



# Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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Town Clerk: Mrs Claire Commons

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VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council, Councillors Hollingshead (Chair), Chase (Vice Chair), Brown, Cook, Edwyn-Jones, Hall, Lewer, Loader, Proctor, Tippins, Welch and Yeo.

You are invited to an **INFORMAL MEETING** of the Full Council for the transaction of the business shown on the agenda below. To be held at 7 pm on **Tuesday 22 June 2021** [online at Zoom.us](#). Meeting ID: 824 5031 6879

All other recipients for information only

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

16<sup>th</sup> June 2021

## 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

- |          |  |          |
|----------|--|----------|
| <b>1</b> | <b>APOLOGIES</b>   | <b>3</b> |
|          | To receive and consider for acceptance, apologies for absence<br>( <a href="#">Local Government Act, 1972 s.85</a> )   | (1 min)  |
| <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 dispensation requests from the Clerk.<br>( <a href="#">Shaftesbury Town Council Code of Conduct, 2019</a> ) | (1 min)  |
| <b>3</b> | <b>MINUTES</b>   | <b>4</b> |

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) (Shaftesbury Town Council Scheme of Delegation, 2021)*

- |           |   |           |
|-----------|---|-----------|
| <b>4</b>  | <b>REPORTS</b>  | <b>5</b>  |
|           | To receive and note reports and notes from informal committee meetings.<br><i>(Shaftesbury Town Council Scheme of Delegation, 2020)</i>                           | (5 mins)  |
| <b>5</b>  | <b>PAYMENTS</b>   | <b>6</b>  |
|           | To review payments for authorisation to be received and noted.<br><i>(Local Government Act, 1972 s.150) (Shaftesbury Town Council Scheme of Delegation, 2021)</i> | (5 mins)  |
| <b>6</b>  | <b>3G PAYMENT SCHEDULE</b>  | <b>8</b>  |
|           | To approve the 3G payment schedule<br><i>(Accounts and Audit Regulations, 2015)</i>   | (5 mins)  |
| <b>7</b>  | <b>CAR PARK WORKS – APPOINT CONTRACTOR FROM TENDER PROCESS</b>  | <b>10</b> |
|           | To consider the tender submissions for the Car Park works and validate the revised site layout (10 mins)<br><i>(Accounts and Audit Regulations, 2015)</i>         |           |
| <b>8</b>  | <b>BAND HALL</b>  | <b>16</b> |
|           | To consider increasing footprint let to Shaftesbury Silver Band for their Band Hall<br><i>(Localism Act , 2011 s.1)</i>   | (5 mins)  |
| <b>9</b>  | <b>CODE OF CONDUCT</b>  | <b>18</b> |
|           | To consider adopting the new model code of conduct<br><i>(Localism Act, 2011 s27)</i>   | (5 min)   |
| <b>10</b> | <b>SUMMARY EXTERNAL AUDIT CHALLENGE</b>   | <b>19</b> |
|           | To review the challenges to the external audit 2019-202 and provide a response to the external auditor<br><i>(Accounts and Audit Regulations, 2015)</i>           | (15 mins) |
| <b>11</b> | <b>COMMUNITY GOVERNANCE REVIEW</b>  | <b>20</b> |
|           | To receive a Dorset Council Community Governance Review briefing and consider any actions arising<br><i>(Local Government Act, 1972 s.111)</i>                    | (10 mins) |

(End)

Anticipated meeting end time 8:30pm

## 1 Apologies

To receive and consider for acceptance, apologies for absence  
([Local Government Act, 1972 s.85](#))

(1 min)

### 1.1 **Background**

1.1.1 The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.

## 2 Declarations of Interest

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

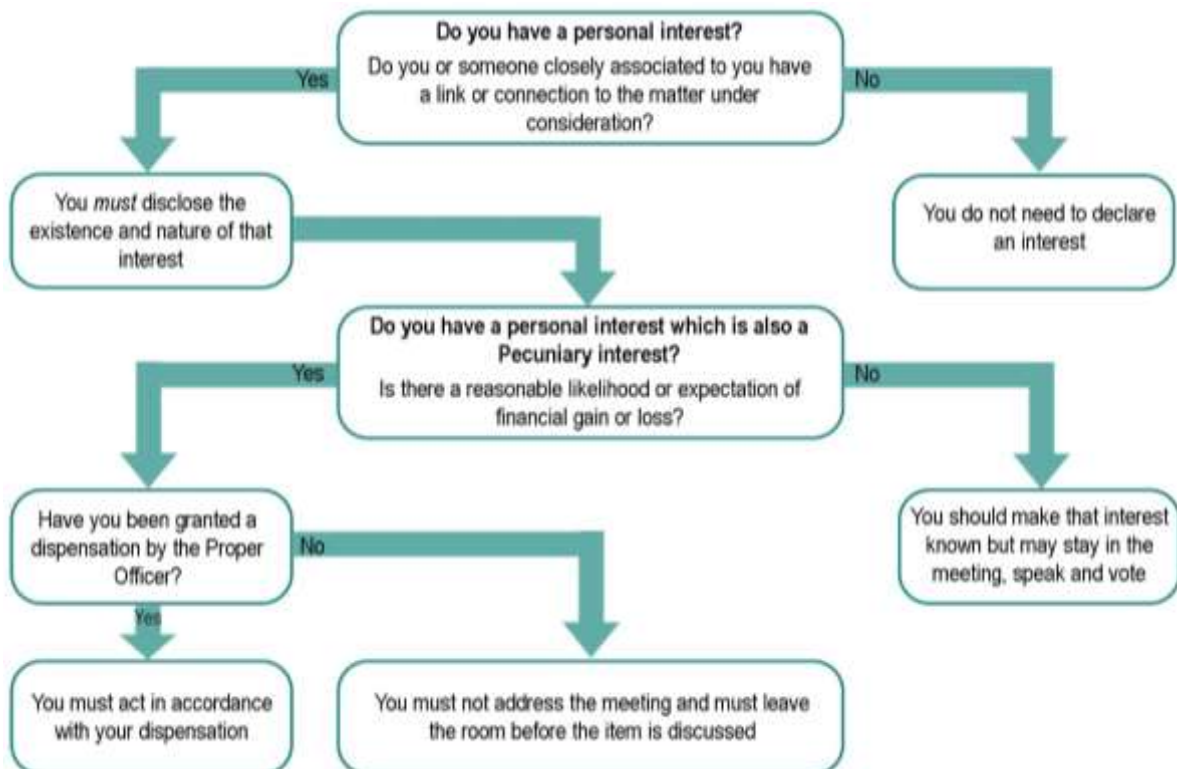
(1 min)

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

### 2.1 **Background**

2.1.1 Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2019. The Clerk will report any dispensation requests received

2.1.2 Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct. (Shaftesbury Town Council Code of Conduct, 2019)



2.1.3

### **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](#)) ([Shaftesbury Town Council Scheme of Delegation, 2021](#))

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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 are not 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).

#### **3.2 Minutes to be received and noted – formal adoption of these minutes to be resolved at the first formally convened meeting of the Council.**

- 3.2.1 [25<sup>th</sup> May 2021](#)

#### **3.3 Decisions**

- 3.3.1 Decisions taken under the temporary scheme of delegation are outlined below to receive and note. Where preceded with (R) they are for resolution.
- 3.3.2 (R) Bank Signatories - Officer report 0521FC10 was received and it was recommended that the bank signatories and reconciliation rota are considered and recommended to Full Council for the remainder of the election term. This decision will be reported to the next formally convened (in person) meeting of the Council for ratifying.
- 3.3.3 Payments - The minutes will be prepared to show the resulting bank balance of £310,810.14 and these will be formally adopted at the next convened meeting of the committee.
- 3.3.4 Members Motion – Pedestrianisation - see minutes of the informal meeting for the detail of actions.

## **4 Reports**

To receive and note reports and notes from informal committee meetings. (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 and actions taken under the Scheme of Delegation (where not previously reported).

### **4.2 Updates to receive and note**

4.2.1 Business engagement feedback phase 4 and shopper survey – Verbal update

4.2.2 Training. [Training dates](#) on the new Code of Conduct have been provided to all members. As this is training on the new Code of Conduct it is recommended that all Councillors attend.

4.2.3 Sustainable Communities (Climate) Plan. Cllr Chase to update

### **4.3 Committee minutes**

4.3.1 [General Management Committee 11<sup>th</sup> May 2021](#)

4.3.2 [Human Resources Committee 14<sup>th</sup> May 2021](#)

4.3.3 [Planning and Highways Committee 1<sup>st</sup> June 2021](#)

4.3.4 [Recreation, Open Spaces and Environment Committee 8<sup>th</sup> June 2021](#)

### **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.

4.5.2 (End)

4.5.3 Report Author: Zoe Moxham, Office Administrator

4.5.4

## **5 Payments**

To review payments for authorisation to be received and noted. (5 mins)  
(Local Government Act, 1972 s.150) (Shaftesbury Town Council Scheme of Delegation, 2021)

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### **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 Members review the payments from the Town Council's current account, noting the resulting bank balance and indicates approval for the Town Clerk in line with the scheme of delegation and Full Council resolution dated 20/4/2021. This decision will be reported to the next formally convened (in person) meeting of the Council for noting.

### **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.

**Standing Order and Direct Debit Payments made between 17/05/2021 and 10/06/2021.**

10/06/2021		<b>Shaftesbury Town Council</b>					Page 1	
16:29		<b>Invoices Due for Payment by 31 July 2021</b>						
<b>For Purchase Ledger</b>						<b>Pay by BACS/Online File</b>		
Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net
<b>Dantex Enviromental Services [DANTEX]</b>								
31/05/2021	51329		<i>Legionella Risk Assessments</i>		31/05/2021	576.00		576.00
BACS No: SHAFTESB						Total of Invoices Due (DANTEX)		
<b>576.00</b>						<b>576.00</b>		<b>0.00</b>
<b>EG. Coles [EGCOLES]</b>								
03/06/2021	187394		<i>Filters</i>		03/06/2021	14.17		14.17
03/06/2021	187382		<i>Service Kubota Mower</i>		03/06/2021	580.53		580.53
BACS No: EGCOLES						Total of Invoices Due (EGCOLES)		
<b>594.70</b>						<b>594.70</b>		<b>0.00</b>
Telephone : 01747 851344								
<b>Initial</b>								
17/05/2021	60202755		<i>Sanitary Bin Pool</i>		17/05/2021	139.94		139.94
BACS No: INITIAL						Total of Invoices Due (INITIAL)		
<b>139.94</b>						<b>139.94</b>		<b>0.00</b>
<b>Mole Countrystores [SCATS]</b>								
17/05/2021	201020728		<i>Gate spring, white spirit</i>		16/06/2021	25.38		25.38
BACS No: SCATS						Total of Invoices Due (SCATS)		
						<b>25.38</b>		<b>0.00 25.38</b>
<b>Service-U-Right Ltd [SERVICE]</b>								
10/06/2021	4643		<i>Puncture repair</i>		10/07/2021	36.00		36.00
BACS No: 4643						Total of Invoices Due (SERVICE)		
						<b>36.00</b>		<b>0.00 36.00</b>
<b>Wessex Water [WATER]</b>								
11/02/2021	ON ACC 5285		<i>Purchase Ledger Payment</i>		11/02/2021	-1,554.34		0.00
08/04/2021	28925304A		<i>Water Pool Aug to Jan</i>		08/05/2021	1,070.82		0.00
05/05/2021	2057673622		<i>Water Pool</i>		04/06/2021	336.65		0.00
03/06/2021	28925304/01		<i>Water Rates Pool</i>		17/05/2021	192.29		45.42
BACS No: WATER						Total of Invoices Due (WATER)		
						<b>45.42</b>		<b>0.00 45.42</b>
						Total of Invoices Due (Purchase Ledger)		
						<b>1,417.44</b>		<b>0.00</b>
<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>						<b>1,417.44</b>		<b>0.00</b>
						<b>1,417.44</b>		

## **6 3G Payment Schedule**

To approve the 3G payment schedule

(5 mins)

[\(Accounts and Audit Regulations, 2015\)](#)

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### **6.1 Summary**

- 6.1.1 On 9<sup>th</sup> March 2021 Shaftesbury Town Council resolved: Successful negotiation of a JCT contract between the council and the chosen contractor by a contract lawyer to ensure that there is no loophole or reason to be concerned.
- 6.1.2 Appointment of a contract administrator (Experienced Construction Project Manager) to oversee the works from a council viewpoint and to represent the council in technical, contractual and legal matters as they arise before, during and after the construction phase of the project.
- 6.1.3 To delegate all matters related to the completion of these conditions to the clerk in consultation with officers and lead councillors of this project. Councillors, Brown, Chase and Hall.
- 6.1.4 The JCT contract and Contract Administrator is being managed by the same company NTS Surveying.
- 6.1.5 Site visits and subsequent meetings to validate progress and manage the contract administration have been scheduled. Post the site meeting Valuation reports and Payment Notices for Shaftesbury Football Club are generated by NTS surveying.
- 6.1.6 The valuation terms are set out within the JCT Contract of monthly valuations with payment period of 14 days of the due date.
- 6.1.7 The first valuation and payment notice was agreed at the site meeting on 1<sup>st</sup> June 2021 and the invoice has been submitted for payment and approved by *GEM on 15<sup>th</sup> June 2021*.
- 6.1.8 The valuation and payment notice will be in place as part of the JCT contract for the duration of the contract. The dates for the site meetings (including valuation) have been set as follows:

Meeting 1	1 <sup>st</sup> June – payment expected to be £105,000
Meeting 2	29 <sup>th</sup> June – payment expected to be £150,000
Handover	20 <sup>th</sup> July – balance due minus 2.5% retention for 12 months

- 6.1.9 To avoid any delay with payments within the 14-day contract terms there is a requirement for Shaftesbury Town Council to delegate the management of the payments to the Town Clerk

### **6.2 Financial Implication**

- 6.2.1 Payment terms to be set as per the JCT contract and in line with the valuation report to mitigate any penalties with late payments



- 6.2.2 Financial Regulation 5.5 states *The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances: a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or General Management committee;*
- 6.2.3 Financial Regulation 12.1 states *Payments on account of the contract sum shall be made within the time specified by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).*

### **6.3 Legal Implication**

- 6.3.1 To ensure Internal Control Systems and Accounting Record measures are in place and robust. Accounts and Audit Regulations 2015

### **6.4 Recommendation**

- 6.4.1 Shaftesbury Town Council resolves to delegate the management of the 3G contractor payments to the Town Clerk to be complaint with the JCT contract.

(End)

Report Author, Brie Logan Business Manager

## **7 Car Park Works – Appoint Contractor from Tender Process**

To consider the tender submissions for the Car Park works and validate the revised site layout (10 mins)

[\(Accounts and Audit Regulations, 2015\)](#)

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### **7.1 Summary**

7.1.1 In December 2020 Shaftesbury Town Council RESOLVED:

*To draw £24,320 from General Reserves into line 4915 (Coppice Street Car park) to increase project funds to required amount of £47,649,*

*To draw £44,112 from General Reserves into line 4929 (managing congestion and parking) to increase project funds to required amount of £54,112,*

*Approve the draft tender report for the car park 1 and 2 groundworks and resurfacing.*

7.1.2 In March 2021 Shaftesbury Town Council resolved:

*to support the relocation of the Boules Piste to the Cockram's area of land recommended by the Boules Club. (Location 2) 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.*

7.1.3 This cost (Boules Piste relocation) was not originally accounted for in the project costs summary presented to STC in December 2020.

7.1.4 In April 2021 Full Council resolved the proposal as per 85b: Tender documents had been previously provided to all councillors. It was PROPOSED to adopt the tender documents for submission to contract finder.

7.1.5 On 26<sup>th</sup> April the revised tender document and revised site plan was published on to Contract Finder with an end date of 28<sup>th</sup> May 2021. As of the closing day the contract had 326 views with no enquiries

7.1.6 As of the closing date there were 2 tender submissions plus a submission from the original contract (the version agreed in December 2020). This third submission has been discounted as it is not aligned to the tender contract as shown on Contract Finder however it is shown on the Car Park tender and cost summary spreadsheet. (See appendix A). Links to the tender submissions can be found in section 8.7

7.1.7 The site plan has been modified further as a result of further advice to incorporate the Energy Hub and a one-way system creating 29 spaces. See appendix D. Note for information; appendix B, C and D demonstrate the other layout options that have been considered.

## **7.2 Financial Implication**

- 7.2.1 Contractor A £92,586 + £13,485 to overlay post the Energy Hub installation (if needed). It is highly likely the overlay will not be needed. [Link to submission document](#)
- 7.2.2 Contractor B £ 78,924 + £12,369 to overlay post the Energy Hub installation (if needed). This contractor has submitted a tender based on the scope of the work needed using his 30+ years of experience and some of the specifications are over and above what is in the tender document. It is highly likely the overlay will not be needed. [Link to submission document](#)
- 7.2.3 Contractor C £ 135,425 note; this submission was made in December 2020 and is over specified and does not include demolition costs. [Link to quote](#)
- 7.2.4 The Council is not obliged to accept the lowest quote.
- 7.2.5 These costs form part of the wider project costs – refer to Appendix A to see a progress report for other STC specific expenditure including the tender submission costs for each contractor.
- 7.2.6 STC may resolve to enlist the services of a contract administrator via a minor works JCT contract at a cost of £1,900 as shown on the spreadsheet row 31

## **7.3 Legal Implication**

- 7.3.1 The Council has the power to do anything which is calculated to facilitate or is conducive to the discharge of any of its functions. (Local Government Act, 1972 s.111)
- 7.3.2 The Council has the power to discharge any of its functions (with some exceptions) to a committee, subcommittee, joint committee or by one of its officers or by any other local authority. (Local government Act, 1972 s.101)

## **7.4 Recommendation**

- 7.4.1 Shaftesbury Town Council resolves to award the contract for carpark works to include the demolition of the WC block and construction of new Boules Piste stating its reason for the chosen contractor and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the resolution.
- 7.4.2 Shaftesbury Town Council further resolves to enlist the services of a contract administrator via a minor works JCT contract and funding assigned to line number 4915 car park 1

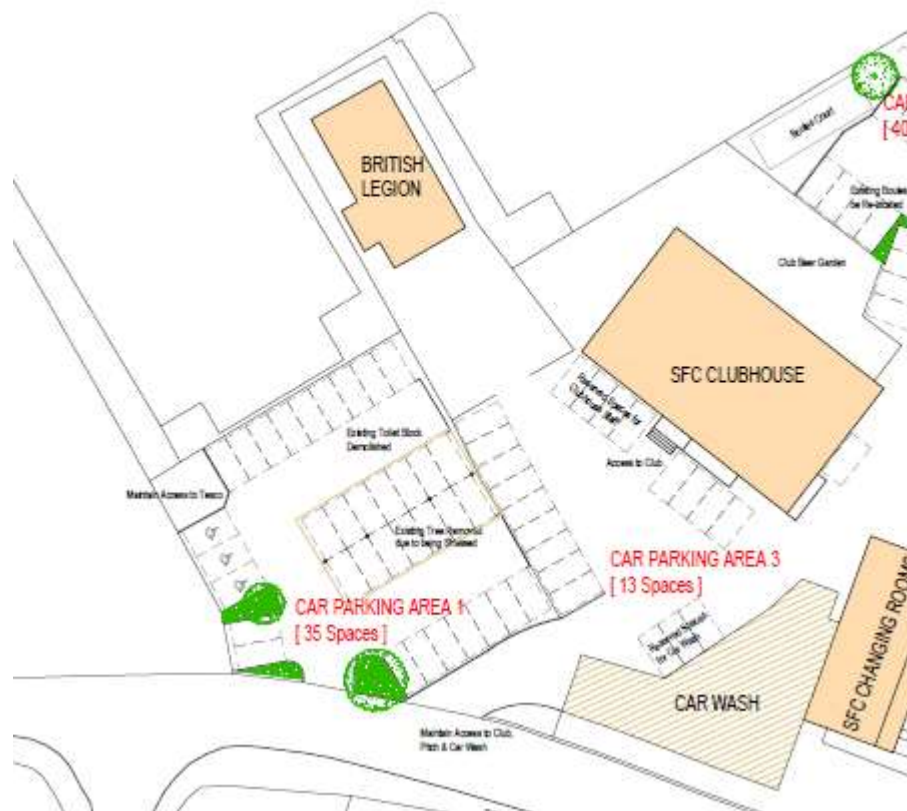
(End)

Report Author, Brie Logan Business Manager

Report 0621FC7 to an informal meeting of the Full Council Tuesday 22 June 2021

Appendix A – costs to date and tender			Car Park 1		Car Park 2		TOTAL ESTIMATE CP1 + CP2	TOTAL ACTUAL CP1 + CP2	CONTRACTOR 1	CONTRACTOR 2	CONTRACTOR 3	COMMENTS	
COSTS	Pre-project set-up costs	Project costs	Pre-project set-up costs	Project costs									
Arboriculturist		£ 1,000			£ 1,000	£ 250			INC	INC			
Asbestos survey and removal	£ 1,000							£ 5,000	INC			Provisional sum	
Bat Survey (TBC)	£ 300				£ 300	£ 300						Estimate at ths stage	
Planning Permission (pre app and full app): up to the value of:	£ 700				£ 700	£ 462							
Land survey	£ 1,050				£ 1,050	£ 1,100							
Parking Order		£ 2,000			£ 2,000	£ 2,000						Estimate at ths stage	
Ticket pay machine x 1 (based on option C)		£ 3,000			£ -	£ -							
Energy hub - zero cost (based on renewable energy scheme)	£ -	£ -			£ -	£ -							
Signage		£ 1,000		£ 1,000	£ 2,000	£ 1,000						Estimate at this stage	
Replacement fencing estimate		£ 3,000										Amended tender report - no longer applicable	
<b>DIRECT COSTS - SUB TOTAL</b>	<b>£ 3,050</b>	<b>£ 10,000</b>		<b>£ 1,000</b>	<b>£ 7,050</b>	<b>£ 5,112</b>							
Machinery, material and labour + VAT		£ 8,385		£ 13,150	£ 21,535								
Resurfacing/ tarmac		£ 3,584		£ 15,040	£ 18,624								
White lining		£ 1,100		£ 1,100	£ 2,200								
Construction costs all included								£ 87,586	£ 78,924	£ 135,425			
Lighting (estimate)		£ 7,000		£ 8,000	£ 13,000							Boules Piste added in to tender (GEM 03 21)	
Drainage <i>TBC when Land survey undertaken</i>		£ 5,000		£ 5,000	£ 10,000								
Cost over overlay post Energy Hub								Not quoted					
SUB TOTAL	£ 3,050	£ 35,069		£ 43,290	£ 81,409			£ 92,586	£ 78,924	£ 135,425		Contractor 3 quote in 2020 - over specification	
Contingency (based on 25%)	£ 762	£ 8,767		£ 10,822	£ 20,351								
<b>TOTAL PROJECT COSTS estimate (STC resolution Dec 2020)</b>	<b>£ 3,812</b>	<b>£ 43,836</b>		<b>£ 54,112</b>	<b>£ 101,760</b>								
<b>Total tender submission</b>								<b>£ 92,586</b>	<b>£ 78,924</b>	<b>£ 135,425</b>		See tender documets for breakdown of costs	
PLUS DIRECT COSTS STC								£ 5,112	£ 5,112	£ 5,112			
SEB indicative cost to move meter from WC block								£ 2,000	£ 2,000	£ 2,000			
<b>Total PROJECT COSTS actual (STC + contractor)</b>								£ 99,698	£ 86,036	£ 142,537			
<b>PROJECT COST VARIANCE - budget versus actual</b>								£ 2,062	£ 15,724	£ 40,777			
<b>JCT costs if resolved by STC</b>								£ 1,900	£ 1,900	£ 1,900			
<b>TOTAL PROJECT COSTS</b>								<b>£ 101,598</b>	<b>£ 87,936</b>	<b>£ 144,437</b>			
<b>VARIANCE</b>								£ 162	£ 13,824	£ 42,677			
<b>Contractor 1</b> - costs as per 8b on tender document - Overlay existing to a minimum of 30mm depth using 6mm SMA Ultipave (price only)	The cost to overlay the car park (Circa 1000 m2) with a 30 mm depth of 6SMA is £13,485.00 ex VAT								£ 13,485				
<b>Contractor 2</b> - costs as per 8b on tender document - Overlay existing to a minimum of 30mm depth using 6mm SMA Ultipave (price only)	The cost for us to return to overlay the Carpark 897m2 once the Energy Hub has been installed with 30mm depth of 6mm SMA Surface course with tanker applied Cold bond 50 tack coat and a bobcat planer unit to edge plane and cut out tie-in joints									£ 11,219			Overlay price - post Energy Hub
									Not referenced	£ 1,150			White lining
TOTAL Costs in 2022 post Energy Hub installation	This will need to be reviewed post the Energy Hub installation. There may be a requirement for an overlay in terms of cosmetic appearance however very likley this will not be needed.								£ 13,485	£ 12,369			

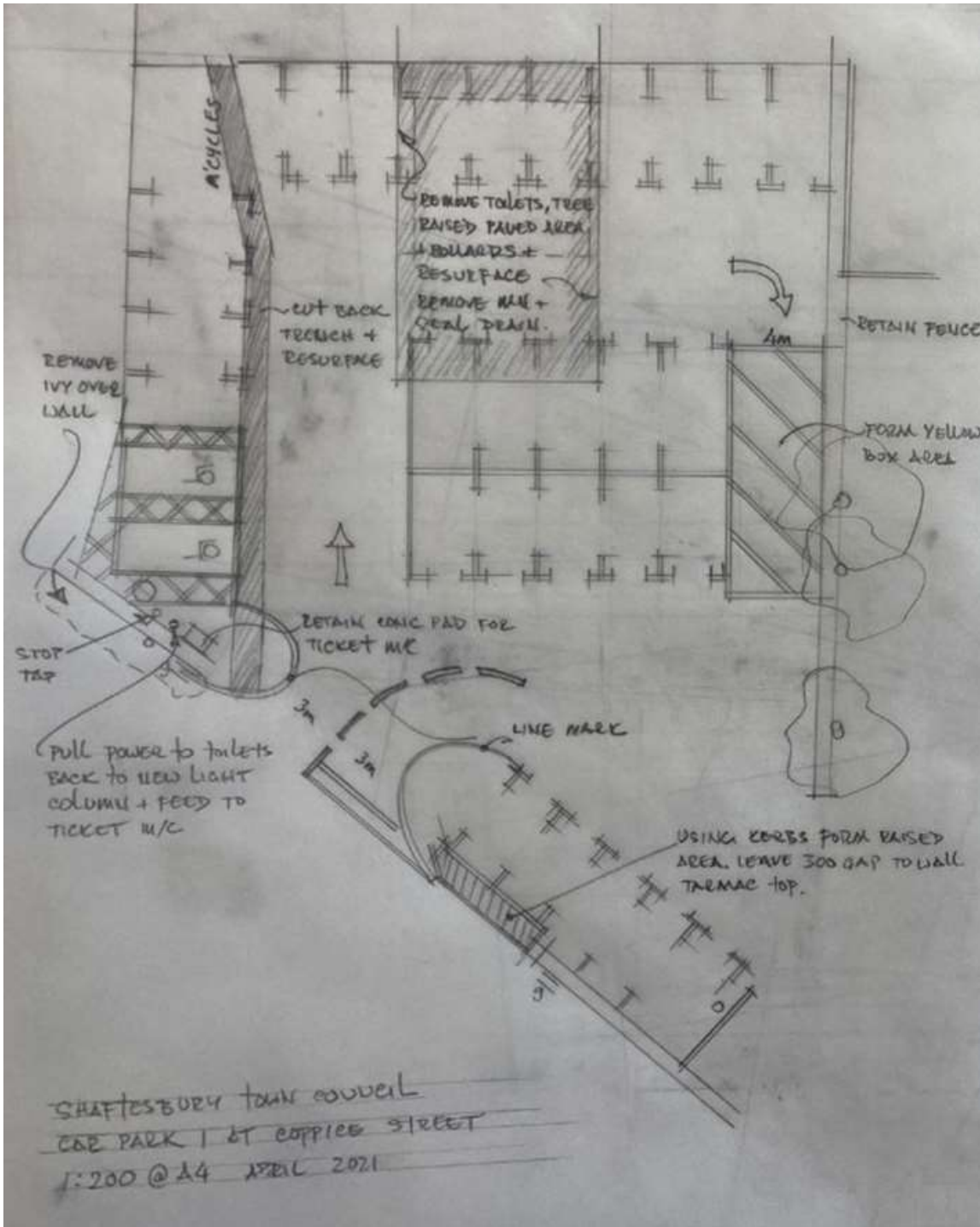
Appendix B – Original site plan



35 spaces on the original CAD plan

Advice from Highways indicated the visibility splay from the entrance/ exit was a risk (this plan shows 2 separate entrance/ exit points)

Appendix C – Revised site plan (1)

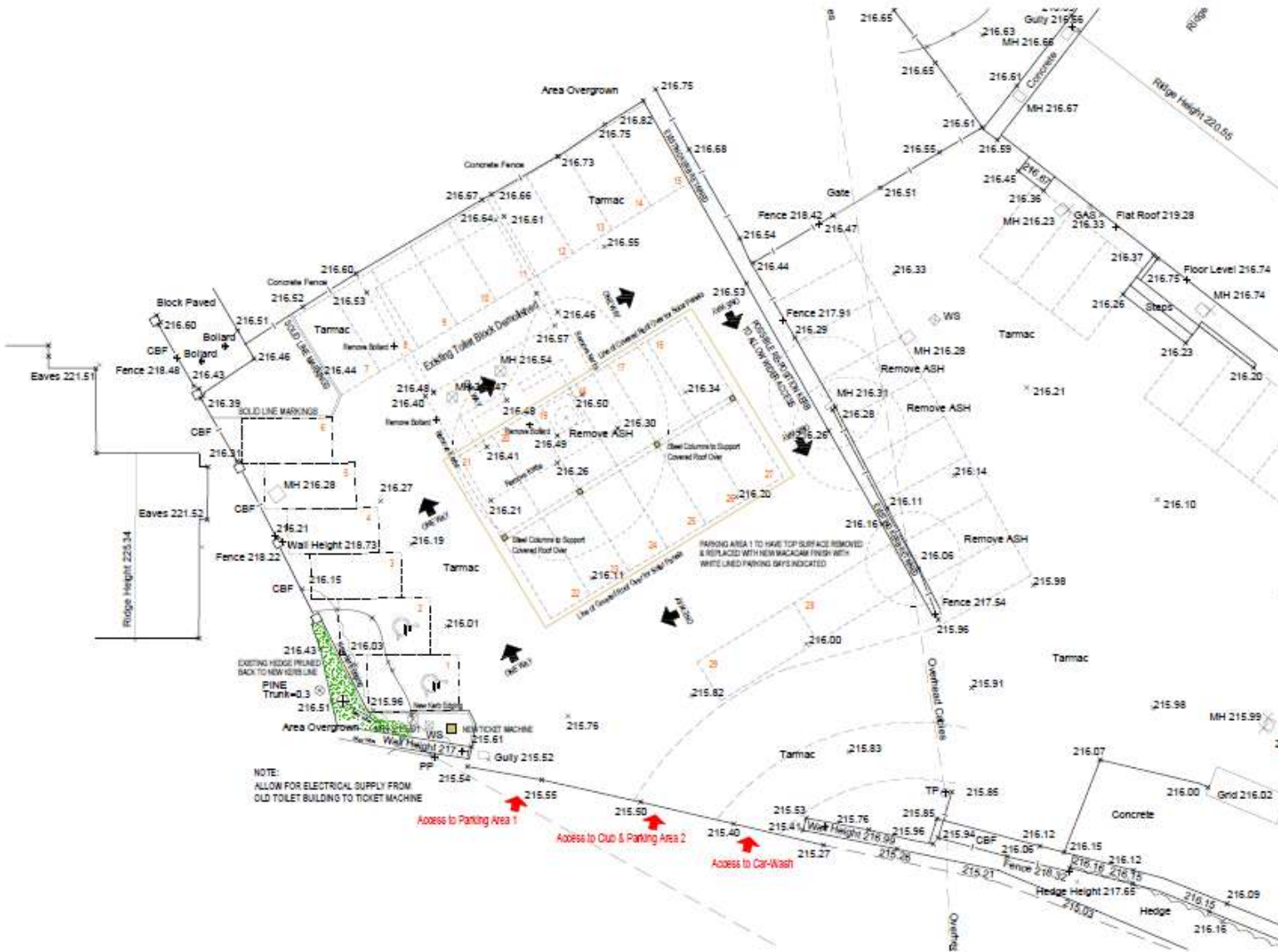


30 spaces on the revised CAD plan

Energy Hub reduced from 14 to 10 spaces (not viable)

Advice from specialist contractor is the 5 spaces by the listed wall is not feasible due to reduction in entrance/exit with impact on visibility splays and more congested entrance to Football Club/ Royal British Legion

Appendix D – Revised site plan (2)



Version 8:

12 bays within the Energy Hub – planned for 2022

One way system

Preserves the current entrance/exit which protects the visibility splays

## **8 Band Hall**

To consider increasing footprint let to Shaftesbury Silver Band for their Band Hall (5 mins)

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

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### **8.1 Summary**

8.1.1 Shaftesbury Silver Band have been in communication with Shaftesbury Town Council regarding their need for a larger premises, the need having become more urgent as significant works would otherwise be required on their existing building.

8.1.2 The Town Council has a lease arrangement on the land, the building itself is owned by the band.

8.1.3 At this stage the Silver Band need to know if the Town Council would be prepared to increase the footprint of land needed for the increase size of the new Hall, and to confirm it is happy for the band to go ahead with a planning application. Current footprint and proposal are shown on the following page.

### **8.2 Financial Implications**

8.2.1 There will be a small impact on Legal and Professional fees to redraw the lease to reflect the new footprint.

### **8.3 Legal Implications**

8.3.1 The Council has the General Power of Competence which is the power of first resort

### **8.4 Recommendation**

8.4.1 That the Council gives its support to the increased footprint and the band progressing with its planning application.

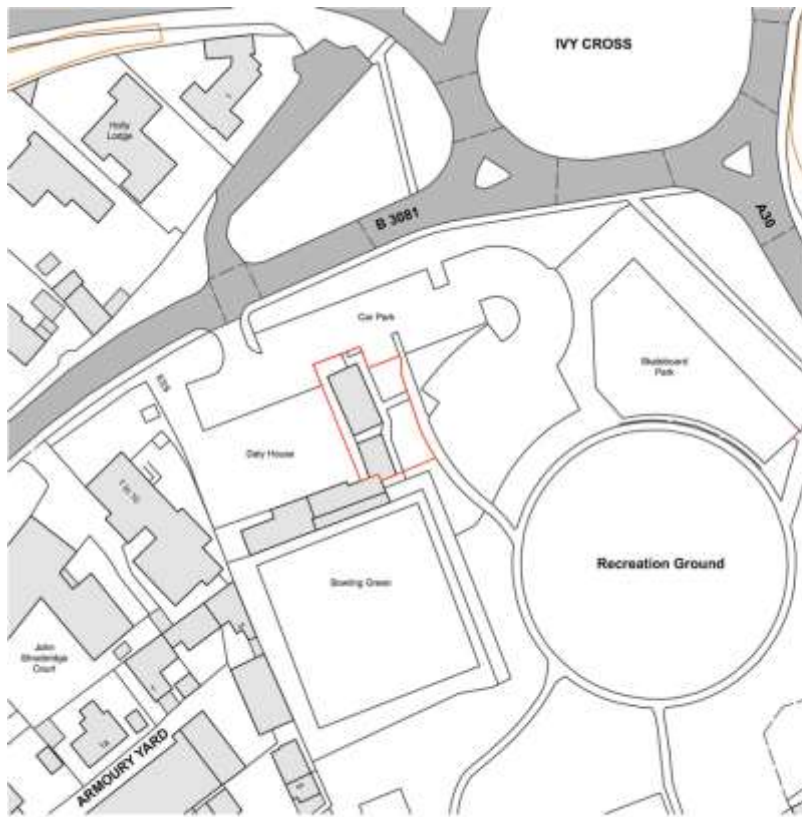
### **8.5 Reason for recommendation**

8.5.1 To support the band in its provision of community involvement, teaching and performing of music.

(End)

Report Author: Claire Commons, Town Clerk & RFO

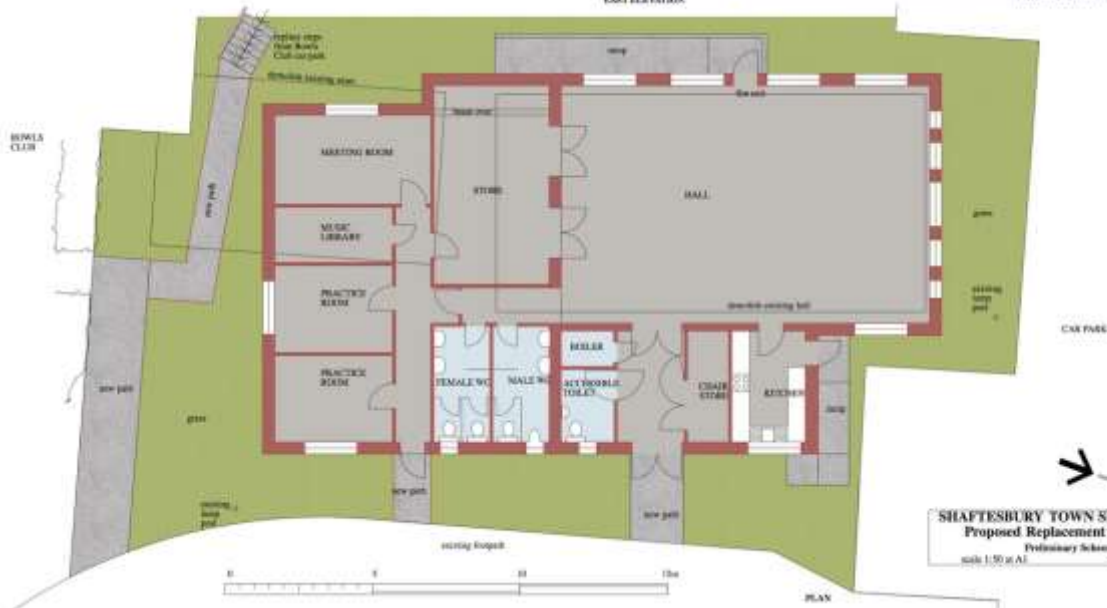




PLN  
02 Location Plan  
1:1250



Roof profiled steel sheet - slate grey.  
 External glazing to match local Council  
 fabric - brick or render (to be confirmed)  
 with blue engineering brick below glass.  
 Windows - powder coated aluminium.  
 External silver powder coated aluminium.



**SHAFTESBURY TOWN SILVER BAND  
 Proposed Replacement Band Hall**  
 Preliminary Scheme  
 scale 1:50 as A1 Dwg:CD200A

## **9 Code of Conduct**

To consider adopting the new model code of conduct  
([Localism Act, 2011 s27](#))

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(5 min)

### **9.1 Summary**

- 9.1.1 All councils are being strongly encouraged to adopt the new [Code of Conduct](#)
- 9.1.2 Information has already been sent to all councillors encouraging them to take up the training offered on the new code and to provide a refresher for longer standing councillors on the elements of the code that have remained the same.

### **9.2 Recommendation**

- 9.2.1 That the Council adopts the new code of conduct and ratifies its decision at the first formally convened meeting of the Council.

### **9.3 Reason for Recommendation**

- 9.3.1 To provide consistency in high standards of conduct in Dorset  
(End)

Report Author Claire Commons, Town Clerk and RFO

## **10 Summary External Audit Challenge**

To review the challenges to the external audit 2019-202 and provide a response to the external auditor (15 mins)

[\(Accounts and Audit Regulations, 2015\)](#)

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### **10.1 Summary**

10.1.1 The External Auditor has received three challenges to the Annual Governance and Accountability Return (AGAR) from an individual. The external auditor has asked the Council to provide its response to these. As the challenges extend to 28 page across three documents and contains information protected by GDPR, the challenges have been summarised and the unabridged and unredacted challenges made available to councillors for the purposes of reviewing the summary and proposed responses.

10.1.2 The report providing the summary and Clerk's response is being finalised and will be provided to members under separate cover and uploaded to the Council's website to ensure full transparency to the public.

### **10.2 Recommendation**

10.2.1 That the report is noted and responses agreed for submission to the External Auditor

### **10.3 Reason for Recommendation**

10.3.1 For compliance with the requirements of the External Auditor

(End)

Report Author: Claire Commons, Town Clerk and RFO

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## **11 Community Governance Review**

To receive a Dorset Council Community Governance Review briefing and consider any actions arising (10 mins)

(Local Government Act, 1972 s.111)

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### **11.1 Summary**

11.1.1 Community Governance Review briefing from Dorset Council

11.1.2 During the last few months, Dorset Council has received a number of queries from parish councils asking how they can change their governance arrangements, all of which can be considered as part of a Community Governance Review.

11.1.3 The areas that Community Governance Reviews cover are:

- Creating, merging, altering or abolishing parishes (grouping or de-grouping parishes)
- Increasing or decreasing the number of Councillors
- Creating ward boundaries or changing existing Warding arrangements
- Changes to Parish names
- Correcting minor boundary anomalies.
- Changing a parish council into a parish meeting

### **11.2 The Process**

11.2.1 The responsibility of undertaking Community Governance Reviews falls to the principal council (Dorset Council) and can be triggered in several ways including a request from a parish, a community petition or, as in this case, at the principal council's volition. As a principal council, Dorset Council are required to undertake a review of governance arrangements of all parishes every 10-15 years, and because of a number of tentative enquiries and a previous review undertaken many years ago Dorset Council have decided now is the right time to undertake one.

11.2.2 The legislation that covers Community Governance Reviews requires any review to be completed within 12 months of Dorset Council publishing its Terms of Reference which is the document that sets the process running. Dorset Council propose to "formally" start this piece of work in July this year and any changes to governance arrangements agreed as part of the Review cannot take effect until the next scheduled elections in May 2024.

11.2.3 The process that Dorset Council will follow will be:

- Publication of Terms of reference that sets out what will be covered – in this case it will be a review of all parishes that sit within the Dorset Council area (July 2021).
- Public consultation for 12 weeks seeking proposals/initial submissions (5 August to 28 October 2021)
- Consideration of consultation responses and preparation of draft recommendations. (to be agreed at Full Council - December 2021)
- Public consultation on draft recommendations. (20 December 2021 – 28 February 2022)

- Consideration of further responses and then publication of final recommendations. (to be agreed at Full Council – April 2022)

### **11.3 Considerations**

- 11.3.1 When preparing any submissions, Dorset Council will need to take into account considerations as set out in the LGBCE Guidance - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/8312/1527635.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/8312/1527635.pdf)
- 11.3.2 Considerations include:
- The need to secure that community governance within the area under review:
    - - reflects the identities and interests of the community in that area.
    - - is effective and convenient.
  - The impact of community governance arrangements on community cohesion and the size, population and boundaries of a local community or parish.
  - The impact on electorate size of future development within the next 5 years.

### **11.4 Assistance from Dorset Council**

- 11.4.1 Dorset Council will provide street lists with elector numbers, figures for projected future developments and possible mapping facilities.
- 11.4.2 Any changes will be set out in a Reorganisation Order – the Order will include a detailed map of any boundary changes with any changes taking effect at the next scheduled elections (ie May 2024).
- 11.4.3 If Shaftesbury Town Council decides existing governance arrangements are working well, it will not be required to make a submission.
- 11.4.4 Any submissions Shaftesbury Town Council makes to Dorset Council must achieve electoral equality – each Councillor will represent roughly the same number of electors.
- 11.4.5 Dorset Council advise, prior to the formal start of the process, that we start talking with other town and parish councils at an early stage – i.e. a change to the boundaries of the parish will require liaison with neighbouring parishes and decisions are much more straight forward if there community agreement.
- 11.4.6 If parishes are proposing changes, Dorset Council requires information about how these will ensure community cohesion (e.g. what are the links within the community that leads to recommendation that certain areas should be linked together in the same ward or parish).