



SHAFTESBURY TOWN COUNCIL

Full Council Meeting

Minutes of the Full Council Meeting held online via Zoom on Tuesday, 07 July 2020 commencing at 7.00 pm.

Members Present

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

Councillor Loader
Councillor Yeo
Councillor Welch
Councillor Proctor
Councillor Chase

Absent:

Councillor Hall

Officers Present:

Claire Commons, Town Clerk
Brie Logan, Business Manager
Zoe Moxham, Office Administrator
John Furze, Consultant Officer
1 member of the press
6 members of the public

MINUTES

Councillor Cook informed the participants that the meeting was being recorded.
Councillor Yeo informed the Chair he was recording the 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. Nothing was raised.

F117 Apologies

Apologies were received and accepted from Councillor Hall who may be late due to work commitments.

F118 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose. No declarations of interests were received.

F119 Minutes

- F119a Minutes from the 5th May 2020 were received and it was **RESOLVED** to approve the minutes.
- F119b Minutes from the 28th May 2020 were received and it was **RESOLVED** to approve the minutes.
- F119c Minutes from the 1st June 2020 were received and it was **RESOLVED** to approve the minutes.
- F119d Minutes from the 2nd June 2020 were received and it was **RESOLVED** to approve the minutes.

F120 Reports

- F120a Officer report 0720FC was received and it was **PROPOSED** and **RESOLVED** to receive and note the reports.

F121 Oder of Business

- F121a It was **PROPOSED** that the order of business be changed to the following: Item 7, 8, 18, 17, 10, 12, 9, 5, 6, 11, 16, 19, 13, 14, 15
- F121b An **AMENDMENT** to the above proposal was **PROPOSED** and **RESOLVED** that the order of business be changed to the following: Item 15, 7, 8, 18, 17, 10, 12, 9, 5, 6, 11, 16, 19, 13, 14
- F121c It was **PROPOSED** and **RESOLVED** that the order of business be changed to the following: Item 7, 8, 18, 17, 10, 12, 9, 5, 6, 11, 16, 19, 13, 14, 15

F122 Member Motion – Commuted Sum s.106 East Green / Green Acre East of Shaftesbury

- F122a Officer report 0720FC15 was received.
- F122b It was **PROPOSED** to urgently construct a 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.
- F122c An **AMENDMENT** to the above proposal was **PROPOSED** and **RESOLVED** that a 4 foot fence or hedge is consulted on in conjunction with the Mampitts Square consultation and that the consultation is brought into the Recreation, Open Spaces and Environment (ROSE) Committee to be managed.
- F122d It was **PROPOSED** and **RESOLVED** that a 4 foot fence or hedge is consulted on in conjunction with the Mampitts Square consultation and that the consultation is brought into the Recreation, Open Spaces and Environment (ROSE) Committee to be managed.

ACTION: TOWN CLERK

F123 VEAC Town Branding

F123a Officer report 0720FC7 was received.

F123b It was **PROPOSED** and **RESOLVED** to move to the vote for this item.

F123c It was **PROPOSED** and **RESOLVED** to accept the Recreation, Open Spaces and Environment (ROSE) committee recommendation and to select Rocketbox as the preferred contractor to manage the Shaftesbury Brand Identity.

ACTION: BUSINESS MANAGER

F124 VEAC Digital Marketing

F124a It was **PROPOSED** and **RESOLVED** to exclude Councillor Yeo from the meeting due to disruptive behaviour.

8:21pm Councillor Yeo left the meeting at this point.

8:23pm Councillor Hall joined the meeting at this point.

Officer report 0720FC8 was received and the following was **RESOLVED**;

F124b That Shaftesbury Town Council appoints Karen Brazier 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)

F124c That Shaftesbury Town Council allocates 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.

F124d That Shaftesbury Town Council reviews the budget for tourism digital marketing on an annual basis as per section 7 of the tender document.

ACTION: BUSINESS MANAGER

F125 Member Motion – Change of Standing Orders 1

F125a Officer report 0720FC18 was received and it was **RESOLVED** that 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."

ACTION: OFFICE ADMINISTRATOR

F126 Member Motion – Way of Working 2

Officer report 0720FC17 was received and the following was **RESOLVED**;

F126a That 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 Human Resources committee.

F126b 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.

ACTION: TOWN CLERK

F127 Meeting Adjournment

F127a It was **PROPOSED** and **RESOLVED** to adjourn the meeting due to the time, the new time and date to be decided.

Meeting reconvened at 7:00am, Monday 13th July 2020. Members present, Cllrs Cook, Loader, Hollingshead, Welch, Tippins, Proctor, Chase and Hall
It was noted that Councillors Lewer and Brown had given apologies and would not be able to attend this reconvened section of the meeting.

F128 Community Grant Policy Community Yoga

F128a Officer report 0720FC12 was received and it was **RESOLVED** that Full Council resolve to forward fund up to 50% of the value of the Community Yoga grant which equates to £2,250.

ACTION: BUSINESS MANAGER AND FINANCE AND SERVICES OFFICER

F129 Community Grant Policy

F129a Officer report 0720FC10 was received and it was **RESOLVED** to amend the grant awarding policy, 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.

ACTION: TOWN CLERK

F130 Shaftesbury Oasis

Officer report 0720FC9 was received and the following was **RESOLVED**;

F130a To open the pool on 18th July.

(Between 7.26 pm – 7.27 pm Councillor Hall was absent from the meeting due to connection issues.)

F130b 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)

F130c 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

ACTION: SWIMMING POOL MANAGER AND FINANCE AND SERVICES OFFICER

(Between 7.30 pm – 7.35 pm Councillor Hall was absent from the meeting due to connection issues.)

F131 Accounts Year Ending 31st March 2020

Officer report 0720FC5 was received and the following was **RESOLVED**;

F131a That the Internal Auditor's report and the Town Clerk's associated action plan for the year ending 31st March 2020 is adopted.

F131b That the Annual Governance Statement for the year ending 31st March 2020 is adopted.

F131c That the Statement of Accounts for the year ending 31st March 2020 is approved and duly signed thereby approving the Council's Annual Return.

F131d That the dates for exercise of public rights are confirmed as 14th July – 24th August.

ACTION: FINANCE AND SERVICES OFFICER

F132 Payments

F132a Officer report 0720FC6 was received and it was **RESOLVED** to approve the payments from the Town Council's current account totalling £156,284.38. (*Financial Implication £156,284.38 from the Shaftesbury Town Council's current account leaving a resulting balance of £140,404.10*)

ACTION: FINANCE AND SERVICES OFFICER

F133 Castle Green – Deed of Dedication

F133a Officer report 0720FC11 was received and it was **RESOLVED** to nominate two councillors to sign the Deed of Dedication, Councillor Hollingshead and Councillor Cook.

ACTION: TOWN CLERK

F134 Member Motion – Way of Working 1

F134a Officer report 0720FC17 was received and it was **RESOLVED** that all office meetings between members of the public or town councillors with council office staff must be scheduled in advance.

ACTION: ALL OFFICERS AND COUNCILLORS

F135 Member Motion – Standing Orders 2

F135a Officer report 0720FC19 was received and it was **RESOLVED** that Standing order 3.W is replaced as follows - "If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed."

ACTION: TOWN CLERK

F136 Community Donations

Councillor Hollingshead declared an interest in this item as a member of Shaftesbury in Bloom.

F136a Officer report 072013 was received and it was **RESOLVED** to nominate Open House and Shaftesbury in Bloom as the charitable organisations to be the beneficiary of the public donations, and will match the funds up to £500, equally split between the two charities. Funds to be used from the underspend on PPE Covid-19 budget.

ACTION: BUSINESS MANAGER AND FINANCE AND SERVICES OFFICER

F137 Calendar of Online Meetings

F137a Officer report 0720FC14 was received and it was **RESOLVED** that the Council adopts a schedule of online meetings for the remainder of the municipal year.

ACTION: OFFICE ADMINISTRATOR

There being no further business, the meeting was closed at 8.26 pm

Signed

Date

List of payments made between 6th April and 23 June 2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
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
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	ol547	459.40		Waste collection
	Apr-June				
29/04/2020	Aqua cleaning Services	OL5	96.00		Town Hall Cleaning
29/04/2020	Clarity Copiers Ltd	ol540	50.22		Photocopying
	March				
29/04/2020	Imprint Graphics	ol545	19.95		NHPG Booklet
29/04/2020	Angel Springs Ltd	ol543	65.52		Water Town Hall x4
29/04/2020	IXEL	ol548	165.00		Website Hosting
	May/July				
29/04/2020	N D Hardiman Haulage Ltd	ol541	50.40		Top soil
29/04/2020	Dorset Hire Services	ol539	72.00		Rotovator Hire
29/04/2020	The IT Department Solutions Lt	ol549	386.16		Monthly Support
29/04/2020	Partnership Fire and Security	ol546	1,314.00		Purchase Ledger
	Payment				

29/04/2020	IXEL	oI544	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	oI542	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	oI550	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	oI554	18.00	Printing April
14/05/2020	Dorset Council Pension Fund	OL556	4,524.01	Pension April
14/05/2020	Mark Warren Textiles Ltd	oI552	1,761.60	Material for Scrub
Hub				
14/05/2020	Do The Numbers Ltd	oI551	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	oI553	296.28	Purchase Ledger
Payment				
14/05/2020	Society of Local Council Clerk	oI559	1,376.00	Study Day refund
14/05/2020	HMRC	OL557	4,465.51	Tax/NI April
14/05/2020	Aqua cleaning Services	oI555	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	oI559	81.00	Recipe cards
15/05/2020	The IT Department Solutions Lt	oI563	103.20	Monthly Support
15/05/2020	Dorset Council	oI564	792.00	Supply & Erect SID
Posts				
15/05/2020	Partnership Fire and Security	oI565	360.00	CCTV Maintenance
Contract				
15/05/2020	Angel Springs Ltd	oI566	12.00	Water Cooler
Rental				
15/05/2020	EG. Coles	oI567	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	ol568	12.40	Elastic for scrub
hub				
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	Thorn Grove 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	o1586	165.30	Hi Viz Vests -
Marshalls				
15/06/2020	Mole Countrystores	o1587	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
Total Payments			122,730.	

List of Payments between 23rd June and 30th June

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
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
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