



## SHAFTESBURY TOWN COUNCIL

**General Management Committee****Informal Meeting to discuss decisions to be made under the Scheme of Delegation**

Extract from Full Council minutes on 20/4/2021: 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.

Even within the scheme of delegation, not all decisions may be taken by officers. Action points within these minutes are marked to show whether they will be carried out under delegation (D) or referred (R) to a formally convened meeting for either ratification (agreeing the decision after it has been taken) or resolution (waiting on action until the decision has formally been made).

Minutes of the Informal meeting of the General Management Committee held via Zoom on Tuesday 15<sup>th</sup> June 2021 commencing at 7 pm.

[Link to Agenda for this meeting here.](#)

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**Members Present**

Councillor Brown (Chair)  
Councillor Cook

Councillor Proctor  
Councillor Welch

**Members Absent**

Councillor Hall  
Councillor Lower  
Councillor Chase

**Officers Present:**

Claire Commons, Town Clerk  
Brie Logan, Business Manager  
Zoe Moxham, Office Administrator

**In Attendance:**

1 member of the press  
2 members of the public  
Councillor Edwyn-Jones

## MINUTES

The Chairman clarified the meeting was an informal meeting of the committee members which the Clerk would observe in order to make decisions using the temporary scheme of delegation and that the meeting would be run according to the Council's Standing Orders. This is a temporary arrangement due to the removal of legislation permitting meeting virtually and before the government roadmap allows meeting in person.

### Public Participation

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern. Nothing was raised.

The meeting commenced at 7.02 pm

### SODG11 Apologies

Apologies were received and accepted from Councillors Lewer, Chase and Hall.

### SODG12 Declarations of Interest

All members were invited to declare any interests throughout the meeting if the need arose. Councillor Cook declared an interest in item 7 as a member of the Planning Committee for Dorset Council.

Councillors Brown and Proctor declared an interest in item 12, Community Grants as they have links to the Rotary Club.

The Town Clerk declared an interest in item 12, Community Grants as a leader for Girl Guiding.

### SODG13 Change of Business

It was agreed to move Item 7, Planning Applications to the end of the agenda to make it more convenient for those declaring an interest in that item to leave.

### SODG14 Minutes

(R) Minutes from the General Management meeting held on Tuesday 11<sup>th</sup> May 2021 were received and it was agreed that they were an accurate record of the meeting. *(Formal adoption of these minutes to be resolved on 10th July 2021)*

**ACTION: OFFICE ADMINISTRATOR**

### SODG15 Reports

Officer report 0621GEM04 was received and noted.

### SODG16 CCTV

(D) Officer report 0621GEM05 was received and it was **AGREED** that a lead Councillor would work alongside the Clerk 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, Coppice Street Play area, St James Play Area, and the Car Parks 1 and 2.

(Delegated to the Town Clerk to manage under the scheme of delegation resolved by Shaftesbury Town Council on 20th April 2021.)

ACTION: TOWN CLERK AND COUNCILLOR HOLLINGSHEAD

#### SODG17 Citizens Advice Bureau – Service Level Agreement

(D) Officer report 0621GEM08 was received and it was **AGREED** to support the Service Level Agreement application for the Citizens Advice Bureau and that the awarding process is managed via the Scheme of Delegation and Full Council resolution dated 20/4/2021.

ACTION: FINANCE AND SERVICES OFFICER

#### SODG18 Members Motion – Swimming Pool Discretionary Rate

(D) Officer report 0621GEM09 was received and it was **AGREED** to extend the discretionary rate at the swimming pool from under 16 to under 21 from the 2021 season onwards.

ACTION: FINANCE AND SERVICES OFFICER

#### SODG19 Mampitts Square – Update

(D) Officer report 0621GEM10 was received and it was **AGREED** to recommend the Mampitts Advisory Committee recruitment process and that this is followed and managed via the Scheme of Delegation and Full Council resolution dated 20/4/2021.

ACTION: TOWN CLERK AND BUSINESS MANAGER

#### SODG20 Data Protection Support Services for Shaftesbury

(D) Officer report 0621GEM11 was received and it was **AGREED** to obtain three quotes for the appointment of an external Data Protection services using funds from budget line 4341, Professional & Legal Fees. The Town Clerk to appoint the company as she sees fit up to £2500.

The Town Clerk to manage under the scheme of delegation resolved by Shaftesbury Town Council on 20th April 2021.

ACTION: OFFICE ADMINISTRATOR

#### SODG21 Community Grants

(D) Officer report 0621GEM12 was received and the following was **AGREED**;

- To grant the financial requests as per the table below.

Organisation	Purpose	Total Granted
1st Shaftesbury Guide Unit	Purchase of neckerchiefs, Lenovo tablet and Guide flag	£ 240.50

1st Shaftesbury Scout Group	Purchase of two steel fire pits	£ 175.00
3rd Shaftesbury Brownies	Purchase of laptop, to enable equal access to all due to some badge work elements require online access	£ 249.50
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.	£ 242.00
Kipling Carnival Club	Cost of public liability insurance which has to be kept up even though there has been no Carnivals due to covid.	£ 382.00
North Dorset Rugby Football Club	Fertilizer and Herbicides to maintain whole pitches and training areas	£ 1,000.00
Read Easy Blackmore Vale North	Contribution towards coordinator travel expenses, books and resources and coach meetings	£ 229.50
Rolt Millennium Green	To contribute towards cost of Public Liability Insurance.	£ 125.00
Shaftesbury & District Dementia Friendly Community	Free use of room for meetings and administration support , cost towards putting on a Tea Dance	More detail requested
Shaftesbury Abbey Museum	Design of new guidebook including text, full colour illustrations and production (professional quality)	£ 2,500.00
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	£ 550.00
Shaftesbury Bowling Club	Contribution towards the cost of a new mower to maintain the green	£ 1,000.00
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.	£ 305.90
Shaftesbury Cricket Club	To supply and fit a new secure, roller door to garages following breaking last year	£ 1,000.00
Shaftesbury Football Club	Purchase of defibrillator to be installed outside giving access to the community	£ 910.00
Shaftesbury Homegrown Community Farm	New polytunnel and eco compost toilet	£ 3,000.00
Shaftesbury Primary PTA	Contribution towards fireworks display	£ 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.	£ 1,000.00
This is Alfred	Community Radio Station	£ 2,182.00
<b>Total</b>		<b>£ 15,509.90</b>

- Not to give free use of rooms as there is already 50% discount for local not-for-profit and a further 10% if groups made block bookings of 10 or more.
- To request a detailed breakdown for the admin support for SDDFC.

That the Town Clerk the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Committee resolution.

**ACTION: FINANCE AND SERVICES OFFICER**

## SODG22 Planning Applications

(D) Officer report 0621GEM07 was received and it was **AGREED** to submit the following comments under the Scheme of Delegation;

[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

**No objection**

[P/FUL/2021/01068](#)

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

**No objection**

[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

**No comment**

**ACTION: OFFICE ADMINISTRATOR**

## SODG23 Confidential Session

It was agreed that, in accordance with Section 2 of the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded during the discussion of the Youth Club Lease item on the grounds that they involve the likely disclosure of confidential information (as defined in the respective

paragraph of Part 1 of Schedule 12a of Section 100a(4) of the Local Government Act 1972), and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**SODG24 Youth Club Lease**

(D) Officer report 0621GEM13 was received and it was **AGREED** that Councillors Cook and Proctor to work in collaboration with the Business to manager to liaise with the Youth Club to ensure all required measures are in place for an up to date lease within the next 4 months.

**ACTION: BUSINESS MANAGER**

There being no further business, the meeting was closed at 8:43 PM

These minutes were adopted on 20<sup>th</sup> July 2021 under minute reference G04c as a true record of the decisions taken and are duly signed below by the chair of that meeting.

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