PAYMENTS</b> .....	<b>10</b>

	To receive payments made under delegation and consider payments for authorisation .. (5 min)	
<b>7</b>	<b>VEAC TOWN BRANDING .....</b>	<b>14</b>
	(Recommendation from the ROSE Committee 23/6) To award the contract for Town Branding (5 min)	
<b>8</b>	<b>VEAC DIGITAL MARKETING.....</b>	<b>16</b>
	(Recommendation from the ROSE Committee 23/6) To award the Service Level Agreement contract for Digital Marketing (5 min)	
<b>9</b>	<b>SHAFTESBURY OASIS.....</b>	<b>18</b>
	(Recommendation from the ROSE Committee 23/6) To decide whether to open Shaftesbury Oasis Pool for 2020 (5 min)	
<b>10</b>	<b>COMMUNITY GRANT POLICY .....</b>	<b>20</b>
	(Recommendation from the GEM Committee 30/6) To amend the Community Grant policy to support covid-19 recovery (5 min)	
<b>11</b>	<b>CASTLE GREEN – DEED OF DEDICATION .....</b>	<b>22</b>
	To approve the content of the Deed of Dedication and nominate 2 councillors to sign..... (5 min)	
<b>12</b>	<b>COMMUNITY YOGA.....</b>	<b>28</b>
	To consider forward funding a grant for community yoga in Shaftesbury (5 min)	
<b>13</b>	<b>COMMUNITY DONATIONS .....</b>	<b>29</b>
	To select a charity to benefit from Community Donations (5 min)	
<b>14</b>	<b>CALENDAR OF ONLINE MEETINGS .....</b>	<b>30</b>
	To consider a schedule of online meetings during covid-19 remote working (5 min)	
<b>15</b>	<b>MEMBER MOTION – COMMUTED SUM S.106 EAST GREEN / GREEN ACRE EAST OF SHAFTESBURY.....</b>	<b>31</b>
	Proposed Resolution: Land has been transferred to Dorset Council – s106 funding for this land is held with Dorset Council Urgently construct safety 4 foot fencing and hedging along Allen Road as per the design in the Master Plan using s106 funds. Repair grass under the central tree and other areas using s106 funding Plant trees, shrubs further hedging around the perimeter; as per the master plan using s106 funding (15 min)	
<b>16</b>	<b>MEMBER MOTION – WAY OF WORKING 1 .....</b>	<b>33</b>
	To consider amendment to Standing Orders to reflect a way of working (1) (5 min)	
<b>17</b>	<b>MEMBER MOTION – WAY OF WORKING 2 .....</b>	<b>34</b>
	To consider amendment to Standing Orders to reflect a way of working (2) (5 min)	
<b>18</b>	<b>MEMBER MOTION – CHANGE OF STANDING ORDERS 1 .....</b>	<b>36</b>
	To consider amendment to Standing Order 9b (5 min)	
<b>19</b>	<b>MEMBER MOTION – STANDING ORDERS 2 .....</b>	<b>37</b>
	To consider amendment to Standing Order 3w (5 min)	

(End)

Anticipated meeting end time 8:50pm

#### **References**

Accounts and Audit (Coronavirus) (Amendment) Regulations, 2020. [Online]  
Available at: <http://www.legislation.gov.uk/ukxi/2020/404/contents/made>

Accounts and Audit Regulations, 2015. [Online].  
Clayden, P., 2019. *Arnold-Baker on Local Council Administration*. 11 ed. s.l.:Lexis Nexis.  
Local Government Act, 1972 s.151. *Financial Administration*. [Online]  
Available at: <http://www.legislation.gov.uk/ukpga/1972/70/section/151>  
Local Government Association, 2013. *The General Power of Competence*, London: LGA.  
Local Government Miscellaneous Provisions Act, 1976 s.19. *Power to provide sports and recreational facilities*. [Online].  
Public Health Act, 1936 s.87. *Power to provide public toilets*. [Online].  
Shaftesbury Town Council, 2019. *Code of Conduct*. [Online]  
Available at: [https://www.shaftesbury-tc.gov.uk/images/STC\\_Code\\_of\\_Conduct\\_2012.pdf](https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf)  
Shaftesbury Town Council, 2019. *Financial Regulations*. [Online].  
Shaftesbury Town Council, 2019. *Planning and Highways Terms of Reference*. [Online]  
Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/01/2019-07-23-Adopted-TERMS-OF-REFERENCE.pdf>  
Shaftesbury Town Council, 2019. *Scheme of Delegation*. [Online]  
Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2019/03/Scheme-of-Delegation-Adopted-26th-February-2019.pdf>  
Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.

## **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.

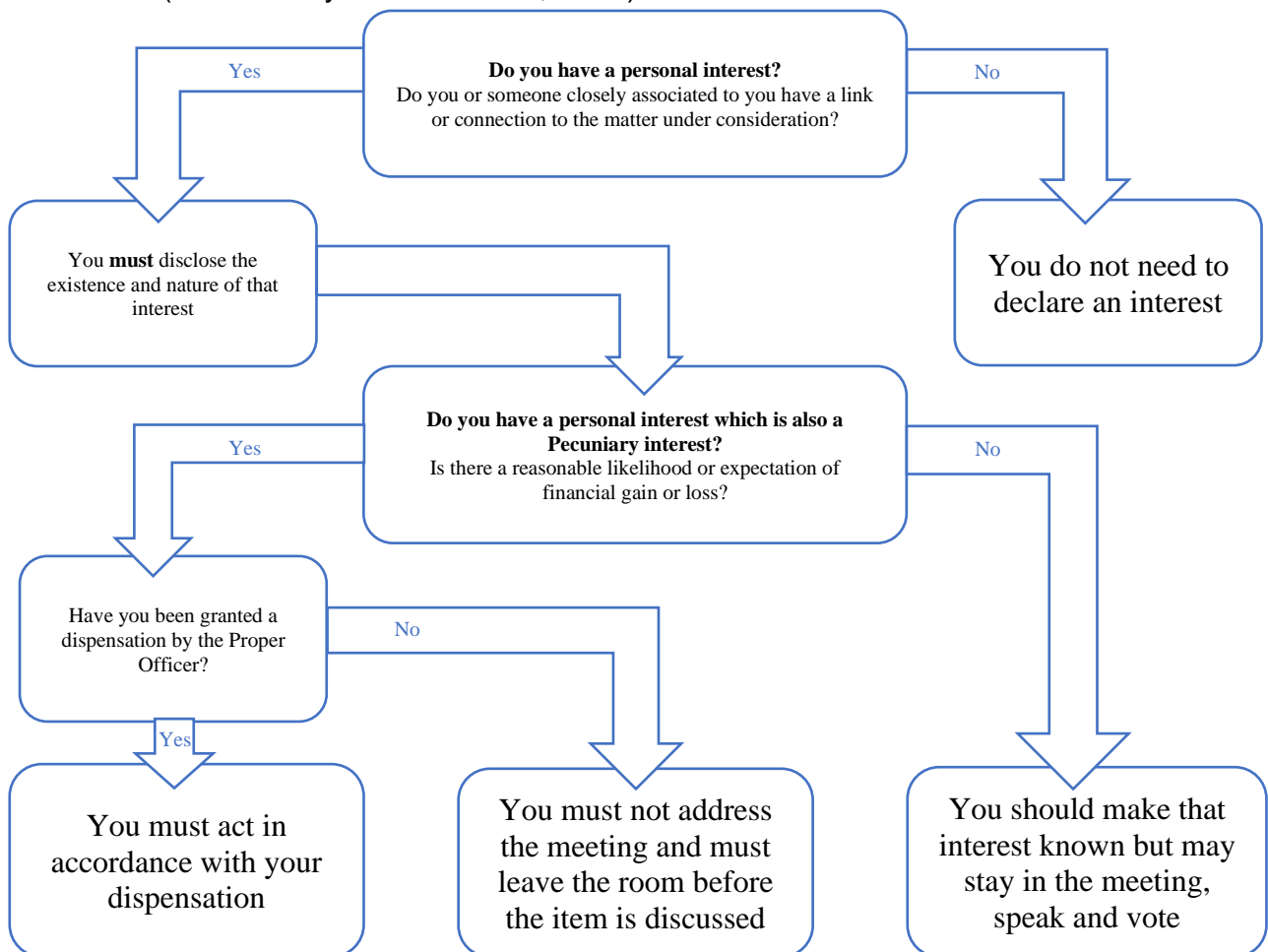
## **2 Declarations of Interest**

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)



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

### **3 Minutes**

To confirm the minutes of the previous meeting of the Full Council.

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(5 min)

#### **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 Minutes to be adopted are provided through the hyperlinks against each of the dates below. Members should read them in advance of the meeting and satisfy themselves that they are a true record of the decisions taken.
- 3.2.2 [5th May](#)
- 3.2.3 [28th May](#)
- 3.2.4 [1st June](#)
- 3.2.5 [2nd June](#)

## **4 Reports**

To receive reports from Dorset Councillors, Mayor, Committee Chairmen and local organisations (5 min)

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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 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 Financial Implications**

4.2.1 There are no financial implications arising from this report.

### **4.3 Legal Implications**

4.3.1 The Council has the General Power of Competence and this should be used as the power of first resort (Local Government Association, 2013).

### **4.4 Risk**

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

### **4.5 Recommendation**

4.5.1 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.

### **4.6 Reason for Recommendation**

4.6.1 To provide a minute record of information provided to members of the Council.

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### **4.7 Civic Report**

4.7.1 Due to Covid-19 there have been no civic engagements. The Mayor is invited to speak to this item.

### **4.8 Dorset Council Reports**

4.8.1 Dorset Councillors are invited to provide a report at this point.

### **4.9 Committee Reports**

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

4.9.2 Human Resources Committee [10th February](#) (reconvened)

4.9.3 Planning and Highways Committee [16th June](#)

4.9.4 Recreation, Open Spaces and Environment Committee [11th June](#) and [23rd June](#)

4.9.5 General Management Committee [30th June](#)

**4.10 C-19 Report**

- 4.10.1 Dorset Community Foundation grant Shaftesbury Support Group led by Offices at Shaftesbury Town Council was awarded a grant of £3,000 in April 2020 by the Dorset Community Foundation. The grant application was based around funding to set up the Food Aid Support Service and reimburse volunteer expenses for those travelling to the villages for prescription deliveries. Due to the success of the Food Aid project and the prescription delivery service lasting longer than expected a further £2,000 top up grant was successfully awarded in May 2020.
- 4.10.2 118 volunteers over the last 12 weeks have delivered 1,364 prescriptions. 282 trips by car to the Donheads, Iwerne Minster, Kington Magna, Guys Marsh, Fontmell and other villages in between have resulted in our volunteers travelling 2,397 miles delivering vital medication to those in need. The expenses are being managed by the Blackmore Vale Partnership.
- 4.10.3 The Food Aid project has fed 301 people: 149 adults and 152 children over the past ten weeks resulting in 106 parcels prepared by the Food Aid team plus fresh food supplied by Abbots and Prime Cuts and working together to support this project.

(End)

Report Author:

Claire Commons, Town Clerk and RFO

## **5 Accounts Year Ending 31<sup>st</sup> March 2020**

To report on the financial position of the Town Council's accounts for the year ending 31<sup>st</sup> March 2020 and to adopt the Internal Auditor's report, the Annual Governance Statement and the Statement of Accounts for the year ending 31<sup>st</sup> March 2020 (20 min)

### **5.1 Summary**

5.1.1 The following items are appended to this report

5.1.2 The Council must submit an Annual Return to the external auditor by 31st July 2020. Part of the Annual Return is to approve the Annual Governance Statement at Section 1 of the AGAR. The Council must confirm for each of the nine points in Section 1 whether it agrees or not with the statement.

5.1.3 After approving Section 1, the Council must approve the Accounting Statements for 2017/18 as shown at section 2 of the Annual Return. The bottom line of the balance sheet corresponds to line 7 of the accounting statements balances carried forward. The total value of cash and short-term investments corresponds to the bank reconciliation.

5.1.4 Under the new regulations (Accounts and Audit (Coronavirus) (Amendment) Regulations, 2020) there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30-working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020. This SI was issued on 7 April and is effective from 30 April 2020.

5.1.5 The following items accompany this report and are available on the links shown;

<b>Document</b>	<b>Location</b>
Internal Auditor Reports	<a href="https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/07/IA-Audit-Reports-2019-20.pdf">https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/07/IA-Audit-Reports-2019-20.pdf</a>
Bank Reconciliations	<a href="https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/07/AGAR-Bank-Rec-and-Statements.pdf">https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/07/AGAR-Bank-Rec-and-Statements.pdf</a>
Debtors and Creditors	<a href="https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/07/Sales-Ledger-Aged-Balances.pdf">https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/07/Sales-Ledger-Aged-Balances.pdf</a>  <a href="https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/07/Purchase-Ledger-Aged-Balances.pdf">https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/07/Purchase-Ledger-Aged-Balances.pdf</a>
Income and Expenditure (summary)	<a href="https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/07/I-E-Account-for-Year-Ended-31-March-2020.pdf">https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/07/I-E-Account-for-Year-Ended-31-March-2020.pdf</a>
Income and expenditure (detail)	<a href="https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/07/Detailed-I-E-by-Budget-Heading-31-03-2020.pdf">https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/07/Detailed-I-E-by-Budget-Heading-31-03-2020.pdf</a>



Explanation of Variances	<a href="https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/07/Explanation_of_variances_2019-20.pdf">https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/07/Explanation_of_variances_2019-20.pdf</a>
Annual Governance and Accountability Statement (AGAR)	<a href="https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/07/AGAR.pdf">https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/07/AGAR.pdf</a>
Exercise of Public Rights notice	<a href="https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/07/Elector-Rights-notice.pdf">https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/07/Elector-Rights-notice.pdf</a>

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## 5.2 Scheme of Delegation

5.2.1 Approval of End of Year Accounts and Annual Return must only be resolved by Full Council (2019, p. 4)

## 5.3 Financial Implications

5.3.1 There are no financial implications arising from this report. The public will have the right to ask any questions of the External Auditor. This may incur charges from the External Auditor which the Council is required to pay from the public purse.

## 5.4 Legal Implications

5.4.1 Every local authority is required to make arrangements for the proper administration of its affairs and to ensure that one of its officers has responsibility for those affairs (Local Government Act, 1972 s.151). The Responsible Financial Officer for this Council is the Clerk.

## 5.5 Risk

5.5.1 Failure to resolve the end of year accounts could lead to a qualified audit.

## 5.6 Recommendations

5.6.1 That the Internal Auditor's report and the Town Clerk's associated action plan for the year ending 31<sup>st</sup> March 2020 is adopted

5.6.2 That the Annual Governance Statement for the year ending 31<sup>st</sup> March 2020 is adopted

5.6.3 That the Statement of Accounts for the year ending 31<sup>st</sup> March 2019 is approved and duly signed thereby approving the Council's Annual Return

5.6.4 That the dates for exercise of public rights are confirmed as 13<sup>th</sup> July – 21<sup>st</sup> August

## 5.7 Reason for Recommendation

5.7.1 The recommendations should be taking individually and in the order set out to satisfy the requirements of the External Audit.

(End)

Report Author: Claire Commons, Town Clerk & RFO

## **6 Payments**

To receive payments made under delegation and consider payments for authorisation (5 min)

### **6.1 Summary**

6.1.1 Two payments lists are provided in this report for ratification and authorisation.

### **6.2 Scheme of Delegation**

6.2.1 The Town Clerk is the Responsible Finance Officer to the Council and is responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

6.2.2 The Town Clerk is delegated to authorise routine expenditure within the greed budget

### **6.3 Financial Implications**

6.3.1 The RFO is required to prepare a schedule of payments requiring authorisation to be presented to the council or finance committee. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of contract of employment) may be summarised to remove public access to any personal information. (Shaftesbury Town Council, 2019)

### **6.4 Legal Implications**

6.4.1 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)

### **6.5 Recommendation**

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

### **6.6 Reason for Recommendation**

6.6.1 Members should be satisfied with the payments being drawn on the Council's account and that there are sufficient funds to meet those commitments.

### **6.7 List of payments made between 6<sup>th</sup> April and 23 June 2020**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/04/2020	Zoom Video Communications	Debit Card	14.39		Purchase Ledger Payment
08/04/2020	Amazon Online Sales	debt card	11.57		Purchase Ledger Payment
08/04/2020	British Telecommunications	DD	916.57		Telephone Bill 6/1-31/05
08/04/2020	Amazon Online Sales	Debit/Card	8.99		Purchase Ledger Payment
14/04/2020	HMRC	OL533	4,726.73		Tax/NI March Salaries
14/04/2020	Dorset Pension Fund	OL532	4,535.42		Pension contrib. March Salarie
14/04/2020	Treework Environmental Practic	ol535	1,098.00		Carry out Static Load TestT132
14/04/2020	Dorset Planning Consultant Ltd	ol531	931.30		Professional Neighbour Hood Pla
14/04/2020	Initial	ol534	255.78		Sanitary Bin Services 12months
14/04/2020	Dolphin Leisure	ol538	313.92		Purchase Ledger Payment
14/04/2020	Wybone Limited	OL537	1,009.01		Bin liners, locks for recycling
14/04/2020	Wessex Water	ol536	81.00		Water Rates Cemetery
14/04/2020	Amazon Online Sales	DebitCard	26.44		Purchase Ledger Payment
15/04/2020	Natwest	BLN	39.35		Bankline Charges

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15/04/2020	Fuel Genie	D/d	185.19	Fuel March
16/04/2020	Adobe Systems Software	d/d	8.32	Purchase Ledger Payment
16/04/2020	Sage Uk Ltd	D/D	84.00	Purchase Ledger Payment
16/04/2020	First Data	d/D	32.98	Card Machine Charges
20/04/2020	Peninsula	Std Ord	257.26	HR Advice
21/04/2020	Card Saver Ltd	DirectD	16.00	Purchase Ledger Payment
22/04/2020	Leaflet Frog	POS	54.00	Purchase Ledger Payment
22/04/2020	Southern Electric	d.d	294.75	Electric Town Hall
24/04/2020	Peninsula	Std Ord	210.50	H & S Advice
24/04/2020	British Gas	D.d	341.16	Gas 1st Jan to 31st March Pool
29/04/2020	Dorset Waste Partnership	o1547	459.40	Waste collection Apr-June
29/04/2020	Aqua cleaning Services	OL5	96.00	Town Hall Cleaning
29/04/2020	Clarity Copiers Ltd	o1540	50.22	Photocopying March
29/04/2020	Imprint Graphics	o1545	19.95	NHPG Booklet
29/04/2020	Angel Springs Ltd	o1543	65.52	Water Town Hall x4
29/04/2020	IXEL	o1548	165.00	Website Hosting May/July
29/04/2020	N D Hardiman Haulage Ltd	o1541	50.40	Top soil
29/04/2020	Dorset Hire Services	o1539	72.00	Rotovator Hire
29/04/2020	The IT Department Solutions Lt	o1549	386.16	Monthly Support
29/04/2020	Partnership Fire and Security	o1546	1,314.00	Purchase Ledger Payment
29/04/2020	IXEL	o1544	75.00	Domain renewal tc.gov.uk
30/04/2020	Community Support Group	CASH	100.00	Cash support for support group
30/04/2020	Salaries April	ONLINE	13,681.86	Salaries April
30/04/2020	Oldfield's Embroidery & Print	o1542	126.00	Purchase Ledger Payment
30/04/2020	British Telecommunications	direct.deb	82.14	Purchase Ledger Payment
30/04/2020	Telefonica Uk Ltd	DirectDe	76.75	Purchase Ledger Payment
30/04/2020	British Gas	o1550	109.39	Electric Bell St Toilets
01/05/2020	Dorset Council	Std Ord	724.00	Rates Town Hall
01/05/2020	Dorset Council	Std Ord	222.00	Business Rates Toilets
01/05/2020	Dorset Council	Std Ord	60.00	Rates Cemetery
01/05/2020	Dorset Council	Std Ord	329.00	Rates Unit 9c
05/05/2020	Prime Cuts	FOODVOUCHE	66.00	Food Vouchers Meat
06/05/2020	Tesco	DEBITCARD	159.22	Food Box Suppl
11/05/2020	Zoom Video Communications	debitcard	14.39	Zoom Pro Monthly
11/05/2020	Southern Electric	dd	164.18	Electricity Jan-April
11/05/2020	Southern Electric	DD	582.19	Gas Town Hall Jan to April Est
12/05/2020	Nat West	CHG	45.00	Safe Custody Hold
13/05/2020	Tesco	DEBITCARD	435.52	Tesco- Food Aid Supplies
13/05/2020	Opus Energy	Direct Deb	56.69	Electric Bell St Toilets
13/05/2020	Fuel Genie	directdebi	49.64	Fuel April
14/05/2020	Abbots Green Grocers	OL	154.00	Food Aid Vouchers
14/05/2020	Clarity Copiers Ltd	o1554	18.00	Printing April
14/05/2020	Dorset Council Pension Fund	OL556	4,524.01	Pension April
14/05/2020	Mark Warren Textiles Ltd	o1552	1,761.60	Material for Scrub Hub
14/05/2020	Do The Numbers Ltd	o1551	850.00	Internal Audit up to 31/03/20
14/05/2020	Prime Cuts	OL	112.00	Food Aid Vouchers
14/05/2020	The IT Department Solutions Lt	o1553	296.28	Purchase Ledger Payment
14/05/2020	Society of Local Council Clerk	o1559	1,376.00	Study Day refund
14/05/2020	HMRC	OL557	4,465.51	Tax/NI April
14/05/2020	Aqua cleaning Services	o1555	144.00	Cleaning Of Town Hall
15/05/2020	First Data	dD	32.98	Card Fees
15/05/2020	Abbotts	OL560	144.00	Abbotts Food Vouchers
15/05/2020	Prime Cuts	OL561	189.00	Meat Vouchers
15/05/2020	Shaftesbury Dementia Group	OL562	345.00	Shaftesbury Dementia Group
15/05/2020	Proprint	o1559	81.00	Recipe cards
15/05/2020	The IT Department Solutions Lt	o1563	103.20	Monthly Support
15/05/2020	Dorset Council	o1564	792.00	Supply & Erect SID Posts
15/05/2020	Partnership Fire and Security	o1565	360.00	CCTV Maintenance Contract
15/05/2020	Angel Springs Ltd	o1566	12.00	Water Cooler Rental
15/05/2020	EG. Coles	o1567	23,721.60	Kubota F3890 Ride On Mower
15/05/2020	Natwest	DD	33.50	Bankline Charges
18/05/2020	Adobe Systems Software	dd	8.32	Photoshop May
18/05/2020	Amazon Online Sales	Debit Card	44.76	Ink Cartridge for Printer
18/05/2020	Sage Uk Ltd	DD	84.00	Adjust against March invoice
19/05/2020	Community Support Group	CASH	250.00	Petty Cash for Support Group
19/05/2020	Card Saver Ltd	Dd	16.00	Card machine fees
20/05/2020	Tesco	POS	309.06	Food for Food Aid
20/05/2020	Peninsula	Std Ord	257.26	HR Advice
21/05/2020	Hine & Parsons	o1568	12.40	Elastic for scrub hub

## Report 0720FC6

22/05/2020	Abbots	OL569	121.00	Food Aid Vouchers
22/05/2020	Prime Cuts	OL572	109.00	Food Vouchers
22/05/2020	Ben Johnson (Shaftesbury) Ltd	ol570	359.75	Strimmer Head
22/05/2020	Surrey Hills Solicitors	ol571	1,680.00	Legal advice re KT
22/05/2020	May Salaries	ONLINE	13,873.06	May Salaries
22/05/2020	Amazon Online Sales	debit cad	19.57	Purchase Ledger Payment
22/05/2020	Amazon Online Sales	dc	34.96	Purchase Ledger Payment
24/05/2020	Peninsula	Std Ord	210.50	H & S Advice
26/05/2020	Southern Electric	DD	63.71	Electric Town Hall
27/05/2020	Tesco	DEBITCARD	74.70	Food Aid
29/05/2020	Chris Berwick Ltd	OL572	897.12	SLA Trinity Ground 1st Instal
29/05/2020	Thorngrove Garden Centre	OL573	459.46	Plants for grounds
29/05/2020	Prime Cuts	OL574	134.00	Food Aid Vouchers
29/05/2020	Abbots Greengrocers	OL575	110.00	Food Vouchers
29/05/2020	Eon	dd	1.45	Purchase Ledger Payment
01/06/2020	02	dd	76.75	O2 Grounds Mobiles April
01/06/2020	02	dd	76.75	O2 Grounds Mobiles May
01/06/2020	Dorset Council	Std Ord	724.00	Rates Town Hall
01/06/2020	Dorset Council	Std Ord	222.00	Business Rates Toilets
01/06/2020	Dorset Council	Std Ord	60.00	Rates Cemetery
01/06/2020	Dorset Council	Std Ord	329.00	Rates Unit 9c
03/06/2020	Tesco	POS	81.45	Tesco- Food supplies
05/06/2020	Tesco	POS	50.79	Food Supplies Food Aid
08/06/2020	HMRC	OL576	4,466.31	Wages May
08/06/2020	DCC Pensions	OL577	4,524.01	May Wages
08/06/2020	Prime Cuts	OL582	139.00	Food Vouchers
08/06/2020	Abbots	OL585	140.00	Food Aid Vouchers
08/06/2020	Proprint	ol584	56.00	Recipe Cards
08/06/2020	DPC Ltd	OL581	889.20	NHPG advice
08/06/2020	Bright Seeds	OL578	1,588.80	Wild Flower Seed
08/06/2020	Angel Springs	ol579	10.00	Water Cooler rental
08/06/2020	Hawes	OL580	210.00	Remove hanging branch
08/06/2020	Lyreco	ol580	186.10	Stationary
08/06/2020	Zoom Video Communications	Debit Card	14.39	Zoom monthly sub
10/06/2020	Tesco	POS	175.26	Food for Food Aid Parcels
10/06/2020	Amazon Online Sales	Debitcard	47.96	Materials for face masks
12/06/2020	Card Saver Ltd	Dirct Debi	16.00	Card machine service fee
12/06/2020	Fuel Genie	D/D	161.60	Fuel May
14/06/2020	Adobe Systems Software	D-D	8.32	Photoshop monthly sub
15/06/2020	Sage Uk Ltd	DD	84.00	Sage Payroll
15/06/2020	Signrite Signs	ol586	165.30	Hi Viz Vests - Marshalls
15/06/2020	Mole Countrystores	ol587	64.20	Fittings water trough
15/06/2020	Toogoods Property Co Ltd	OL588	2,271.60	Rent Unit 9c 24/06-23/09
15/06/2020	Tincknell Fuels	OL589	187.82	Fuel for equipment
15/06/2020	Clarity Copiers Ltd	OL590	46.18	Printing May
15/06/2020	Vita Play Ltd	OL591	1,290.00	Repairs to Caloo Equip
15/06/2020	Prime Cuts	OL592	101.00	Food Vouchers
15/06/2020	Abbots	OL593	100.00	Abbots Food Vouchers
15/06/2020	Nat West	DD	33.95	Bankline Charges
17/06/2020	Tesco	POS	64.29	Food supplies Food Aid
22/06/2020	Southern Electric	dd	80.61	Electric Town Hall
22/06/2020	British Gas	DD	134.97	Gas Pool
23/06/2020	Prime Cuts	OL599	112.00	Food Vouchers
23/06/2020	Wincombe MOT & Repair Centre L	OL594	803.57	Fit new clutch/service HT54
23/06/2020	N D Hardiman Haulage Ltd	ol595	29.40	sand
23/06/2020	MJ HPPS Ltd	OL596	341.59	Replace water heater
23/06/2020	DAPTC	OL597	1,157.27	Annual Subs. DAPTC
23/06/2020	Ben Johnson (Shaftesbury) Ltd	OL598	91.99	Strimmer Cord
23/06/2020	WPS Insurance Brokers	OL599	7,380.89	Insurance renewal
	<b>Total Payments</b>		<b>122,730.</b>	

### 6.8 List of Payments between 23<sup>rd</sup> June and 30<sup>th</sup> June

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/06/2020	Peninsula	Std Ord	210.50		H & S Advice
26/06/2020	DVLA	DEBITCARD	265.00		Road Tax WD65 XAM
29/06/2020	Eon	DD	266.96		Electricity Pool

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30/06/2020	Tesco	DEBITCARD	179.59	Food Supplies for Food Aid
30/06/2020	HMRC	OL607	4,937.99	Tax/Ni June Salaries
30/06/2020	Dorset Pension Fund	OL608	4,524.01	Pension June Salaries
30/06/2020	June Salaries	ONLINE	14,529.03	June Salaries
30/06/2020	EG. Coles	OL600	328.25	50hr Service Kubota Mower
30/06/2020	Dorset Council	OL601	20.00	Small lottery permit
30/06/2020	Aqua Supplies	OL602	120.00	Refresh/sanitise Town Hall
30/06/2020	Aqua cleaning Services	OL603	126.00	Face Mask/Blue Tissue Rolls
30/06/2020	Telefonica Uk Ltd	dd	76.75	Grounds Mobiles
30/06/2020	Surrey Hills Solicitors	OL604	940.00	Legal advice KT
30/06/2020	GCS Agricentre	Ol605	53.74	Oil and Rags
30/06/2020	WPS Insurance Brokers	OL606	1,976.56	Vehicle Insurance
		<b>Total Payments</b>	<b>28,554.38</b>	

(End)

Report Author:

Claire Commons, Town Clerk and RFO

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## 7 VEAC Town Branding

(Recommendation from the ROSE Committee 23/6)

To award the contract for Town Branding

(5 min)

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### 7.1 Summary

7.1.1 On 23rd June 2020, the ROSE committee RESOLVED to recommend to Full Council Company A as the preferred contractor to manage the Shaftesbury Brand Identity.

7.1.2 On 18th February 2020 STC resolved the following:

- to approve the content of the Branding Proposal tender document
- 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.
- that a panel of representatives 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

7.1.3 The confidential GEM paper (from October 2019) outlining the original proposal presented to GEM was circulated via the weekly digest 2020 02 14

7.1.4 The panel met online via Zoom on 22nd April to discuss the applications received. Each individual application was discussed and a summary was presented to the ROSE committee for debate and consideration

7.1.5 [The branding tender pack can be viewed here.](#)

### 7.2 Scheme of Delegation

7.2.1 On 18th February 2020 STC resolved that a panel of representatives 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

### 7.3 Financial Implications

7.3.1 Reserves project line 4912 has a balance of £50,000; funding which was awarded by NDDC in April 2019 and allocated to the town navigational signage project.

7.3.2 If contractor A is selected, then the cost will be up to the figure of £4,885

7.3.3 If contractor B is selected, then the cost will be £4,000 however this will exclude the toolkit; a suite of different options pending media/ communications platform for STC and other tourism-based organisations to use.

### 7.4 Legal Implications

7.4.1 None

### 7.5 Risk

7.5.1 The branding project will underpin the whole approach to managing the tourism plans for Shaftesbury. Without core branding the marketing of the town is at risk, the focus on awareness, positioning, loyalty, visitor perceptions and most importantly reputation and

recognition in terms of the visitor experience are all the core ingredients needed to improve the profile of Shaftesbury as a visitor destination.

## **7.6 Recommendation**

7.6.1 Full Council resolve to accept the ROSE committee recommendation and to select Company A as the preferred contractor to manage the Shaftesbury Brand Identity

## **7.7 Reason for Recommendation**

7.7.1 Company A has demonstrated that it should be selected for the following reasons:

- Outstanding presentation of a comprehensive tender proposal
- Very professional and forward-thinking company
- Flexible in approach to manage additional services as the project develops including navigational signage and town tourism guide

(End)

Report Author:

Brie Logan, Business Manager

## 8 VEAC Digital Marketing

(Recommendation from the ROSE Committee 23/6)

To award the Service Level Agreement contract for Digital Marketing

(5 min)

### 8.1 Summary

- 8.1.1 The ROSE committee resolved on 23rd June 2020 to recommend to Full Council to award the tender for the Shaftesbury Digital Marketing Service Level Agreement (SLA) to Company E
- 8.1.2 [GEM October 2019 agenda report can be access here.](#)
- 8.1.3 [STC Full Council February 2020 agenda report can be accessed here.](#)
- 8.1.4 [The tender document can be accessed here.](#)

### 8.2 Scheme of Delegation

- 8.2.1 On 18th February 2020 STC resolved that a panel of representatives 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

### 8.3 Financial Implications

- 8.3.1 Reserves project line 4352 has a balance of £22,000. Service Levels Agreement requests are allocated on an annual basis
- 8.3.2 Tourism funding has given to the BVTDC via an annual grant of £8,000 and more recently managed via a Service Level Agreement
- 8.3.3 If the recommendation from the panel to ROSE is resolved and the contract is awarded to company E then the full cost of this service in year one will be £10,500 therefore £2,500 over the current SLA however more coverage and an enhanced service

### 8.4 Legal Implications

- 8.4.1 The Council has the General Power of Competence and this should be used as the power of first resort (Local Government Association, 2013).

### 8.5 Risk

- 8.5.1 Lack of digital marketing impact on our effort to raise Shaftesbury as a tourist destination. New ways of inspiring visitors is more critical than it has ever been as important.

### 8.6 Recommendation

- 8.6.1 STC **resolves** to appoint Company E as the preferred contractor to manage the Shaftesbury Digital Marketing Service Level Agreement as set out in section 7 of the Digital Marketing Tender pack (A 3-year contract with a 1-year break clause, based on quarterly assessment of target achievement as set out in section 5 of the document)
- 8.6.2 STC **resolves** to allocate year funds of £10,500 to deliver the year one plan (2020/ 2021) and that £2,500 is transferred from General Reserves into budget line 4352 to address the shortfall.



8.6.3 STC **resolves** to review the budget for tourism digital marketing on an annual basis as per section 7 of the tender document.

## 8.7 Reason for Recommendation

8.7.1 Company E has demonstrated that it should be selected for the following reasons;

- Outstanding presentation of a comprehensive tender proposal
- Very professional and forward-thinking company
- Flexible in approach to manage social media management content and curation, SEO analysis, website set-up (work with the provider). Option to create newsletter as separate activity as the SLA develops
- The social media coverage is significantly higher and in comparison, more cost effective than other proposals
- The proposal links in the need to develop the content behind a new tourism website

(End)

Report Author:

Brie Logan, Business Manager

## 9 Shaftesbury Oasis

(Recommendation from the ROSE Committee 23/6)

To decide whether to open Shaftesbury Oasis Pool for 2020

(5 min)

### 9.1 Summary

9.1.1 The ROSE committee resolved to recommend option A to Full Council and the pool opens for the start of the school holidays, 20th July and is operation until 5th September (pending revision of government guidelines on leisure facilities)

9.1.2 The ROSE committee resolved to recommend to Full Council that the following essential maintenance, signage and repairs are undertaken prior to the pool opening and the sum of £5,697 is allocated from reserves - line number 4931- capital expenditure swimming pool as follows:

- Social Distancing Protocols e.g. Signage & Markings £150
- Pool Cover repair to replace tow bars £724 (Quoted by Spruce Pools 2020)
- Reception Area Refurbishment – estimate £500
- Urinal Replacement £1,983 (Quoted by Going Underground 2020)
- Roof Repair £2,340 (Quoted by Franks 2020)

9.1.3 The ROSE committee resolved to recommend the following to Full Council that the:

- Social distancing guidelines (appendix D) are adopted
- Booking system to manage swimmer numbers (appendix E) is adopted
- Revised timetable for the summer holidays is adopted
- Pool Manager follows the updated guidance from CIMSPA & Swim England to conform to national standards

9.1.4 For the full Oasis papers from the ROSE committee meeting plus accompanying papers [click here](#)

### 9.2 Scheme of Delegation

9.2.1 Financial Regulations require that expenditure on revenue items must be determined by the Full Council for all items over £5,000. (Shaftesbury Town Council, 2019, p. 6)

### 9.3 Financial Implications

9.3.1 Appendix B shows fixed costs (irrespective of opening) and optional costs which could be avoided if the pool does not open.

9.3.2 Appendix C shows the variable costs and the investment needed to open the pool should option A be selected

9.3.3 The school holiday season generates 55% of the total income for the season which equates to £17,158. Included in this figure is the income generated from loyalty cards and activities as outlined in appendix D. A further consideration is that there will be a reduction in swimmers as outlined in appendix E – social distancing measures and appendix F – booking guidelines.

9.3.4 The income is likely to be impacted by some 80% and is expected to be in the region of £5,000

9.3.5 The additional expenditure (based on recommendation) required to get the pool and building into an operational state will cost £5,697 (as outlined in appendix B). The capital expenditure budget on line 4931 is £18,041

#### 9.4 Legal Implications

9.4.1 None

#### 9.5 Risk

9.5.1 If the STC asset is dormant for 2020 then the public may be dissatisfied that the facility is not available in the peak of the summer season.

9.5.2 If the STC asset is opened there may be a financial implication on the precept for 2021/22

#### 9.6 Recommendation from the ROSE Committee

9.6.1 STC resolves to open the pool on 20th July (subject to government approval to lift the restrictions

9.6.2 STC resolves to spend on the following capital expenditure items from budget line 4931:  
Social Distancing Protocols e.g. Signage & Markings £150  
Pool Cover repair to replace tow bars £724 (Quoted by Spruce Pools 2020)  
Reception Area Refurbishment – estimate £500  
Urinal Replacement £1,983 (Quoted by Going Underground 2020)  
Roof Repair £2,340 (Quoted by Franks 2020)

9.6.3 STC resolves to adopt the following:  
Social distancing guidelines (appendix D)  
Booking system to manage swimmer numbers (appendix E)  
Revised timetable for the summer holidays (appendix F)  
Updated guidance from CIMSPA & Swim England to conform to national standards

#### 9.7 Reason for Recommendation

9.7.1 The Committee Chairman may provide reasons for recommendations from Committee

(End)

Report Author:

Claire Commons, Town Clerk and RFO

## **10 Community Grant Policy**

(Recommendation from the GEM Committee 30/6)

To amend the Community Grant policy to support covid-19 recovery (5 min)

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### **10.1 Summary**

10.1.1 The General Management Committee recommended amending the Community Grants Policy for 2020 / 2021 to support covid-19 recovery.

10.1.2 The supporting papers with the existing proposed policy is available [\[click here\]](#)

10.1.3 The Committee resolved to;

Amend requirement 2 of the policy to read “applications for funding must demonstrate contributions awarded for or received from other sources totalling at least 50% of the overall project cost”.

Amend ‘Priority Applications’ to include ‘that priority will be given to applications meeting the criteria for eligibility (above) all applications will be scored against the 12 themes of the Council’s strategic plan with the highest scoring being awarded funding first.’

Recommend to Full Council amending the grant awarding policy to support the community in Covid-19 recovery, delegate to the General Management Committee the award of any grants under £5000 and delegates to the Town Clerk in consultation with the General Management Committee members the drawing up of a scoring matrix and the schedule for grant applications.

### **10.2 Scheme of Delegation**

10.2.1 Financial Regulations require that the Council approves any grant or single commitment in excess of £5,000

10.2.2 Financial Regulations provides delegation to Committees for expenditure over 2,500 or the Clerk for items below £2,500

### **10.3 Financial Implications**

10.3.1 The grants budget for the current financial year is £20,000

### **10.4 Legal Implications**

10.4.1 The Council has the General Power of Competence and this should be used as the power of first resort (Local Government Association, 2013).

### **10.5 Risk**

10.5.1 There is a risk that some organisation may not receive funding due to the amended recommended priorities

### **10.6 Recommendation**

10.6.1 To amend the grant awarding policy Recommend to Full Council amending the grant awarding policy to support the community in Covid-19 recovery, delegate to the General Management Committee the award of any grants under £5000 and delegates to the

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Town Clerk in consultation with the General Management Committee members the drawing up of a scoring matrix and the schedule for grant applications.

**10.7 Reason for Recommendation**

10.7.1 The Committee Chairman may provide reasons for recommendations from Committee.

(End)

Report Author:

Claire Commons, Town Clerk and RFO

## **11 Castle Green – Deed of Dedication**

To approve the content of the Deed of Dedication and nominate 2 councillors to sign (5 min)

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### **11.1 Summary**

11.1.1 STC resolved at Full Council on 28th May 2020 to register Castle Green by Fields in Trust via the Deed of Dedication protection instrument and delegate to the Town Clerk all details in discharging this decision prior to final approval by Full Council.

11.1.2 The Deed of Dedication was sent to the STC solicitor on 30th June 2020 for independent legal verification. (see appendix x)

11.1.3 The Deed of Dedication is now ready for signing by two nominated councillors.

### **11.2 Scheme of Delegation**

11.2.1 The Town Clerk has delegated authority to manage the Town Council's services and property.

### **11.3 Financial Implications**

11.3.1 The cost of the legal review of the Deed of Dedication will not exceed £150.

### **11.4 Legal Implications**

11.4.1 The Deed of Dedication has been reviewed by the STC Solicitor

11.4.2 The Council has the General Power of Competence and this should be used as the power of first resort (Local Government Association, 2013).

### **11.5 Risk**

11.5.1 None

### **11.6 Recommendation**

11.6.1 Full Council resolves to nominate two councillors to sign the Deed of Dedication  
Asset management – Councillor Hollingshead  
Neighbourhood Plan – Councillor Lewer

(End)

Report Author:

Brie Logan, Business Manager

ACTIVE SPACES



**Non-charitable  
Deed of Dedication**

Shaftesbury Town Council (1)  
and  
Fields in Trust (2)  
  
Castle Hill Gardens

THIS DEED OF DEDICATION is made on the                      day of                      20

**BETWEEN**

- (1) **SHAFTESBURY TOWN COUNCIL** of The Town Hall, Shaftesbury, Dorset, SP7 8JE and its successors in title (**the Landowner**); and
- (2) **FIELDS IN TRUST** of Unit 2D Woodstock Studios, 36 Woodstock Grove, London W12 8LE, a Royal Charter Organisation established for charitable purposes (registered charity number 306070) and its successors in title (**FIT**)

(The Landowner and FIT being together called the **Parties**)

**WHEREAS:**

1. The property more particularly specified in the Schedule (the **Property**) forms part of the property of the Landowner.
2. The Parties hereby agree that the Property will be dedicated in perpetuity in the manner and for the purposes set out below (but without any intention to create any charitable trust), and in accordance with the mutual undertakings given by the Parties.
3. The Landowner gives the following undertakings:
  - 3.1 Not to use the Property or permit the Property to be used for any purpose other than as a public playing field and recreation ground;
  - 3.2 Not to grant, allow, suffer or permit the Property to be used for any purpose outside clause 3.1 including for any occasional or specific period of time without the consent of FIT save that the Property can be used as an overflow car park for up to three events per annum;
  - 3.3 Subject to clause 4 or clause 5, not (in so far as it has the power to do so) to dispose of the Property without the consent of FIT;
  - 3.4 Not to erect, allow, permit or suffer any buildings, structures or alterations on the Property, the use of which is outside the permitted uses as stated in Clause 3.1 without the consent of FIT;
  - 3.5 Not to grant, allow, suffer or permit the erection of any buildings, structures or alterations on the Property that would result in the total structural and building footprint of such buildings or structures to exceed twenty per cent of the total square footage of the Property;
  - 3.6 To inform FIT without delay of any proposals, intentions or decisions to grant, allow, suffer or permit:



- 3.6.1 Disposals of the whole or part of the Property;
- 3.6.2 The erection of any buildings, structures or alterations on the whole or part of the Property whether inside or outside the user clause at clause 3.1;
- 3.6.3 The temporary closures or uses of the whole or part of the Property;
- 3.7 To provide FIT with information in response to any reasonable request by FIT relating to the use at clause 3.1.
- 3.8 To maintain the Property and so far as is consistent with its duties as a local authority to have regard to any advice given from time to time by FIT on the management and running of the Property;
- 3.9 To erect notices on the Property in the form of signage provided by FIT relating to the background of FIT and its protection of the property, giving recognition of financial support where required;
- 3.10 To apply within three months of the date of this Deed on form RX1 annexed hereto for the registration in the proprietorship register of the registered title of the Property at the Land Registry of a restriction to the following effect:
- “No disposition of the registered estate by the proprietor of the registered estate is to be registered without a certificate signed by Fields in Trust of Unit 2D, Woodstock Studios, 36 Woodstock Grove, London, W12 8LE or by its conveyancer that the provisions of clause 4 of The Deed of Dedication dated \_\_\_\_\_ between Shaftesbury Town Council (1) and Fields in Trust (2) have been complied with”
- 3.11 To apply within three months of the date of this Deed on form AN1 annexed hereto for the registration in the charges register of the registered title of the Property at the Land Registry of a notice to the following effect:
- “By a Deed of Dedication dated \_\_\_\_\_ between Shaftesbury Town Council (1) and Fields in Trust (2) the land in this title for use as a public playing field and recreation ground.”
- 3.12 To supply FIT with evidence that the registrations referred to in clauses 3.10 and 3.11 have been completed within a reasonable period of time after completion.
4. Pursuant to clause 3.3, FIT shall not unreasonably withhold consent to any disposal of the Property provided that the Landowner at the request of FIT:
- 4.1 Replaces or agrees to replace the Property with a piece of freehold land approved by FIT which is of equivalent or better quality than the Property, with equivalent or better facilities than the Property, of the same or greater dimensions than the Property, in the same catchment area as the Property, and as accessible to the public as the Property (the **Replacement Site**) and applies such of the proceeds of any sale of the Property as are necessary to do so; and

- 4.2 Enters into another deed of dedication on the same terms as this Deed in respect of the Replacement Site.
5. FIT undertakes that it will not unreasonably withhold consent to any disposal of the Property at nil cost to any local authority or non-profit making organisation which will hold the Property and ensure that its use is compatible with clause 3.1, provided that the new landowner enters into another Deed of Dedication with FIT on the same terms as this Deed in respect of the Property.
6. FIT undertakes that it will:
  - 6.1 Not unreasonably withhold consent to disposal of the Property or the erection of any structures upon it, subject to its duty to perform its charitable objects and provided that the provisions of clause 4 or clause 5 of this Deed have been complied with;
  - 6.2 Respond without unreasonable delay to any notifications of intended disposal or erection of structures, or to any requests for advice; and
  - 6.3 Notify the Landowner without unreasonable delay of any concerns or matters of advice to which it requires the Landowner to have regard.
7. The Landowner DEDICATES the Property as [a public playing field and recreation ground] for the benefit of the inhabitants of Shaftesbury and thereabouts and the site will be titled Green Space for Good, Castle Hill Gardens.

IN WITNESS whereof this Deed of Dedication is executed the day and year first before written.

#### SCHEDULE

All that freehold property being land lying to the north of Bimport, Shaftesbury which is identified on the plan outlined in red and annexed to this Deed being all of HM Land Registry Title Number DT374229.

**EXECUTED** as a **DEED** on behalf of

**SHAFTESBURY TOWN COUNCIL**

by:

**COUNCILLOR**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**COUNCILLOR**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

In the presence of

Witness Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness Address: \_\_\_\_\_

**EXECUTED** as a **DEED** by affixing

The **COMMON SEAL** of **FIELDS IN TRUST**

under an authority conferred by s.260(2) Charities Act 2011

in the presence of:

Trustee:

Trustee:

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## 12 Community Yoga

To consider forward funding a grant for community yoga in Shaftesbury

(5 min)

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### 12.1 Summary

12.1.1 STC resolved to support the Yoga event on Castle Green. A grant from the London Marathon Trust has been approved to the value of £4,500 and this is linked in to the Deed of Dedication for Castle Green. The Deed is being processed by the Fields in Trust solicitor.

12.1.2 The event planning is underway and the grant cannot be released until the Deed of Dedication is signed by a representative of STC. It is expected the legal transaction will be complete by the end of July however funding needs to be committed to planning the event such as marketing and promotional material.

### 12.2 Scheme of Delegation

12.2.1 The Town Clerk has delegated authority to manage the Town Council's services and property.

### 12.3 Financial Implications

12.3.1 If the government do not lift the outdoor exercise restrictions then the event(s) cannot go ahead and event planning monies will have been spent.

### 12.4 Legal Implications

12.4.1 The Council has the General Power of Competence and this should be used as the power of first resort (Local Government Association, 2013).

### 12.5 Risk

12.5.1 To minimise financial risk only monies that are deemed as critical will be spent.

### 12.6 Recommendation

12.6.1 Full Council resolve to forward fund up to 50% of the value of the grant which equates to £2,250

### 12.7 Reason for Recommendation

12.7.1 The event needs several weeks to plan and will not be successful if only days' notice are given before restrictions are lifted and the first event taking place. To avoid risk with low numbers turning up for the event the warm up marketing campaign needs to start imminently.

(End)

Report Author:

Brie Logan, Business Manager

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### **13 Community Donations**

To select a charity to benefit from Community Donations

(5 min)

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#### **13.1 Summary**

13.1.1 The Scrub hub has been making cloth face coverings for shoppers to wear when shopping in the High Street.

13.1.2 The face coverings are offered to people by the marshalls who are positioned at each end of the High Street.

13.1.3 The face coverings are free of charge however some shoppers have wanted to make a voluntary donation. The donations have been accepted.

13.1.4 In the first two weeks the Council has received over £300 in donations.

13.1.5 It is expected that the chosen charitable organisation is based in Shaftesbury and benefits the local community.

13.1.6 The following have already been suggested by the community for the Council to consider.

Open House – Weekly Foodbank Service

Shaftesbury In Bloom – Crowdfunding campaign underway

13.1.7 The Council is not restricted to one beneficiary for the donations.

#### **13.2 Scheme of Delegation**

13.2.1 This is a new item for the Council to consider and does not currently have any delegation

#### **13.3 Financial Implications**

13.3.1 No impact on Council funds

#### **13.4 Legal Implications**

13.4.1 The Council has the General Power of Competence and this should be used as the power of first resort (Local Government Association, 2013).

#### **13.5 Risk**

13.5.1 None

<h4><b>13.6 Recommendation</b></h4>
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<p>13.6.1 STC nominates a charitable organisation to be the beneficiary of the public donations</p>
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#### **13.7 Reason for Recommendation**

13.7.1 To provide back to the community from the donations received by grateful visitors and residents.

(End)

Report Author:

Claire Commons, Town Clerk and RFO

## **14 Calendar of Online Meetings**

To consider a schedule of online meetings during covid-19 remote working (5 min)

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### **14.1 Summary**

14.1.1 A draft calendar of meetings was considered by the GEM Committee in February however the additional complexities of meeting and conducting business has meant that this hasn't come forward at an Annual Meeting. [Click here and scroll to page 42 to view the draft calendar](#)

14.1.2 The Council may consider resuming a calendar of meetings with some slight adjustments to the July dates and then returning to the draft calendar. Alternatively it may choose to leave calling meetings to be determined by the Town Clerk in consultation with the appropriate chairs of Council and Committee in direct response to the business to be transacted as it arises.

### **14.2 Scheme of Delegation**

14.2.1 The Town Clerk is authorised to draw up agendas and sign summons for members to attend ordinary meetings of the Council

### **14.3 Financial Implications**

14.3.1 There are no financial implications arising from this report

### **14.4 Legal Implications**

14.4.1 The Council has the General Power of Competence and this should be used as the power of first resort (Local Government Association, 2013).

### **14.5 Risk**

14.5.1 There is a risk of meetings being inquorate due to unavailability of meetings if a schedule is not established.

### **14.6 Recommendation**

14.6.1 That the Council adopts a schedule of online meetings for the remainder of the municipal year.

### **14.7 Reason for Recommendation**

14.7.1 To provide efficient management of Council business and transparency on the dates and nature of business that the Council will be conducting.

(End)

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**15 Member Motion – Commuted Sum s.106 East Green / Green Acre East of Shaftesbury**

Proposed Resolution: Land has been transferred to Dorset Council – s106 funding for this land is held with Dorset Council Urgently construct safety 4 foot fencing and hedging along Allen Road as per the design in the Master Plan using s106 funds. Repair grass under the central tree and other areas using s106 funding Plant trees, shrubs further hedging around the perimeter; as per the master plan using s106 funding (15 min)

**NOTICE OF MOTION TO COUNCIL**

To be referred to Committee (if yes, specify which committee)	No (Land not owned by Town Council)
Title of Motion	Commuted Sum s106 - East Green/Green Acre East of Shaftesbury
Proposed by	Cllr Peter Yeo
Seconded by	Cllr Karen Tippins
Proposed Resolution	<p>Land has been transferred to Dorset Council – s106 funding for this land is held with Dorset Council</p> <ol style="list-style-type: none"> <li>1. Urgently construct safety 4 foot fencing and hedging along Allen Road as per the design in the Master Plan using s106 funds.</li> <li>2. Repair grass under the central tree and other areas using s106 funding</li> <li>3. Plant trees, shrubs further hedging around the perimeter; as per the master plan using s106 funding</li> </ol>
Background (provided by the proposer)	<p>East Green/Green Acre Open Space has been transferred to Dorset Council. A copy of the master plan plus photos of the play area are attached to this motion.</p> <p>The play area is used by many children and there was always a requirement to place hedging along – by the side of the road – for protection/safety of the children from running onto the road and traffic.</p> <p>Hedging. Solution would be like the hedging around Gower Road play area which consists of wooden frame fence and chicken wire with hedging (Box Hedging) in front. An evergreen would be best like Box Hedging or Laurel. Beech Hedging would be in keeping with the rest of East Green/Green Acre. The distance required is approximately 40 yards and then a footpath and a further 10 yards to fence off the green from the road.</p> <p>The children use the central tree as a swing and it now requires some form of repair to the ground underneath which is now a large muddy puddle. This needs to be</p>

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	<p>filled in, turf laid and maybe gridding to protect the ground. Other areas of the green require grass turf due to unsightly patches.</p> <p>The landscape design requires completion with..... ‘shrub planting’ to include ‘wildlife friendly’ ornamentals eg cotoneaster and buddleia and selected varieties of native shrubs such as hazel, elder and holly to give interest and wildlife through the seasons. This section can be delegated to Shaftesbury Open Spaces Group to provide a suitable design. (Shaftesbury Open Spaces could also provide an ongoing maintenance agreement for the Open Space.)</p> <p>The source of funding is s106, there is £89,990 for Greenacre and a further £14,690 currently held by Dorset Council under the s106 Commuted Sums for the maintenance of these areas. There is also remaining <b>£1,834.00 from the LAP – Green Acre.</b></p>
<p>Background (provided by the Proper Officer)</p>	
<p>Financial implication (anticipated by the proposer)</p>	<p>None from Town Council</p>
<p>Financial implications (anticipated by the Proper Officer)</p>	
<p>Legal implications</p>	
<p>Proposers signature</p>	<p>Cllr Peter Yeo</p>
<p>Seconders signature</p>	<p>Cllr Karen Tippins</p>



**16 Member Motion – Way of Working 1**

To consider amendment to Standing Orders to reflect a way of working (1)

(5 min)

To be referred to Committee (if yes, specify which committee)	HR Committee
Title of Motion	Way of Working 1
Proposed by	Matthew Welch
Seconded by	Jeanne Loader
Proposed Resolution	That all office meetings between members of the public or town councillors with council office staff must be scheduled in advance.
Background (provided by the proposer)	This is a normal way of working in the business world and avoids staff being continually interrupted.
Background (provided by the Proper Officer)	
Financial implication (anticipated by the proposer)	None
Financial implications (anticipated by the Proper Officer)	
Legal implications	None
Proposers signature	Matthew Welch
Seconders signature	Jeanne Loader

**17 Member Motion – Way of Working 2**

To consider amendment to Standing Orders to reflect a way of working (2)

(5 min)

To be referred to Committee (if yes, specify which committee)	Full Council
Title of Motion	Way of Working 2
Proposed by	Alex Chase
Seconded by	Andy Hollingshead
Proposed Resolution	<p>1. An internal only email inbox is set up in order for staff and councillors to forward bullying or harassing emails or phone calls. Inbox to be monitored by HR committee.</p> <p>2. Staff are informed that if they receive an email which they consider to be bullying or harassing in nature that they are not required to respond and should report it to their superior as well as forward it to the monitoring email inbox. Similarly, if they receive a phone call they should email brief details of it to the monitoring email inbox; all phone calls are automatically recorded. There is no requirement for staff to respond to bullying or harassing emails or phone calls which have been reported and are allowed to hang up mid-call if they are being bullying or harassing as long as the call is reported.</p>
Background (provided by the proposer)	<p>Shaftesbury Town Council staff have the legal right under the 'Health and Safety at Work Act 1974' to work in an environment free of bullying and harassment. Over the past few months there have been a number of cases of alleged bullying toward Shaftesbury Town Council staff and councillors.</p> <p>Shaftesbury Town Council should adopt a way of working that makes bullying or harassment unacceptable, easy to report and which supports staff.</p>
Background (provided by the Proper Officer)	
Financial implication (anticipated by the proposer)	Cost of an email inbox.

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Financial implications (anticipated by the Proper Officer)	
Legal implications	
Proposers signature	Alex Chase
Seconders signature	Andy Hollingshead

**18 Member Motion – Change of Standing Orders 1**

To consider amendment to Standing Order 9b

(5 min)

To be referred to Committee (if yes, specify which committee)	Full Council
Title of Motion	Change of Standing Orders 1
Proposed by	George Hall
Seconded by	John Lewer
Proposed Resolution	Standing order 9.B is replaced as follows - “No motion may be moved at a meeting unless it is on the agenda and the mover and two other members have given written notice of its wording to the Proper Officer at least ten clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.”
Background (provided by the proposer)	N/A
Background (provided by the Proper Officer)	
Financial implication (anticipated by the proposer)	None
Financial implications (anticipated by the Proper Officer)	
Legal implications	None
Proposers signature	George Hall
Seconders signature	John Lewer

**19 Member Motion – Standing Orders 2**

To consider amendment to Standing Order 3w

(5 min)

To be referred to Committee (if yes, specify which committee)	Full Council
Title of Motion	Change of Standing Orders 2
Proposed by	Piers Brown
Seconded by	Phil Proctor
Proposed Resolution	Standing order 3.W is replaced as follows - " <b>If a meeting is or becomes inquorate no business shall be transacted</b> and the meeting shall be closed."
Background (provided by the proposer)	N/A
Background (provided by the Proper Officer)	
Financial implication (anticipated by the proposer)	None
Financial implications (anticipated by the Proper Officer)	
Legal implications	None as the statutory regulations are retained (highlighted in bold).
Proposers signature	Piers Brown
Seconders signature	Phil Proctor