



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

Town Clerk: Mrs Claire Commons  
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Website: [www.shaftesbury-tc.gov.uk](http://www.shaftesbury-tc.gov.uk)  
VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council's General Management Committee (GEM),  
Councillors. 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 30 March 2021**  
[online at Zoom.us](#). Meeting ID: 819 8300 1611

All other recipients for information only

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk and RFO  
24<sup>th</sup> March 2021

### 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

- |          |   |          |
|----------|---|----------|
| <b>1</b> | <b>APOLOGIES .....</b>  | <b>3</b> |
|          | To receive and consider for acceptance, apologies for absence (1 min)<br>( <a href="#">Local Government Act, 1972 s.85</a> )  |          |
| <b>2</b> | <b>DECLARATIONS OF INTEREST .....</b>   | <b>3</b> |
|          | To declare any interests relating to the business of the meeting and receive any<br>dispensation requests from the Clerk. (1 min)<br>( <a href="#">Shaftesbury Town Council Code of Conduct, 2019</a> ) |          |
| <b>3</b> | <b>MINUTES .....</b>  | <b>4</b> |
|          | To confirm for signing, the minutes of the previous meeting of the General Management<br>Committee. (3 min)<br>( <a href="#">Local Government Act, 1972 Sch 12</a> )                                    |          |

<b>4</b>	<b>REPORTS .....</b>	<b>5</b>
	To receive and note reports pertaining to the remit of this committee. (5 mins) ( <i>Shaftesbury Town Council Scheme of Delegation, 2020</i> )	
<b>5</b>	<b>PAYMENTS.....</b>	<b>7</b>
	To consider payments for authorisation (5 mins) ( <i>Local Government Act, 1972 s.150</i> )	
<b>6</b>	<b>POLICY REVIEW .....</b>	<b>10</b>
	To review policies pertaining to the general Management committee and recommend any amendments to Full Council for adoption. (10 mins) ( <i>Local Government Act, 1972 s.111</i> )	
<b>7</b>	<b>INTERNAL AUDIT .....</b>	<b>12</b>
	To receive the Interim Audit Report for year ending 31st March 2021 for adoption (10 min) ( <i>Shaftesbury Town Council Scheme of Delegation, 2020</i> )	
<b>8</b>	<b>PLANNING APPLICATIONS .....</b>	<b>15</b>
	To consider responses to planning applications to include but not be limited to; 33 Coppice St, Stable Cottage, 9 and 9A Salisbury St and 28 Bimport (20 min) ( <i>Town and Country Planning Act, 1990 sch.1 para.8</i> )	
<b>9</b>	<b>CAR PARK 2 UPDATE – RELOCATION OF BOULES PISTE .....</b>	<b>17</b>
	To consider the relocation of the Boules Pitch (10 min) ( <i>Shaftesbury Town Council Scheme of Delegation, 2020</i> )	
<b>10</b>	<b>CALENDAR OF MEETINGS.....</b>	<b>19</b>
	To adopt the calendar of meeting for municipal year 2021- 2022 (5 min) ( <i>Shaftesbury Town Council Scheme of Delegation, 2020</i> )	
<b>11</b>	<b>COPPICE STREET - CAR PARK 1 AND 2.....</b>	<b>21</b>
	To receive an update on Car Park 1 and 2 and approve the revised scope of works.(5 min) ( <i>Shaftesbury Town Council Scheme of Delegation, 2020</i> )	

(End)

Anticipated meeting end time 8:30pm

## Bibliography

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 Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.  
 Town and Country Planning Act, 1990 sch.1 para.8. *LPA notify parish of Planning Applications*. [Online]  
 Available at: <https://www.legislation.gov.uk/ukpga/1990/8/schedule/1/paragraph/8>

## 1 Apologies

To receive and consider for acceptance, apologies for absence

(1 min)

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

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### 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.

### 1.2 **Apologies received to date**

- 1.2.1 None received to date.

## 2 Declarations of Interest

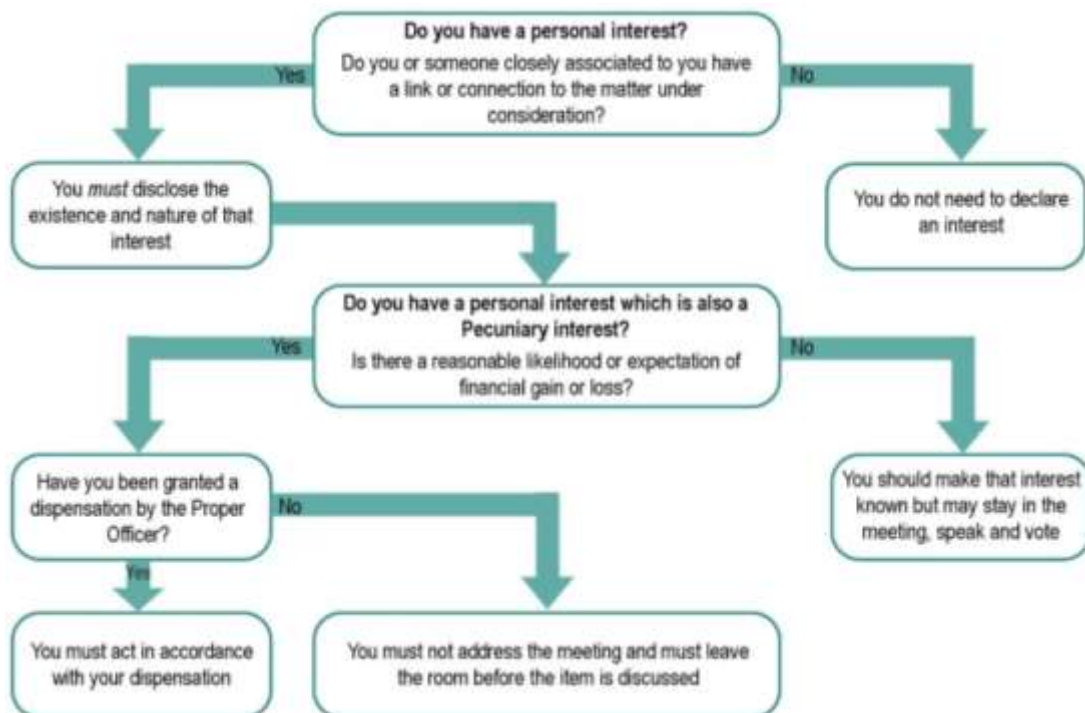
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)

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

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### 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      Minutes**

To confirm for signing, the minutes of the previous meeting of the General Management Committee. (3 min)

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

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#### **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**

[23<sup>rd</sup> February 2021](#)

## **4      Reports**

To receive and note reports pertaining to the remit of this committee.

(5 mins)

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

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### **4.1      Summary**

4.1.1 Reports provided within this item are to receive and note only, they provide updates on decisions already taken by the Committee and actions taken under the Scheme of Delegation (where not previously reported).

#### **4.1.2      Actions from 24<sup>th</sup> November 2020**

4.1.3 Policy Review:

- Anti-Bribery Policy - defer pending amendments sent to the Clerk. - *See Item 6*
- Grant Awarding Policy - defer pending amendments sent to the Clerk. - *See Item 6*
- Cash Handling Policy - Approved to be recommended to Full Council for adoption. – *Adopted by FC and published on the Website.*

4.1.4 3G Tender Process – *Presented to Full Council on the 9<sup>th</sup> of March and contractor selected.*

4.1.5 Digital Marketing – *Presented to Full Council on the 9<sup>th</sup> of March and contractor selected.*

4.1.6 Notification of Appeal, Application No: A/2/2020/0899/FUL; Location: Land Adjacent to Breach Lane – *Submitted*

4.1.7 Planning Comments - *Submitted*

### **4.2      Other matters to receive and note**

4.2.1 Order oak planter and install on Park Walk. – *Completed*

4.2.2 **Website provider.** 5 councillors provided feedback from the three quotes and favoured local company Design Jam. They have been selected as our new website provider. They are currently working on the design brief and migrating data from our current website to ensure we have something up and running in the required time frame.

4.2.3 **Branding:** In October 2019 STC resolved to approve that VEAC begin work to draft specification for uniform branding for tourism material and a proposed sum of £5,000 was allocated from the 2020/ 2021 (4912 Town branding/ signage budget line) **Visitor Experience – Town Branding (ROSE 23/6/2020)**  
The committee **RESOLVED** to recommend to Full Council Company A as the preferred contractor to manage the Shaftesbury Brand Identity.

#### **VEAC Town Branding (FC 7<sup>th</sup> July 2020)**

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

Rocketbox has been developing the brand as per the guidelines outlined in the tender document. VEAC sub-group identified 3 target user groups. For all groups,

- 20-something Inner London residents. VEAC recommend promoting Shaftesbury as a place to 'breathe' away from 'the smoke.'
- 40-something London area parents of early teenagers.
- Activities in the natural setting- cycling, mountain biking would be key.
- Active, affluent retirees

The design options were tested via a number of marketing professionals and feedback was incorporated accordingly.

The 3 design options are currently undergoing market testing via people with marketing/design experience plus those with synergy with the visitor experience. The market testing will help to define the choice linked to the tourist demographic and establish which option best present the 'sense of place'.

4.2.4 [Link to survey here](#)

4.2.5 [Click here to view Design options x 3 - font options x 2](#)

#### **4.3 Recommendation**

4.3.1 That the Council receives and notes the reports.

#### **4.4 Reason for Recommendation**

4.4.1 To ensure members are kept aware of progress on matters relating to this committee and make decisions as appropriate.

## **5      Payments**

To consider payments for authorisation

(5 mins)

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

### **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 agreed 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, 2020)

### **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      Standing Order and Direct Debit Payments made between 01/02/2021 and 28/02/2021**

Date:24/03/2021

Shaftesbury Town Council      Page 1

Time: 07:52

**NatWest Current A/c**

**List of Payments made between 01/02/2021 and 28/02/2021 including direct debits**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2021	British Telecommunications	DD	7.95		Purchase Ledger DDR Payment
01/02/2021	Southern Electric	DD	162.43		Electric Unit 9C



Report 0321GEM05 to a meeting of the General Management Committee  
Tuesday 30 March 2021 **online at Zoom.us.**

01/02/2021	Southern Electric	DD	319.58	Electric Town Hall
08/02/2021	Zoom Video Communications	DD	28.78	Zoom
08/02/2021	Eon	DD	186.11	Electricity Pool
10/02/2021	Card Saver Ltd	DD	16.00	Card Machine Fee
11/02/2021	HMRC	ONLINE	5,091.57	Tax/NI Jan
11/02/2021	Shaftesbury Abbey	ONLINE	2,500.00	Shaftesbury Abbey
11/02/2021	BACS P/L Pymnt Page 1597	BACS Pymnt	4,210.00	BACS P/L Pymnt Page 1597
11/02/2021	BACS P/L Pymnt Page 1598	BACS Pymnt	1,554.34	BACS P/L Pymnt Page 1598
11/02/2021	HMRC	ONLINE	4,705.24	Tax/NI Jan
11/02/2021	HMRC	ONLINE	386.33	Tax/NI Jan
11/02/2021	Wessex Water	PL 1598	1,554.34	Purchase Ledger Payment
12/02/2021	First Data	D-D	32.98	Card Machine charges Jan
15/02/2021	Natwest Bank	DD	51.25	Purchase Ledger DDR Payment
15/02/2021	Harrod Horticultural (online	DebitCard	448.95	Planter for Park Walk
15/02/2021	Opus Energy	DD	132.80	Purchase Ledger Payment
15/02/2021	Fuel Genie	DD	197.97	Fuel January
15/02/2021	Sage Uk Ltd	DD	84.00	Sage Payroll
17/02/2021	British Telecommunications	DD	18.00	Grounds Mobile Jan
17/02/2021	British Telecommunications	DD	18.00	Grounds Mobile
20/02/2021	Peninsula	Std Ord	257.26	HR Advice
22/02/2021	Amazon Online Sales	Debitcard	41.93	Purchase Ledger Payment
22/02/2021	Southern Electric	DD	283.22	Electric Town Hall
24/02/2021	Peninsula	Std Ord	210.50	H & S Advice
24/02/2021	Microsoft	Debitcard	84.48	Purchase Ledger DDR Payment
25/02/2021	Adobe Systems Software	Debit card	13.53	Purchase Ledger DDR Payment
25/02/2021	Microsoft	DD	106.84	Microsoft 365
26/02/2021	BACS P/L Pymnt Page 1612	BACS Pymnt	9,480.24	BACS P/L Pymnt Page 1612
26/02/2021	BACS P/L Pymnt Page 1615	BACS Pymnt	2,259.78	BACS P/L Pymnt Page 1615
26/02/2021	Salaries	ONLINE	15,493.27	Salaries
<b>Total Payments</b>			<b>49,551.34</b>	

5.7.1 The current account cleared balance before these payments due (at the date of this report) is £186,477.31

23/03/2021 16:39		Shaftesbury Town Council					Page 1	
Invoices Due for Payment by 31 March 2021 For Purchase Ledger							Pay by BACS/Online File	
							Discount	Net
Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	To Claim	Amount
due								
Angel Springs Ltd [ANGEL]								
31/12/2020	6010099		Water Cooler		31/12/2020	12.00		12.00
BACS No: ANGEL				Total of Invoices Due (ANGEL)		12.00	0.00	12.00
Aqua cleaning Services [AQUA]								
18/12/2020	CL5467		Town Hall Cleaning		17/01/2021	48.00		48.00
11/01/2021	CL5516		Town Hall Cleaning		10/02/2021	48.00		48.00
01/03/2021	CL5607		Town Hall Clean		31/03/2021	48.00		48.00
BACS No: AQUA				Total of Invoices Due (AQUA)		144.00	0.00	144.00
ASL Dorset Locksmiths [ASL]								
01/03/2021	ASL264		Repair to boiler room lock poo		01/03/2021	78.00		78.00
BACS No: ASL				Total of Invoices Due (ASL)		78.00	0.00	78.00
Ryan Baker [BAKER]								
23/03/2021	STA MARCH		STA Membership		23/03/2021	44.00		44.00
23/03/2021	SI00351840 STA		Pool Plant Revalidation		23/03/2021	100.00		100.00
BACS No: BAKER				Total of Invoices Due (BAKER)		144.00	0.00	144.00
Clarity Copiers Ltd [CLARITY]								
28/02/2021	121770		Printing Feb		28/02/2021	18.00		18.00
BACS No: CLARITY				Total of Invoices Due (CLARITY)		18.00	0.00	18.00
IXEL [FIRMSITES]								
26/10/2020	514A		Vat ommitted from original invo		26/10/2020	33.00		33.00
25/01/2021	558A		Website hosting		25/01/2021	198.00		198.00
BACS No: FIRMSITES				Total of Invoices Due (FIRMSITES)		231.00	0.00	231.00



Report 0321GEM05 to a meeting of the General Management Committee  
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N D Hardiman Haulage Ltd [HARDIMAN]									
28/02/2021	71657	Sand			28/02/2021	13.50	13.50		
BACS No: HARDIMAN		Total of Invoices Due (HARDIMAN)				13.50	0.00	13.50	
Telephone : 01747 853687									
Hawes Arborists [HAWES]									
21/01/2021	002084	Tree work T266, T165, T90			21/01/2021	925.20	925.20		
01/03/2021	002130	Tree work St Johns Church Yard			01/03/2021	714.00	714.00		
BACS No: HAWES		Total of Invoices Due (HAWES)				1,639.20	0.00		
1,639.20									
Telephone : 01747 850253									
N J Hunt [HUNT]									
28/02/2021	2798/0263	Preparing land reg documents			28/02/2021	375.00	375.00		
BACS No: HUNT		Total of Invoices Due (HUNT)				375.00	0.00	375.00	
Telephone : 01258 820996									
Micorshade VSM [MICROSHADE]									
23/03/2021	14279	Migration of RBS data			23/03/2021	196.20	196.20		
BACS No: MICROSHADE		Total of Invoices Due (MICROSHADE)				196.20	0.00	196.20	
Telephone : 01752 869053									
MJ HPPS Ltd [MJHPPS]									
12/03/2021	6507	Callout to pool			12/03/2021	81.60	81.60		
BACS No: MJHPPS		Total of Invoices Due (MJHPPS)				81.60	0.00	81.60	
Telephone : 01747 829222									
Sutcliffe Play South West [SUTCLIFFE]									
04/03/2021	6066	Rubber Bungs			04/03/2021	52.13	52.13		
BACS No: SUTCLIFFE		Total of Invoices Due (SUTCLIFFE)				52.13	0.00	52.13	
Telephone : 01202 621528									
Toogoods Prop Ltd [TOOGOODS]									
15/03/2021	12005	Rent Uniot 9C 25/03to24/06			15/03/2021	2,271.60	2,271.60		
BACS No: TOOGOODS		Total of Invoices Due (TOOGOODS)				2,271.60	0.00		
2,271.60									
Terence O'Rourke [TOROURKE]									
19/03/2021	MM/268301	Spine Road investigation			19/03/2021	2,100.00	2,100.00		
BACS No: TOROURKE		Total of Invoices Due (TOROURKE)				2,100.00	0.00		
2,100.00									
Tree Management [TREE]									
15/03/2021	601	Tree Survey Zones 1 & 2			15/03/2021	2,100.00	2,100.00		
BACS No: TREE		Total of Invoices Due (TREE)				2,100.00	0.00		
2,100.00									
Telephone : 07415890038									
Wallgate									
17/03/2021	023552	Maintenance contract Feb-Jan22			17/03/2021	1,295.33	1,295.33		
Invoice									
Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	To Claim	Amount	
BACS No: WALLGATE		Total of Invoices Due (WALLGATE)				1,295.33	0.00		
1,295.33									
Telephone : 01722 744594									
Total of Invoices Due (Purchase Ledger)						10,751.56	0.00		
						10,751.56			
TOTAL OF INVOICES DUE (ALL LEDGERS)						10,751.56	0.00		
						10,751.56			

5.7.2 The account balance after these payments (at the date of this report) will be £175,725.75

(End)

Report Author: Tracy Moxham, Finance Officer

## **6            Policy Review**

To review policies pertaining to the general Management committee and recommend any amendments to Full Council for adoption. (10 mins)

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

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### **6.1        Summary**

6.1.1      Please use the links to view the draft policies and then refer to the proposed amendments received below;

#### **6.1.2      Anti-Bribery Policy**

Officers have received the following proposed amendments;

- Any reference to 'employee or person working on our behalf' to also include 'councillor' after the word 'employee'. Specifically see 2.1 (eg "*It is prohibited, directly or indirectly, for any employee, councillor or person working on our behalf to offer, give, request or accept any bribe...*"), and 4.1
- Addition of 3.2 "The Council or any individual will have the right to refer any matter of suspected bribery to the police irrespective of the outcome of any investigation outlined in 3.1"
- Addition after 4.1 "If you, as an employee, councillor or person working on our behalf, are offered a bribe, even if you turned it down, you are expected to report this to your Line Manager or the Town Clerk."
- Addition of 5.3 "Councillors have an obligation to declare Gifts and Hospitality as outlined in the Localism Act 2011."

#### **6.1.3      Grant Awarding Policy**

Officers have received the following proposed amendments;

- Addition at 3.12 "Funding is only available for capital purchases"
- Remove from 4.5 "However ongoing support contracts or improvements and changes may be considered."
- Extend heading at 6 to read "Grants in Kind should be applied for quoting the full retail price for the requested in kind benefit"
- Amend 7.1 to read "Applications that fail to meet the requirements outlined in section 3 will be excluded from consideration. All applications will then be scored against the 12 themes of the Council's strategic plan with the highest scoring being awarded funding first."
- Amend 8.1 to read "Payments will be made by bank transfer payable to the organisation and will be retrospective of completion and upon receipt and approval of section 10."

### **6.2        Scheme of Delegation**

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

### **6.3        Legal Implications**

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

**6.4 Recommendation**

- 6.4.1 That the Committee views the policies, determines any amendments and recommends them to Full Council for adoption.

**6.5 Reason for Recommendation**

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

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(End)

Report Author: Zoe Moxham, Office Administrator

## **7      Internal Audit**

To receive the Interim Audit Report for year ending 31st March 2021 for adoption (10 min)  
([Shaftesbury Town Council Scheme of Delegation, 2020](#))

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### **7.1      Summary**

7.1.1      The Internal Auditor has carried out an interim visit under covid secure conditions.

7.1.2      Appended to this report is the auditor report and areas for action. Responses to those points are noted below;

- Asset Register. This addition to the Council specific software provides much more effective reporting. The legacy issue of some assets showing nil value is being adjusted in preparation for year end.
- External Audit. The external auditor has confirmed that they received various challenge correspondence in respect of the 2017/18 AGAR in the form of two formal objections and information received from a further individual. They have been unable to finalise this due to one sticking point they have with one of the objectors. They are trying to resolve this and will be in touch shortly either with further information or hopefully with news of being able to finalise that year. In respect of the 18/19 year, they have no open challenges for that year but are unable to sign off until 17/18 has been signed off. As soon as they are able to resolve 17/18, they will be able to sign off 18/19 at the same time. In respect of 19/20 normal compliance work has been completed but there has been challenge correspondence received during the public rights period last summer. The work on challenges is allocated in the order that the information is received by the external auditor and the work for Shaftesbury Town Council has not yet been allocated. The external auditor is unable to say at this stage how long that will take to complete or whether it will result in further qualifications in the external auditor report.
- Wages for marshalls. This adjustment has been made on the accounting system in readiness for the year end.
- VAT. This error was corrected immediately and officers are looking at internal systems to safeguard against this happening again.
- General Reserve. The Internal Auditor has taken the total value of the reserves rather than the separate values of earmarked reserves for projects and the General Reserves. This will be explored further at the year end visit to ensure that the Council is operating with best practice.

### **7.2      Financial Implications**

7.2.1      There is no expenditure arising from this report.

### **7.3      Scheme of Delegation**

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

### **7.4      Legal Implications**

- 7.4.1 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)

**7.5 Recommendations**

- 7.5.1 That the Town Council resolves to adopt the report and notes the progress made against the action points contained therein.

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

## Do the Numbers Limited

Southampton  
15<sup>th</sup> March 2021

Claire Commons, Clerk  
Shaftesbury Town Council,  
Town Hall,  
Shaftesbury,  
Dorset SP7 8LY

Dear Claire,

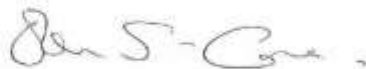
**Subject: Matters arising from interim Internal Audit year ending 31 March 2021**

Further to my visit to the office last week, please find below the matters arising. I found the records and systems of the council to be in extremely good order and that the visit went well.

Control area	Issue	Recommended Action
Fixed asset register	The council has brought into use the asset register module of the accounting software which is a significant improvement on previous spreadsheets.	In advance of the year end, please ensure that fixed asset investments are included on the register at cost, as are any new assets.
External Audit	The 2017/18 and 2018/19 and 2019/20 External audits are still with PKF awaiting completion following extensive elector queries.	It is understood that no amendments to the accounts will be needed but the investigation fees should be considered as a contingent liability.
Wages for marshals	At present all of the costs associated with the high street pedestrianisation are included in box 6 of the AGAR.	In advance of the year end, please ensure that all payroll costs are separate out into a nominal code that will be linked to box 4
VAT allocations	In one instance, VAT was claimed on a bill where the supplier was not in fact VAT registered.	Care should be taken to ensure that this does not recur and that items such as IPT are not accidentally included as VAT.
General reserve	As a result of unavoidable COVID delays, some projects have been delayed resulting in reserves rising.	Once lockdowns ease, projects should be brought forward.

I will return after the year end to complete my review. If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

37 Upper Brownhill Road, SO16 5NG  
Registered in England No. 7871759  
eleanorgreene@thedunnefamily.co.uk

023 8077 2341  
Director: Eleanor S Greene

## **8 Planning Applications**

To consider responses to planning applications to include but not be limited to; 33 Coppice St, Stable Cottage, 9 and 9A Salisbury St and 28 Bimport

(20 min)

(Town and Country Planning Act, 190 sch.1 para.8)

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### **8.1 Summary**

- 8.1.1 The planning applications listed below have been received and require comments to be submitted to the Local Planning Authority. Prior to the meeting members are urged to view the planning applications using the link below and visit the site (with appropriate social distancing) to understand the local context.
- 8.1.2 Please note at the time of issuing the report, the planning portal is unavailable. Please refer to the powerpoint presentation which has details for 8.2.1 – 8.2.3, documents for 8.2.4 to follow.

### **8.2 Planning Applications**

- 8.2.1 [P/HOU/2021/00067](#)  
Proposal: Erection of double garage (demolition of existing garage)  
Location: 33 Coppice Street, Shaftesbury SP7 8PD
- 8.2.2 [P/CLE/2021/00068](#)  
Proposal: Certificate of Lawfulness for the change of use of barn to equestrian  
Location: Stable Cottage  
Mampitts Lane, Shaftesbury SP7 8PG
- 8.2.3 [P/FUL/2020/00454](#)  
P/LBC/2021/00815  
Proposal: Change of use from shop to 1 No. dwelling, erect rear single storey extension, remove signage, replace existing door and shopfront window, remove single door and replace with double french doors and install rear window. (Demolish lean to single storey extension).  
Location: 9 & 9A Salisbury Street, Shaftesbury SP7 8EL
- 8.2.4 [P/HOU/2021/00041](#)  
Proposal: Erect a single storey rear extension (demolish existing).  
Location: 28 Bimport, Shaftesbury SP7 8AZ

### **8.3 Scheme of Delegation**

- 8.3.1 Planning applications are delegated to the Planning and Highways Committee for consideration (Planning and Highways Committee Terms of Reference, 2019, p. 2) but may be considered by the Full Council or the General Management Committee where time constraints apply.

### **8.4 Legal Implication**

- 8.4.1 The Town Council is a consultee but does not have the authority to determine planning applications. The Council has the power to be notified of planning applications affecting the Council's area and to comment (Town and Country Planning Act, 190 sch.1 para.8)

### **8.5 Recommendation**



8.5.1 That the Council provides its response on the listed planning application and considers responses to applications received without notice, in the form of Support, No Objection or Objection.

## **8.6 Reason for Recommendation**

8.6.1 To fulfil the Council's responsibility and exercise its views as a Statutory Consultee.

### **Additional Information**

As part of Shaftesbury Town Council's response to planning proposals it needs to give material planning reason for its comments, be they of support or objection. Simply stating 'No Objection' or 'Support' is insufficient as there is a requirement to give the reasons for that decision.

Biodiversity	Design
Economic Benefits	Effect on the Appearance of Area
Flooding Issues	Height
Heritage	Impact on Access
Impact on Light	Landscape
Local or Government Policy	Noise/Disturbance
Other	Overlooking/Loss of Privacy
Parking	Residential Amenity
Road Safety	Traffic or Highways
Trees	Financial Implication

To assist here are a few examples as to how you might word something to give a material planning reason for your thoughts;

- House Extension – no objection as limited impact on amenity of neighbouring property/ object – will have detrimental impact on neighbouring property
- New dwelling – support, design is in keeping with locality/ object – design not in keeping with local area
- Vehicular access – support, will have no impact on road safety given proposed visibility splays/ object – visibility is poor in this location and traffic speeds are high.

(End)

Report Author: Zoe Moxham, Officer Administrator

## **9      Car Park 2 Update – Relocation of Boules Piste**

To consider the relocation of the Boules Piste

(10 min)

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

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### **9.1      Summary**

- 9.1.1 The Boules Piste is located in the Football Club car park. This facility is used by the Town Twinning Association throughout the spring and summer season and the team play in the Dorset Boules League.
- 9.1.2 The Shaftesbury Piste is 12m x 3m which is the smallest size for a double piste at Club level.
- 9.1.3 The Boules Club aspires to be part of bigger cross county tournaments and therefore need adequate space for spectators to view the games. The current location is quite restrictive.
- 9.1.4 The car park plans are based on spaces for 40 vehicles (excluding the existing Boules piste). The number of car park spaces would reduce to 34 if the Piste to remain in situ. This would impact the annual car park income by a reduction of £1,500 per annum.
- 9.1.5 The car park tender document would be updated to reflect the additional scope of work to include the piste relocation. There is an expectation this work will not impact on the car park 2 budget.
- 9.1.6 The appendix shows a plan of possible locations without moving other equipment or taking up open spaces that could be otherwise be utilised for other recreation or events.
  - a. The preferred position would be along the north east fence (1 or 2), it is nearer facilities should we hold an open event or competition. Although we are probably going to have a lot of leaves to contend with in the autumn, especially near the car park.
  - b. Position 3 may have the advantage of borrowed light from the MUGA for evening games
  - c. Position 4 is less desirable as it is far from any facilities if we should be holding an open event or competition with more visitors

### **9.2      Scheme of Delegation**

- 9.2.1 Matters delegated to the General Management Committee: Matters for consideration and determination vii. Approval of Leases and Licences

### **9.3      Financial Implications**

- 9.3.1 A sum of £10,822 has been built into the contingency estimate for car park 2 (Football club car park). No further funding is being requested for the relocation of the piste.

### **9.4      Legal Implications**

- 9.4.1 The Football Club lease specifies tenants must allow Boules club access to the pitch and not do any act or thing that may jeopardise the ability of the Boules Club to use their pitch for the enjoyment of the Boules Club as a Boules Pitch or otherwise.
- 9.4.2 The Football Club lease is in the process of being rescinded and a new lease will be prepared to take into account the improved asset. The updated lease will take into

account the Boules Piste is no longer associated with the Football Club (pending decision)

## 9.5 Risk

9.5.1 None

## 9.6 Recommendation

9.6.1 STC resolves to support the relocation of the Boules Piste to the Cockram's area of land recommended by the Boules Club. Delegate the management of the relocation of the Boules piste to the Town Clerk and Business Manager in consultation with the Lead Councillor for the 3G and car par projects and the chair of the Town Twinning Association and Boules Club members. That the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Council resolutions

## 9.7 Reason for recommendation:

- 9.7.1 The redevelopment of car park 2 provides an opportunity for the Boules piste to relocate to a more prominent position.
- 9.7.2 The Boules Club/ Twinning Association fully support this proposal as it will give them more spectator space and access to the Youth Club facilities, by prior arrangement.

(End) Report Author: Brie Logan - Business Manager

## Appendix A



**10      Calendar of Meetings**

To adopt the calendar of meeting for municipal year 2021- 2022

(5 min)

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

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**10.1      Summary**

- 10.1.1 The Council adopts a calendar of meetings for the year to help manage the business of the Council and provide ease of planning for councillors.
- 10.1.2 The Council has traditionally always held its routine meetings on Tuesday evenings, there is no proposal to change this for Full Council and standing committees.
- 10.1.3 The Human Resources Committee does not have regular business to conduct and so, as in the previous few years, it is recommended that it meets on an 'as needed' basis as determined by the clerk or HR committee members.
- 10.1.4 A copy of the proposed schedule is appended to this report. This year, rather than a cycle of committee meeting, one week off then Full Council, the proposal is that the first week in the month will always be Planning, the second Recreation, Open Spaces and Environment etc. This should make it easier to plan which evenings need to be reserved to Council business for each Councillor.
- 10.1.5 There are implications in relation to Coronavirus legislation which the Clerk will speak to at the meeting.

**10.2      Financial Implications**

- 10.2.1 There are no financial implications arising from this report

**10.3      Legal Implications**

- 10.3.1 A parish council shall in every year hold, in addition to the annual meeting, such other meetings (not less than three) as they may determine. Those other meetings shall be held at such hour and on such days as the council may determine. (Local Government Act, 1972 sch12).

**10.4      Recommendation**

- 10.4.1 That the Committee recommends the Calendar of meetings to the Annual Meeting for adoption for the forthcoming municipal year.

(End)

Report Author: Zoe Moxham, Officer Administrator

Report 0321GEM10 to a meeting of the General Management Committee  
Tuesday 30 March 2021 **online at Zoom.us.**

# CALENDAR OF MEETINGS 2021-2022

## SHAFTESBURY TOWN COUNCIL

### COUNCIL MEETING CATEGORY BY COMMITTEE

FULL COUNCIL (FC)	KEY DATES	
ANNUAL COUNCIL MEETING <input type="checkbox"/>	ANNUAL COUNCIL MEETING - 25/05/21	BUDGET SETTING - 16/11/21
GENERAL MANAGEMENT (GEM)	ANNUAL PARISH MEETING - TBC	Q3 REPORT - 18/01/22
PLANNING AND HIGHWAYS (PH)	Q4 REPORT - 4/05/21	BUDGET ADOPTED BY FC - 25/01/22
RECREATION OPEN SPACES AND ENVIRONMENT (ROSE)	Q1 REPORT - 20/07/21	ANNUAL PARISH MEETING - 29/03/22
ANNUAL PARISH MEETING	Q2 REPORT - 19/10/21	ANNUAL COUNCIL MEETING - 24/05/22

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31						

JUNE 2021							JULY 2021							AUGUST 2021							SEPTEMBER 2021							OCTOBER 2021							NOVEMBER 2021						
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11 **Coppice Street - Car Park 1 and 2**

To receive an update on Car Park 1 and 2 and approve the revised scope of works. (5 min)

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

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**11.1 Summary**

- 11.1.1 The Car Park tender document was approved by Full Council in December 2020. The sequencing of works has been reprioritised due to the 3G and impact on the 2021 season. The car park works will commence once the 3G project is complete – estimated to be beginning of August.
- 11.1.2 The scope of works for the car parks was undertaken by a specialist tender writer at no cost to the council. It has come to light that the technical specification of the works is over specified. Plans are underway to undertake an assessment in the car parks which will show the existing construction thickness and indicate what might be required. Based on the outcome of this research the tender document may be updated accordingly.
- 11.1.3 Sections within the document to be revisited:
- 11.1.4 Section 5C) Existing Car Park Area 1 – remove existing wearing top layer and lay new minimum 25mm 6mm size dense wearing course, Macadam to BS4987.
- 11.1.5 Section 5D) All new areas of car park are to be formed of permeable construction of a minimum of 25 mm 6 mm size dense wearing course Macadam to BS4987 on 60 mm dense base course macadam to BS4987 on 100 mm dense road base macadam to BS4987 on a minimum of 200 mm hardcore sub base well compacted to provide an even surface to required levels and falls. Clients to approve the final wearing course prior to laying of final wearing course
- 11.1.6 Section 5L) Provide external lighting to provide maximum lux level of 20 lux at ground level using stainless steel bollard lighting to approval of the Client.

**11.2 Financial Implications**

- 11.2.1 There are no financial implications arising from this report

**11.3 Legal Implications**

- 11.3.1 The Council has the General Power of Competence

**11.4 Recommendation**

- 11.4.1 That the Committee delegates to the Town Clerk in collaboration with the Lead Councillor to amend the tender specification in consultation with subject matter experts.

**11.5 Reason for Recommendation**

- 11.5.1 The expert advice recommends the tender specification is revisited and aligned with specific BS construction standards

(End)

Report Author: Brie Logan, Business Manager