



Shaftesbury Town Council

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To: Members of Shaftesbury Town Council's General Management Committee (GEM).
Councillors for GEM; Brown (Chair), Cook (Vice-Chair), Chase, Edwyn-Jones, Hall, Lewer, Proctor.

You are summoned to a meeting of the General Management Committee for the transaction of the business shown on the agenda below. To be held at 7 pm on Tuesday, 21 September 2021
in the Council Chamber, Shaftesbury Town Hall.

Members are reminded of their duty under the Code of Conduct

All other recipients for information only

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk and RFO
15 September 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 hosted online. **Public, press and non-committee members, join on your computer or mobile app** [Click here to join the meeting](#)

The 7 principles of public life

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

(Committee on Standards in Public Life, 1995)

Agenda

- 1 APOLOGIES3**
To receive and consider for acceptance, apologies for absence(1 min)
(Local Government Act, 1972 s.85)
- 2 DECLARATIONS OF INTEREST3**
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 MINUTES4**
To receive the minutes of the previous meeting of the General Management Committee. .
.....(1 min)
(Local Government Act, 1972 Sch 12) (Shaftesbury Town Council Scheme of Delegation, 2021)
- 4 OFFICER REPORT5**
To receive reports pertaining to the General Management Committee(5 min)
(Local Government Act, 1972 Sch 12)

5	YEAR 2 TREE PLAN	6
	To consider the year 2 planting activity for the Shaftesbury Town Plan(15 min) <i>(Open Spaces Act 1906, s 10)</i>	
6	WILDFLOWER POLICY.....	10
	To consider adopting the draft Wildflower Policy and action plan(15 min) <i>(Open Spaces Act 1906, s 10)</i>	
7	PAYMENTS.....	13
	To consider payments for authorisation(5 min) <i>(Local Government Act, 1972 s.150)</i>	
8	BUDGET STAGE 1	15
	To consider the budget for 2022/23(20 min) <i>(Open Spaces Act 1906, s 10)</i>	
9	FINANCIAL REGULATIONS	16
	To consider any amendments to the Financial Regulations for recommendation to Full Council(5 min) <i>(Local Government Act, 1972 s.150)</i>	
10	INTERNAL AUDITOR	17
	To consider the reappointment of the internal auditor for 2021/2022 and consider options for future years.(5 min) <i>(Local Government Act, 1972 s.150)</i>	
11	GRANT REQUESTS	19
	To consider Community Grant applications for Shaftesbury Cricket Club and The Vale Pantry(10 min) <i>(Shaftesbury Town Council Scheme of Delegation, 2021)</i>	
12	MAMPITTS ADVISORY COMMITTEE.....	21
	To consider the recommendations from the formal Mampitts Advisory Committee meeting(10 min) <i>(Open Spaces Act 1906, s 10)</i>	
13	ST JAMES' SLIDE	23
	To consider safety improvements to access the slide(10 min) <i>(Open Spaces Act 1906, s 10)</i>	
14	PLANNING APPLICATIONS	25
	To consider responses to planning applications to include but not be limited to; St James Lodge Raspberry Lane and 12 Nettlecombe.(10 min) <i>(Town and Country Planning Act, 1990 sch.1 para.8)</i>	

Anticipated meeting end time 9pm

1 Apologies

Report 0921GEM01

To receive and consider for acceptance, apologies for absence

(1 min)

(Local Government Act, 1972 s.85)

1.1 Background

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

1.1.2 Councillor Proctor due to a prior personal engagement.

2 Declarations of Interest

Report 0921GEM02

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

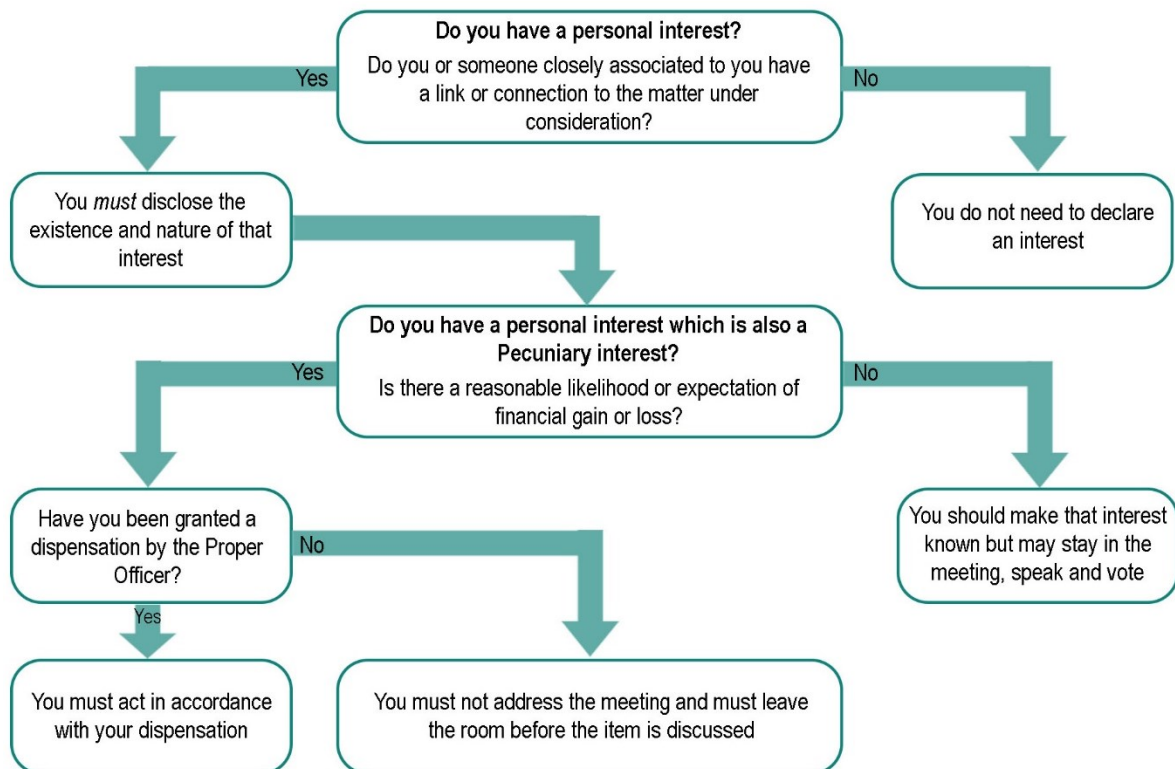
(1 min)

(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

Report 0921GEM03

To receive the minutes of the previous meeting of the General Management Committee. (1 min)

(Local Government Act, 1972 Sch 12) (Shaftesbury Town Council Scheme of Delegation, 2021)

3.1 Background

- 3.1.1 When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.
- 3.1.2 If it is necessary for the draft minutes of the previous meeting to be corrected because of inaccuracies then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).

3.2 Minutes to be adopted

- 3.2.1 [13th July 2021](#)

(End)

Report Author: Sarah Kirton, Officer Administrator

4 Officer Report

Report 0921GEM04

To receive reports pertaining to the General Management Committee

(5 min)

(Local Government Act, 1972 Sch 12)

4.1 Summary

- 4.1.1 Reports provided within this item are to be received, 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 and Actions from 20th July 2021

- 4.2.1 Mampitts Advisory Committee update – an agenda item in this meeting
- 4.2.2 Traffic Regulation Order for Thursday Market – complete

4.3 Updates and Actions from previous meetings

- 4.3.1 CCTV extension – the Clerk will provide a verbal report
- 4.3.2 Youth Club Lease – the Business Manager will provide a verbal report

4.4 Recommendation

- 4.4.1 That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees

4.5 Reason for Recommendation

- 4.5.1 To keep members updated on committee actions and information.

(End)

Report Author: Sarah Kirton, Officer Administrator

5 Year 2 Tree Plan

Report 0921GEM05

To consider the year 2 planting activity for the Shaftesbury Town Plan

(15 min)

(Open Spaces Act 1906, s 10)

5.1 Summary

- 5.1.1 In Autumn 2019, the Tree Group developed a town wide tree plan (starting with STC owned land) and this 5-year plan was adopted by Shaftesbury Town Council in January 2020.

To adopt the five-year tree plan for Shaftesbury

To adopt the year one (2020/ 2021) tree planting plan

To adopt the need to develop a community engagement plan in collaboration with the Tree Group.

To commit up to a £3,000 investment for the 2020/ 2021 financial year to undertake year one planting, nurturing and deliver the maintenance schedule in collaboration with the Tree Group.

To work in collaboration with Guy's Marsh/ Build Love to construct tree guards for the trees that require structural support.

To delegate the management and support of the Tree Plan to the Business Manager in collaboration with the Tree Group and wider Shaftesbury community.

To adopt the Ash Close tree planting plan for 2019/ 2020 as a separate planting scheme and to advertise this plan to the community, using leaflets to inform nearby residents of the plan, and for planting to take place on a weekend in early March 2020.

- 5.1.2 The sections highlighted above were not delivered due to the national Covid-19 restrictions; namely community and engagement and tree guards.

- 5.1.3 Data has been obtained by the Forestry Commission which shows data by District Ward and reports that Shaftesbury West Ward has an estimated Tree Canopy Cover of 22.9% (+/- 2.0%), and East Ward with a TCC of 7.7% (+/-1.5%). Some urban tree folk have suggested 20% as a benchmark, and Woodland Trust suggest 30% in new developments.

- 5.1.4 Recap: The Tree Group is led by environmentalists, a landscape architect and a forester. Together the plan has been developed to achieve the following aims:

Playing our part in the return to health of ecosystems and in combatting the climate emergency the intention of the plan is to:

Increase the tree cover and biodiversity of the town whilst adding to its local distinctiveness.

Aid the cutting of pollution along roadsides, by play areas and gardens.

Providing shade for play areas and by benches.

Increase habitat diversity and ecological richness.

Intensify linkages of greenery in and into town.

Help educate and energise local people into care for trees and in their planting and aftercare.

- 5.1.5 The plan for year one was due to include planting that was scheduled to take place from November 2020 to March 2021. The planting plan for year one included over 2,000 hedgerows and larger trees across five zones. Trees were ordered in April 2020 and the

planting went ahead however this was on a small scale with a limited number of volunteers due to Covid restrictions.

5.1.6 Learnings from year 1 and plan for year 2:

ISSUE	SOLUTION
Tree planting and aftercare: it is counter-productive to plant trees if they are not going to be watered and looked after. It is comparatively easy to find volunteers to plant trees, but much more difficult for people to commit themselves to the task of aftercare.	Ask the volunteer tree planters to also take on the task of aftercare. Look at the tree placement and connect volunteers up to 'nurture/ adopt a tree.' As the Tree plan evolves this may be an option for the Youth Council to consider
Timing of ordering, delivery time, and planting the trees.	Ideally planting should take place while the soil is still warm - before Christmas/New Year. Ordering needs to take place in September/October.
Sources of Water, Watering & transport to watering places:	How much water can be collected from Council-owned buildings?
The availability of water and closeness of supply to the trees is a big factor.	Can rainwater tanks/butts be erected on buildings without them? A survey is needed.
Weather conditions are likely to get more extreme with periods of drought and floods. Historically Shaftesbury has always collected water in dry wells. The importance of water to Shaftesbury is reflected in the Byzant Ceremony.	Can volunteers be reimbursed if they have to use their own tap water to water the town's trees? An investment in water conservation by collecting rainwater is much needed.
How to water hedges? Hedges are as important as trees, and more so in some places.	Should they only be planted if they can be watered by the grounds team/Shaftesbury in Bloom? This may need to be a consideration depending on the volunteer resource recruited at the Tree Festival event.
Reducing the incidences of vandalism and use of plastic tubes.	Try temporary fencing off trees in play areas rather than using plastic tree guards. (as at Wincombe Rec?)
Role of the Grounds team	The trees belong to the town - to what extent do the grounds team look after/water their trees? This may need to be a consideration depending on the volunteer resource recruited at the Tree Festival event.

5.1.7 Community engagement was extremely limited in year 1 due to the lockdown and restrictions in place to minimise social contact. This year, in September 2021, Planet Shaftesbury is facilitating a 3-day Tree festival. This will be a great opportunity to

engage with the community and recruit new volunteers to assist with planting and maintenance activity.

5.1.8 Provisional planting areas for Year 2 – **consideration**

The Park	11 trees	postpone to year 3 – 2022/ 2023
Pine Walk	2-3 trees	postpone to year 3 – 2022/ 2023
Great Ground	1 tree	Postponed to year 3
Wincombe Rec	60 trees	



Wincombe Rec play area	200 hedgerow saplings
Parish and County boundary marker trees on road verges	no trees on verges at this stage – focus is on wildflower development on verges

5.1.9 Plus, the outstanding planting from year one as follows:

1. Barton Hill 8 small leaved limes along the fence
2. Castle Hill (Area 4) - the 315 Woodland Trust saplings currently heeled in at Home Grown and the 5 elm trees in (Area 2. Note); the saplings planting needs to be in a revised location adjacent to the boundary line with Breach Lane and not on Castle Hill as originally planned.
3. The whole of Castle Hill is declared by DWT (Dorset Wildlife Trust) as a Site of Nature Conservation Interest (SNCI) for its neutral grassland assemblage which would be dramatically altered by the planting of trees. The work done over the years has continued to improve the grassland species diversity, which without being able to manage all of this slope of the site would indeed revert to predominantly Willow herb and bracken. It is quite wet on the slope and therefore there is a belief that the trees will not do well in this area hence the revised location as recommended by the Dorset Council Senior Ranger.
4. Cockram's Field - completion of the planting of the Birch trees along the edge along the road (postpone to year 3 – 2022/ 2023) due to potential future stadium works within the Football Club. Complete the hedge planting at Cockrams that was outstanding from 2020/ 2021.
5. Replace the 5 damaged/vandalised trees planted in year 1 at Barton Hill and Ash Close

5.2 Scheme of Delegation

5.2.1 Matters for consideration and determination by the ROSE committee – the strategic management of the Council's services for which there is a previously approved revenue budget of all matters relating to:

- i. Environmental Services which include – Facilities, Street Scene, Parks & Open Spaces, Cemeteries
- iii. Community Services which includes Communications and Community Group liaison

5.3 Legal Implication

- 5.3.1 The Council has the General Power of Competence

5.4 Financial Implication

- 5.4.1 It is expected that the cost of trees will be £376, the cost of fencing (for hedge and clump at Wincombe Rec) £430 therefore total estimate is expected to be £806 therefore under the £3,000 budget.

	Actual Year to Date	Current Annual Bud	Committed Expenditure	Funds Available	% Spent
5 Year Tree Plan 2020-2025	0	3,000		3,000	0%

- 5.4.2 The committee may want to consider a water conservation project and invest in water butts in council owned buildings. If this an option, the committee would like to explore this further then costings can be provided at the October ROSE meeting and a recommendation to the budget will need to be made.

- 5.4.3 The cost of the production of an AO size map and A5 leaflets to promote volunteers with the tree planting activity is expected to be £60

5.5 Impact Assessment

- 5.5.1 Equalities – None arising from this report

- 5.5.2 Environmental – This activity is linked to the Climate Emergency plan and the Environmental and Biodiversity policy adopted in January 2021.

- 5.5.3 Crime and Disorder – None arising from this report

- 5.5.4 Resources – The grounds team could be part of the collaborative and wider tree planting team. It is estimated that a member of the grounds team would participate over a two – week period (10-part days) at 3 hours per day which equates to 30 hours of STC resource. This approach worked exceptionally well in year 1 as the nominated groundsman was of huge support.

- 5.5.5 Economic – None arising from this report

- 5.5.6 Risk Management – A risk assessment will need to be undertaken by the Head Groundsman in advance of the tree planting activity.

5.6 Recommendation

- 5.6.1 To adopt the year 2 (2021/ 2022) tree planting plan, delegating to the Town Clerk in collaboration with the Tree Group the management and support of the Tree Plan including expenditure up to £1,000 to undertake year two planting, nurturing and deliver the maintenance schedule and including the production of the map and leaflets.

5.7 Reason for Recommendation

- 5.7.1 The Tree Plan supports the council's Climate Emergency strategy and Environmental and Diversity Policy adopted in October 2019 and January 2021 respectively.

(End)

Report Author: Brie Logan, Business Manager

6 Wildflower Policy

Report 0921GEM06

To consider adopting the draft Wildflower Policy and action plan

(15 min)

(Open Spaces Act 1906, s 10)

6.1 Summary

- 6.1.1 In November 2019 the committee resolved to undertake a wildflower verge trial in 5 areas across the town.
- 6.1.2 In February 2021 the trial was extended to further extend the areas defined in the year one plan. The trial was also extended to a further six new zones in the town.
- 6.1.3 Since then representatives from Planet Shaftesbury, Open Spaces and Shaftesbury in Bloom have reviewed the trial, undertaken a wildflower tour and taken advice from Dorset Council Rangers and a local expert botanist who works with the Dorset Wildlife Trust
- 6.1.4 A significant learning from the trial is that using the colourful seed mixes in the absence of any other management measures will have a limited value for wildlife and biodiversity. This is because, while a lot of flowers will provide a short-term nectar source for pollinating insects, they will not provide for any other stages in the insect's lifecycles and will not benefit populations as a whole.
- 6.1.5 The ROSE Committee members should determine their own expectations and whether there is still some expectation for the colourful seed mixes used previously or if the intention is to commit to a more fully natural approach.
- 6.1.6 The draft policy has been developed having taken on board the learning's from the trial and is based on committing to a more natural approach. Natural meadows are a bit more understated to the casual observer so the committee may want to consider colourful seed mixes used previously appreciating the limited biodiversity benefits
- 6.1.7 The draft policy has been developed in collaboration with representatives from each of the groups as listed above. [Click here to view the draft policy](#)
- 6.1.8 There will be a requirement to review the policy on an annual basis due to the need for a flexible approach in years one and two. Proposed policy amendments will be recommended by the stakeholder group and presented to the ROSE committee for consideration.

6.2 Scheme of Delegation

- 6.2.1 Matters for consideration and determination by the ROSE committee – the strategic management of the Council's services for which there is a previously approved revenue budget of all matters relating to:
 - i. Environmental Services which include – Facilities, Street Scene, Parks & Open Spaces, Cemeteries
 - iii. Community Services which includes Communications and Community Group liaison

6.3 Legal Implication

- 6.3.1 No legal matters arising from this report

6.4 Financial Implication

- 6.4.1 The cost of purchasing seeds for the oversewing option to compliment the additional verges in zone one is expected to not exceed £750

- 6.4.2 Recommended budgets to use could be either Plants (revenue budget, would create a small overspend) or Climate Change (Capital and Projects)

	Actual Year To Date	Current Annual Budget	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Plants	312	800	488	0	488	39%
Climate Change	0	5,000	5,000	0	5,000	0%

- 6.4.3 The ROSE committee many want to consider recommending the purchase of a Flail collector to Full Council when determining the 2022/2023 budget. Officers have identified an example at a cost of £5,880.00 with an additional £ 1,000.00 for the hydraulic empty kit , ie £ 6880.00 + vat total.

MAJOR MJ27-155 Flail Collector (compatible with existing tractor)

<https://www.major-equipment.com/products/flail-collectors-2/> .

6.5 Impact Assessment

- 6.5.1 Equalities – None arising from this report

Environmental – This policy links in with the Environmental and Biodiversity Policy adopted in January 2021. The committee will need to provide direction and resolve on use of Glyphosate for Zone 1. Glyphosate is effective but not sustainable as is it is needed every year. If the intention is to sow a native meadow grassland mix starting from scratch that can thereafter be managed by appropriate cutting, glyphosate may be a suitable option. If repeated clearance is required every year, this is not sustainable and does nothing to provide long-term habitats for insects and other wildlife.

- 6.5.2 Crime and Disorder – None arising from this report

- 6.5.3 Resources – The plan aligns to the Dorset Council Service Level Agreement. The workload will remain the same as zone 1 planting and preparation will take time the number of cuts will reduce therefore the resource aligned will balance out.

Currently the grounds team cut the verges 8 times per annum versus the 7 cuts as specified in the Service Level Agreement. Each cut takes approximately 32 hours, including strimming. The expectation with zone one is that there will be no savings to be made. As the plan develops then the expectation is that 40% to 50% of the verges will be turned into wildflowers (with the mown section at the front). Therefore, in the long term (5 years) there is an expectation that the resource will reduce from 300 hours per annum to in the region of 180 hours however with the amendments to the management routine this is likely to equate to 100 hours per annum.

- 6.5.4 Economic – The methodology within the Service Level Agreement with Dorset Council will need to be updated in due course. There will be no change to the income received from Dorset Council

- 6.5.5 Risk Management – Risk assessments will continue to be undertaken in line with the current requirements. An updated RISK assessment will need to be prepared to take into account the change to management regime in zone 1.

6.6 Recommendation

- 6.6.1 To resolve to adopt the wildflower policy and the action plan therein (note this is based on a more natural approach as outlined in 7.1.5) and use glyphosate to prepare the land that can thereafter be managed by appropriate cutting for areas defined within the zone

1 plan. Delegate the management and implementation of the Wildflower Verge Policy to the Town Clerk in collaboration with key stakeholders linked to this project. And

- 6.6.2 recommend that £6,880 is allocated in the 2022/2023 budget for the purchase of a Flail Collector.

6.7 Reason for Recommendation

- 6.7.1 The Climate Emergency was declared by Shaftesbury Town Council in 2019.
- 6.7.2 The value of planting lots of introduced wildflowers without undertaking any other management measures will have a limited value for biodiversity therefore a robust policy is required.
- 6.7.3 From an amenity point of view, it is obviously important to balance what people can see and relate to with the actual benefits provided in line with the council's commitments to climate change and biodiversity as included in the policy.
- 6.7.4 The Grounds team need to have the right equipment to manage the change to the cutting regime. Note this equipment can be used for other tasks and is not limited to cut and collect.

(End)

Report Author: Brie Logan, Business Manager

7 Payments

Report 0921GEM07

To consider payments for authorisation

(5 min)

(Local Government Act, 1972 s.150)

7.1 Summary

- 7.1.1 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, 2018), (Accounts and Audit Regulations, 2015)
- 7.1.2 A list of payments is provided for review and authorisation

7.2 Scheme of Delegation

- 7.2.1 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.
- 7.2.2 The Town Clerk is delegated to authorise routine expenditure within the agreed budget

7.3 Financial Implication

- 7.3.1 The Responsible Finance Officer is required to prepare a schedule of payments requiring authorisation to be presented to the Council or Finance Committee (Shaftesbury Town Council, 2020)

7.4 Legal Implications

- 7.4.1 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)
- 7.4.2 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)

7.5 Recommendation

- 7.5.1 That the Council approves the payments from the Town Council's current account and minutes the resulting bank balance.

7.6 Reason for Recommendation

- 7.6.1 Members should be satisfied with the payments being drawn on the Council's account and that there are sufficient funds to meet those commitments.

(see following page for list of payments)

7.7 Invoices Due for Payment for approval 21st September 2021

Shaftesbury Town Council							Page 1
Invoices Due for Payment							
For Purchase Ledger					Pay by BACS/Online File		
Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	
Angel Springs Ltd [ANGEL]							
31/08/2021	6417792		Water cooler		31/08/2021	12.36	
Aqua cleaning Services [AQUA]							
23/08/2021	CL6092		Town Hall Clean		23/08/2021	48.00	
31/08/2021	CL6162		Town Hall Clean		31/08/2021	48.00	
01/09/2021	CL6145		Town Hall Clean		30/09/2021	48.00	
13/09/2021	CL6194		Town hall Clean		13/09/2021	48.00	
BACS No: aqua				Total of Invoices Due (AQUA)		192.00	
Aqua Supplies Ltd [AQUAS]							
25/08/2021	S31831		Cleaning supplies pool		25/08/2021	56.28	
Chris Berwick Ltd [BERWICK]							
25/08/2021	2158		SLA Trinity Grounds		25/08/2021	897.12	
N T Surveying [CASTLE]							
07/09/2021	1491		Ref JCT Football Club		07/09/2021	436.80	
Clarity Copiers Ltd [CLARITY]							
30/07/2021	123241		Printing		30/07/2021	18.54	
Fenland Leisure Products [FENLAND]							
17/08/2021	042603		Cradle Swing		17/08/2021	107.00	
Shaftesbury & District Historical Society [GOLD]							
09/09/2021	STC00001		Contrib. toward Blue Plaque JR		09/09/2021	394.50	
Jane Wyncoll [JANE]							
01/09/2021	04		Aqua Fit Instruction		01/09/2021	50.00	
Ben Johnson (Shaftesbury) Ltd [JOHNSON]							
17/08/2021	9979		Massport Lawn Mower		17/08/2021	200.00	
Microshade VSM [MICROSHADE]							
03/09/2021	15045		rialtas hosting		03/09/2021	76.20	
NDM Electrical [NDM]							
09/09/2021	1327		Fix light in WC		09/09/2021	42.00	
Octopus Personnel [OCTUPUS]							
13/09/2021	12911		High Street Marshall		13/09/2021	141.16	
Proludic							
25/08/2021	4441		Playground spares Wincombe		24/09/2021	1,019.31	
Rudy Richardson [RICHARDSON]							
13/09/2021	SEPT		High Street Marshall		13/09/2021	189.00	
SLCC [SLCC]							
14/09/2021	14/09/2021	BK203435-1		SLCC Conference			
13/08/2021	474.60			Screwfix (Trade UK) [SCREW]			
13/08/2021	1187111139		Drill, Pedometer wheel		13/08/2021	141.97	
Tincknell Fuels [TINCKNELL]							
10/09/2021	641456		Red Diesel		10/09/2021	387.45	
Travis Perkins [TRAVPERK]							
27/08/2021	9054ARC389		Hazard tape, consumables		27/08/2021	29.97	
Wessex Water [WATER]							
03/09/2021	2058545051		Water Pool August		03/09/2021	221.82	
Western Workshop Supplies [WESTWORK]							
20/08/2021	102748		Anti Vibration Gloves		19/09/2021	86.16	
TOTAL OF INVOICES DUE (ALL LEDGERS)						5,144.24	

(End)

Report Author: Claire Commons, Town Clerk and Responsible Finance Officer

8 Budget Stage 1

Report 0921GEM08

To consider the budget for 2022/23

(20 min)

(Open Spaces Act 1906, s 10)

8.1 Summary

- 8.1.1 The Council starts a robust budget setting process in September each year with each committee looking at its requirements for the coming year and General Management reviewing the requirements. At its meeting in November the Committee will consider requirements for a five year projection. These proposals will then be incorporated into a full next year and five year budget for adoption by Council in January alongside the precept.
- 8.1.2 The draft budget is provided on the following pages as and below are the additional budget requirements requested by the Planning and Highways Committee.
- 8.1.3 As the Recreation, Open Spaces and Environment Committee has not yet reviewed the budget, its recommendations will be put forward at its October meeting for incorporation into the General Management process in November.
- 8.1.4 Some members of the public have expressed a desire to explore further opportunity for swimming in Shaftesbury beyond the current summer season (May to September). If this option is to be explored, it will need to feature on the budget forecast scheduled for debate in November and also will need to be added to the Strategic Plan.
- 8.1.5 The format of the budget report is not conducive to incorporation into this agenda set and will therefore be uploaded to the Council's website [here](#) on Thursday 16th September 2021.

8.2 Recommendation

- 8.2.1 That the Committee recommends the draft budget for 2022 – 2023 and identifies any points of note for the public budget engagement evening in October.

8.3 Reason for Recommendation

- 8.3.1 To assist in the robust preparation of a budget for the coming financial year.

(End)

Report Author: Claire Commons, Town Clerk and Responsible Finance Officer

9 Financial Regulations

Report 0921GEM09

To consider any amendments to the Financial Regulations for recommendation to Full Council (5 min)

(Local Government Act, 1972 s.150)

9.1 Summary

- 9.1.1 The Committee is recommended to review its Financial Regulations for recommendation to Full Council to;
- 9.1.2 Include provision for the Grounds Manager to hold a Council credit card with an expenditure limit of £250 and set to pay off in full each month. Expenditure not to exceed any individual budget line without prior authorisation.
- 9.1.3 Permit the Clerk to overspend individual budget lines ***provided*** the expenditure does not cause the cost centre to go over budget.
- 9.1.4 Amend regulations to reflect the Terms of Reference for the General Management Committee in respect of Internal Audit reports ***provided*** that all councillors are provided with the reports and the year end reports are received by Full Council

9.2 Scheme of Delegation

- 9.2.1 Making, amending or revoking Financial Regulations is reserved for Full Council.

9.3 Financial Implications

- 9.3.1 There is no expenditure identified in this report.

9.4 Legal Implications

- 9.4.1 Every local authority shall make arrangements for the proper administration of their financial affairs. (Local Government Act, 1972 s.151)

9.5 Impact Assessment

- 9.5.1 Equalities – none
- 9.5.2 Environmental – none
- 9.5.3 Crime and Disorder – none
- 9.5.4 Resources – greater efficiency in delivery the actions of the Council in the management of its budget
- 9.5.5 Economic – none
- 9.5.6 Risk Management – reduced risk due to not handling cash arising from 7.1.2.

9.6 Recommendation

- 9.6.1 That the Committee recommends the Financial Regulations to Full Council with the three amendments as set out at 7.1

9.7 Reason for Recommendation

- 9.7.1 To improve the efficiency of financial management and delivery of Council actions.

(End)

Report Author: Claire Commons, Town Clerk and Responsible Finance Officer

10 Internal Auditor

Report 0921GEM10

To consider the reappointment of the internal auditor for 2021/2022 and consider options for future years. (5 min)

(Local Government Act, 1972 s.150)

10.1 Summary

- 10.1.1 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, 2018) (Accounts and Audit Regulations, 2015)
- 10.1.2 It is not a legal requirement to change internal auditors annually and it is common practise to retain their services for several years to provide continuity.
- 10.1.3 This evaluation must be independent of the other financial controls and procedures of the council which are the subject of review. The internal auditor must be competent to carry out the role in a way that will meet the business needs of the council. This evaluation is an integral part of continually improving governance and accountability.
- 10.1.4 Shaftesbury Town Council's internal controls are reviewed and tested to provide a level of assurance for the council when asked to sign off statements 2 and 6 in the annual governance statement of the Annual Return. The internal auditor carries out planned work necessary to give these assurances and if they are satisfied with their findings, they will complete section 4 of the Annual Return.
- 10.1.5 The council's current internal auditors are 'Do The Numbers' Limited and services have been delivered since 2017
- 10.1.6 Regulation 5(1) of the Accounts and Audit (England & Wales) Regulations 2015 requires local councils to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'.

10.2 Scheme of Delegation

- 10.2.1 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.

10.3 Financial Implications

- 10.3.1 Quote A is based on 3 visits per annum [Click here to find Terms and Conditions for Auditor A](#)
- 10.3.2 Quote B and is based on 5 visits per annum (note the cost will be revised to a lower figure depending on the complexity of findings during visit 1. [Click here to access quote for Auditor B](#) [Click here to access Terms & Conditions for Auditor B](#)
- 10.3.3 Quote C is not applicable as the response to the enquiry was that the company declined to quote for Audit services
- 10.3.4 One quote is for £1,100 and one is for £1,350

10.4 Legal Implications

- 10.4.1 Every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. (Local Government Act, 1972 s.151)

10.5 Impact Assessment

- 10.5.1 Equalities – none
- 10.5.2 Environmental – none
- 10.5.3 Crime and Disorder – none
- 10.5.4 Resources – Officer time will be needed to liaise and meet with the internal auditor
- 10.5.5 Economic – none
- 10.5.6 Risk Management – The risk of fraud not being detected is increased without a sound internal control environment.

10.6 Recommendation

- 10.6.1 That the Committee resolves to extend the services of the existing internal auditor for 2021/22 and determines which auditor to appoint with effect from 1st April 2022 and delegates to the Town Clerk the appointment and management of the contracts.

10.7 Reason for Recommendation

- 10.7.1 To review the current provision and ensure that the Council has adequate internal audit services.

(End)

Report Author: Claire Commons, Town Clerk and Responsible Finance Officer

11 Grant Requests

Report 0921GEM11

To consider Community Grant applications for Shaftesbury Cricket Club and The Vale Pantry (10 min)

(Shaftesbury Town Council Scheme of Delegation, 2021)

11.1 Summary

11.1.1 At the General Management Committee meeting in June 2021 the full list of Community Grants was discussed and agreed. The value of the grants awarded to date is £15699

11.2 Cricket Club

11.2.1 In June 2020 the Cricket Club requested a brown Highways signage to navigate directions to the Cricket Club.

11.2.2 Further research and onward communication with the Cricket Club highlighted that a directional sign on the highway would meet the needs of the club and raise the profile of the cricket facility to the wider Shaftesbury community.

11.2.3 Land ownership confirmed as 'common land' and permission agreed with DC Highways,

11.2.4 Cricket Club are seeking funding for £420 to erect a sign on the triangle of land on the B3091.

11.2.5 [Click here to access the Grant Application form](#) and [Click here to view request for grant funding \(additional info\)](#) for the Cricket Club



11.3 The Vale Pantry

11.3.1 The Vale Pantry is a new service based in Sturminster Newton however serves the whole of North Dorset. Since opening in November 2020 over 370 families, of which over 80 families live in Shaftesbury have been supported.

11.3.2 The service has been able to help 149 families back to complete independence over this however there is a revolving door - as some families leave, others join and currently the service is feeding around 190 families each week, of which currently over 40 live in the Shaftesbury area.

11.3.3 [Click here to view Grant Application for the Vale Pantry](#) and [Click here to view request for grant funding \(additional info\)](#)

11.4 Scheme of Delegation

- 11.4.1 The Committee has delegation for all matters relating to Grants and Donations up to a value of £5,000. (Shaftesbury Town Council Scheme of Delegation, 2021)

11.5 Legal Implications

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

11.6 Financial Implications

- 11.6.1 Grant expenditure year to date is £15,698.90 and the budget is £20,000 (line 4350)

11.7 Recommendation

- 11.7.1 That the Committee resolves the grant provision for the Cricket Club and The Vale Pantry.

11.8 Reason for Recommendation

- 11.8.1 To support community initiatives in improving the lives of Shaftesbury residents.

(End)

Report Author: Brie Logan, Business Manager

12 Mampitts Advisory Committee

Report 0921GEM12

To consider the recommendations from the formal Mampitts Advisory Committee meeting (10 min)

(Open Spaces Act 1906, s 10)

12.1 Summary

- 12.1.1 At the September meeting the Committee approved the recommendations to be presented to the General Management Committee for resolution. The recommendations are as follows:
- 12.1.2 The General Management Committee approves (1) the content and design of the phase 1 consultation material including the preferred A3 trifold layout and (2) the funding to manage the initial consultation (see financial implication section below)
- 12.1.3 The five stages to the consultation process for Mampitts are:
- | | |
|---------|---|
| STAGE 1 | Evidence Analysed & Potential Plans Formed (Submitted to STC for approval) |
| STAGE 2 | Initial Consultation with the Community - (Leaflets, A3 Questionnaires to SP7 households & Pop-Up Events) |
| STAGE 3 | Community Consultation on favoured Plans, Leaflets, Questionnaires & Pop-Up Events |
| STAGE 4 | Evidence Analysed & Project Plan Formed (Submitted to STC for approval) |
| STAGE 5 | Works to Start - Community updated with Schedule of Works |
- 12.1.4 [Click here to view the consultation leaflet](#)

12.2 Scheme of Delegation

- 12.2.1 Matters delegated to the General Management Committee for consideration and determination are:

All matters relating to Finance, including the recommendation of the approval of the Year End Accounts

Recommendations to Full Council on the proposed Capital and Revenue Budgets of all Council services and activities

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

12.3 Legal Implication

- 12.3.1 The Dorset Council decision on the transfer of Persimmon land and associated s.106 funding is expected in the near future.

12.4 Financial Implication

- 12.4.1 The expected cost of printing the A3 tri fold leaflet is £452.00 (Leaflet Frog)
- 12.4.2 Distribution costs are expected to be in the region of £345.00 (Royal Mail)
- 12.4.3 There is an option to use a *local* distributor however this option would limit the number of households to a maximum of 2,500 households at a reduced total cost of £187.50

- 12.4.4 The cost of sundry items; gazebo hire, and stationery costs associated with the initial consultation for the 'pop up' event is not expected to exceed £400
- 12.4.5 Contingency £303

12.5 Impact Assessment

- 12.5.1 Equalities – None arising from this report
- 12.5.2 Environmental – None arising from this report
- 12.5.3 Crime and Disorder – None arising from this report
- 12.5.4 Resources – Officer time to support the Mampitts Advisory Committee which is expected to be 5 hours per week in stage 1
- 12.5.5 Economic – None arising from this report
- 12.5.6 Risk Management – The Mampitts Community Land Trust (CLT) may be awarded the land and associated developer funding however if this is the case then the CLT may benefit from additional consultation derived from this process.

12.6 Recommendation

- 12.6.1 That the General Management Committee resolves to approve the design and content of the phase 1 consultation material, approve the expenditure for phase 1 consultation (including mailing to each household) not to exceed £1,500 from line 4943 – Community Infrastructure – Maltings

12.7 Reason for Recommendation

- 12.7.1 To ensure that every household receives communication related to the development at Mampitts as part of the wider 'One Shaftesbury' objective.

(End)

Report Author: Brie Logan, Business Manager

13 St James' Slide

Report 0921GEM13

To consider safety improvements to access the slide

(10 min)

(Open Spaces Act 1906, s 10)

13.1 Summary

- 13.1.1 The Council has received its annual independent play inspection report and this will be presented to the next Recreation, Open Spaces and Environment Committee with timed action plan.
- 13.1.2 One of the items was flagged as Moderate Risk however the grounds team consider this to be a higher risk and have urged urgent attention. That being the slide at St James. [Click here to read the report.](#)
- 13.1.3 The grounds team propose that in order to make the area safe without closing off the slide, the steps to the side can be removed and the ground reinstated with topsoil to become part of the rest of the bank. At the same time, the levels at the top can be raised to bury the concrete which is currently exposed. The access to the slide can still be reached via the path.
- 13.1.4 The palisade at the bottom of the slide could be replaced with a bank of top soil and then seeded. Before this option is carried out, an assessment by the Council's external Health and Safety providers will be sought to ensure that the safety of the slide is not compromised.
- 13.1.5 This solution may be temporary to allow continued use of the slide while a new design for the park is sought or it may be welcomed as a permanent change to that piece of equipment which requires less maintenance than wooden steps and barriers.

13.2 Scheme of Delegation

- 13.2.1 The repair and maintenance of the Town Council's amenities falls within the grounds team operation however, the removal of the steps is considered to be a change to the provision and as such is presented to the Committee for determination.

13.3 Financial Implications

- 13.3.1 The Council already has top soil available after the creation of the allotments on the A30. The labour can be carried out internally. There may be a requirement to hire a compressor which would fall within the general repair and maintenance revenue budget.

13.4 Legal Implications

- 13.4.1 The Council has the General Power of Competence.

13.5 Impact Assessment

- 13.5.1 Equalities – the changes proposed do not impact on the Equalities Act 2010
- 13.5.2 Environmental – there is no detrimental environmental impact
- 13.5.3 Crime and Disorder – the bank will provide less opportunity for vandalism than an installed fence or palisade.
- 13.5.4 Resources – 1 week labour for the whole grounds team beyond their essential daily tasks.
- 13.5.5 Economic – none

- 13.5.6 Risk Management – there is a risk of harm if the steps and fence remain in their current state.

13.6 Recommendation

- 13.6.1 That the Committee authorise the removal of the steps at the slide in St James' park and the reinstatement of the bank and creation of a bank at the foot of the slide subject to approval by an external health and safety expert. Recommend to the Recreation, Open Spaces and Environment Committee to review the effectiveness of the change in 12 months to determine whether the steps and palisade are to be reinstated. Delegate to the Town Clerk all aspects of delivery of this resolution in consultation

13.7 Reason

- 13.7.1 To address the repair and maintenance of the St James slide promptly with minimal budget implications.

(End)

Report Author: Claire Commons, Town Clerk and Responsible Finance Officer

14 Planning Applications

Report 0921GEM15

To consider responses to planning applications to include but not be limited to; St James Lodge Raspberry Lane and 12 Nettlecombe. (10 min)

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

14.1 Summary

- 14.1.1 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 links below and visit the site to understand the local context.

14.2 Planning Applications

14.2.1 [P/HOU/2021/01538](#)

Proposal: Erection of first floor extension, porch & car port

Location: St James Lodge, Raspberry Lane Shaftesbury SP7 8HN

Consultation Ends: 22.09.2021

14.2.2 [P/FUL/2021/02131](#)

Proposal: Erect 1 No. dwelling and create new pedestrian access

Location: 12, Nettlecombe Shaftesbury SP7 8PR

Consultation Ends: 28.09.2021

14.3 Material Planning Reasons

- 14.3.1 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 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

- 14.3.2 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.

14.4 Scheme of Delegation

- 14.4.1 Planning applications are delegated to the Planning and Highways Committee for consideration but may be considered by the Full Council or General Management

Committee where time constraints apply. (Shaftesbury Town Council Scheme of Delegation, 2021)

14.5 Legal Implication

- 14.5.1 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, 1990 sch.1 para.8)

14.6 Recommendation

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

14.7 Reason for Recommendation

- 14.7.1 To fulfil the Council's responsibility and exercise its views as a consultee.

(End)

Report Author: Sarah Kirton, Officer Administrator