



# Shaftesbury Town Council

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To: Members of Shaftesbury Town Council (AM), Councillors Cook (Chair), Brown (Vice Chair), Chase, Hall, Hollingshead, Lewer, Loader, Proctor, Tippins, Welch and Yeo.  
You are summoned to the Annual Council Meeting for the transaction of the business shown on the agenda below. To be held at 7.00pm on **Tuesday 29 September 2020** [online at Zoom.us](https://www.zoom.us/j/81959965257).  
Meeting ID: 819 5996 5257

All other recipients for information only

Claire Commons CerTHE PSLCC, Town Clerk and Responsible Finance Officer (RFO)  
23<sup>rd</sup> September 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. ([Local Government Act, 1972 s.100](#))

## 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 Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations, 2020](#))

## The 7 principles of public life

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

([Committee on Standards in Public Life, 1995](#))

## Agenda

- 1 ELECTION OF CHAIRMAN AND VICE CHAIRMAN .....4**  
To elect a Chairman and Town Mayor, to receive the Chairman and Town Mayor's Declaration of Acceptance of Office and to elect a Vice Chairman and Deputy Town Mayor .....(10 min)  
([Local Government Act, 1972 s.15](#))
- 2 APOLOGIES .....6**  
To receive and consider for acceptance, apologies for absence .....(2 min)  
([Local Government Act, 1972 s.85](#))
- 3 DECLARATIONS OF INTEREST .....7**  
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. ....(1 min)  
([Shaftesbury Town Council Code of Conduct, 2019](#))
- 4 MINUTES .....8**  
To confirm the minutes of the previous meeting of the Full Council. ....(5 min)  
([Local Government Act, 1972 Sch 12](#))

<b>5</b>	<b>REPORTS FOR INFORMATION .....</b>	<b>9</b>
	To receive reports from Dorset Councillors, Mayor, local organisations and note delegated decisions.....(5 min) <i>(Shaftesbury Town Council Scheme of Delegation, 2019)</i>	
<b>6</b>	<b>COMMITTEE REPORTS.....</b>	<b>11</b>
	To receive minutes and reports and consider recommendations from the Committees of the Council..... (5 min) <i>(Shaftesbury Town Council Scheme of Delegation, 2019)</i>	
<b>7</b>	<b>SUSPENSION OF STANDING ORDERS .....</b>	<b>13</b>
	To agree by resolution the suspension of Standing Orders 5Jv and viii - xxi to defer those items to a subsequent meetings of the Council .....(5 min) <i>(Local Government Act, 1972 s.111)</i>	
<b>8</b>	<b>TERMS OF REFERENCE .....</b>	<b>14</b>
	To review the terms of reference for committees.....(5 min) <i>(Local Government Act, 1972 s.111)</i>	
<b>9</b>	<b>APPOINTMENT TO COMMITTEES.....</b>	<b>15</b>
	To appoint members to existing committees for the remainder of the municipal year 2020 - 2021 .....(30 min) <i>(Local Government Act, 1972 s.111)</i>	
<b>10</b>	<b>PAYMENTS.....</b>	<b>17</b>
	To consider payments for authorisation.....(5 min) <i>(Local Government Act, 1972 s.150)</i>	
<b>11</b>	<b>DONKEY FIELD – DEED OF DEDICATION.....</b>	<b>19</b>
	To authorise the Deed of Dedication for the Donkey Field / Community Orchard for signature.....(5 min) <i>(Local Government Act , 1972 s.14)</i>	
<b>12</b>	<b>BLUE PLAQUE.....</b>	<b>20</b>
	To consider support for erection of a Blue Plaque to recognise John Rutter (1976-1851) (5 min) <i>(Local Government Act, 1972 s.111)</i>	

(End)

Anticipated meeting end time 8:45pm

## **References**

- Accounts and Audit Regulations, 2015. [Online].
- Clayden, P., 2019. *Arnold-Baker on Local Council Administration*. 11 ed. s.l.:Lexis Nexis.
- Committee on Standards in Public Life, 1995. *The seven principles of public life*. [Online]  
Available at: <https://www.gov.uk/government/publications/the-7-principles-of-public-life>
- Highways Act, 1980 . [Online]  
Available at: <https://www.legislation.gov.uk/ukpga/1980/66/contents>
- Local Government Act , 1972 s.14. *Constitution and Powers of Parish Council*. [Online]  
Available at: <https://www.legislation.gov.uk/ukpga/1972/70/section/14>
- Local Government Act, 1972 s.100. *Admission of public and press to local authority committee meetings*. [Online].
- Local Government Act, 1972 s.111. *Subsidiary powers of local authorities*. [Online].
- Local Government Act, 1972 s.150. *Expenses of parish and community councils*. [Online].
- Local Government Act, 1972 s.151. *Financial Administration*. [Online]  
Available at: <http://www.legislation.gov.uk/ukpga/1972/70/section/151>
- Local Government Act, 1972 s.15. *Chairman and vice-chairman of parish council or meeting*. [Online]  
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- Local Government Act, 1972 s.15. *Chairman and vice-Chairman of parish council or meeting*. [Online].
- Local Government Act, 1972 s.85. *Vacation of office by failure to attend meetings*. [Online].
- Local Government Act, 1972 Sch 12. *Meetings and Proceedings of Local Authorities*. [Online].
- NALC, 2018. *Councils Powers to Discharge Their Functions (Legal Topic Note 1)*, London: NALC.
- Shaftesbury Town Council Code of Conduct, 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 Scheme of Delegation, 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>
- Shaftesbury Town Council, 2019. *Financial Regulations*. [Online].
- Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.
- The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations, 2020 . [Online].

## **1 Election of Chairman and Vice Chairman**

To elect a Chairman and Town Mayor, to receive the Chairman and Town Mayor's Declaration of Acceptance of Office and to elect a Vice Chairman and Deputy Town Mayor (10 min)

[\(Local Government Act, 1972 s.15\)](#)

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### **1.1 Summary**

- 1.1.1 The retiring Chairman will call for nominations for the position of Town Mayor and Chairman of the Council, upon appointment, the newly elected chairman will take the seat and then call for nominations for Deputy Mayor and Vice Chairman. Details for this procedure are set out in the detail below.
- 1.1.2 The Chairman is also the Town Mayor, these roles cannot be carried out by two individuals. Likewise, the Vice Chairman is also the Deputy Mayor and this role also cannot be split.
- 1.1.3 The newly elected Mayor may choose to hold a Mayor Making ceremony and will make such arrangements with the Town Clerk and Mayor's Secretary accordingly.
- 1.1.4 The Civic Protocol requires for election of Mayor to be carried out by secret ballot. As we are not currently able to meet in person, the Council should resolve to either hold the vote by written ballot using the chat function to the Clerk only within the Zoom platform or by verbal ballot which will be in public.
- 1.1.5 The Clerk has already received a nomination for Cllr Hollingshead to be Mayor and he has accepted this nomination. Any other member wishing to nominate either themselves or another Councillor for either the position of Mayor or Deputy Mayor should make this known to the Clerk before midday on Tuesday 29<sup>th</sup> September so that confirmation of acceptance of the nomination can be sought prior to the meeting.

### **1.2 Criteria for voting**

- 1.2.1 The criteria for the vote will be as follows:
  - A successful candidate must have received an absolute majority vote of those present and voting.
  - It follows that if there are more than two candidates and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again.
- 1.2.2 This process must, if necessary, be repeated until an absolute majority is obtained. The Proper Officer will formally announce the elected Mayor at the end of the process.
- 1.2.3 At this point the newly elected Mayor will take the place of the retiring Mayor. Due to the meeting being held on a virtual platform, the Chain of Office will not be handed to the newly elected Mayor as part of the meeting.
- 1.2.4 The new Mayor will make their Declaration of Acceptance of Office and thanks to the retiring Mayor who may then give their retiring speech for the municipal year 2019/2020 and partial year 2020/2021.

1.2.5 The above procedure will be repeated for the selection of Deputy Mayor

1.2.6 The newly elected Deputy Mayor will then take the place of the retiring Deputy Mayor but the badge of office will not be handed over as part of the meeting.

### **1.3 Financial Implications**

1.3.1 The Council provides a civic budget for the Town Mayor to undertake civic duties. This is *not* an additional allowance.

### **1.4 Legal Implication**

1.4.1 The election of a chairman shall be the first business transacted at the annual meeting of the Parish Council; The Chairman of a parish Council shall be elected annually by the Council from among the councillors; The Parish Council may appoint a member of the Council to be vice-chairman of the Council. (Local Government Act, 1972 s.15)

### **1.5 Recommendation**

1.5.1 That the Town Council selects its Chairman and Town Mayor for the remainder of the municipal year 2020 – 2021 and the Chairman makes their Declaration of Acceptance of Office.

1.5.2 That the Town Council selects its Vice Chairman and Deputy Mayor for the municipal year 2020 – 2021 and the Vice Chairman makes their Declaration of Acceptance of Office.

### **1.6 Reason for Recommendation**

1.6.1 To comply with the Local Government Act 1972 s.15

## **2 Apologies**

To receive and consider for acceptance, apologies for absence

(2 min)

[\(Local Government Act, 1972 s.85\)](#)

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### **2.1 Background**

- 2.1.1 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.

### **2.2 Recommendation**

- 2.2.1 To resolve acceptance of apologies from Cllr Welch for a period of 3 months due to personal reasons.

### **2.3 Reason for Recommendation**

- 2.3.1 To remove the need to receive apologies for absence from Cllr Welch for the coming three months at each meeting to which he is summoned.

### 3 Declarations of Interest

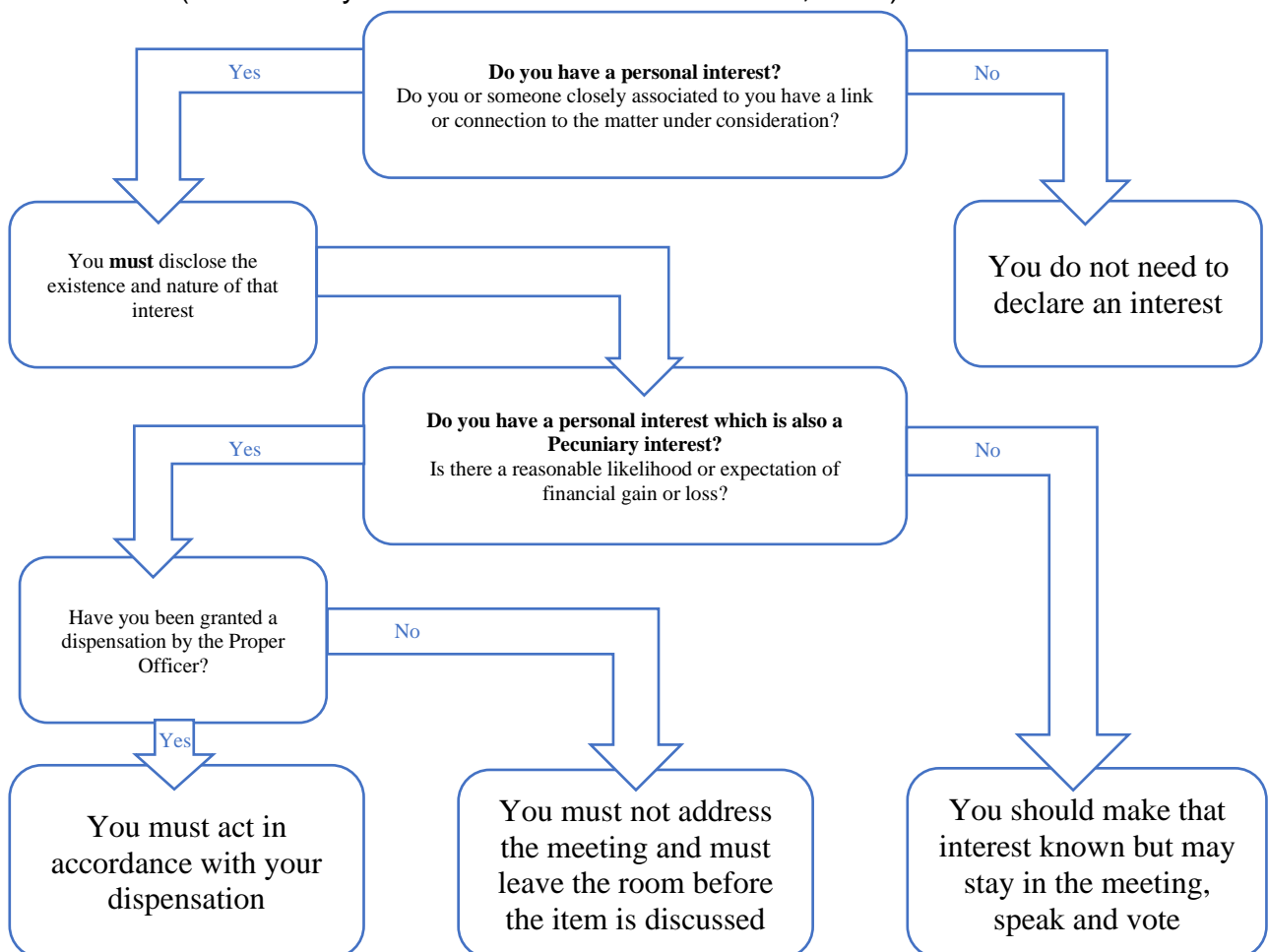
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)

(Shaftesbury Town Council Code of Conduct, 2019)

#### 3.1 Background

3.1.1 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

3.1.2 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 Code of Conduct, 2019)



## 4 **Minutes**

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

(5 min)

[\(Local Government Act, 1972 Sch 12\)](#)

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### 4.1 **Background**

- 4.1.1 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.
- 4.1.2 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)

### 4.2 **Minutes to be adopted**

- 4.2.1 Minutes to be adopted are provided through the hyperlink below. Members should read them in advance of the meeting and satisfy themselves that they are a true record of the decisions taken.
- 4.2.2 [28<sup>th</sup> July 2020](#)



## **5 Reports for Information**

To receive reports from Dorset Councillors, Mayor, local organisations and note delegated decisions. (5 min)

[\(Shaftesbury Town Council Scheme of Delegation, 2019\)](#)

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### **5.1 Summary**

5.1.1 The Council invites reports from external partners. These reports are to inform and give the opportunity for topics of note to be addressed at a 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.

5.1.2 Reports and minutes provided in advance are taken as read.

### **5.2 Scheme of Delegation and updates**

5.2.1 There are no delegated decisions to report to the committee.

### **5.3 Recommendation**

5.3.1 That the reports are received, and any points of note are identified for future meetings of the Council or its committees or for action by officers of the Council.

### **5.4 Reason for Recommendation**

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

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### **5.5 Civic Report**

5.5.1 The Deputy Mayor attended an event at the North Dorset Rugby Football Club on Sunday 20<sup>th</sup> September 2020

### **5.6 Dorset Council Reports**

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

### **5.7 VE Day Event**

5.7.1 A member of the working group has requested that the Council considers how to mark the event in light of the cancellation due to Covid-19. As there is significant uncertainty about the restrictions (or lack of) around events in the coming months, members are asked to put forward, to the Clerk, their respective ideas for discussion for inclusion on a future agenda.

### **5.8 IT Provision**

5.8.1 We anticipate that all staff and councillors will have transferred to Microsoft 365 by the end of September and transfer of files to the cloud will take place between October and Christmas. The server will remain on site and live as a back up while the cloud based system is tested and then will be retained for a further six months offline before being securely disposed of.

### **5.9 Standing Orders**

- 5.9.1 Due to the volume of items on the agenda, it is recommended at item 7 that review of Standing Orders is deferred to a future meeting of the Council. In the meantime members are recommended to review both the tabled amendments from 28<sup>th</sup> July 2020 and the Standing Orders as a whole for any recommendations for adjustment.

## 5.10 Staff update

- 5.10.1 It is with sadness that I report the resignation of Consultant Officer John Furze. He has asked that his letter of resignation is included in the papers for Council so that you may understand the reason behind his decision.

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*I was originally engaged on a variable zero hours contract and although this has been extended by the HR Committee it is now increasingly obvious that neither Councillors Tippins or Yeo wish to accept my invitation to engage with me to address the obvious concerns they have with you and this Council.*

*Until both members improve their knowledge of Council procedures and their individual behaviour I feel the present situation will continue. As I look back through the preceding months I am unable to show any positive effect their behaviour has had for those who elected them. In fact more the opposite is true when the cost of their spurious accusations and needless erroneous assertions is calculated.*

*I feel now is an appropriate time for me to ask to be released from my Contract of Employment with effect from 30th September 2020.*

*It has been pleasure to work with you - one of the most conscientious Town Clerks I have ever come across. Shaftesbury is lucky to have you.*

*If I can be of any help in the future I will be only too pleased to assist.*

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(End)  
Report Author:  
Claire Commons  
Town Clerk & RFO

## **6 Committee Reports**

To receive minutes and reports and consider recommendations from the Committees of the Council  
(5 min)

[\(Shaftesbury Town Council Scheme of Delegation, 2019\)](#)

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### **6.1 Summary**

6.1.1 When a council delegates its responsibilities to a committee, sub-committee, officer or another local authority, they are acting for and on behalf of the council. The statutory authority for a delegation is found in Local government Act, 1972 s.101. (NALC, 2018)

### **6.2 Planning and Highways Committee (P&H)**

6.2.1 Minutes of the meeting of 18<sup>th</sup> August 2020 provided for information [\[click here\]](#)

6.2.2 Minutes of the meeting of 1<sup>st</sup> September 2020 provided for information [\[click here\]](#)

### **6.3 Recreation, Open Spaces and Environment (ROSE)**

6.3.1 Minutes of the meeting of 8<sup>th</sup> September 2020 provided for information [\[click here\]](#)

6.3.2 Recommendations from the meeting of 8<sup>th</sup> September 2020;

#### R40 Cemetery and Allotment Charges

**To resolve:** to amend the cemetery charges for 2021 as outlined in the agenda report. And the allotment rent charges remain unchanged for 2021

**Delegation:** that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the resolution.

**Budget:** No expenditure identified

**To resolve:** that the 2021 Allotment fees remain unchanged.

### **6.4 General Management Committee (GEM)**

6.4.1 Minutes of the meeting of 15<sup>th</sup> September 2020 provided for information [\[click here\]](#)

6.4.2 Recommendations from the meeting of 21<sup>st</sup> July 2020;

### **6.5 Legal Implications**

6.5.1 Dorset Council is the local highway authority (Highways Act, 1980 ) in respect of the Cycleway project

6.5.2 Every local authority shall make arrangements for the proper administration of their affairs and shall secure that one of their officers has responsibility for the administration of those affairs (Local Government Act, 1972 s.151)

### **6.6 Recommendation**

6.6.1 That the Council resolves the recommendations from Committees contained within this report

**6.7 Reason for Recommendation**

6.7.1 To determine matters which fall within the committee scheme of delegation for debate but exceed the delegation for determination.

(End)

Report Author: Claire Commons, Town Clerk & RFO

## **7 Suspension of Standing Orders**

To agree by resolution the suspension of Standing Orders 5Jv and viii - xxi to defer those items to a subsequent meetings of the Council (5 min)

[\(Local Government Act, 1972 s.111\)](#)

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### **7.1 Summary**

- 7.1.1 Standing Orders set out the business to be transacted by the Council at the Annual Meeting.
- 7.1.2 This year's Annual Meeting is being held six months into the year due to Covid-19 and many adjustments have already been made during these exceptional times.
- 7.1.3 The items identified at the top of this report may, by resolution of the Council, be deferred until a future meeting of the Council to ensure that meetings are conducted in a timely manner.

### **7.2 Legal Implications**

- 7.2.1 Other than the election of Chairman, there are no legal requirements for these items to be determined at the Annual Meeting.

### **7.3 Financial Implications**

- 7.3.1 There are no financial implications arising from this report.

### **7.4 Risk**

- 7.4.1 There is no identified risk to deferring the items if they are still discharged within the municipal year.

<h3><b>7.5 Recommendation</b></h3>
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- |   |
|---|
| <ul style="list-style-type: none"><li>7.5.1 That Standing Orders 5Jv and viii – xxi are deferred to subsequent meetings of the Council and delegated to the Clerk and Chairman to determine the appropriate agendas for their discussion.</li></ul> |
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### **7.6 Reason for Recommendation**

- 7.6.1 To ensure that business receives due consideration without meetings exceeding the two hour limit set out in Standing Orders.

(End)

Report Author:

Claire Commons, Town Clerk and RFO

## **8 Terms of Reference**

To review the terms of reference for committees

(5 min)

[\(Local Government Act, 1972 s.111\)](#)

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### **8.1 Summary**

- 8.1.1 The Terms of Reference for standing committees are due for review at each Annual Meeting. The current Terms of Reference may be viewed on the Council's website by clicking 'more information' against each committee <https://www.shaftesbury-tc.gov.uk/committees/>
- 8.1.2 Previous discussions by the Council in relation to the Terms of Reference have not yielded a common view on their detail either in retaining the existing terms or re-writing them based on examples from other councils.
- 8.1.3 The Council may consider requesting each committee to carry out a review of its terms of reference and recommend to Full Council any amendments. Any comments from members not sitting on the committees can be submitted as supporting information for resolution by Council.

### **8.2 Legal Implications**

- 8.2.1 The Council has the power to do anything which is calculated to facilitate, or is conducive to the discharge of any of its functions. (Local Government Act, 1972 s.111)

### **8.3 Financial Implications**

- 8.3.1 There are no financial implications arising from this report

### **8.4 Risk**

- 8.4.1 There are no risks identified in this report

### **8.5 Recommendation**

- 8.5.1 To refer the Terms of Reference to each respective committee to make recommendations to the next Full Council

### **8.6 Reason for Recommendation**

- 8.6.1 To provide opportunity for detailed debate by the respective committee members and democratic recommendation to Council and the provision for additional comments from other councillors to be considered.

(End)

Report Author:

Claire Commons, Town Clerk and RFO

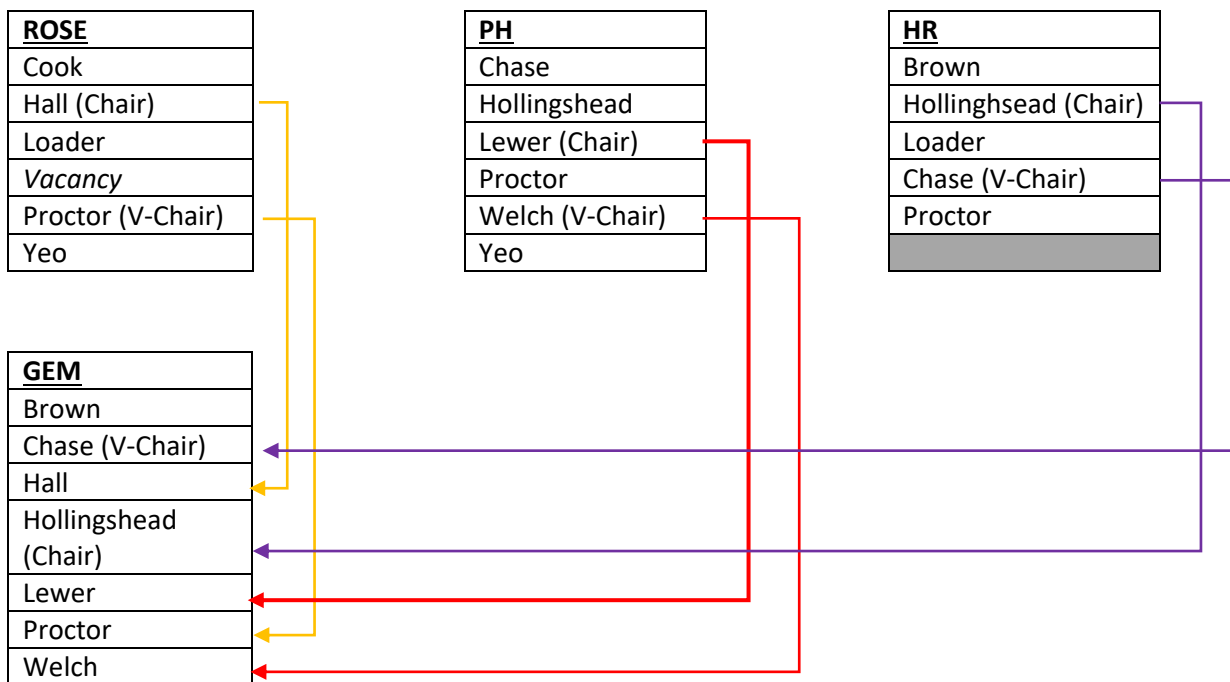
## 9 Appointment to Committees

To appoint members to existing committees for the remainder of the municipal year 2020 - 2021  
 (30 min)

(Local Government Act, 1972 s.111)

### 9.1 Summary

- 9.1.1 The Council will elect the membership of its Human Resources (HR), Planning and Highways (P&H) and Recreation, Open Spaces and Environment Committees (ROSE).
- 9.1.2 The membership of the General Management Committee consists of the Chairman and Vice Chairman of HR, P&H and ROSE plus at least one other member to make the membership up to seven.
- 9.1.3 The membership of the Council's Advisory Committees shall be held dormant until there is a requirement for them to meet, at which time the membership and review of Terms of Reference will be brought to Council.
- 9.1.4 The current membership of committees is;



- 9.1.5 The following option has already been submitted for Committee membership.

Changes in Red	1	2	3	5	5	6
<b>P&amp;H</b>	Alex Chase	Andy Hollingshead	John Lewer	Jeanne Loader	Phil Proctor	Matt Welch
<b>ROSE</b>	Tim Cook	George Hall	John Lewer	Jeanne Loader	Phil Proctor	Matt Welch
<b>HR</b>	Piers Brown	Alex Chase	Tim Cook	Jeanne Loader	Phil Proctor	

- 9.1.6 Members are invited to submit any other options for committee membership to the Town Clerk by midday on Tuesday 29<sup>th</sup> September for consideration.

### 9.2 Legal Implications

- 9.2.1 The Council has the power to do anything which is calculated to facilitate, or is conducive to the discharge of any of its functions. (Local Government Act, 1972 s.111)

### **9.3 Financial Implications**

- 9.3.1 There are no financial implications arising from this report

### **9.4 Recommendation**

- 9.4.1 That the Council resolves to determine the membership of HR, P&H and ROSE by verbal ballot for numbered options.
- 9.4.2 That the Council resolves the Chair and Vice Chair of each committee by the same process as election of Chairman.
- 9.4.3 That the Council appoints resolves the members of the GEM Committee by virtue of the Chair and Vice Chair positions on the other committees and resolves the remaining membership to achieve membership of seven by the same process as election of Chairman
- 9.4.4 That the Council resolves the Chair and Vice Chair of the General Management Committee by the same process as election of Chairman

### **9.5 Reason for Recommendation**

- 9.5.1 To fill the positions on the Council's standing committees

(End)

Report Author:

Claire Commons, Town Clerk and RFO



## **10 Payments**

To consider payments for authorisation

(5 min)

[\(Local Government Act, 1972 s.150\)](#)

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### **10.1 Summary**

10.1.1 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)

10.1.2 A list of payments is provided for review and authorisation

### **10.2 Scheme of Delegation**

10.2.1 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.

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

### **10.3 Financial Implications**

10.3.1 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)

### **10.4 Legal Implications**

10.4.1 Every parish council shall keep such accounts as may be prescribed of the receipts and payments of the council. (Local Government Act, 1972 s.150)

10.4.2 Every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. (Local Government Act, 1972 s.151)

### **10.5 Recommendation**

10.5.1 That the Council approves the payments from the Town Council's current account and minutes the resulting bank balance
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### **10.6 Reason for Recommendation**

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

### **10.7 List of payments raised between 08/09/2020 and 22/09/2020**

(see following page)

## Report 0920AM7

Time: 16:30

### NatWest Current A/c

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/09/2020	Card Saver	Direct Debit	16.00		Service Fee for card machine
14/09/2020	Opus Energy	Direct Debit	80.30		Electric Bell St Toilets
14/09/2020	First Data	Direct Debit	338.76		Card Machine Charges August
15/09/2020	Natwest	Direct Debit	47.00		Bank Charges
15/09/2020	Fuel Genie	Direct Debit	183.62		Fuel Cost August
16/09/2020	Adobe	Direct Debit	8.32		Photoshop
16/09/2020	Sage	Direct Debit	84.00		Monthly Payroll Subscription
17/09/2020	Adobe	Direct Debit	12.64		Acrobat
17/09/2020	Amazon	Debit Card	72.98		Pavement A Board
17/09/2020	Amazon	Debit Card	72.98		Pavement A Board
17/09/2020	BT	Direct Debit	18.00		Grounds Mobiles
17/09/2020	BT	Direct Debit	18.00		Grounds Mobiles
17/09/2020	Land registry	Debit Card	6.00		Land Registry Information
21/09/2020	Peninsula	Direct Debit	257.26		HR Provision
22/09/2020	Friends of Breach Common	Cheque	1300.00		Community Grant
22/09/2020	Read East S & G	OL690	277.00		Community Grant
22/09/2020	Donhead Tennis Club	OL691	1000.00		Community Grant
22/09/2020	In Jolly Good Company	Cheque	860.00		Community Grant
22/09/2020	ND Rugby Club	Cheque	1000.00		Community Grant
22/09/2020	Shaftesbury Abbey Museum	OL692	3000.00		Community Grant
22/09/2020	Shaftesbury Cricket Club	OL693	1000.00		Community Grant
22/09/2020	Shaftesbury District Guides	Cheque	1000.00		Community Grant
22/09/2020	Shaftesbury Football Club	Cheque	2000.00		Community Grant
22/09/2020	Shaftesbury Primary Sch PTA	OL694	500.00		Community Grant
22/09/2020	1 <sup>st</sup> Shaftesbury Scout Group	OL695	500.00		Community Grant
22/09/2020	Shaftesbury & Dist. Carers Assoc.	OL696	425.00		Community Grant
22/09/2020	Aqua Cleaning	OL697	144.00		Town Hall Cleaning
22/09/2020	Aqua Supplies	OL698	235.39		Cleaning supplies
22/09/2020	C E Plumbing	OL699	69.35		Boiler service
22/09/2020	Clare Davis	OL700	60.00		Aqua Fit Instructor
22/09/2020	Essential Pool Supplies	OL701	568.00		Chemicals for pool
22/09/2020	GCS Agricentre	OL702	13.99		Cable Ties
22/09/2020	Imprint Graphics	OL703	72.00		A1 Printing
22/09/2020	IXEL Media Ltd	OL704	165.00		Website Hosting
22/09/2020	Mole Country Stores	OL705	23.59		Fixings
22/09/2020	Lyreco	OL706	18.80		Stationery
22/09/2020	Play Inspection Co.	OL707	567.00		Annual Play Inspections
22/09/2020	Screwfix	OL708	91.94		Safety Boots/Wellingtons
22/09/2020	Travis Perkins	OL709	41.60		Bolts. Drill Bits
22/09/2020	Wicksteed	OL710	88.37		Bushes for play equipment
22/09/2020	Wellness Shark	OL711	100.00		Aqua Fit Instructor
22/09/2020	Waterlogic	OL712	12.00		Water Cooler Rental
22/09/2020	Toogood's	OL713	2271.60		Rent Unit 9c Sept-Dec

**Total Payments**      18656.49

(End)

Report Author:

Claire Commons, Town Clerk and RFO

## **11 Donkey Field – Deed of Dedication**

To authorise the Deed of Dedication for the Donkey Field / Community Orchard for signature(5 min)

[\(Local Government Act , 1972 s.14\)](#)

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### **11.1 Summary**

- 11.1.1 At the November 2019 ROSE meeting it was **RESOLVED** that the Donkey Field / Community Orchard be registered with Fields in Trust via a Deed of Dedication.
- 11.1.2 Both Enmore Green Playing Field and Donkey Field / Community Orchard are areas of land that are registered under one title document with Land Registry. As a result, the Deed of Dedication will encompass the whole title under reference DT374209 at Land Registry
- 11.1.3 Fields in Trust is an independent charity with over 90 years' experience protecting parks and open spaces. The organisation works with landowners, community groups and policy makers to champion the value of parks and green spaces to achieve better protection for their future at both local and national level/

### **11.2 Scheme of Delegation**

- 11.2.1 A legal deed shall not be executed on behalf of the Council unless authorised by a resolution. Any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures. (Shaftesbury Town Council Scheme of Delegation, 2019)(23)

### **11.3 Financial Implications**

- 11.3.1 The cost of the legal review of the Deed of Dedication will not exceed £150 (Budget: Legal and Professional)

### **11.4 Legal Implications**

- 11.4.1 Where a town council has no seal, any requirement for a legal seal may be signified by an instrument and signed and sealed by two members of the Council. (Local Government Act , 1972 s.14)

### **11.5 Recommendation**

- |   |
|---|
| 11.5.1 That the Council authorises the signing of the Deed of Dedication and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Council resolution. |
|---|

### **11.6 Reason for Recommendation**

- 11.6.1 To conclude the Council's resolution to protect the land via a Deed of Dedication.

(End)

Report Author:

Brie Logan, Business Manager

## **12 Blue Plaque**

To consider support for erection of a Blue Plaque to recognise John Rutter (1976-1851) (5 min)

[\(Local Government Act, 1972 s.111\)](#)

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### **12.1 Summary**

- 12.1.1 The Council has received correspondence from Sir John Stuttard in relation to erecting a Blue Plaque;
- 12.1.2 Since the initial letter was received, the freeholder of No 2 The Commons, Ship and Sherry Limited, has granted permission for the Shaftesbury and District Historical Society to erect a plaque to recognise John Rutter in the event that listed building consent be granted.
- 12.1.3 Members may wish to remember that there is a copy of The Turbulent Quaker of Shaftesbury held in the office if you should wish to borrow it.
- 12.1.4 Further information provided by Sir John Stuttard is available to you in your Digest of 25<sup>th</sup> September 2020.

### **12.2 Recommendation**

- 12.2.1 That the Council provides support for the erection of a Blue Plaque to recognise John Rutter

### **12.3 Reason for Recommendation**

- 12.3.1 John Rutter was a key figure in the history of Shaftesbury and politics in Shaftesbury.

(End)

Report Author:

Claire Commons, Town Clerk and RFO