



Shaftesbury Town Council

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VAT Reg No 241 1307 58

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To: Members of Shaftesbury Town Council (FC), Councillors for Council; Cook (Chair), Brown (Vice Chair), Chase, Hall, Hollingshead, Lewer, Loader, Proctor, Tippins, Welch, Yeo.

You are summoned to an Extraordinary Full Council Meeting (EFC), for the transaction of the business shown on the agenda below. To be held at **9.00pm** or directly following the Full Council meeting, whichever is the later, on **Tuesday 07 July 2020** [online at Zoom.us](https://www.zoom.us). Meeting ID: 884 7630 7648. Password: 737431

All other recipients for information only

Cllr Tim Cook, Mayor and Chairman of Shaftesbury Town Council

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

- 1 APOLOGIES2**
To receive and consider for acceptance, apologies for absence (1 min)
- 2 DECLARATIONS OF INTEREST2**
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)
- 3 MEMBER MOTION – DELEGATION.....3**
To review and renew Shaftesbury Town Council's Scheme of Delegation (10 mins)
- 4 MEMBER MOTION – RESOLVE TO VOTE ON NHP EXAMINER RESPONSES.....5**
Review, debate and vote on the answers given by the Neighbourhood Plan Advisory Committee in response to the Examiner's Questions sent to Shaftesbury Town Council on 11th May 2020 (30 mins)

(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 Member Motion – Delegation

To review and renew Shaftesbury Town Council's Scheme of Delegation

(10 mins)

NOTICE OF MOTION TO COUNCIL

To be referred to Committee (if yes, specify which committee)	No
Title of Motion	To review and renew the Council's Scheme of Delegation
Proposed by	Cllr Tim Cook, Mayor and Chairman
Seconded by	Cllr Andy Hollingshead, Chair of GEM
Proposed Resolution	To resolve to review and renew the Council's Scheme of Delegation.
Background (provided by the proposer)	<p>Due to Covid-19 restrictions it has not been possible to hold an Annual Town Council Meeting where the Scheme of Delegation would be reviewed; therefore this Motion is proposed to address that outstanding review. This will authorise Council officers to continue to discharge their delegated authorities until the Scheme of Delegation is reviewed at the next Annual Town Council Meeting which is scheduled for May 2021.</p> <p>The current Scheme of Delegation was adopted 26th February 2019, and states:</p> <ol style="list-style-type: none">1. This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (the Town Clerk) and Standing Committees to act with delegated authority in the specific circumstances detailed.2. It will be reviewed annually at the Annual Town Council Meeting. <p>The full text is available here: https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2019/03/Scheme-of-Delegation-Adopted-26th-February-2019.pdf</p> <p>and is attached at Appendix A</p>

	<p>The legislation giving effect to the Scheme of Delegation is contained in the Local Government Act 1972, Section 101 as follows:</p> <p><u>Arrangements for discharge of functions by local authorities.</u></p> <p>(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions—</p> <p style="padding-left: 40px;">(a) by a committee, a sub-committee or an officer of the authority; or</p> <p style="padding-left: 40px;">(b) by any other local authority.</p> <p>(2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee or an officer of the authority and where by virtue of this section any functions of a local authority may be discharged by a sub-committee of the authority, then, unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.</p> <p>The full text is available here: http://www.legislation.gov.uk/ukpga/1972/70/section/101</p>
Financial implication (anticipated by the proposer)	None
Legal implications (considered by the proposer)	<ol style="list-style-type: none"> 1. The Local Government Act 1972 2. The Localism Act 2011
Proposers signature	Cllr Tim Cook
Seconders signature	Cllr Andrew Hollingshead

4 Member Motion – Resolve to Vote on NHP Examiner Responses

Review, debate and vote on the answers given by the Neighbourhood Plan Advisory Committee in response to the Examiner's Questions sent to Shaftesbury Town Council on 11th May 2020
(30 mins)

NOTICE OF MOTION TO COUNCIL

To be referred to Committee (if yes, specify which committee)	Extraordinary Full Council
Title of Motion	Resolve to Vote on NHP Examiner Responses
Proposed by	Cllr Karen Tippins
Seconded by	Cllr Peter Yeo
Proposed Resolution	Review, debate and vote on the answers given by the Neighbourhood Plan Advisory Committee in response to the Examiner's Questions sent to Shaftesbury Town Council on 11th May 2020
Background (provided by the proposer)	<p>NHP Examiner wrote to the Town Council on 11th May 2020 with a series of questions which requires responses from STC as a corporate body.</p> <p>NHP Committee Advisory Group have responded but the responses have not been debated and ratified by Full Council.</p> <p>Errors have been identified in the NHP Committee Advisory Group's response where answers do not reconcile or address feedback received during the NHP regulation 14 & 16 process.</p> <p>Attachments: Examiners Letter - Appendix B Response to the Examiner - Appendix C.</p> <p>https://www.dorsetcouncil.gov.uk/planning-buildings-land/planning-policy/north-dorset/neighbourhood-planning/submitted-plans/shaftesbury-neighbourhood-plan-2019-2031.aspx</p>
Background (provided by the Proper Officer)	N/A

Financial implication (anticipated by the proposer)	Cost of J Witherden
Financial implications (anticipated by the Proper Officer)	
Legal implications	
Proposers signature	Cllr Karen Tippins
Seconders signature	Cllr Peter Yeo