



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY
Telephone: 01747 852420

Town Clerk: Mrs Claire Commons
e-mail:enquiries@shaftesbury-tc.gov.uk
Website:www.shaftesbury-tc.gov.uk
VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council’s Full Council (FC). Councillors Hollingshead (Chair), Chase (Vice Chair), Brown, Cook, Edwyn-Jones, Hall, Lewer, Loader, Proctor, Tippins, Welch, 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 7pm on Tuesday, 26 October 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
20 October 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 | APOLOGIES | 3 |
| | To receive and consider for acceptance, apologies for absence | (1 min) |
| | <i>(Local Government Act, 1972 s.85)</i> | |
| 2 | DECLARATIONS OF INTEREST | 3 |
| | To declare any interests relating to the business of the meeting and receive any
dispensation requests from the Clerk. | (1 min) |
| | <i>(Shaftesbury Town Council Code of Conduct, 2019)</i> | |
| 3 | MINUTES | 4 |
| | To receive the minutes of the previous meeting of the Full Council..... | (3 min) |
| | <i>(Local Government Act, 1972 Sch 12) (Shaftesbury Town Council Scheme of Delegation, 2021)</i> | |
| 4 | REPORT FOR INFORMATION TO FULL COUNCIL | 5 |
| | To receive reports pertaining to the Full Council | (5 min) |

(Local Government Act, 1972 Sch 12)

5	COMMITTEE REPORTS TO FULL COUNCIL	6
	To receive minutes and reports and consider recommendations from the Committees of the Council	(10 min)
	<i>(Local Government Act, 1972 Sch 12)</i>	
6	COMF (CONTAIN OUTBREAK MANAGEMENT FUND) FUNDING ALLOCATION FOR SHAFTESBURY PROJECTS	8
	To acknowledge the funding allocation and approve the projects linked to the Strategic Plan	(15 mins)
	<i>Localism Act 2011, ss.1-8</i>	
7	YOUTH CLUB LEASE	10
	To appoint two members to sign the Youth Club lease	(5 mins)
	<i>Local Government (Miscellaneous Provisions) Act 1976, s.19</i>	
8	STAFFING REVIEW	11
	To consider entering confidential session for consideration of staffing matters and approve the recommendation from the HR committee	(10 mins)
	<i>Local Government Act 1972 s.112</i>	
9	FREEDOM OF THE TOWN.....	13
	To consider entering confidential session for consideration of receiving two nominations for Freedom of the Town	(10 mins)
	<i>Public Bodies [Admission to meetings] Act, 1960)</i>	

Anticipated meeting end time 8:20

1 Apologies

Report 1021FC01

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 No apologies received

2 Declarations of Interest

Report 1021FC02

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

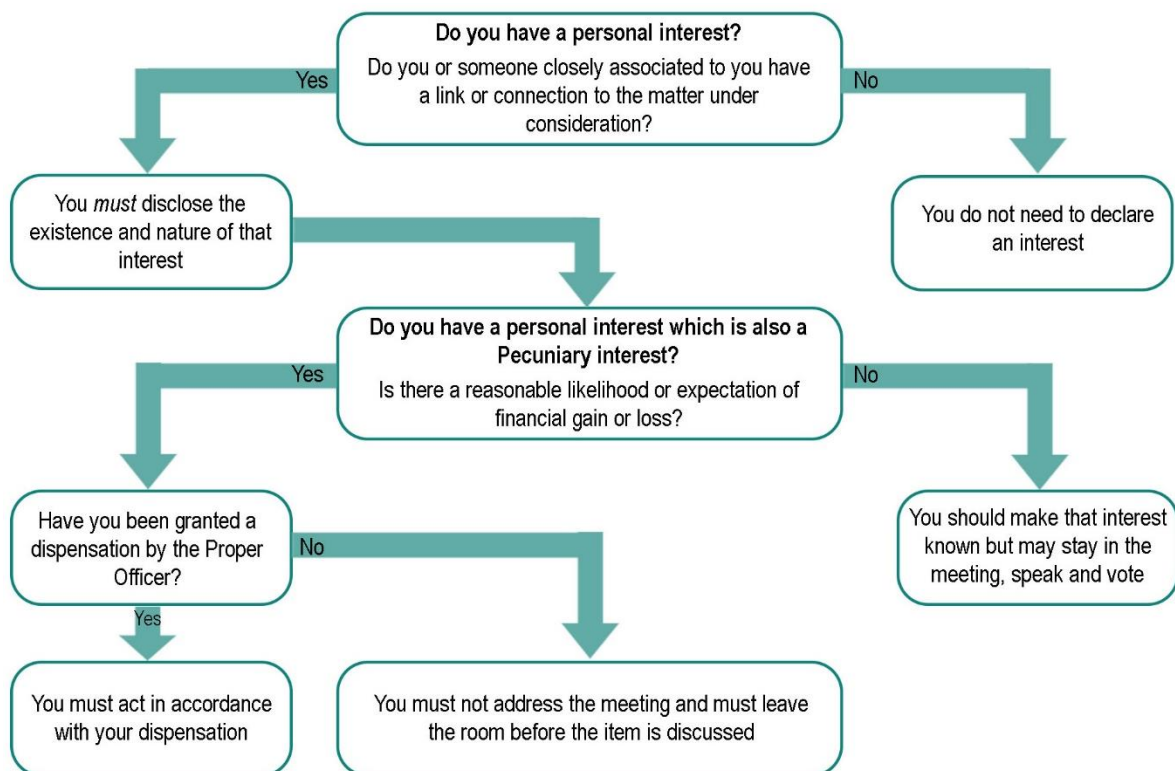
(1 min)

(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 1021FC03

To receive the minutes of the previous meeting of the Full Council.

(3 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).
- 3.1.3 Minutes to be adopted: [28th September 2021](#)

(End)

4 **Report for Information to Full Council**

Report 1021FC4

To receive reports pertaining to the Full Council

(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 28/10/2021

4.2.1 Christy's Lane Trees - [Click here to access the arboriculture report](#)

4.2.2 Recommendation to P&H to compile response to Dorset Council regarding Parking charges proposal

4.2.3 Councillor representation and roles, Financial Regulations and Standing Orders will be deferred to the Annual Meeting in May to bring back in line with the routine schedule of items. Councillors are asked to forward any recommendations for amendments, corrections, additions and deletions to the Clerk by the end of March 2022.

4.2.4 Community Governance Review – No further comments or requests have been received by Councillors, no further action

4.3 Updates and Actions from previous meetings

Coppice Street Car Park – licence to sub lease from Dorset Council delayed – a further update will be provided in the November meeting

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.

5 Committee Reports to Full Council

Report 1021FC05

To receive minutes and reports and consider recommendations from the Committees of the Council (10 min)

(Local Government Act, 1972 Sch 12)

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, 1972 s.101. (NALC, 2018)
- 5.1.2 Minutes for each committee are provided for information using the hyperlinks below and any recommendations for Full Council to consider are noted

5.2 Human Resources Committee 07/10/2021 [Draft Minutes](#)

- 5.2.1 Officer report 1021HR5 was received and it was RECOMMENDED to Full Council to present the redacted staffing review and adopt the recommendation in the Staffing Review for an additional member of staff to start in March 2022 – see report 6

5.3 Planning and Highways Committee 05/10/2021 [Draft Minutes](#)

- 5.3.1 Enmore Court Barrister Opinion - [Click here to access the Barrister report](#)

5.4 Recreation, Open Spaces and Environment Committee 12/10/2021 [Draft Minutes](#)

- 5.4.1 No recommendations from ROSE to present to Full Council for consideration

5.5 General Management Committee 21/09/2021 [Draft Minutes](#)

- 5.5.1 G20a) Officer report 0921GEM6 was received and it was **RECOMMENDED** to Full Council to adopt the wildflower policy and the action plan therein with a revision to exclude the use of Glyphosate
- 5.5.2 G23a) Officer report 0921GEM9 was received and it was **RECOMMENDED** to Full Council to:
 - a) 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.
 - b) Permit the Clerk to overspend individual budget lines provided the expenditure does not cause the cost centre to go over budget.
 - c) Amend regulations to reflect the Terms of Reference for the General Management Committee in respect of the Internal Audit reports and the year end reports are received by Full Council
 - d) Delegate to the Clerk to authorise all payments up to a value of £5,000 and a list of authorised payments to be reported to the General Management Committee quarterly.

5.6 Civic Report

5.6.1 Civic engagements accepted by the Mayor Cllr Hollingshead 30th September to 31st October 2021

Thursday 30 th September	Shaftesbury Town Silver Band	AGM – attended by Deputy Mayor Cllr Chase
Thursday 14 th October	Blackmore Vale Partnership	'Thank you' celebration for Covid Volunteers
Friday 15 th October	Royal British Legion	Legion affiliates seminar
Thursday 21 st October	Abbey Primary School	Judging teacher's 'Bake Off' Competition
Friday 22 nd October	Gillingham Branch of the Devonshire and Dorset Rifles Association	Annual Dinner
Sunday 31 st October	The High Sheriff of Dorset	Dorset Legal

5.7 Dorset Council Reports

5.7.1 [Click here to view the report from Councillor Beer](#)

5.8 Lead Councillor and Local Organisation Reports

5.8.1 No further updates to report

5.9 Recommendation

5.9.1 That the Council resolves the recommendations from Committees contained within this report, namely:

- a) Staffing review (5.2.1) – see separate agenda item report 6
- b) Credit Card for Head Groundsman with maximum limit of £250 (5.5.2a)
- c) Permit the Clerk to overspend individual budget lines provided the expenditure does not cause the cost centre to go over budget (5.5.2b)
- d) Amend regulations to reflect the Terms of Reference for the General Management Committee in respect of the Internal Audit reports and the year end reports are received by Full Council (5.5.2c).
- e) Delegate to the Clerk to authorise all payments up to a value of £5,000 and a list of authorised payments to be reported to the General Management Committee quarterly. (5.5.2d)

5.10 Reason for Recommendation

5.10.1 To determine matters which fall within the committee scheme of delegation for debate but exceed the delegation for determination.

(End)

**6 COMF (Contain Outbreak Management Fund) funding allocation
for Shaftesbury Projects**

Report 1021FC06

To acknowledge the funding allocation and approve the projects linked to the Strategic Plan
(15 mins)

Localism Act 2011, ss.1-8

6.1 Summary

- 6.1.1 In August 2021 Dorset Council asked STC Officers to submit potential projects linked to Open Space, Health and Well-being
- 6.1.2 A high level summary was submitted - [the summary report can be viewed via this link](#)
- 6.1.3 The funding of £140,000 has been approved by Dorset Council and Public Health Dorset and the funds have been allocated to the following projects:
 - a) Development of the Slopes (£50,000)
 - b) Community Health & well-being events (£20,000)
 - c) Development of the 'sports zone' to regenerate multiple sports court (£70,000)
- 6.1.4 Each project will need to be fully costed with all processes being fully compliant with the financial regulations of the council.
- 6.1.5 The council may choose to delegate these projects to the ROSE committee to manage in line with the Scheme of Delegation.
- 6.1.6 The projects outlined have been extracted from the Strategic Plan
 - a) Development of the Slopes (2021/ 2022)
 - b) Community Health & well-being events – Yoga and outdoor activities event (2021)
 - c) Development of the 'sports zone' to regenerate multiple sports court (2022/ 2023)

6.2 Scheme of Delegation

- 6.2.1 Section 8.2 excerpt from the Scheme of Delegation:

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
 - ii. Business Services which include the Guildhall, The Charter Market, Markets and Events
 - iii. Community Services which include Communications and Community Group liaison
 - iv. Any other matter which may be delegated to it by the Full Council from time to time
 - v. Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to the General Management Committee

6.3 Legal Authority and Implication

- 6.3.1 General Power of Competence allows for an eligible council to do anything subject to statutory prohibitions, restrictions and limitations which include those in place before or after the introduction of the general power of competence

6.4 Financial Implication

- 6.4.1 The projects will each be costed up and a detailed project plan produced. Upon completion the scope of works will be represented to the ROSE committee and recommendations over the Scheme of Delegation will be presented to Full Council for consideration.

6.5 Impact Assessment

- 6.5.1 Equalities – None
- 6.5.2 Environmental – All 3 projects are aligned to outdoor
- 6.5.3 Crime and Disorder – None
- 6.5.4 Resources – Officer time to develop and facilitate each project
- 6.5.5 Economic – The outdoor projects have the opportunity to bring the wider community in to the town
- 6.5.6 Risk Management – The funding is to be spent by the end of March 2022 therefore to deliver all three projects within this timescale is highly likely to impact on officer time

6.6 Recommendation

- 6.6.1 The council resolves to validate the three projects and priorities this activity to be compliant with the terms and conditions of the funding. Delegate to the Town Clerk all details in discharging this decision.

6.7 Reason for Recommendation

- 6.7.1 All three projects will benefit Shaftesbury and its residents

(End)

7 Youth Club Lease

Report 1021FC07

To appoint two members to sign the Youth Club lease

(5 mins)

Local Government (Miscellaneous Provisions) Act 1976, s.19

7.1 Summary

- 7.1.1 In July 2021 it was **RESOLVED** to approve the one-year lease for Shaftesbury Youth Club and legal costs of up to £695 acknowledging that this will overspend the budget.
- 7.1.2 The lease has now been prepared by the STC Solicitor and the Youth Club trustees are scheduled to sign the lease week commencing 25th October 2021.
- 7.1.3 [Click here to view the lease \(final version to be signed\)](#)
- 7.1.4 It is now timely to ask for two members to sign the lease

7.2 Scheme of Delegation

Matters reserved for Full Council – Scheme of Delegation section 6.13: Approval of purchase, acquisition by other means, lease, sale or disposal of land and property

7.3 Legal Authority and Implication

- 7.3.1 The council has the power to provide sports and recreational facilities in or outside the council's area or contribute towards the expenses of any voluntary organisation or local authority that provides sports facilities in or outside the council's area

7.4 Financial Implication

- 7.4.1 The cost of the one-year lease is £695. This cost was resolved in July 2021 by Full Council – there are no further costs arising from this report

7.5 Impact Assessment

- 7.5.1 Equalities – None
- 7.5.2 Environmental – None
- 7.5.3 Crime and Disorder – None
- 7.5.4 Resources – Two councillors and the Town Clerk will be required to sign the lease
- 7.5.5 Economic – None
- 7.5.6 Risk Management – None

7.6 Recommendation

- 7.6.1 It was resolved to appoint two members to sign the Youth Club lease. Delegate to the Town Clerk all details in discharging this decision. .

7.7 Reason for Recommendation

The Scheme of Delegation requires Full Council to approve leases

(End)

8 Staffing Review

Report 1021FC8

To consider entering confidential session for consideration of staffing matters and approve the recommendation from the HR committee

(10 mins)

Local Government Act 1972 s.112

8.1 Summary

- 8.1.1 A meeting of a council must be open to the public and the press. They can be excluded only by a resolution if publicity would prejudice the public interest by reason of the confidential nature of the business or for some other reason stated in the resolution and arising out of the business to be transacted. The power to exclude is not exercisable generally but only for a particular occasion. (Public Bodies [Admission to meetings] Act, 1960). These rules apply equally to committees of the council. (Local Government Act, 1972 s.100)
- 8.1.2 Officer report 1021HR5 was received and it was RECOMMENDED to Full Council to adopt the recommendation in the Staffing Review for an additional member of staff to start in March 2022.
- 8.1.3 Note; the Staffing Review is an independent and unbiased assessment and as recommended an external provider was commissioned to carry out this work in November 2020
- 8.1.4 A redacted copy of the Staffing Review will be forwarded to members in advance of the Full Council meeting
- 8.1.5 The Scheme of Delegation – section 2.9 states: *to manage the Council staff in accordance with the Council's policies, procedures and budget, including: - make appointments to posts, where not reserved for appointment by members*
Note: The establishment of new posts and any changes to posts, or terms and conditions, which would have implications for the budget, shall be subject to approval in the first instance by the Human Resources Committee which will recommend to the General Management Committee for budgetary approval
- 8.1.6 The Council has an ambitious Strategic Plan and its routine business has also grown over the past few years. The Committee is asked to consider an independent review of staffing, roles, responsibilities and salaries in reflection of this.

8.2 Scheme of Delegation

- 8.2.1 Matters reserved for Full Council – section 6.2 - Setting the precept and approval of the Council's budget

8.3 Legal Authority and Implication

- 8.3.1 Information relating to any individual, information which is likely to reveal the identity of an individual and information relating to the financial or business affairs of any particular person are exempt from public disclosure. (Local Government Act, 1972 Sch 12a)
- 8.3.2 The council has the power to appoint staff
- 8.3.3 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)

8.4 Financial Implication

- 8.4.1 Zero impact for the 2021/ 2022 financial year
- 8.4.2 2021/ 2022 increased costs to cover maternity leave
- 8.4.3 The 2021/ 2022 staffing budget was £291,894 based on total precept of £502,311 which represents 58%
- 8.4.4 With effective from 2022/ 2023 the Pool Manager is included in the main staffing expenditure + cost of additional member of staff included hence the increased costs
- 8.4.5 The total expenditure relating to staffing costs for 2022/ 2023 is £331,432 which (based on £502,311) equates to 65.9% of total precept (assuming the precept is the same as 2021/22

19/10/2021 14:42		Shaftesbury Town Council										Page 1
Annual Budget - By Combined Account Code (Actual YTD Month 7)												
Note: Budget 2022/2023 Phase 1												
		2020/21		2021/22						2022/23		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure												
4000	Salaries	216,126	214,487	0	0	222,802	0	222,802	104,663	254,381	0	0
4005	Employers NI	17,341	20,453	0	0	20,075	0	20,075	9,695	22,215	0	0
4006	Employers Superann	42,597	44,112	0	0	49,017	0	49,017	22,109	54,836	0	0
Overhead Expenditure		276,064	279,052	0	0	291,894	0	291,894	136,468	331,432	0	0
Total Budget Income		0	0	0	0	0	0	0	0	0	0	0
Expenditure		276,064	279,052	0	0	291,894	0	291,894	136,468	331,432	0	0
Movement to/(from) Gen Reserve		(276,064)	(279,052)			(291,894)		(291,894)	(136,468)	(331,432)		

8.5 Impact Assessment

- 8.5.1 Equalities – None
- 8.5.2 Environmental – None
- 8.5.3 Crime and Disorder – None
- 8.5.4 Resources – This staffing investment will provide an additional 0.54FTE (20 hours) per week of office resource
- 8.5.5 Economic – None
- 8.5.6 Risk Management – None

8.6 Recommendation

- 8.6.1 That under legislation (Public Bodies (Admission to Meetings Act, 1960 s1), the public and press should be excluded from the remaining agenda items by reason of the likely disclosure of exempt information relating to any individual. Delegate to the Town Clerk all details in discharging this decision
- 8.6.2 The council resolves to approve the recommendation from the HR committee and recruit an additional member of staff with effect from March 2022. Delegate to the Town Clerk all details in discharging this decision

8.7 Reason for Recommendation

- 8.7.1 To ensure the council is adequately resourced

(End)

9 Freedom of the Town

Report 1021FC09

To consider entering confidential session for consideration of receiving two nominations for Freedom of the Town (10 mins)

Public Bodies [Admission to meetings] Act, 1960

9.1 Summary

9.1.1 A meeting of a council must be open to the public and the press. They can be excluded only by a resolution if publicity would prejudice the public interest by reason of the confidential nature of the business or for some other reason stated in the resolution and arising out of the business to be transacted. The power to exclude is not exercisable generally but only for a particular occasion. (Public Bodies [Admission to meetings] Act, 1960). These rules apply equally to committees of the council. (Local Government Act, 1972 s.100)

9.2 Background

9.2.1 It was the practice to confer the honorary Freedom of the Borough as a mark of distinction upon a person whom the Council wishes to honour because he is a person of distinction, or one who has rendered eminent services to the Borough. It was first recognised by the Honorary Freedom of Boroughs Act 1855, now replaced by the Local Government Act 1933.

9.2.2 It does not confer any of the benefits previously possessed by Freemen: but the rare distinction of the honour of Freedom in more recent times is a reflection of the value and importance that accrued to it in ancient times socially and financially, and the credit and reputation of it is thus preserved and recognised in honorary promotion for eminent services at the present day.

9.2.3 Shaftesbury Town Council shall admit to be Honorary Freemen of the Town, persons or organisations who, in the opinion of Council, have rendered eminent service to the community. This recognition should only be made upon rare and exceptional occasions.

9.2.4 In keeping with the special nature of the award it shall be strictly limited to those who have made a very significant voluntary contribution to the community of Shaftesbury and who have demonstrated "service above self", or a significant national contribution relative to the Town of Shaftesbury.

9.2.5 Preference will be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.

9.2.6 The honour shall be awarded for the individual's lifetime and not as a hereditary award, although a widow/er of a Freeman shall continue to be invited to civic events.

9.2.7 The maximum number of Freemen at any one time is not restricted.

9.2.8 The nominee must have made an outstanding contribution to the Town and must involve one or more of the following factors:

- a) A significant allocation of the person's time in serving members of the community for the improvement of their wellbeing.
- b) The promotion, achievement and/or delivery of community services in which a real personal contribution has been made.
- c) Whilst difficult to define, the contribution must be outstanding in that it can be seen to stand above the contributions of most other persons.

- d) The nominator may present their supporting information and answer any questions at this confidential meeting before leaving the meeting prior to discussion and voting taking place.

- 9.2.9 A proposer and seconder will be required, and a vote taken as to whether further investigation is considered necessary or, if not, the vote will take place.
- 9.2.10 When the Town Council has voted and agreed the honour, the Town Clerk will notify the nominee in CONFIDENCE and seek his/her/their agreement of acceptance.
- 9.2.11 The Town Clerk will report to full council accordingly and arrangements will be put in hand for the Ceremony if the honour has been accepted.

Civic Ceremony – Confirmation of the Award of Honorary Freedom of the Town of Shaftesbury and Presentation of the Honorary Freeman Scroll (usually takes place during the Mayor Making ceremony, dependent on timing)

Register of Freemen to be completed

Certification of Admission (Freeman Roll to b

9.3 Scheme of Delegation

- 9.3.1 Not applicable

9.4 Legal Authority and Implication

- 9.4.1 Information relating to any individual, information which is likely to reveal the identity of an individual and information relating to the financial or business affairs of any particular person are exempt from public disclosure. (Local Government Act, 1972 Sch 12a)

9.5 Financial Implication

- 9.5.1 Cost to be met from Council Civic Budget

Budget line name	Actual Year to Date	Current Annual Bud	Committed Expenditure	Funds Available	% Spent
Civic Ceremonial 4300	£639	£1,000	£0	£361	63.9%

9.6 Impact Assessment

- 9.6.1 Equalities – None
- 9.6.2 Environmental – None
- 9.6.3 Crime and Disorder – None
- 9.6.4 Resources – None
- 9.6.5 Economic – None
- 9.6.6 Risk Management – None

9.7 Recommendation

- 9.7.1 That under legislation (Public Bodies (Admission to Meetings Act, 1960 s1), the public and press should be excluded from the remaining agenda items by reason of the likely disclosure of exempt information relating to any individual. Delegate to the Town Clerk all details in discharging this decision.
- 9.7.2 The council resolves to appoint the two nominations for the Freedom of the Town and to allocate appropriate funds for the ceremony and certificate

9.8 Reason for Recommendation

9.8.1 To protect the Council against the unlawful disclosure of confidential information