



Shaftesbury Town Council
Town Hall, Shaftesbury, Dorset. SP7 8LY
Telephone: 01747 852420

Town Clerk: Mrs Claire Commons
e-mail: enquiries@shaftesbury-tc.gov.uk
Website: www.shaftesbury-tc.gov.uk
VAT Reg No 241 1307 58

To members of Shaftesbury Town Council, Councillors Hollingshead (Chair), Chase (Vice Chair), Brown, Cook, Hall, 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 03 November 2020** [online at Zoom.us](#). Meeting ID: 829 1319 0233

All other recipients for information only

Claire Commons CertHE PSLCC, Town Clerk and Responsible Finance Officer (RFO)
28th October 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. [\(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 | APOLOGIES | 6 |
| | To receive and consider for acceptance, apologies for absence (1 min)
<i>(Local Government Act, 1972 s.85)</i> | |
| 2 | DECLARATIONS OF INTEREST | 6 |
| | To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)
<i>(Shaftesbury Town Council Code of Conduct, 2019)</i> | |
| 3 | MINUTES | 8 |
| | To confirm the minutes of the previous meetings of the Full Council (3 min)
<i>(Local Government Act, 1972 s.111)</i> | |
| 4 | REPORTS FOR INFORMATION | 9 |
| | To receive reports from Dorset Councillors, Mayor, local organisations and note delegated decisions (5 min)
<i>(Shaftesbury Town Council Scheme of Delegation, 2019)</i> | |
| 5 | COMMITTEE REPORTS | 11 |

	To receive minutes and reports and consider recommendations from the Committees of the Council(20 min) <i>(Shaftesbury Town Council Scheme of Delegation, 2019)</i>	
6	PAYMENTS To consider payments for authorisation(5 min) <i>(Local Government Act, 1972 s.150)</i>	14
7	PARKING CHARGES To consider response to Dorset Council parking charges(3 min) <i>(Local Government Act, 1972 s.111)</i>	17
8	SCHEME OF DELEGATION To review the Council’s Scheme of Delegation(10 min) <i>(Local government Act, 1972 s.101)</i>	18
9	STANDING ORDERS AND FINANCIAL REGULATIONS To review the Council’s Standing Orders(20 min) <i>(Local government Act, 1972 s.101)</i>	20
10	COUNCILLOR ROLES AND REPRESENTATION To review councillor roles representation on or work with external bodies and arrangements for reporting back(10 min) <i>(Local Government Act, 1972 s.111)</i>	22
11	HIGH STREET TEMPORARY PEDESTRIANISATION – OCTOBER 2020 REVIEW To consider phase 4 plans for the High Street temporary pedestrianisation in response to Covid-19(30 min) <i>(Local Government Act, 1972 s.111)</i>	24
12	S.106 TO GEM To consider s.106 allocations(5 min) <i>(Town and Country Planning Act, 1990 s.106)</i>	29
13	CODE OF CONDUCT	31

To consider petitioning for greater sanctions for councillors found to be in breach of the Code of Conduct([5 min](#))

(Local Government Act, 1972 s.111)

(End)

Anticipated meeting end time 9:00pm

Throughout this agenda there are hyperlinks provided to take you to additional information or documents. These are indicated wherever the text is in blue and underlined

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>

Local Government Act, 1972 s.100. *Admission of public and press to local authority committee meetings*.

[Online].

Local government Act, 1972 s.101. *discharge of functions by local authorities.*. [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.85. *Vacation of office by failure to attend meetings*. [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

Shaftesbury Town Council Financial Regulations, 2019. *Financial Regulations*. [Online].

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. *Standing Orders*. [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].

Town and Country Planning Act, 1990 s.106. *Planning Obligations*. [Online].

1 Apologies

To receive and consider for acceptance, apologies for absence

(1 min)

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

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.

1.1.2 Cllr Welch, standing 3 month apology for personal reasons, Cllr Proctor personal reasons

2 Declarations of Interest

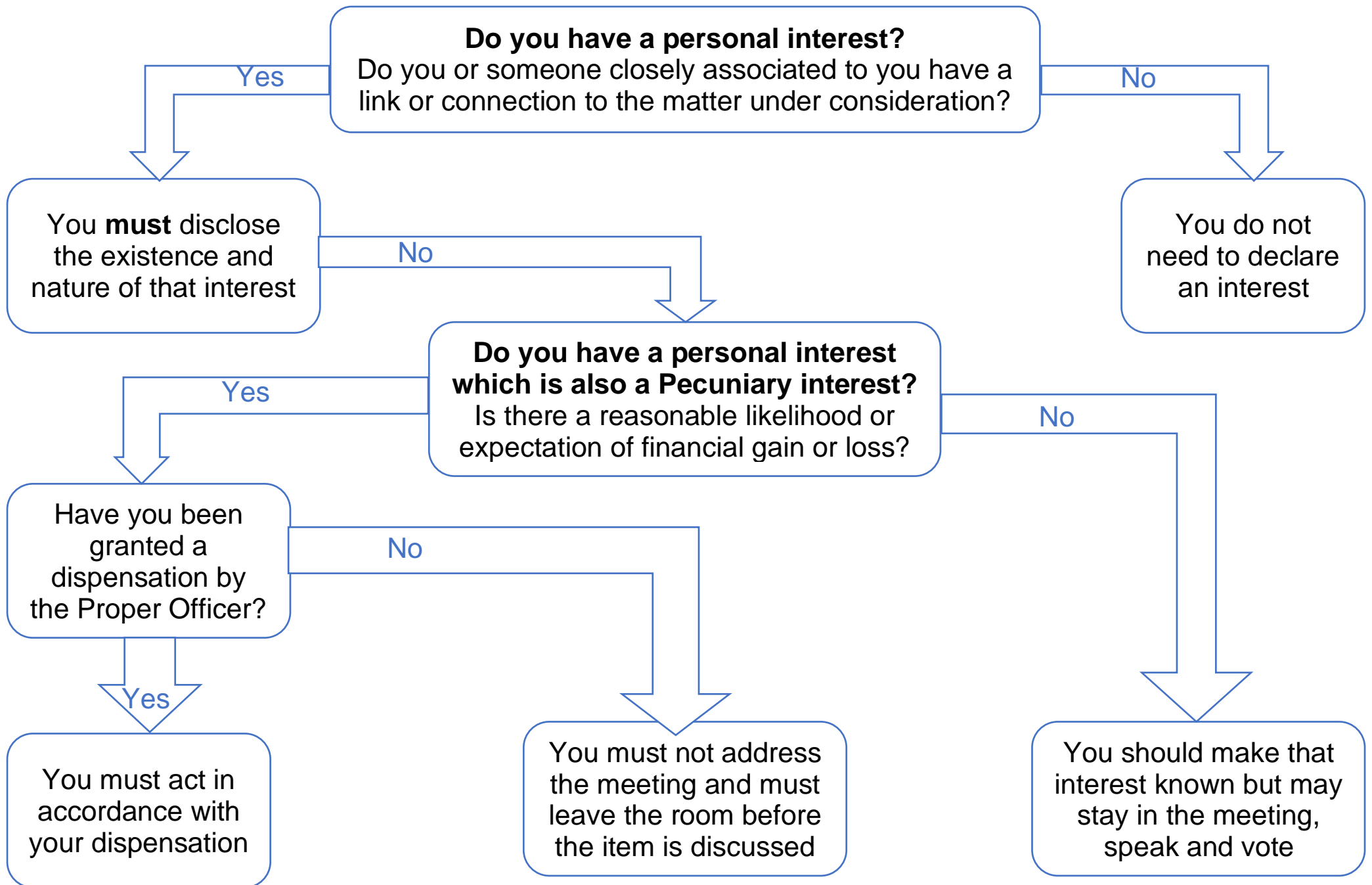
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)

[\(Shaftesbury Town Council Code of Conduct, 2019\)](#)

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 Code of Conduct, 2019)



3 Minutes

To confirm the minutes of the previous meetings of the Full Council

(3 min)

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

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 [Annual Meeting 29th September 2020](#)
- 3.2.3 [Extra Full Council 27th October 2020](#)

4 Reports for Information

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

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

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 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.

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

4.2 Actions from 29th September 2020

4.2.1 Cemetery and Allotment charges – Complete.

4.2.2 Standing Orders – items deferred from the Annual Meeting are being scheduled over this and subsequent meetings to be concluded before the end of the municipal year.

4.2.3 Terms of Reference – These have been considered by all committees and the recommendations follow later in this agenda.

4.2.4 Deed of Dedication – Complete

4.2.5 Blue Plaque – This was considered by the Planning and Highways Committee, see minutes below

4.3 Civic Report

4.3.1 Black Lives Matter

4.3.2 Dorset Youth AGM

4.4 Dorset Council Reports

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

4.5 Lead Councillor and Local Organisation Reports

4.6 Recommendation

4.6.1 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.

4.7 Reason for Recommendation

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

(End)

Report Author:

Claire Commons, Town Clerk & RFO

5 Committee Reports

To receive minutes and reports and consider recommendations from the Committees of the Council(20 min)
([Shaftesbury Town Council Scheme of Delegation, 2019](#))

5.1 Summary

- 5.1.1 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)
- 5.1.2 Minutes are provided for information using the hyperlinks below

5.2 Planning and Highways Committee [6th October 2020](#)

P9 Committee Terms of Reference

Officer report 1020PH9 was received and it was **RESOLVED** to amend 1 B ii to include ‘and provide input to s106 agreements or the equivalent.’ and to recommend this amendment for adoption to Full Council.

5.3 Recreation, Open Spaces and Environment Committee [13th October 2020](#)

R6 Budget

Officer report 1020ROSE6 was received and it was **RESOLVED** to identify £20,000 earmarked for Mampitts Square project and £30,000 for a new tractor to be purchased, to recommend to Full Council to feed into the final budget.

R8 Trees

Officer report 1020ROSE8 was received and it was **RESOLVED** to recommend to Full Council to undertake all identified works and authorise the Town Clerk to take all such steps as she considers necessary to comply with the Committee resolution.

R11 Committee Terms of Reference

Officer report 1020ROSE11 was received and it was **RESOLVED** to recommend to Full Council the adoption of the alternative Terms of Reference for the Committee as was proposed in February and outlined in the agenda.

It was **RESOLVED** to recommend to Full Council to amend the Scheme of Delegation to allow the Clerk to decide to take agenda items to the appropriate committee.

5.4 General Management Committee [20th October 2020](#)

G9 Committee Terms of Reference

Officer report 1020GEM09 was received and it was **RESOLVED** to recommend to Full Council an amendment to the General Management committee Terms of Reference at section b) ix) to read – *‘All duties, functions and powers not required by legislation to be conducted by Full Council and not already delegated to other committees of the Council shall be determined by the General Management Committee or where in the interests of time a decision is required before it can be considered by its delegated committee.’*

5.5 Recommendation

5.5.1 That the Council resolves the recommendations from Committees contained within this report.

5.6 Reason for Recommendation

5.6.1 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

6 Payments

To consider payments for authorisation

(5 min)

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

6.1 Summary

- 6.1.1 Every local council must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions. The council must likewise ensure that its financial, operational and risk management is effective. (Clayden, 2019), (Accounts and Audit Regulations, 2015)
- 6.1.2 A list of payments is provided below.

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. (Shaftesbury Town Council Financial Regulations, 2019)

6.4 Legal Implications

- 6.4.1 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)
- 6.4.2 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)

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 15/10/2020 and 27/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
15/10/2020	Natwest	Direct Debit	38.90	Bank Line Charges
16/10/2020	Sage	Direct Debit	84.00	Monthly Pay Roll Subscription
19/10/2020	BT	Direct Debit	22.80	Grounds Mobile19
19/10/2020	BT	Direct Debit	22.80	Grounds Mobiles
20/10/2020	Peninsula	Direct Debit	257.26	HR Provision
26/10/2020	Microsoft	Direct Debit	180.24	Monthly 365

Report 1120FC6

26/10/2020	Adobe	Direct Debit	13.53	Acrobat
26/10/2020	Peninsula	Direct Debit	210.50	H & S Provision
26/10/2020	SSE	Direct Debit	279.86	Electric Town Hall/Unit9c
27/10/2020	Aqua Cleaning	Online 731	96.00	Town Hall Cleaning
27/10/2020	Ixel	Online 732	165.00	Web site hosting Nov-Jan
27/10/2020	Marshall	Online 733	126.00	Road Closure Marshall
27/10/2020	A Merrick	Online 734	189.00	Road Closure Marshall
27/10/2020	R Baker	Online 735	92.00	RLSS/STA Membership fee
27/10/2020	Cumbria Clock	Online 736	180.00	Service Town Hall Clock
	Total Payments		1957.89	

7 Parking Charges

To consider response to Dorset Council parking charges

(3 min)

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

7.1 Summary

- 7.1.1 Dorset Council recently imposed new charges and charge periods on the carparks it manages in Shaftesbury and the rest of the County.
- 7.1.2 The Town Council was not given advanced warning of these changes nor an opportunity to inform the decision with local knowledge.
- 7.1.3 The Council is asked to consider providing a response to Dorset Council on this decision. The Mayor will speak further to this item.

7.2 Financial Information

- 7.2.1 There are no costs arising from this report.

7.3 Recommendation

- 7.3.1 That the Council submits a response to the parking charges to Dorset Council.

7.4 Reason for Recommendation

- 7.4.1 To identify the issues that have arisen as a result of the Dorset Council decision and where prior consultation could have assisted the principal authority in their decision making.

8 Scheme of Delegation

To review the Council's Scheme of Delegation

(10 min)

[\(Local government Act, 1972 s.101\)](#)

8.1 Summary

- 8.1.1 The Council's Standing Orders require that it reviews delegation arrangements to committees, sub-committees, staff and other authorities. This item was deferred from the Annual Meeting held on [29th September 2020](#).
- 8.1.2 Committees have already made recommendations on the delegations to committees. The [current Scheme of Delegation](#) is published on the Town Council's website. The recommended scheme of delegation incorporating those recommendations is available in draft form [here](#).

8.2 Scheme of Delegation

- 8.2.1 The Council shall review delegation arrangements to committees, sub-committees, staff and other local authorities (Shaftesbury Town Council, 2019)

8.3 Financial Implications

- 8.3.1 There are no financial implications arising from this report

8.4 Legal Implications

- 8.4.1 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)

- 8.4.2 The Council has the power to discharge any of its functions (with some exceptions) to a committee, subcommittee, joint committee or by one of its officers or by any other local authority. (Local government Act, 1972 s.101)
- 8.4.3 Functions that may not be delegated include levying or issuing a precept, borrowing money, approving the Council's annual accounts, considering an auditor's report made in the public interest, confirming that it has satisfied the statutory criteria to exercise the power of general competence or adopting or revising the Council's code of conduct. (Tharmarajah, 2013)

8.5 Recommendation

- 8.5.1 That the Council reviews and adopts the Scheme of Delegation and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Council resolution.
- 8.5.2 That the Council confirms that no additional committees have been requested or recommended to the Council.

8.6 Reason for Recommendation

- 8.6.1 To provide efficient management of the Council's business

(End)

Report Author: Claire Commons, Town Clerk & RFO

9 Standing Orders and Financial Regulations

To review the Council's Standing Orders

(20 min)

[\(Local government Act, 1972 s.101\)](#)

9.1 Summary

- 9.1.1 The Council is required to review and adopt [Standing Orders](#) and [Financial Regulations](#) (the currently adopted versions available on the hyperlinks).
- 9.1.2 At its meeting on [28th July 2020](#) two proposed amendments to Standing Orders were tabled. No questions or suggested amendments have been received in respect of these motions.
- 9.1.3 The Town Clerk recommends amending section 5j of the Standing Orders so that business may be taken throughout the year rather than all in one meeting. Other than the election of Chairman which must, by law, form the first item of business at the Annual Meeting, all other items listed are discretionary.
- 9.1.4 NALC have issued [updated Financial Regulations](#) and a [guidance document](#) to accompany them. Members should pay particular attention to the sections within square brackets where either a choice should be made or section deleted if irrelevant or, where a value is attributed, this may be adjusted to suit the needs of the Council.

9.2 Scheme of Delegation

- 9.2.1 The amendment of Standing Orders and Financial Regulations is reserved for Full Council under the Scheme of Delegation at the time of writing. (Shaftesbury Town Council Scheme of Delegation, 2019)

9.3 Legal Implications

- 9.3.1 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)
- 9.3.2 The Council has the power to discharge any of its functions (with some exceptions) to a committee, subcommittee, joint committee or by one of its officers or by any other local authority. (Local government Act, 1972 s.101)

9.4 Recommendation

- 9.4.1 That the Council considers and adopts the Standing Orders and tabled amendments.
- 9.4.2 That the Council considers and adopts the model Financial Regulations with adjustments for Shaftesbury Town Council.
- 9.4.3 That the Town Clerk be authorised to take all such steps as she considers necessary to comply with the resolutions to adopt Standing Orders and Financial Regulations.

9.5 Reason for Recommendation

- 9.5.1 To provide efficient management of the Council's business

(End)

Report Author: Claire Commons, Town Clerk & RFO

10 Councillor Roles and Representation

To review councillor roles representation on or work with external bodies and arrangements for reporting back
(10 min)

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

10.1 Lead Councillors

10.1.1 Councillors are provided with an opportunity to hold a lead role in one area of the strategic plan thereby giving the opportunity to gain detailed knowledge in a particular area and focus attention on that part of the Strategic Plan.

10.1.2 Lead Councillors have no delegated authority to act on behalf of the Council however, they have an opportunity to drive that section of the Strategic Plan.

10.1.3 Strategic Plan areas are;

Asset Acquisition

Asset Management

Bringing Old & New Together

Engagement

Health and Wellbeing

Marketing and Events

Neighbourhood Plan

Policies, Procedures & Governance

Residents Lifestyle – Indoor

Residents Lifestyle – Outdoor

Town Landscape (Economic Development)

Visitor Experience

10.1.4 Members may wish to defer reviewing the lead roles until after a review of the Strategic Plan.

10.2 Representatives

10.2.1 Councillor representatives are selected for representation on Outside Bodies each year.

10.2.2 A [draft policy](#) to support and guide councillors in their roles has been prepared which includes a list identifying which representative roles may or should be filled.

10.3 Scheme of Delegation

10.3.1 The lead and representative roles do not confer any delegated authority to individual members.

10.4 Legal Implications

10.4.1 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)

10.5 Risk

10.5.1 There is a risk of misrepresentative of the Council's aims and objectives. There is a reputational risk of promises or assurances being made that cannot or are not upheld by the Council.

(End)

Report Author:

Claire Commons, Town Clerk & RFO

11 High Street temporary pedestrianisation – October 2020 review

To consider phase 4 plans for the High Street temporary pedestrianisation in response to Covid-19(30 min)

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

11.1 Summary

11.1.1 Full Council resolved:

FC 28/5 - To allocate funds to support this project up to a maximum of £5,000 from its General Reserves to include the cost of the Traffic Regulation Order (TRO) application which is £1,350.

FC 20/7 - To allocate further funds to support an extension to this project, including local marketing campaign to support the Eat out to help out scheme throughout August, up to a maximum of £13,000 from its General Reserves as specified in the financial section of the report received.

11.1.2 The High Street pedestrianisation budget line has funds allocated as per the FC resolutions totalling up to £18,000. So far the progressive spend to date is £11, 176 (up to the end of September).

11.1.3 The Highways, Economic team including STC representatives and the Chamber of Commerce were meeting on a weekly basis however since the beginning of October the meetings take place every other week.

11.1.4 The marshals are very proactive with communication and processes have been introduced to track delivery vehicular activity. The marshals man the entry point only. The exit point is clearly signposted and is reliant on drivers following the no entry instruction at the barrier.

11.1.5 Since September, the number of drivers breaching the TRO and entering the High Street via the Exit point has been increasing. There can be as many as 20+ breaches per day. To mitigate this risk the proposal includes ad-hoc marshal cover with effect from 9th November to cover 3 hours per day over

2 random days of the week. The marshal will be stationed at the exit point and will inform drivers that the High Street is closed to non-delivery vehicles. It is expected that this resource will reduce the number of drivers in breach of the TRO.

- 11.1.6 It is expected that up to 20 retailers will open on Sundays on the lead up to Christmas. A number of drivers choose to breach the TRO on Sundays as the entry point is not manned by a marshal. Due to the expected increase in footfall on Sundays throughout December the proposal includes marshals on duty at both the entry and exit points. This will mitigate any TRO abuse and keep shoppers safe during the busy trading period.
- 11.1.7 The project group will continue to meet on alternate weeks. It is highly likely that the restricted hours will reduce post the festive season as the numbers of shoppers will be less during the winter months. The estimates for January to March 2021 account for 7 hours per day with cover over 6 days (note Sundays the road is closed however the barriers are not manned). This cost may reduce if the restricted hours are scaled back.
- 11.1.8 It is prudent to plan for the start of 2021 now and the evaluate the impact of an extension to the temporary pedestrianisation after the Christmas period.

11.2 Financial Implications

Month	Total Spend	Actual/ predicted	Cost 1	Cost 2	Cost 3
June/ July 2020	£6,025	Actual	Marshal costs	Training	Signage/ consumables
August 2020	£1,071 £1,620	Actual	Marshal costs	Training	Eat Out scheme + £1,620
September 2020	£2,130	Actual	Marshal costs	Training	

Sub-total	£9,226				
October 2020	£1,638	Predicted	Marshal costs	26 days cover	Training (£312.50)
November 2020	£1,791	Predicted	Marshal costs	1 additional marshal - ad-hoc days (2 days x 3 hours per week) plus 25 days cover	
December 2020	£3,654	Predicted	Marshal costs	1 additional marshal – daily + 4 Sundays x 2 marshals – 29 days cover x 2 marshals	
January 2021	£1,575	Predicted	Marshal costs	25 days cover x 7 hours (may reduce to 6 hours per day – TBC)	
February 2021	£1,512	Predicted	Marshal costs	24 days cover x 7 hours per day	
March 2021	£1,701	Predicted	Marshal costs	27 days cover x 7 hours per day	
Contingency	£800			Sandbags/ signage/ consumables/ training	
Totals	£23,517				

11.2.1 Summary of spend to date plus this proposal

Phase 1	FC May 2020	£5,000
Phase 2/3	FC July 2020	£13,000
Phase 4	FC November 2020	£5,500

11.3 Risk

11.3.1 58/70 businesses are reporting sales in line with or exceeding expectations which equates to 83%. There are 12 businesses who are reporting sales not meeting expectation.

- 11.3.2 It is expected that social distancing measures may need to be upheld for months and in to the spring of 2021 and beyond. A further update will be provided to STC in January 2021 for further investment pending government guidance on social distancing at that point.
- 11.3.3 The retail landscape has changed over the past 5 years. Shaftesbury is not alone. Many High Streets are seeing changing behaviours and shopping habits therefore the risks need to be minimised by giving shoppers a pleasant and safe shopping environment where they feel confident to shop across the High Street.

11.4 Recommendation

- 11.4.1 Shaftesbury Town Council resolves to support the Covid-19 phase 4 - Temporary Pedestrianisation plan
- 11.4.2 Shaftesbury Town Council resolves to allocate further funds to support an extension to this this project up to a maximum of £5,500 from its General reserves as specified in the financial section of this report.
- 11.4.3 STC resolves to delegate the management of this project to the Town Clerk and Business Manager in consultation with Cllrs Brown and Proctor (as the Lead Councillors for Economic Development and
- 11.4.4 STC Representative to the Chamber of Commerce) and in consultation with the stakeholder group including the Shaftesbury Chamber of Commerce, Highways and Economic Development Dorset Council.

11.5 Reason for Recommendation

- 11.5.1 Shaftesbury Town Council has a duty to support the Highways team and to give residents and visitors the confidence to shop safely in line with national government guidance

(End)

Report Author:
Brie Logan, Business Manager

12 S.106 to GEM

To consider s.106 allocations

(5 min)

[\(Town and Country Planning Act, 1990 s.106\)](#)

12.1 Summary

- 12.1.1 Officers have been working with Dorset Council to review the flexibility of s.106 agreements to identify funds that can be used to support STC adopted projects.
- 12.1.2 On review of the Strategic Plan, there are more discussions that need to be held to ensure that monies identified can be allocated for the benefit of Shaftesbury.
- 12.1.3 For expediency it is recommended that the Council delegates to the General Management Committee the review of s.106 funds and any negotiations that may need to be carried out and the subsequent draw down of funds appropriate to existing approved projects.

12.2 Financial Implications

- 12.2.1 There are none arising from this report.
- 12.2.2 If delegated to the General Management Committee, all members will be provided with a full breakdown of available funds and assigned use for the Committee to resolve.

12.3 Legal Implications

- 12.3.1 Dorset Council is the Local Planning Authority and responsible for section 106 funds (Town and Country Planning Act, 1990 s.106)

12.4 Recommendation

12.4.1 That the Council delegates to the General Management Committee to review the section 106 funds in conjunction with approved projects and subsequent draw down of funds to progress those projects or protect funds that would otherwise be at risk. That the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Council resolution.

12.5 Reason for Recommendation

12.5.1 To ensure that funds that are at risk are drawn down, that the budget may be set with minimum impact to the tax payer and the work of the council is effectively managed with the funds available.

(End)

Report Author:

Claire Commons, Town Clerk & RFO

13 Code of Conduct

To consider petitioning for greater sanctions for councillors found to be in breach of the Code of Conduct(5 min)

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

13.1 Summary

- 13.1.1 Following attendance at the Society of Local Council Clerks National Conference, the Clerk reported to the Mayor and Deputy Mayor that the attrition rate for clerks in the sector was at 25% due to the level of bullying. It was recognised that this was a big loss to the sector.
- 13.1.2 The Mayor and Deputy Mayor also acknowledged that poor behaviour of councillors affected the 'recruitment' and retention of councillors which exacerbated the loss of knowledge and expertise in the sector.
- 13.1.3 This motion was proposed verbally to the Clerk within the timescale set out in Standing Orders but has not been submitted on the standardised form. This still meets with the requirements set out by Standing Orders. The motion is supported by Cllrs Brown and Hollingshead.

13.2 Recommendation from the Deputy Mayor

- 13.2.1 That this Council believes that the current rules regarding enforcing the code of conduct for Councillors are insufficient. As Councillors, we believe that if a councillor is found to be in breach of the code then sanctions up to and including the recall of a councillor should be available to the Principal Authority. Shaftesbury Town Council therefore resolves to petition both National Association of Local Councils and the Secretary of State to increase the sanctions and penalties legally available to Principal Authorities and encourage other Councils to make similar resolutions and applications.

13.3 Reason for Recommendation

13.3.1 To effect change to improve the impact and benefit of the local government sector.

(End)

Report Author:

Claire Commons, Town Clerk & RFO