



# Shaftesbury Town Council

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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 summoned to a meeting of the Full Council for the transaction of the business shown on the agenda below. To be held at 7 pm on **Tuesday 27 July 2021 in the Guildhall, Shaftesbury Town Hall.**

All other recipients for information only

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk and RFO  
21<sup>st</sup> July 2021

## Public Participation

The chairman will invite members of the public to present their questions, statements or petitions. The period of time designated for public participation shall not exceed twenty minutes. A member of the public shall not speak for more than three minutes.

The meeting will also be connected by zoom for members of the public who prefer not to attend in person. Advance notice to [townclerk@shaftesbury-tc.gov.uk](mailto:townclerk@shaftesbury-tc.gov.uk) is desired if you wish to speak during public participation, particularly if you wish to do so via zoom. [online at Zoom.us](https://www.zoom.us). Meeting ID: 836 5089 9346

## The 7 principles of public life

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

[\(Committee on Standards in Public Life, 1995\)](#)

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## Agenda

- |          |  |          |
|----------|--|----------|
| <b>1</b> | <b>APOLOGIES</b>   | <b>3</b> |
|          | To receive and consider for acceptance, apologies for absence<br><i>(Local Government Act, 1972 s.85)</i>  | (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><i>(Shaftesbury Town Council Code of Conduct, 2019)</i>  | (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.<br><i>(Local Government Act, 1972 Sch 12) (Shaftesbury Town Council Scheme of Delegation, 2021)</i> | (1 min)  |
| <b>4</b> | <b>REPORTS</b>   | <b>5</b> |
|          | To receive and note reports pertaining to the remit of this committee.   | (5 mins) |

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

- 5 COMMITTEE REPORTS 6**  
To receive minutes and reports and consider recommendations from the Committees of the Council to ratify (5 min)  
*(Shaftesbury Town Council Scheme of Delegation, 2020)*
- 6 PAYMENTS 8**  
To consider payments for authorisation. (5 mins)  
*(Local Government Act, 1972 s.150) (Shaftesbury Town Council Scheme of Delegation, 2021)*
- 7 SHAFTESBURY FOOTBALL CLUB LEASE 10**  
To consider the draft lease and governance provision for Shaftesbury Football Club (20 mins)  
*(Accounts and Audit Regulations, 2015)*
- 8 YOUTH CLUB LEASE 12**  
To consider approving the one year lease for the Shaftesbury Youth Club (5 mins)  
*(Accounts and Audit Regulations, 2015)*
- 9 SUB LEASE – TESCO TO SHAFTESBURY TOWN COUNCIL 13**  
To consider the Coppice Street Car Park sub-lease from Tesco to Shaftesbury Town Council (10 mins)  
*(Accounts and Audit Regulations, 2015)*
- 10 PLANNING APPLICATIONS 15**  
To consider responses to planning applications to include but not be limited to; 8 - 10 Bell Street and Pensbury House (15 min)  
*(Town and Country Planning Act, 190 sch.1 para.8)*
- 11 WILLIAM WILLIAMS COUNCIL REPRESENTATIVE 17**  
To agree the appointment of a representative to local organisation William Williams for the remainder of the electoral term 2019-2024 (5 mins)  
*(Shaftesbury Town Council Scheme of Delegation, 2021)*
- 12 LOCOMOTIVE LOAN TO MUSEUM 18**  
To consider extending the loan of the Locomotive sign to the Gold Hill Museum (5 mins)  
*(Localism Act, 2011 s.1)*
- 13 STANDING COMMITTEES 20**  
To agree the appointments for the Council's Standing Committees for the municipal year 2021/22 and review their terms of reference. (20 mins)  
*(Shaftesbury Town Council Scheme of Delegation, 2021)*

(End)

Anticipated meeting end time 9:15pm

## 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.

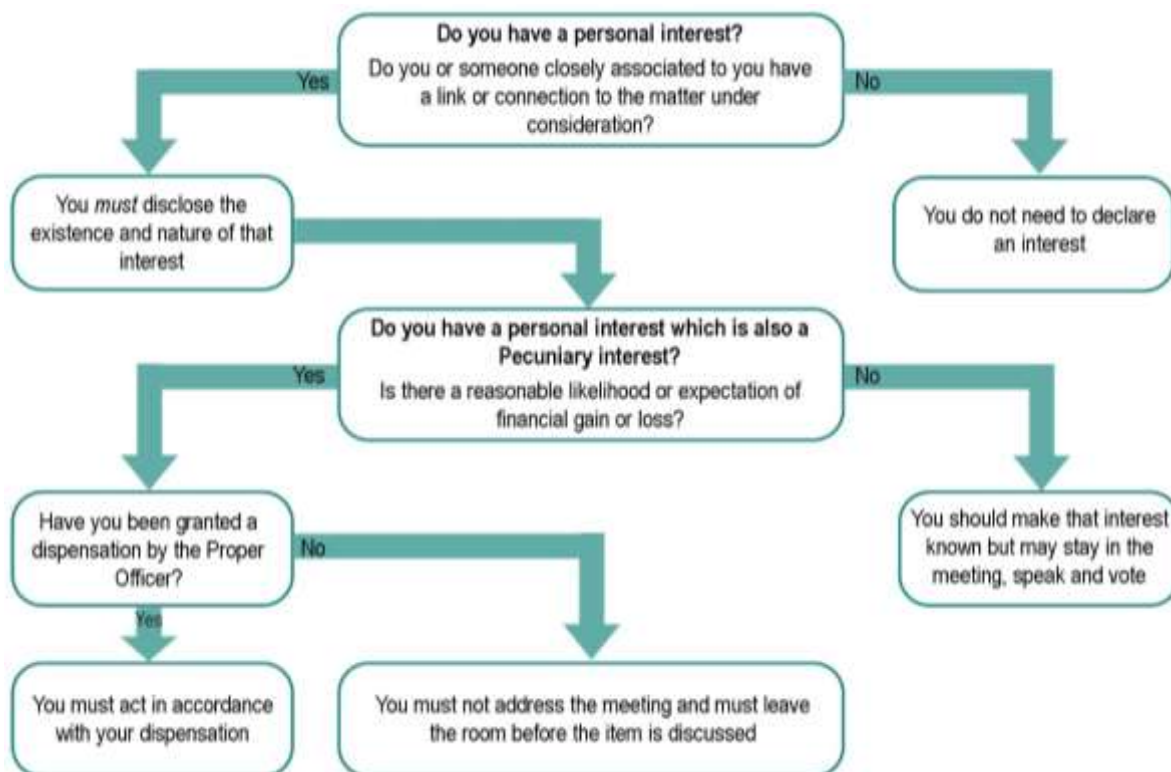
(1 min)

([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)



### **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 have not been 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 adopted, the accuracy of these minutes have been agreed at previous informal Full Council meetings.**

- 3.2.1 [20<sup>th</sup> April 2021](#)
- 3.2.2 [4<sup>th</sup> May 2021](#)
- 3.2.3 [25<sup>th</sup> May 2021](#)

#### **3.3 Minutes to be reviewed and adopted.**

- 3.3.1 [22<sup>nd</sup> June 2021](#)

## 4 **Reports**

To receive and note reports pertaining to the remit of this committee.  
([Shaftesbury Town Council Scheme of Delegation, 2020](#))

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(5 mins)

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

4.2.1 Strategic Plan Quarter 1 Update - [Link here](#)

### 4.3 **Recommendation**

4.3.1 That the Council receives and notes the reports.

### 4.4 **Reason for Recommendation**

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

(End)

Report Author: Zoe Moxham, Office Administrator

## 5 Committee Reports

To receive minutes and reports and consider recommendations from the Committees of the Council to ratify (5 min)  
([Shaftesbury Town Council Scheme of Delegation, 2020](#))

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### 5.1 Summary

- 5.1.1 When a council delegates its responsibilities to a committee, sub-committee, officer or another local authority, they are acting for and on behalf of the council. The statutory authority for a delegation is found in Local government Act.101 (1972 s.101). (NALC, 2018)
- 5.1.2 Minutes from the informal meetings are provided for information using the hyperlinks below and the decisions that were agreed at the informal meeting are noted. These need to be resolved formally.

### 5.2 Decisions

- 5.2.1 Decisions taken under the temporary scheme of delegation are available to view on all the committee minutes, to receive and note. (Links are provided below) Where preceded with (R) they are for resolution and outlined under the relevant committee meeting.

### 5.3 Full Council

- 5.3.1 [25<sup>th</sup> May 2021](#) – **Bank Signatories** - (R) 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.
- 5.3.2 [22<sup>nd</sup> June 2021](#) – **Code of Conduct** - (R) Officer report 0621FC9 was received and it was agreed to adopt the new code of conduct and ratify its decision at the first formally convened meeting of the Council.

### 5.4 General Management Committee

- 5.4.1 [30<sup>th</sup> March 2021](#), [11<sup>th</sup> May 2021](#) and [15<sup>th</sup> June 2021](#) – No recommendations
- 5.4.2 [20<sup>th</sup> July 2021](#) -  
**S106 funds allocation from Barratts Development** - It was **RESOLVED** to recommend to Full Council the projects 'Skate Park Improvements' and 'Redevelop Wincombe Recreation ground play facilities' and a general request for 'Outdoor recreational facilities' to be submitted to Dorset Council for consideration by S106 officers. To delegate this to the Town Clerk to take all such steps as she considers necessary to comply with the resolution.  
**Adopt A30 Allotments Policy** - [Please click here to view.](#) - Officer report 0721GEM08 was received and it was RESOLVED to recommend the allotment policy to Full Council for adoption with one amendment, to include Standing Orders as the Council's preferred method of payment, and to base the new tenancy agreements on the policy

### 5.5 Planning and Highways Committee

- 5.5.1 [27<sup>th</sup> April 2021](#), [1<sup>st</sup> June 2021](#) and [6<sup>th</sup> July 2021](#) - No recommendations

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**5.6 Recreation, Open Spaces and Environment Committee**

5.6.1 [23<sup>rd</sup> March 2021](#) and [8<sup>th</sup> June 2021](#) – No recommendations

5.6.2 [13<sup>th</sup> July 2021](#) – **BBQs Policy** - Officer report 0721ROSE6 was received and it was agreed to recommend the policy for adoption to Full Council. - [click here to view the draft Disposable BBQ Policy](#)

**5.7 Human Resources Committee**

5.7.1 [14<sup>th</sup> May 2021](#) – **Terms of Reference** – recommendation to be taken when Terms of Reference are reviewed together.

**5.8 Recommendation**

5.8.1 That the Council resolves the recommendations from Committees contained within this report, namely;

Adopt the bank reconciliation rota, the new Code of Conduct, submit s.106 recommended allocation to Dorset Council and adopt the BBQ and Allotment Policies. To delegate to the Clerk all elements in the discharge of these decisions.

**5.9 Reason for Recommendation**

5.9.1 To formalise the informal decisions and recommendations identified above.

(End)

Report Author, Zoe Moxham, Office Administrator

## 6 Payments

To consider payments for authorisation. (5 mins)  
(Local Government Act, 1972 s.150) (Shaftesbury Town Council Scheme of Delegation, 2021)

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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 on the following page 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 Members consider the payments from the Town Council's current account, and minutes the resulting bank balance.

### 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.



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**6.7 Invoices for Approval**

	<b>Aqua cleaning Services [AQUA]</b>		
20/07/2021	CL5961	Town Hall clean	48.00
	<b>Ryan Baker [BAKER]</b>		
08/06/2021	KEYS	Keys for Pool	47.30
	<b>Dorset Waste Partnership [DWP]</b>		
06/07/2021	2800272633	Refuse Collection Q2	467.00
	<b>Essential Pool [ESSENTIAL]</b>		
19/07/2021	19	Chlorine and Chemicals	1,187.00
	<b>GCS Agricentre [GCS]</b>		
24/06/2021	228606	Cable Ties	10.25
25/06/2021	228625	Gloves,	78.68
		Total of Invoices Due (GCS)	
<b>88.93</b>		<b>Glasdon UK Ltd [GLASDON]</b>	
13/07/2021	SI819362	Memorial Bench King Cemetery	625.13
	<b>Kew Electrical [KEW]</b>		
16/07/2021	SH110037	Bulbs	13.20
	<b>lycetts Insurance Brokers [LYCETTS]</b>		
19/07/2021	240115	Donkey Field Insurance	114.00
	<b>Richard Moore Contractors [MOORE]</b>		
08/07/2021	FINAL VALUE	Completion Invoice A30 allotment	41,412.00
	<b>Partnership Fire and Security [PARTNERSHI]</b>		
08/07/2021	37215	Promix annual renewal	42.00
	<b>RLSS Direct (IQL UK Ltd) [RLSS]</b>		
27/05/2021	004155	PPE Pool	223.20
	<b>Society of Local Council Clerks [SLCC]</b>		
01/07/2021	13167	Community Governance 2nd Instal	1,575.00
	<b>Stalbridge Timber Ltd [STAL]</b>		
21/06/2021	218160	Sawn Stakes/Pegs	95.30
28/06/2021	218358	Sawn Post	57.60
		Total of Invoices Due (STAL)	<b>152.90</b>
	<b>Sure PC Help Ltd [SURE]</b>		
20/07/2021	5014	Laptop top set up	180.00
	<b>Tincknell Fuels [TINCKNELL]</b>		
06/07/2021	635429	Oil Drums	108.00
07/07/2021	635333	Red Diesel	387.45
		Total of Invoices Due (TINCKNELL)	<b>495.45</b>
	<b>Travis Perkins [TRAVPERK]</b>		
07/07/2021	9054AQY499	wood	13.85
	<b>Wessex Water [WATER]</b>		
02/07/2021	2058099137	Water Pool	408.10
14/07/2021	2058186503	Water Bell St Toilets	651.93
		Total of Invoices Due (WATER)	
<b>1060.03</b>		<b>WPS Insurance Brokers [WPS]</b>	
07/06/2021	507479904	Ref change of Insurance company	56.00
<b>07/06/2021 507479791</b>		<b>Comm Legal Protection</b>	<b>39.20</b>
		Total of Invoices Due (WPS)	
<b>95.20</b>			
<b>TOTAL OF INVOICES DUE</b>			<b>47,840.19</b>

## **7 Shaftesbury Football Club Lease**

To consider the draft lease and governance provision for Shaftesbury Football Club (20 mins)  
 (Accounts and Audit Regulations, 2015)

### **7.1 Summary**

7.1.1 In April 2019 the council granted a 30-year lease to Shaftesbury Football Club.

7.1.2 Full Council resolved in March 2021 (excerpt from minutes);

Negotiation and completion of a new 30-year lease for the football club to enable and ensure repayment of the loan that the council has taken out.

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.

7.1.3 This means the new lease that has been prepared supersedes the current lease. Note the content is broadly similar however the new lease takes in to account the 3G investment.

7.1.4 Since the government introduced the Stamp Duty holiday, legal professionals have been inundated with work and have been at maximum capacity with workload throughout 2021.

7.1.5 Due to the workload of the council solicitor, an alternative local authority solicitor was engaged in May to undertake the legal work associated with the lease and governance accompanying document.

7.1.6 The Council (the landlord) will introduce terms and conditions (known as a side letter) to protect public money and ensure both parties have clarity on specific provisions linked to the lease to reflect the 3G asset being managed by Shaftesbury Football Club (the tenant). The matters set out the governance report/ side letter expand on the covenants in the lease. Where there is a difference between the lease and the side letter, the provisions of the lease take precedence

7.1.7 The new draft lease can be [viewed here](#)

7.1.8 The accompanying governance side letter can be [viewed here](#):

### **7.2 Financial Implication**

7.2.1 The cost of the lease is expected to be in the region of £1,950. This will overspend the budget, the Council will need to agree to draw from General Reserves and then look at whether to acknowledge the overspend or vire from an alternative budget line.

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Legal and Professional</u>						
Professional & Legal Fees	(9,595)	(10,000)	405		405	96.0%

### **7.3 Legal Implication**

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

**7.4 Recommendation**

That the council RESOLVES to approve the draft lease and governance 'side letter' for Shaftesbury Football Club and legal costs of up to £1,950 to be drawn from Legal & Professional fees line 4341 acknowledging that this will overspend the budget, and delegate all matters related to the completion of the lease to the clerk in consultation with lead councillors of this project. Councillors, Brown, Chase and Hall

**7.5 Reason for Recommendation**

All council owned land and buildings must operate with a valid and compliant lease. The governance document provides further clarity on the terms and conditions associated with the lease and relationship between Landlord and tenant.

(End) - Report Author, Brie Logan Business Manager

## 8 Youth Club lease

To consider approving the one year lease for the Shaftesbury Youth Club (5 mins)  
(Accounts and Audit Regulations, 2015)

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### 8.1 Summary

8.1.1 In July 2021 the GEM committee resolved to recommend to Full Council to approve a one-year lease using the current arrangements – to include the land and the building.

8.1.2 The committee report can be [viewed here on the General Management Agenda, Item 12.](#)

8.1.3 The Heads of Terms for the one-year lease [can be viewed here.](#)

### 8.2 Financial Implication

8.2.1 The legal costs are expected to be £695 + disbursements, the Council will need to agree to draw from General Reserves and then look at whether to acknowledge the overspend or vire from an alternative budget line.

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Legal and Professional</u>						
Professional & Legal Fees	(9,595)	(10,000)	405		405	96.0%

### 8.3 Legal Implication

8.3.1 Local authority's general power of competence. A local authority has power to do anything that individuals generally may do. (Localism Act, 2011 s.1)

### 8.4 Recommendation

That the council RESOLVES to approve the one-year lease for Shaftesbury Youth Club and legal costs of up to £695 acknowledging that this will overspend the budget.

### 8.5 Reason for Recommendation

8.5.1 All council owned land and buildings must operate with a valid and compliant lease.

8.5.2 To work towards an umbrella organisation/ the 'building management team' the Trustees will need adequate time, support and guidance.

8.5.3 The council is a responsible landlord and as such needs to work in partnership with the team to develop a long term, sustainable and compliant organisation for future generations of residents to enjoy.

(End) - Report Author, Brie Logan Business Manager

## 9 Sub lease – Tesco to Shaftesbury Town Council

To consider the Coppice Street Car Park sub-lease from Tesco to Shaftesbury Town Council (10 mins)

(Accounts and Audit Regulations, 2015)

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### 9.1 Summary

9.1.1 In December 2020 the council resolved to approve the Heads of Terms for the sub-lease with Tesco relating to car park 1. This was presented in appendix G of the Full Council agenda papers – [click here to access appendix G \(v1\)](#)

9.1.2 Under the terms of the lease granted by the former North Dorset District Council when part of its land was sold to Tesco's predecessor in title in 2003, it has been confirmed that the Council's licence for an underletting is not necessary.

9.1.3 A land Survey has been undertaken as part of the requirements to have a compliant site plan that meets the requirements as set out by Land Registry. [Click here to review the compliant site plan](#)

9.1.4 Since the Heads of Terms was drafted and following numerous conversations with a senior Tesco representative a revised Heads of Terms for the sub-lease has been drafted and approved by Tesco. [Click here to access revised Heads of Terms \(v6\)](#)

9.1.5 The sub-lease is currently in the hands of the Tesco and Shaftesbury Town Council solicitor and both solicitors are finalising the content which is based on V6 Heads of Terms

### 9.2 Financial Implication

9.2.1 The legal costs are expected to be in the region of £1,950. The Council will need to agree to draw from General Reserves and then look at whether to acknowledge the overspend or vire from an alternative budget line.

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Legal and Professional</u>						
Professional & Legal Fees	(9,595)	(10,000)	405		405	96.0%

9.2.2

### 9.3 Legal Implication

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

Every local authority is required to make arrangements for the proper administration of its affairs and to ensure that one of its officers has responsibility for those affairs (Local Government Act, 1972 s.151).

### 9.4 Recommendation

9.4.1 The council approves the content of the revised Heads of Terms for the sub-lease and nominates three councillors to sign the finalised lease on behalf of Shaftesbury Town Council

OR

- 9.4.2 The council approves the Heads of Terms and an EFC is called once the sub-lease documentation is completed and agreed by both the Tesco solicitor and the council solicitor. At the point of the EFC three councillors are then nominated to sign the sub-lease.

**9.5 Reason for Recommendation**

As the land is not owned by the council the lease must be in place before car park works can commence.

(End) - Report Author, Brie Logan Business Manager

## **10 Planning Applications**

To consider responses to planning applications to include but not be limited to; 8 - 10 Bell Street and Pensbury House (15 min)

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

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### **10.1 Summary**

10.1.1 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.

### **10.2 Planning Applications**

#### **[P/PAOD/2021/02433](#)**

**Location:** 8 - 10 Bell Street Shaftesbury SP7 8AE

**Proposal:** Change of use from offices (Class B1(a)) to 5 No. dwelling houses (Class C3)

#### **[P/HOU/2021/01410](#)**

**Location:** Pensbury House Motcombe Road Shaftesbury SP7 8QJ

**Proposal:** Formation of a new farm and service area entrance with connecting drive and closure of existing entrance and associated landscaping

### **10.3 Scheme of Delegation**

10.3.1 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.

### **10.4 Legal Implication**

10.4.1 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)

### **10.5 Recommendation**

10.5.1 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.

### **10.6 Reason for Recommendation**

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

### **10.7 Additional Information**

10.7.1 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

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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



## **11 William Williams Council Representative**

To agree the appointment of a representative to local organisation William Williams for the remainder of the electoral term 2019-2024 (5 mins)  
([Shaftesbury Town Council Scheme of Delegation, 2021](#))

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### **11.1 Summary**

- 11.1.1 The Council provides a representative to William Williams Charity and historically the late Ray Humphries MBE has fulfilled that role on behalf of the Council.
- 11.1.2 Since his passing, this has created a vacancy for the Charity and they have requested that the Council considers nominating someone to continue that role. Unlike other Council representatives to organisations, the William Williams Charity has requested that a councillor is nominated for the remainder of the electoral term (2024). They write;

*I understand that STC will be meeting to discuss the appointment of a representative to act as a trustee for the Charity of William Williams. It would be beneficial to all if this appointment could be made expeditiously as we are approaching the period when we award the educational grants. Last year over £57,000 was awarded to students from Shaftesbury going on to further their education, and it would be beneficial for the new appointee to work alongside the other trustees to see how the process works.*

*As previously discussed, we would prefer the nomination to be made for the remainder of the electoral period. I appreciate that it is usual for the council to appoint for a period of 1 year, but the continuity in this instance is very important, as well as beneficial to those in the community we support.*

- 11.1.3 Each Outside Body has their own aims and objectives which relate to their organisation's purpose. Whilst serving as a representative on such an organisation the Town Councillor will honour and abide by any standing orders, constitution or governing document adopted by that organisation. In case of a conflict between the Town Council's and the organisation's rules, the Town Council's will take precedence.

### **11.2 Legal Implication**

- 11.2.1 The position of councillor does not bestow any power to act on behalf of the Council

### **11.3 Risk**

- 11.3.1 There is a risk of misrepresentation of the Council's aims and objectives and a reputational risk of promises or assurances being made that cannot or are not upheld by the Council.

### **11.4 Recommendation**

- 11.4.1 That the representative to William Williams for the remainder of the electoral term (ending May 2024) is resolved.

(End)

Report Author: Claire Commons, Town Clerk and RFO

## **12 Locomotive loan to museum**

To consider extending the loan of the Locomotive sign to the Gold Hill Museum (5 mins)  
 (Localism Act, 2011 s.1)

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### **12.1 Summary**

12.1.1 Shaftesbury Town Council owns a locomotive Shaftesbury sign which has been on loan to Gold Hill Museum since 2015.

12.1.2 Councillors may view the draft agreement here [2021 06 30 Train sign loan agreement DRAFT.docx](#). Please note the comments within the document to show officer comments. These are also summarised here;

Suggested fee of £200 to contribute towards display, this would appear to be a reasonable sum and also support the museum

Signatures on the agreement. It might be more appropriate to be signed by two councillors so that there are not 2 people from the same family signing for both parties

### **12.2 Financial Implication**

12.2.1 There is no specific budget line for this expenditure of £200. The following budget lines are possibilities for members to consider and will require a resolution to demonstrate that the Council is authorising (over)spend not usually assigned to that line.

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Local Delivery services</u>						
Repairs & Maintenance	(1,132)	(2,000)	868		868	56.6%
<u>Town Hall</u>						
Repairs & Maintenance	(715)	(750)	35		35	95.3%
<u>Legal and Professional</u>						
Insurance	(11,099)	(12,000)	901		901	92.5%
<u>General Running Costs</u>						
Office Equipment/General Suppl	(33)	(250)	217		217	13.2%

### **12.3 Legal Implication**

12.3.1 Shaftesbury Town Council holds the General Power of Competence which provides it with the power to do anything that individuals generally may do.

### **12.4 Recommendation**

12.4.1 That the loan agreement and financial contribution is approved

### **12.5 Reason for Recommendation**

12.5.1 To provide a temporary home for the sign for convenient access by visitors and train enthusiasts.

### **12.6 The story behind the sign**

Report 0721FC12 to a meeting of the Full Council  
**Tuesday 27 July 2021**

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- 12.6.1 Shaftesbury was one of 110 steam locomotives in the West Country, later Battle of Britain, class designed by New Zealander Oliver Bulleid, Chief Mechanical Engineer of the Southern Railway, 1937-49. These engines, with their air-smoothed casing, were intended to be lighter versions of the similar-looking Merchant Navy class, which were too heavy to run west of Exeter. They could haul both passenger expresses and freight trains, though they were prone to wheel-slip when starting with heavy loads.
- 12.6.2 Shaftesbury began life in 1946 at the SR works in Brighton as 21C135 and with the advent of nationalised British Railways was named and renumbered 34035 in January 1949. Unlike some locomotives in the class, Shaftesbury was not named at an official ceremony and did not sport the coat of arms of the town. Indeed, as a hilltop town, Shaftesbury has never had its own railway line or station. Based variously at Stewarts Lane [Battersea], Salisbury, Brighton, Plymouth Friary and Exmouth Junction, Shaftesbury was painted in BR green livery from February 1952.
- 12.6.3 With 764,306 miles on the clock, Shaftesbury was withdrawn from service in 1963 and cut up for scrap at the Eastleigh BR works in 1964, when this name-plate was salvaged. Some of the West Country / Battle of Britain class sent to Barry and other scrapyards in South Wales were rescued by steam enthusiasts and now run on the Keighley and Worth Valley, Mid Hants, Severn Valley, and Swanage Railways.

(End)

Report Author: Claire Commons, Town Clerk and RFO

### **13 Standing Committees**

To agree the appointments for the Council's Standing Committees for the municipal year 2021/22 and review their terms of reference. (20 mins)  
([Shaftesbury Town Council Scheme of Delegation, 2021](#))

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#### **13.1 Summary**

- 13.1.1 The Council will elect the membership of its Planning and Highways (P&H), Recreation Open Spaces and Environment (ROSE), Human Resources (HR) and General Management (GEM) Committees
- 13.1.2 The membership of the General Management Committee consists of the chairman and vice chairman of P&H, ROSE and HR plus at least one other member independent of chair/vice chair position
- 13.1.3 The membership of the Council's Advisory Committees shall be dissolved as projects have ceased, these being Visitor Experience (VEAC), Shaftesbury Neighbourhood Plan (SNPAC) and Economic Development (EDAC).

#### **13.2 Legal Implication**

- 13.2.1 A local authority may arrange for the discharge of any of their functions by committee, sub-committee or officer of the authority. (Local Government Act, 1972 s.101) (Shaftesbury Town Council Scheme of Delegation, 2021)

#### **13.3 Risk**

- 13.3.1 There is a risk that delegated functions provide less democratic process, this is countered by open and transparent papers and debate and welcoming input from non-committee members.
- 13.3.2 There is a risk of inefficient decision making if all decisions are taken to meetings of the Full Council

#### **13.4 Protocol for the election of Chairpersons and Vice-Chairpersons to Committees of the Council**

- 13.4.1 Following the resolution of Committee membership, committee members of HR, ROSE and P&H will elect their chairs and vice-chairs from within their number. Council will then know the Chairs and Vice to automatically become members of the GEM Committee and will then select at least one 'independent' member to GEM.
- 13.4.2 The Council shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- 13.4.3 The candidate may be invited to speak to their nomination and discuss their willingness and ability to undertake the role.

#### **13.5 Criteria**

Report 0721FC13 to a meeting of the Full Council  
**Tuesday 27 July 2021**

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13.5.1 The following criteria may apply to the selection of Committee Chairs and Vice-Chairs and nominees should be able to demonstrate;

- Leadership and Chairmanship skills
- Good communication and interpersonal skills
- Good presentation skills
- The ability to effectively address and resolve conflict
- The ability to work well with members, officers, the public and outside organisations
- The willingness to actively encourage the involvement of others
- The willingness to be open to new ideas and new ways of doing things

### **13.6 Nominations**

13.6.1 Councillors are encouraged to submit nominations to the Town Clerk in advance of the meeting. Nominations may also be received at the meeting.

### **13.7 Terms of Reference**

13.7.1 The terms of reference for each committee are [available to view here](#). The Council may propose amendments or refer debate to Committee. Any amendments recommended by the committee must be brought back to the Council for adoption and will not take effect until that point.

### **13.8 Recommendation**

13.8.1 That the Council **RESOLVES** the appointment of members to its standing committees for the municipal year 2021/22.

(End)

Report Author: Zoe Moxham, Office Administrator