



Shaftesbury Town Council  
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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 invited to an **INFORMAL MEETING** of the General Management Committee for  
consideration of the business shown on the agenda below. To be held at 7.00pm on **Tuesday  
11 May 2021** [online at Zoom.us](https://www.zoom.us). Meeting ID: 895 7843 8570

All other recipients for information only

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk and RFO

### Online Meeting Arrangements

The legislation introduced by the government, to allow for online meetings during the  
pandemic, ceased on 6th May 2021 and the facility to meet and make decisions using virtual  
meeting arrangements is no longer lawful. A Scheme of Delegation to the proper officer of the  
town council was therefore approved on 20th April 2021. (Local government Act, 1972 s.101),  
and – for full openness, transparency and democracy – Councillors will hold discussions in an  
online meeting to enable the Proper Officer to make informed decisions.

### 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)

### The 7 principles of public life

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

(Committee on Standards in Public Life, 1995)

### Agenda

- 1 APOLOGIES .....4**  
To receive and consider for acceptance, apologies for absence (1 min)  
(Local Government Act, 1972 s.85)
- 2 DECLARATIONS OF INTEREST .....4**  
To declare any interests relating to the business of the meeting and receive any  
dispensation requests from the Clerk. (1 min)  
(Shaftesbury Town Council Code of Conduct, 2019)
- 3 MINUTES .....5**

To receive the minutes of the previous meeting of the General Management Committee ahead of formally adopting the minutes at the next convened meeting of the committee. (1 min)

*(Local Government Act, 1972 Sch 12)*

**4 REPORTS .....6**

To receive and note reports pertaining to the remit of this committee. (5 mins)

*(Shaftesbury Town Council Scheme of Delegation, 2020)*

**5 CCTV.....7**

To consider extending the current CCTV provision and delegate the decision making to the Town Clerk based on recommendations from the committee. (10 mins)

*(Crime and Disorder Act, 1998 s17)*

**6 PAYMENTS.....8**

To review payments for authorisation (5 mins)

*(Local Government Act, 1972 s.150)*

**7 PLANNING APPLICATIONS .....11**

To consider responses to planning applications to include but not be limited to; KFC, Ivy Cross and Shaftesbury Football Club (15 min)

*(Town and Country Planning Act, 1990 sch.1 para.8)*

**8 CITIZENS ADVICE BUREAU – SERVICE LEVEL AGREEMENT .....13**

To consider awarding annual funding to support the advice service in Shaftesbury .....(10 mins)

*(Local Government Act, 1972 s.111)*

**9 MEMBERS MOTION – SWIMMING POOL DISCRETIONARY RATE .....15**

To consider extending the discretionary rate at the swimming pool from under 16 to under 18 for the 2021 season and beyond. (5 mins)

*(Local Government Act, 1972 s.111)*

**10 MAMPITTS SQUARE - UPDATE .....16**

To consider recruitment process for the Advisory Committee for the Mampitts Square consultation that relates to community facilities for East Shaftesbury (10 mins)

*(Local Government Act, 1972 s.111)*

**11 DATA PROTECTION SUPPORT SERVICES FOR SHAFTESBURY .....18**

To consider external support for the management of Data Protection (10 mins)

*(Data Protection Act, 2018)*

**12 COMMUNITY GRANTS .....19**

To consider awarding community grants for 2021 – 2020 (15 min)

*(Localism Act, 2011 s.1)*

**13 YOUTH CLUB LEASE .....23**

To receive an update on Youth Club lease and consider the next steps (15 mins)

*(Local Government Act, 1972 s.111)*

(End)

Anticipated meeting end time 8:30pm

## Bibliography

- 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.111. [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].
- Local Government Act, 1972 Sch 12. *Meetings and Proceedings of Local Authorities*. [Online].
- Planning and Highways Committee Terms of Reference, 2019. *Planning and Highways Terms of Reference*. [Online]  
Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/01/2019-07-23-Adopted-TERMS-OF-REFERENCE.pdf>
- Shaftesbury Town Council Code of Conduct, 2019. *Code of Conduct*. [Online]  
Available at: [https://www.shaftesbury-tc.gov.uk/images/STC\\_Code\\_of\\_Conduct\\_2012.pdf](https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf)
- Shaftesbury Town Council Financial Regulations, 2020. *Financial Regulations*. [Online].
- Shaftesbury Town Council Scheme of Delegation, 2020. *Scheme of Delegation*. [Online]  
Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/11/Scheme-of-Delegation-2020-11-03.pdf>
- Shaftesbury Town Council, 2019. *Code of Conduct*. [Online]  
Available at: [https://www.shaftesbury-tc.gov.uk/images/STC\\_Code\\_of\\_Conduct\\_2012.pdf](https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf)
- Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.
- Town and Country Planning Act, 190 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.

## **2 Declarations of Interest**

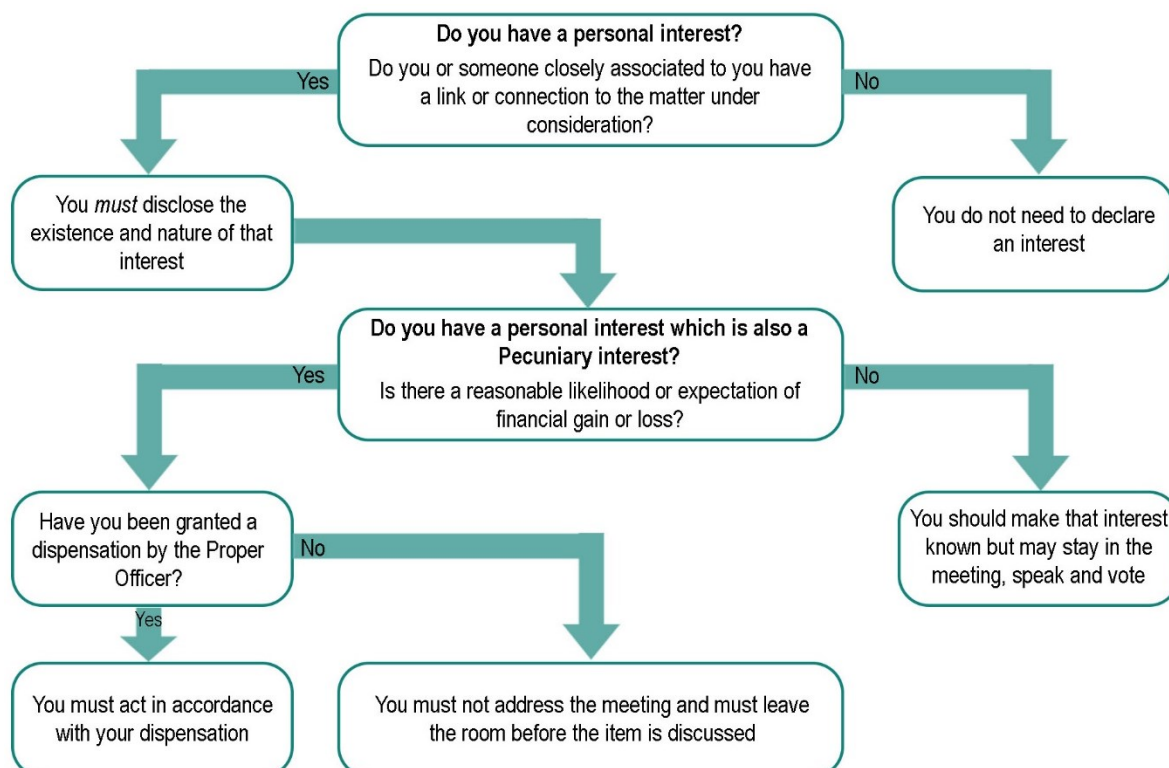
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)

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

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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 receive the minutes of the previous meeting of the General Management Committee ahead of formally adopting the minutes at the next convened meeting of the committee.  
(1 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 Shaftesbury Town Council resolved that all powers related to the carrying out of council business be temporarily delegated to the town clerk until such time as the UK government roadmap reaches step 4 or the law changes to enable formal council meetings to convene online. That unofficial online meetings shall continue in line with the council's schedule and under the council's standing orders and that all decisions that would otherwise be made by the corporate body shall be brought to these meetings and that the officers shall act in line with the expressed wish of the corporate body.
- 3.1.3 The draft minutes cannot be resolved under the scheme of delegation.
- 3.1.4 If it is necessary for the draft minutes of the previous meeting to be corrected because of inaccuracies then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).
- 3.1.5 If inaccuracies are found in the minutes dated 30/3/2021, then the committee must resolve the amendments at the next formally convened meeting of the committee.

**3.2 Minutes to be received and noted – formal adoption of these minutes to be resolved on 10<sup>th</sup> July 2021**

- 3.2.1 [11<sup>th</sup> May 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).

### **4.2      Actions from 11<sup>th</sup> May 2020**

- 4.2.1 Submit planning comments for;  
PL/2021/03287 - Travis Perkins Builders Merchants and Land to the East Littledown Shaftesbury SP7 9HD  
P/LBC/2021/01368 - Flats 1 - 8 St Edwards Court, Salisbury Street, Shaftesbury, SP7 8LZ  
P/LBC/2021/00588 - 32 Bell Street, Shaftesbury, Dorset, SP7 8AE  
P/HOU/2021/00591 - 34 Salisbury Street, Shaftesbury, Dorset, SP7 8EJ  
P/NOTP/2021/01419 - Telephone Kiosk opposite the Two Brewers Public House (No. 52214 PCO1) St James Street, Shaftesbury, Dorset  
– Completed

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

- 4.3.1 BBQs on Castle Hill and other Shaftesbury Town Council land – following worries about this in the summer months posters will be put up in areas to warn of the dangers. This will be further discussed by the Recreation, Open Spaces and Environment Committee to decide if a policy needs to be made.
- 4.3.2 3G progress report – summary of site meeting on 2<sup>nd</sup> June 2021. [Councillors click here to view the report](#) (you will need to sign in to your council office365)

### **4.4      Recommendation**

- 4.4.1 That the Council receives and notes the reports.

### **4.5      Reason for Recommendation**

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

(End)

Report Author: Zoe Moxham, Office Administrator

## **5      CCTV**

To consider extending the current CCTV provision and delegate the decision making to the Town Clerk based on recommendations from the committee. (10 mins)

[\(Crime and Disorder Act, 1998 s17\)](#)

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### **5.1      Summary**

- 5.1.1 Following repeated vandalism and anti-social behaviour in various areas around Shaftesbury the following initial estimate has been received for extending our current CCTV provision;
- Wincombe Recreation Ground approx. £4,000 - £5,000 + VAT
  - Bell Street Public Toilets – Bell Street Car park 2 static cameras, POE switch, wi-fi bridge, labour £ 1,400.00 + VAT
  - Bowling Club area of Barton Hill £1,000 + VAT
  - Swans Yard 4 static cameras, POE switch, wi-fi bridge (x2), labour £ 2,500.00 + VAT
  - Other areas to consider following similar issues are; St James Park, Coppice Street Play Area/Recreation Ground.

### **5.2      Scheme of Delegation**

- 5.2.1 Matters relating to Parks and Open Spaces are considered by the Recreation, Open Spaces and Rose Committee (ROSE) but may be considered by the Full Council or the General Management Committee where time constraints apply. (Shaftesbury Town Council Scheme of Delegation, 2020)

### **5.3      Financial Implications**

- 5.3.1 There is currently £5000 Earmarked under Budget Line 4918 for CCTV.

### **5.4      Legal Implications**

- 5.4.1 Local councils must exercise their functions with due regard to their likely effect on crime and disorder, and the need to prevent them (Crime and Disorder Act, 1998 s17).
- 5.4.2 The police and principal councils must also co-operate with local councils in the battle against crime and disorder (Crime and Disorder Act, 1998 s.5)

### **5.5      Recommendation**

- 5.5.1 That the Committee agrees to investigate further the exact costings for the extension of the Towns CCTV provision to include the following locations;
- Wincombe Recreation Ground, Bell Street Public Toilets, Bowling Club/Carpark area of Barton Hill, Swans Yard
- (Delegated to the Town Clerk to manage under the scheme of delegation resolved by Shaftesbury Town Council on 20th April 2021.)

### **5.6      Reason for Recommendation.**

- 5.6.1 To take a course of action in managing the Council's outside spaces that takes into account s.17 of the Crime and Disorder Act

(End)

Report Author: Zoe Moxham, Office Administrator



## **6      Payments**

To review payments for authorisation

(5 mins)

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

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### **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 for review and authorisation

### **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 agreed 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, 2020)

### **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 reviews and approves the payments from the Town Council's current account and delegates the decision making to the Town Clerk in line with the scheme of delegation and Full Council resolution dated 20/4/2021. The minutes will be prepared to show the resulting bank balance, and these will be formally adopted at the next convened meeting of the committee.

### **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      Invoices Due for Payment for approval 15th June 2021 GEM**

(see following page)



Report 0521GEM5 to a meeting of the General Management Committee  
Tuesday 11 May 2021 **online at Zoom.us.**

07/06/2021		Shaftesbury Town Council					Page 1
Invoices Due for Payment for approval 15 <sup>th</sup> June 2021 GEM							
Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	To Claim
Amount due							
<b>Aqua cleaning Services [AQUA]</b>							
04/05/2021	CL5728		Cleaning		03/06/2021	48.00	48.00
10/05/2021	CL5742		Cleaning		09/06/2021	48.00	48.00
22/05/2021	CL5813		Cleaning Town Hall		21/06/2021	48.00	48.00
24/05/2021	CL5775		Cleaning Town Hall		23/06/2021	48.00	48.00
04/06/2021	CL5819		Town Hall Clean		04/07/2021	48.00	48.00
07/06/2021	CL5822		Town Hall Cleaning		07/07/2021	48.00	48.00
<b>Aquacare</b>							
25/05/2021	303845		Monthly sampling pool		25/05/2021	163.20	
163.20			<b>Aqua Supplies Ltd [AQUAS]</b>				
11/05/2021	A30922		Cleaning materials pool		11/05/2021	93.16	
93.16			<b>Derek Beer [BEER]</b>				
28/05/2021	MARSHALL		Marshalling re-imbursement		28/05/2021	90.00	
90.00			<b>Ella Bowden [BOWDEN]</b>				
28/05/2021	ERB001		Swimming teaching		28/05/2021	59.50	59.50
<b>Browne Harry [BROWNE]</b>							
07/06/2012	MAY		Life Guard Assessments		07/06/2021	150.00	
150.00							
<b>Shuna Cameron [CAMERON]</b>							
31/05/2021	MAY		Swimming Teaching		31/05/2021	90.00	90.00
<b>Case Paul [CASE]</b>							
05/06/2021	STC001	NPLQ Assessments			05/06/2021	150.00	
150.00							
<b>N T Surveying [CASTLE]</b>							
06/05/2021	1390		Ref JCT Contract Football Club		06/05/2021	2,184.00	2,184.00
01/06/2021	1417		Ref JCT Shaftesbury Football C		01/06/2021	2,184.00	
2,184.00			<b>Clarity Copiers Ltd [CLARITY]</b>				
29/04/2021	122293		Printing April		29/04/2021	18.00	18.00
26/05/2021	122500		Printing May		26/05/2021	78.22	
78.22			<b>Clare Davis [DAVIS]</b>				
30/05/2021	MAY		Aqua Fit instruction		30/05/2021	120.00	
120.00			<b>DAPTC</b>				
17/05/2021	0151		Annual Subscription DAPTC		17/05/2021	1,191.48	1,191.48
<b>DCC</b>							
24/05/2021	280026886		Car Park Closed Sign FC		24/05/2021	85.20	
85.20			<b>DCM Tyres [DCM]</b>				
21/05/2021	143867		New Tyres Cabstar		21/05/2021	157.20	
157.20			<b>Do The Numbers Ltd [DOTHENUMBE]</b>				
06/05/2021	12/1093		Internal Audit		06/05/2021	1,150.00	
1,150.00			<b>EG. Coles [EGCOLES]</b>				
17/05/2021	186995		Fuel Filters		16/06/2021	14.17	
14.17			<b>Essential Pool [ESSENTIAL]</b>				
25/05/2021	17		Repair to Pool Cleaner		25/05/2021	1,219.00	
1,219.00			<b>GCS Agricentre [GCS]</b>				
07/05/2021	228157		Consumables		07/05/2021	21.41	21.41
20/05/2021	228265		Cutting Disc		20/05/2021	22.96	22.96
<b>Hawes Arborists [HAWES]</b>							
28/05/2021	002207		Emergency tree work donkey fie		28/05/2021	714.00	
714.00			<b>F L Hill [HILL]</b>				
24/05/2021	1		Swimming Teaching		24/05/2021	90.00	
90.00			<b>Initial</b>				
01/04/2021	60183669		Sanitary Bins Town Hall		01/04/2021	268.61	268.61
<b>Jane Wyncoll [JANE]</b>							

Report 0521GEM5 to a meeting of the General Management Committee  
Tuesday 11 May 2021 **online at Zoom.us.**

07/06/2021	01	Aqua fit and swimming instructor	07/06/2021	160.00	
160.00					
		<b>Ben Johnson (Shaftesbury) Ltd [JOHNSON]</b>			
25/05/2021	9842	Strimmer cord	25/05/2021	93.00	93.00
25/05/2021	9679	Repair to brush cutter	25/05/2021	55.74	
55.74		<b>JRB Enterprise Ltd [JRB ENTERP]</b>			
24/05/2021	22533	Refill bags - dog bag dispense	24/05/2021	296.40	296.40
		<b>Wellness Shark (Laura Langley) [LANGLEY]</b>			
31/05/2021	13	Aqua Fit instruction	31/05/2021	415.00	
415.00		<b>Lyreco</b>			
01/04/2021	6290268071	Gloves /PPE	01/05/2021	87.60	87.60
30/04/2021	6290269465	Stationery	30/05/2021	196.81	
196.81		<b>Micorshade VSM [MICROSHADE]</b>			
23/06/2021	14657	Rialtas hosting	23/06/2021	76.20	76.20
		<b>NDM Electrical [NDM]</b>			
29/04/2021	1216	Cost of Cherry Picker to remove lights	29/04/2021	235.20	235.20
		<b>Jake Parry [PARRY]</b>			
30/05/2021	002	Assessor Fee Life Guard Course	30/05/2021	150.00	
150.00		<b>Partnership Fire and Security [PARTNERSHI]</b>			
28/04/2021	36633	CCTV Annual Cover	28/04/2021	360.00	360.00
28/04/2021	36632	Annual Servicing Alarms	28/04/2021	990.60	990.60
21/05/2021	36830	Repair to pool alarm	21/05/2021	220.80	220.80
		<b>Peninsula</b>			
31/05/2021	61680	HR Advice	31/05/2021	354.00	
354.00		<b>Perry &amp; Son Limited [PERRY]</b>			
28/05/2021	6080	Repairs to wall on Park Walk	27/06/2021	700.80	700.80
		<b>Royal British Legion [RBL]</b>			
11/05/2021	Email	Wreaths x 2 (Anzac and VE Day)	11/05/2021	50.00	
50.00					
		<b>S &amp; C Slatter [SLATTER]</b>			
03/06/2021	11566	Payment Notice 1	03/06/2021	123,876.02	
123,876.02		<b>Sure PC Help Ltd [SURE]</b>			
24/05/2021	4986	Remote support	24/05/2021	60.00	
60.00		<b>Vanessa Swanton [SWANTON]</b>			
31/05/2021	MAY	Swimming Teaching	31/05/2021	60.00	
60.00		<b>Tincknell Fuels [TINCKNELL]</b>			
13/05/2021	629619	Diesel for Mowers	12/06/2021	306.94	
306.94		<b>Travis Perkins [TRAVPERK]</b>			
06/05/2021	9054AQT569	Padlocks	06/05/2021	63.38	63.38
17/05/2021	9054AQU366	Lock, chisels	17/05/2021	51.75	51.75
		<b>WPS Insurance [WPS]</b>			
07/06/2021	50749700	Commercial Combined Ins	07/06/2021	7048.17	
7048.17					
		<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>		<b>146,510.72</b>	
<b>146,510.72</b>					

(End)

Tracy Moxham, Finance and Services Officer

## **7      Planning Applications**

To consider responses to planning applications to include but not be limited to;  
KFC, Ivy Cross and Shaftesbury Football Club

(15 min)

[\(Town and Country Planning Act, 190 sch.1 para.8\)](#)

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### **7.1      Summary**

- 7.1.1      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.

### **7.2      Planning Applications**

7.2.1      [P/ADV/2021/01069](#)

Proposal: Display of new fascia with existing trough light, new KFC internally illuminated letters, new colonel graphics, new internally illuminated letters & chicken, new vinyl graphics. Existing signs retained & resprayed  
Location: KFC, Ivy Cross, Shaftesbury, SP7 8DS

7.2.2      [P/FUL/2021/01068](#)

Proposal: New entrance door, redecoration of windows, doors & wall finishes  
Location: KFC, Ivy Cross, Shaftesbury, SP7 8DS

7.2.3      [P/FUL/2021/01868](#)

Proposal: Change of use of land to create car parking for 32 vehicles  
Location: Land North East of Shaftesbury Football Club, Coppice Street, Shaftesbury

### **7.3      Scheme of Delegation**

- 7.3.1      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.

### **7.4      Legal Implication**

- 7.4.1      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)

### **7.5      Recommendation**

- 7.5.1      That the Council provides its recommended response on the listed planning application and considers responses to applications received without notice, in the form of Support, No Objection or Objection. The responses to be managed under the Scheme of Delegation as per the Full Council resolution dated 20/4/2021.

### **7.6      Reason for Recommendation**

- 7.6.1      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

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## **8      Citizens Advice Bureau – Service Level Agreement**

To consider awarding annual funding to support the advice service in Shaftesbury (10 mins)

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

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### **8.1      Summary**

8.1.1      The Citizen Advice Bureau (CAB) has an established support network in Shaftesbury and North Dorset and a weekly out-reach service that operates on Wednesdays from within the Library

8.1.2      The Citizens Advice Bureau strategic objectives (as per SLA application) are:

To contribute to the expenses of volunteer advisors and receptionists working in the Shaftesbury Outreach

To provide supervision and management support for the Shaftesbury outreach volunteers

Contribute towards the training of new volunteers and ongoing training of the existing team

Contribute towards the maintenance and upkeep of the IT required to run the outreach, including laptops and remote access technology

Contribute towards the wider North Dorset team to provide telephone and email advice to the residents of Shaftesbury

8.1.3      The North Dorset service is expected to help more than 300 local residents in the 2020/21 financial year using 33 volunteers and 5 paid staff in North Dorset. 17%<sup>1</sup> of the population in Shaftesbury have a disability or illness which limits their day to day activities

8.1.4      The full draft SLA application [can be viewed here.](#)

### **8.2      Scheme of Delegation**

8.2.1      The committee has delegated authority to liaise with local organisations in order to ascertain and make recommendations to Full Council on Service Level Agreements and Grant Aid (12) -

8.2.2      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.

### **8.3      Financial Implications**

8.3.1      The value of the annual SLA is £4,000 and within the annual budget:

Expenditure Detail	Actual Year to Date	Current Annual Bud	Committed Expenditure	Funds Available	% Spent
4352 Service Level Agreements	4,000	12,000		8,000	33.3%

### **8.4      Legal Implications**

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<sup>1</sup> Dorset Insight – Shaftesbury Area Profile

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

**8.5 Recommendation**

That the committee considers the SLA application and the awarding process is managed via the Scheme of Delegation and Full Council resolution dated 20/4/2021.

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(End)

Report Author: Brie Logan, Business Manager

**9      Members Motion – Swimming Pool Discretionary Rate**

To consider extending the discretionary rate at the swimming pool from under 16 to under 18 for the 2021 season and beyond. (5 mins)

(Local Government Act, 1972 s.111)

To be referred to Committee (if yes, specify which committee)	ROSE
Title of Motion	Extend the discretionary rate at the swimming pool from under 16 to under 18.
Proposed by	Piers Brown
Seconded by	Alex Chase
Seconded by	Andy Hollingshead
Proposed Resolution	Extend the discretionary rate at the swimming pool from under 16 to under 18 from the 2021 season onwards.
Background (provided by the proposer)	Encouraging healthy lifestyles is an integral part of Shaftesbury Town Council's strategic plan. Currently the council offers a discretionary rate for most but not all young people who use the swimming pool. By extending the discretionary rate from under 16 to under 18 this will ensure that all young adults under 18 have the opportunity to access this facility at the lowest cost.
Background (provided by the Proper Officer)	
Financial implication (anticipated by the proposer)	The financial impact is not known as we do not collect precise demographic data on pool users. An increase in use could result in a proportionate increase in repairs due to wear and tear of the facility.
Financial implications (anticipated by the Proper Officer)	Unable to calculate due to not collecting the age of swimmers. The split of income to-date for the current season is provided to members in the digest of 11th June 2021.
Legal implications	A local authority shall have power to do any thing ... which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions (Local Government Act, 1972 s.111)



## **10      Mampitts Square - Update**

To consider recruitment process for the Advisory Committee for the Mampitts Square consultation that relates to community facilities for East Shaftesbury (10 mins)

(Local Government Act, 1972 s.111)

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### **10.1      Summary**

10.1.1 At the last General Management Meeting the following was agreed;

*A 'Mampitts Square Community Asset' Advisory Committee reporting to GEM is set up with 8 members with 6 members of the public, from the Maltings Estate or the immediate surrounding area of Mampitts Square and 2 from GEM.*

- 10.1.2 A recruitment campaign outlining the current position and encouraging the public to put themselves forward is undertaken.
- 10.1.3 All applicants are anonymously scored against a skills matrix and presented to the GEM committee for approval on the June 15th.
- 10.1.4 A lead-member is selected and appointed as the Chairman, Councillor Brown on the Sub-committee and a deputy lead-member is selected, Councillor Welch.
- 10.1.5 Shaftesbury Town Council delegates the management of this project to an officer in consultation with the lead member and Advisory Committee
- 10.1.6 The timescales referenced in GEM in May were not achievable due to the lead time to raise the profile of the campaign and manage the recruitment process.
- 10.1.7 Dorset Council has adopted a protocol for 'Planning obligations Funding Allocation Community Schemes'. No decision has yet been made on the land transfer by Dorset Council (correct at the time of publishing the agenda)
- 10.1.8 A community engagement timeline has been developed which outlines the recruitment process for the Mampitts Advisory Committee – [click here](#)
- 10.1.9 An information meeting has been scheduled for Tuesday 29<sup>th</sup> June at 6pm – [click here to view the poster](#). The public information meeting will be set up via Eventbrite and there will be a maximum number of 30 attendees who will need to register in advance. If more than 30 people express an interest in attending then a second meeting date can be arranged.
- 10.1.10 It is expected that 'Expressions of Interest' forms will be completed by interested members of the public at the information session – [click here to view the EOI form](#).
- 10.1.11 Interested members of the public will be contacted post the information meeting and those wanting to be considered to join the Advisory Committee will be asked a series of questions relating to their skills and experience.
- 10.1.12 The responses will be recorded on to an anonymised spreadsheet which will be presented to the GEM committee on 20<sup>th</sup> July. The Mampitts Advisory Committee membership will be resolved by GEM. [Click here to view the anonymised spreadsheet](#).
- 10.1.13 In anticipation of the land transfer, the first Advisory Committee meeting could be scheduled by the end of July.

### **10.2      Scheme of Delegation**

- 10.2.1 Section 12.1: An advisory Committee or Working group may be formed by resolution of Full Council or a committee at any time.
- 10.2.2 Section 12.2: The work of such a committee or working group will be decided upon at the time it is formed by means of a minute detailing the terms of reference which will consider the purpose of the committee or group, its membership, and frequency of meetings, accountability and reporting and areas of interest.
- 10.2.3 Section 12.3: Advisory committees and working groups will report back with recommendations to Full Council, or the committee that formed it from time to time and as appropriate

### **10.3 Financial Implications**

- 10.3.1 The posters are designed and can be printed in-house within the existing general printing budget. Anticipate 20 x A3 colour and laminated will cost in the region of £15

Expenditure Detail	Actual Year to Date	Current Annual Bud	Committed Expenditure	Funds Available	% Spent
4400 Printing	80	500	0	420	16.0%

### **10.4 Legal Implications**

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

### **10.5 Recommendation**

That the committee recommends the Mampitts Advisory Committee recruitment process is followed and this is managed via the Scheme of Delegation and Full Council resolution dated 20/4/2021.

(End)

Report Author: Brie Logan, Business Manager

## **11      Data Protection Support services for Shaftesbury**

To consider external support for the management of Data Protection (10 mins)  
([Data Protection Act, 2018](#))

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### **11.1      Summary**

- 11.1.1 Data Protection and the correct Data Retention management is imperative to successful council governance,
- 11.1.2 External providers can offer the following to assist the council in ensuring compliance with legislation;
  - training for staff
  - provide information through our members area on our website, templates,
  - assist with Data Protection Impact assessments,
  - On site compliance checks
  - Back office support every working day of the year.
- 11.1.3 The company recommended offers a standard 3 year offering at £1250 per year that includes being our Data Protection Officer (DPO), a full compliance review, access to our members area for documents and information, a dedicated phone line and email and training sessions. The support would be built for Shaftesbury Town Council specifically if we choose to engage properly.

### **11.2      Scheme of Delegation**

- 11.2.1 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)

### **11.3      Legal Implications**

- 11.3.1 The rules that govern the storage and use of personal and special category data are set out in the Data Protection Act 2018 and the UK GDPR that came into force under the Withdrawal Act 2020. These rules are intended to protect individuals personal and special category data ensuring that it is handled, processed and stored safely and securely.

### **11.4      Recommendation**

- 11.4.1 That the Committee agrees to appoint an external Data Protection Officer using funds from budget line 4341, Professional & Legal Fees and delegates to the Town Clerk to manage under the scheme of delegation resolved by Shaftesbury Town Council on 20th April 2021.

### **11.5      Reason for Recommendation**

- 11.5.1 To ensure the Council is compliant and providing best practice with Data Protection and Retention guidelines.

(End)

Report Author: Zoe Moxham, Office Administrator

## **12      Community Grants**

To consider awarding community grants for 2021 – 2020

(15 min)

[\(Localism Act , 2011 s.1\)](#)

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### **12.1      Summary**

- 12.1.1 A table of the applications received is shown below and members have been provided with the full unredacted applications separately. Grant applications request financial support and / or 'grant in kind', each detailed on their application.

### **12.2      Scheme of Delegation**

- 12.2.1 The committee has delegation for all matters relating to Grants and Donations (Shaftesbury Town Council Scheme of Delegation, 2020, p. 8) up to a value of £5,000 (Shaftesbury Town Council Financial Regulations, 2020, p. 8)

### **12.3      Financial Implications**

- 12.3.1 Value of grant requests including 'in kind' £23,514

- 12.3.2 Budget remaining if 100% awarded -£3,514

Expenditure Detail (Cost Centre 303 Grants and SLA)	Actual Year to Date	Current Annual Bud	Committed Expenditure	Funds Available	% Spent
4350 Community Grants	0	20,000	0	20,000	0.0%
4352 Service Level Agreements	4,000	12,000	0	8,000 <sup>2</sup>	33.3%
<b>Cost centre 303 Net Expenditure</b>	<b>4,000</b>	<b>32,000</b>		<b>28,000</b>	<b>12.5%</b>

### **12.4      Legal Implications**

- 12.4.1 The legal power to provide financial support to an organisation is within the various pieces of legislation the Town and Parish Council sector works within. The Council has the General Power of Competence which is the power of first resource.

### **12.5      Recommendation**

- 12.5.1 That the Council provides grants to local organisations in accordance with its grants awarding policy and scoring matrix, not exceeding the budget of £20,000 and that the Town Clerk the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Committee resolution.

### **12.6      Reason for Recommendation**

- 12.6.1 To provide support to local organisations in covid-19 recovery

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<sup>2</sup> An earlier agenda item is recommending spend from this budget which may affect the committed funds / funds available.

(End)

Report Author:

Claire Commons, Town Clerk and RFO

Report 0521GEM7 to a meeting of the General Management Committee  
Tuesday 11 May 2021 **online at Zoom.us.**

Organisation	Purpose	Cost of Project	Amount Requested	Grant In Kind	Amount funded over the past 3 years
1st Shaftesbury Guide Unit	Purchase of neckerchiefs, Lenovo tablet and Guide flag	£481.00	£481.00		New Group
1st Shaftesbury Scout Group	Purchase of two steel fire pits	£350.00	£350.00		£1,190.00
3rd Shaftesbury Brownies	Purchase of laptop, to enable equal access to all due to some badge work elements require online access	£499.00	£499.00		£-
Friends of the Donkey Field Community Orchard	Purchase of tree identification labels to help visitors identify the different fruit trees and notice board to inform visitors of the purpose of the community orchard.	£484.00	£484.00		£-
Kipling Carnival Club	Cost of public liability insurance which has to be kept up even though there has been no Carnivals due to covid.	£764.00	£764.00		£800.00
North Dorset Rugby Football Club	Fertilizer and Herbicides to maintain whole pitches and training areas	£3,000.00	£1,000.00		£2,500.00
Planet Shaftesbury	Free use of the hall for monthly meetings	£708.00		£708.00	Free use previously given
Read Easy Blackmore Vale North	Contribution towards coordinator travel expenses, books and resources and coach meetings	£459.00	£459.00		£1,672.00
Rolt Millennium Green	To contribute towards cost of Public Liability Insurance.	£250.00	£250.00		£200.00
Shaftesbury & District Dementia Friendly Community	Free use of room for meetings and administration support , cost towards putting on a Tea Dance	£400 (Tea Dance)	£400.00	Amount not stated	Free use and admin support previously given
Shaftesbury Abbey Museum	Design of new guidebook including text, full colour illustrations and production (professional quality)	£5,000.00	£2,500.00		£9,500.00

Report 0521GEM7 to a meeting of the General Management Committee  
Tuesday 11 May 2021 **online at Zoom.us.**

Shaftesbury Book Festival	To create a new literacy festival for Shaftesbury , running 11th to 13th March 2022. The theme will be "Reading the Land" sharing cultural knowledge and imagination about nature and land	c£8500	£550.00		New Project/Group
Shaftesbury Bowling Club	Contribution towards the cost of a new mower to maintain the green	£4,381.00	£1,000.00		£2,000.00
Shaftesbury Carnival	To purchase more traffic management barriers, which will also be able to be hired out for other local events in the town centre.	£611.80	£611.80		£500.00
Shaftesbury Community Choir	Free use of the Town Hall on Wednesday evenings for the year.	£2,950.00		£2,950.00	Free use previously given
Shaftesbury Cricket Club	To supply and fit a new secure, roller door to garages following break-in last year	£1,800.00	£1,000.00		£2,750.00
Shaftesbury Football Club	Purchase of defibrillator to be installed outside giving access to the community	£1,820.00	£1,620.00		£2,500.00
Shaftesbury Homegrown Community Farm	New polytunnel and eco compost toilet	£7,000.00	£3,000.00		£-
Shaftesbury Primary PTA	Contribution towards fire works display	£1,800.00	£500.00		£1,500.00
Shaftesbury Rotary	Gold Hill Festival - providing free music, folk dancing and entertainment as well as refreshments and stalls. All profits will go to good causes and charities with priority being community groups that have been involved in the festival and second priority being other local community groups.	£2,694.00	£1,000.00		£1,000.00
Shaftesbury Town Band	Free use of the Town Hall for band practice on 5 occasions. Unable to use their own hall due to current social distancing measures.	£295.00		£295.00	£500.00
	Total Amount Requested		£16,468.80	£3,658.00	



### **13      Youth Club Lease**

To receive an update on Youth Club lease and consider the next steps (15 mins)

(Local Government Act, 1972 s.111)

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#### **13.1      Summary**

- 13.1.1 To consider resolving that under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press should be excluded from Items 9 by reason of the confidential nature of the business to be transacted, namely information relating to the financial or business affairs of any particular person (including the authority holding that information) (Local Government Act, 1972 Sch 12a).
- 13.1.2 A council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which this resolution applies.
- 13.1.3 A council may treat the need to receive or consider recommendations or advice from sources other than members, committees or sub-committees of the body as a special reason why publicity would be prejudicial to the public interest, without regard to the subject or purport of the recommendations or advice; but the making by this subsection of express provision for that case shall not be taken to restrict the generality of the paragraph above in relation to other cases. (Public Bodies (Admission to Meetings Act, 1960 s1)
- 13.1.4 A confidential report will be issued to the committee in preparation for this meeting.

#### **13.2      Scheme of Delegation**

- 13.2.1 Matters delegated to the General Management Committee: Matters for consideration and determination 9.2.v11 - Approval of Leases and Licences

#### **13.3      Legal Implications**

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

#### **13.4      Recommendation**

- 13.4.1 That the committee sets the direction for the management of the lease and the agreed course of action is managed via the Scheme of Delegation and Full Council resolution dated 20/4/2021.

(End)

Report Author: Brie Logan, Business Manager