



Shaftesbury Town Council
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To members of Shaftesbury Town Council's General Management Committee (GEM), Councillors for GEM; Brown (Chair), Cook (Vice-Chair), Chase, Lewer, Welch, Hall and Proctor.
You are summoned to a meeting of the General Management Committee for the transaction of the business shown on the agenda below. To be held at 7.00pm on **Tuesday 24 November 2020** [online at Zoom.us](https://www.zoom.us).
Meeting ID: 858 9854 2476;

All other recipients for information only

Claire Commons CertHE PSLCC, Town Clerk and Responsible Finance Officer (RFO)
18th November 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

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| 2 DECLARATIONS OF INTEREST | 5 |
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(Shaftesbury Town Council Code of Conduct, 2019) | (1 min) |
| 3 MINUTES | 7 |
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(Local Government Act, 1972 Sch 12) | (3 min) |
| 4 REPORTS FOR INFORMATION | 8 |
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| 5 PAYMENTS | 9 |
| To consider payments for authorisation (5 min)
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|----------|---|----------------------|
| 6 | HALL HIRE – COVID RECOVERY PRICES
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(5 min) |
| 7 | MELBURY ABBAS AND CANN NEIGHBOURHOOD PLAN
To consider response to the Melbury Abbas and Cann Group Parish Council Neighbourhood Plan proposal to designate the Shaftesbury Cricket Pitch as a Local Green Space
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(5 min) |
| 8 | POLICIES REVIEW
To review three General Management related policies (10 min)
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| 9 | PARK WALK PLANTERS
To consider purchasing planters on Park Walk entrance (10 min)
<i>(Open Spaces Act, 1906 s.10)</i> | 19 |

(End)

Anticipated meeting end time 8:15pm

References

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- General Management Committee Terms of Reference, 2020. *General Management Terms of Reference*. [Online]
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- Local Government Act , 2003 s.93. *Power to charge for discretionary services*. [Online].
- 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].
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- Local Government Act, 1972 s.85. *Vacation of office by failure to attend meetings*. [Online].
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- Open Spaces Act, 1906 s.10 . *Maintenance of Open Spaces and Burial Grounds*. [Online].
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- Shaftesbury Town Council Financial Regulations, 2019. *Financial Regulations*. [Online].
- Shaftesbury Town Council Scheme of Delegation, 2020. *Scheme of Delegation*. [Online]
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- Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.
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Report 1120GEM1-2 to a meeting of the General Management Committee
Tuesday 24 November 2020

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.

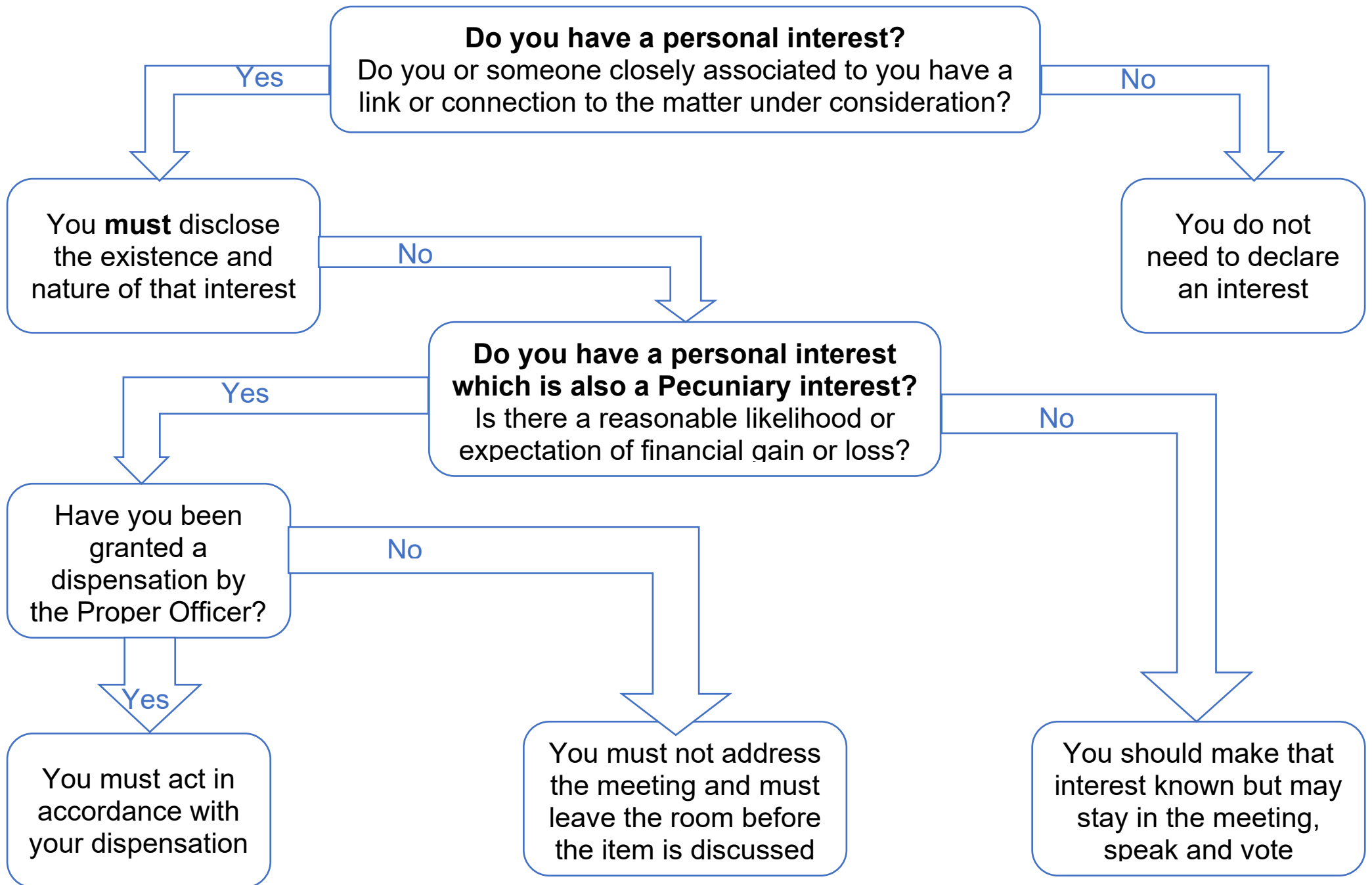
2 Declarations of Interest

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 meeting of the General Management Committee. (3 min)

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

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 [20th October 2020](#)

4 Reports for Information

To receive and note reports pertaining to the remit of the Committee

(5 min)

[\(Shaftesbury Town Council Scheme of Delegation, 2020\)](#)

4.1 Summary

4.1.1 Reports provided within this item are to receive and note only, providing updates on decisions already taken by the Committee and actions taken under the Scheme of Delegation.

4.2 Actions from 20th October 2020

4.2.1 Payments, Q2 report and Terms of reference – Complete

4.2.2 Budget – underway to be resolved January 2021

4.2.3 Finance Training – discussions being held with provider - ongoing

4.2.4 Policies – Underway, first selection later on this agenda.

4.3 Recommendation

4.3.1 That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees

(End)

Report Author: Claire Commons, Town Clerk & RFO

5 Payments

To consider payments for authorisation

(5 min)

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

5.1 Summary

- 5.1.1 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)
- 5.1.2 A list of payments is provided for review and authorisation

5.2 Scheme of Delegation

- 5.2.1 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.
- 5.2.2 The Town Clerk is delegated to authorise routine expenditure within the greed budget

5.3 Financial Implications

- 5.3.1 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)

5.4 Legal Implications

- 5.4.1 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)
- 5.4.2 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)

5.5 Recommendation

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

5.6 Reason for Recommendation

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

5.7 List of Payments made between 28/10/2020 and 17/11/2020, see following page

(End)

Report Author:

Claire Commons, Town Clerk and RFO

Report 1120GEM5

NatWest Current A/c

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
29/10/2020	Amazon	Debit Card	17.90	Sand Bags
30/10/2020	Salaries	Online	18092.38	October Salaries
30/10/2020	Eon	Direct Debit	278.54	Electricity Pool19
02/11/2020	Dorset Council	Direct Debit	724.00	Rates Town Hall
02/11/2020	Dorset Council	Direct Debit	60.00	Rates Cemetery
02/11/2020	Dorset Council	Direct Debit	222.00	Rates Bell St Toilets
02/11/2020	Dorset Council	Direct Debit	329.00	Rates Unit 9C
06/11/2020	SSE	Direct Debit	166.75	Electric Town Hall/Unit9c
09/11/2020	Zoom	Debit Card	27.78	Online meetings software
09/11/2020	Brady Corp Ltd	Online	387.00	Metal Badges
10/11/2020	Card Saver	Direct Debit	16.00	Card Machine Charges
13/11/2020	Opus Energy	Direct Debit	100.43	Electric Bell St Toilets
13/11/2020	Fuel Genie	Direct Debit	277.34	Diesel October
13/11/2020	First Direct	Direct Debit	32.98	Card payment charges
16/11/2020	Sage	Direct Debit	84.00	Sage Payroll
16/11/2020	Natwest	Direct Debit	58.25	Bankline Charges
17/11/2020	Shaftesbury In Bloom	Online 737	537.06	Scrub hub donations
17/11/2020	Open House	Online 738	537.06	Scrub hub donations
17/11/2020	Rocketbox Design	Online 739	1200.00	Branding design

Report 1120GEM5

17/11/2020	St James Church	Online 740	118.00	Refund Hall Hire paid in advance
17/11/2020	Aqua Cleaning	Online 741	240.00	Town Hall Cleaning
17/11/2020	Aqua Supplies	Online 742	504.14	PPE/Sanitiser/Toilet Rolls
17/11/2020	Waterlogic	Online 743	49.48	Cooler rental/sanitise
17/11/2020	MJ HPPS Ltd	Online 744	240.00	Draining pool boilers
17/11/2020	Royal British Legion	Chq 013217	25.00	Poppy Wreath
17/11/2020	Sure PC Help	Online 745	2580.00	Migration from server to 365
17/11/2020	V Pocock	Online 746	15.00	Return of wedding deposit
17/11/2020	Clarity Copiers	Online 747	21.41	Printing October
17/11/2020	Travis Perkins	Online 748	89.02	Postcrete/padlocks
17/11/2020	Gillingham Glass	Online 749	439.12	Replacement glass bus shelters
17/11/2020	Aqua Cleaning	Online 750	48.00	Town Hall Cleaning
17/11/2020	HMRC	Online 751	4786.22	Tax/NI
17/11/2020	Dorset Pension Fund	Online 752	4696.65	Pension contribution Nov
	Total Payments		37000.51	

6 Hall Hire – Covid recovery prices

To consider hall charges for 2021 in light of Covid recovery

(5 min)

(Local Government Act , 2003 s.93)

6.1 Summary

- 6.1.1 The Council has lost significant income as a result of Covid-19, the anticipated annual loss just on hall hire is projected to be £15,000.
- 6.1.2 The cost of hall hire has not been identified as a factor in the reduction of income, it is directly a result of the government restrictions although the viability of sales has been reduced due to the fewer stalls able to be put in place with appropriate distancing.
- 6.1.3 The Clerk has been asked to prepare a budget for the coming financial year in anticipation of further Covid-19 restrictions. In light of that, the Committee is asked to consider the hall hire charges and parameters for free or reduced use of Council buildings.
- 6.1.4 The current pricing structure may be viewed on the council's website <https://www.shaftesbury-tc.gov.uk/the-town-hall/>

6.2 Scheme of Delegation

- 6.2.1 The Town Clerk is delegated to manage all the Town Council services and property (Shaftesbury Town Council Scheme of Delegation, 2020)

6.3 Financial Implications

- 6.3.1 The loss of income through reduced hire / hire fees will be balanced against the benefit to supporting local organisations and businesses hiring the hall. A budget impact on the change in any charges will be reflected in the budget presented to Council in January 2021.

6.4 Legal Implications

- 6.4.1 The Council may charge rent or for discretionary services. It is normal for the income from these services to be applied towards the cost of maintaining them and to apply any surpluses in aid of rates or council tax.

6.5 Recommendation

- 6.5.1 That the Committee determines the hall hire fees for the financial year 2021-2022 and any parameters for free or reduced use and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Council resolution.

6.6 Reason for Recommendation

- 6.6.1 The additional service will provide further choice for the bereaved wishing to remember their loved ones at the town's cemetery.

(End) Report Author: Claire Commons, Town Clerk and RFO

7 Melbury Abbas and Cann Neighbourhood Plan

To consider response to the Melbury Abbas and Cann Group Parish Council Neighbourhood Plan proposal to designate the Shaftesbury Cricket Pitch as a Local Green Space (5 min)

[\(Open Spaces Act, 1906 s.10 \)](#)

7.1 Opening of letter from Melbury Abbas and Cann Parish Council

As you are aware, Melbury Abbas and Cann parish has been in the process of defining a Neighbourhood Plan, an important document that helps local communities to influence planning in the area they live and work.

As part of this process, the Steering Group have identified various parcels of land in the two parishes that could be designated as Local Green Space. As you know, these are areas that hold a special importance to the community in terms of recreation, wildlife, landscape, historic character or their tranquillity benefits. If designated, these will be protected from development over the Plan period (2020-2031). Local Green Spaces must be close to the community they serve, of value to the local community and not be an extensive tract of land (in accordance with the criteria set out in the NPPF, 2019, para 100).

The MA&CNP31 Steering Group understand that the Shaftesbury Town Council owns the site of the Cricket Pitch in Cann (Appendix 1). We believe the Cricket Pitch meets the criteria for designation as a Local Green Space since the land is of value to the community because it is used for recreational purposes.

Designation of a Local Green Space can still be pursued without approval from the landowners, but as a courtesy we would like to ask you whether you would object to the land being designated

for such purposes. You may also wish to see the draft policy text and related sections for the site for you to comment on (which accompany this letter in Appendix 2). Please be aware that this is to be treated as a draft at this stage, should there be any changes to make as a result of the current environmental screening by statutory consultees.

7.1.1 Please see appended letter in full at the end of this agenda set.

7.2 Scheme of Delegation

7.2.1 The General Management Committee is delegated to deal with any matters where in the interests of time a decision is required before it can be considered by its duly delegated committee. (General Management Committee Terms of Reference, 2020)

7.3 Financial Implications

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

7.4 Legal Implications

7.4.1 The Council has the power to provide and maintain open space or burial ground in or outside the council's area. (Open Spaces Act, 1906 s.10)

7.5 Recommendation

7.5.1 That the Committee confirms its opinion on the designation of the Cricket Pitch as a Local Green Space in the Melbury Abbas and Cann Parish Neighbourhood Plan.

(End)

Report Author: Claire Commons, Town Clerk & RFO

8 Policies Review

To review three General Management related policies

(10 min)

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

8.1 Summary

8.1.1 It was resolved at the General Management meeting held the 20th of October to make a review of all Shaftesbury Town Council Policies to be discussed by the appropriate committee.

8.1.2 General Management related Policies include:

- Anti-Bribery Policy – draft policy, consider if this is duplicated sufficiently elsewhere or if it is needed in its own right
- Consultation Policy – draft policy replaced with Community Engagement Strategy below.
- [Community Engagement Strategy](#) – adopted 26 February 2019

8.2 Scheme of Delegation

8.2.1 The Committee is delegated consider corporate governance and risk management. Ful Council retains the responsibility for matters of principle or policy. (Shaftesbury Town Council Scheme of Delegation, 2020)

8.3 Legal Implications

8.3.1 The Council has the power to do anything that will facilitate the discharge of its duties. (Local Government Act, 1972 s.111)

8.4 Recommendation

8.4.1 That the Committee views the policies and determines any amendments for recommendation to Full Council.

8.5 Reason for Recommendation

8.5.1 To ensure all policies remain relevant and active documents in support of the work of the Council and the residents of Shaftesbury

(End)

Report Author: Claire Commons, Town Clerk & RFO

9 Park Walk Planters

To consider purchasing planters on Park Walk entrance

(10 min)

[\(Open Spaces Act, 1906 s.10 \)](#)

9.1 Summary

- 9.1.1 The Committee previously considered the issue of unauthorised vehicular access to Park Walk and delegated to the Town Clerk to research options to prevent vehicles accessing Park Walk and to use signage to deter vehicles.
- 9.1.2 Fixed solutions are not possible as the end of Abbey Walk is a Highway and nothing may be fixed at this point, once passed Abbey Walk the area is a scheduled ancient monument and permission to fix into the ground is discouraged and difficult to obtain.
- 9.1.3 The solution must be able to allow authorised vehicles through and there is a need for emergency vehicles and those accessing properties via an easement or permit to still have access. Vehicles are also permitted for events such as Gold Hill fair and other market events.
- 9.1.4 Based on feedback from the ROSE committee and Highways it has been suggested that either a municipal style trough planter or oak sleeper planter be purchased, see below.
- 9.1.5 Iota planter - £360



TROUGH 1200
H50cm L120cm D50cm
Weight: 18kg Vol: 285L
£275

TROUGH 1500
H50cm L150cm D50cm
Weight: 27kg Vol: 340L
£360

9.1.6 Amberol Planter - £406.50 (plus delivery £43 for two)



Promenade Planter
Traditional and rectangular in appearance, this floor standing unit can be used to create informal boundaries along pavements, between roadways or to enhance street corners.

Product Code	Length mm	Width mm	Depth mm	Compost (litres)	Water (litres)	Total Weight* (kg)
PRM-OP	1500	500	750	308	60	368

9.1.7 Oak Sleeper style planter. Costings to follow.



9.2 Scheme of Delegation

9.2.1 The Clerk has delegated authority to manage all the Town Council’s services and property in line with budgets and policies approved by members (Shaftesbury Town Council Scheme of Delegation, 2019)(2.4.1)

- 9.2.2 The Committee is delegated consider the following matters - the strategic management of the Council's services for which there is a previously approved revenue budget of all matters relating to: i) Environmental Services which includes– Facilities, Street Scene, Parks & Open Spaces, Cemeteries

9.3 Financial Implications

- 9.3.1 Costs of planters illustrated can be sourced for approximately £250 - £500 each. A weatherproof sign to hang from the chain between the planters would also be required. Costs would be from the Street Furniture budget unless otherwise directed.

9.4 Legal Implications

- 9.4.1 The Council has the power to provide and maintain open spaces (Open Spaces Act, 1906 s.10)

9.5 Recommendation

- 9.5.1 That the Committee resolves its style of planter(s) for installation with a sign and with or without a chain at the entrance to Park Walk from Abbey Walk and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Committee resolution.

9.6 Reason for Recommendation

- 9.6.1 To reduce the occurrence of unauthorised vehicular access to Park Walk and preserving the Scheduled Ancient Monument, promenade, and vista. (End)

(End)

Report Author: Zoe Moxham, Office Administrator