



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 Committee Meeting (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 Committee Meeting for the transaction of the business shown on the agenda below. To be held at 7 pm on Tuesday, 23 November 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
17 November 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 Committee Meeting. (1 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 Committee Meeting | (5 min) |
| | <i>(Local Government Act, 1972 Sch 12)</i> | |

5	COMMITTEE REPORT TO FULL COUNCIL	6
	To receive minutes and reports from the Committees of the Council (5 mins) <i>(Local Government Act, 1972 Sch 12)</i>	
6	CARLINK GRANT REQUEST	7
	To consider grant request from Carlink (10 mins) <i>Local Government and Ratings Act 1997</i>	
7	FREEDOM OF THE TOWN	9
	To consider entering confidential session for consideration of receiving nominations for Freedom of the Town (40 mins) <i>Public Bodies [Admission to meetings] Act, 1960)</i>	

Anticipated meeting end time 8:20pm

1 Apologies

Report 1121FC1

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.

2 Declarations of Interest

Report 1121FC2

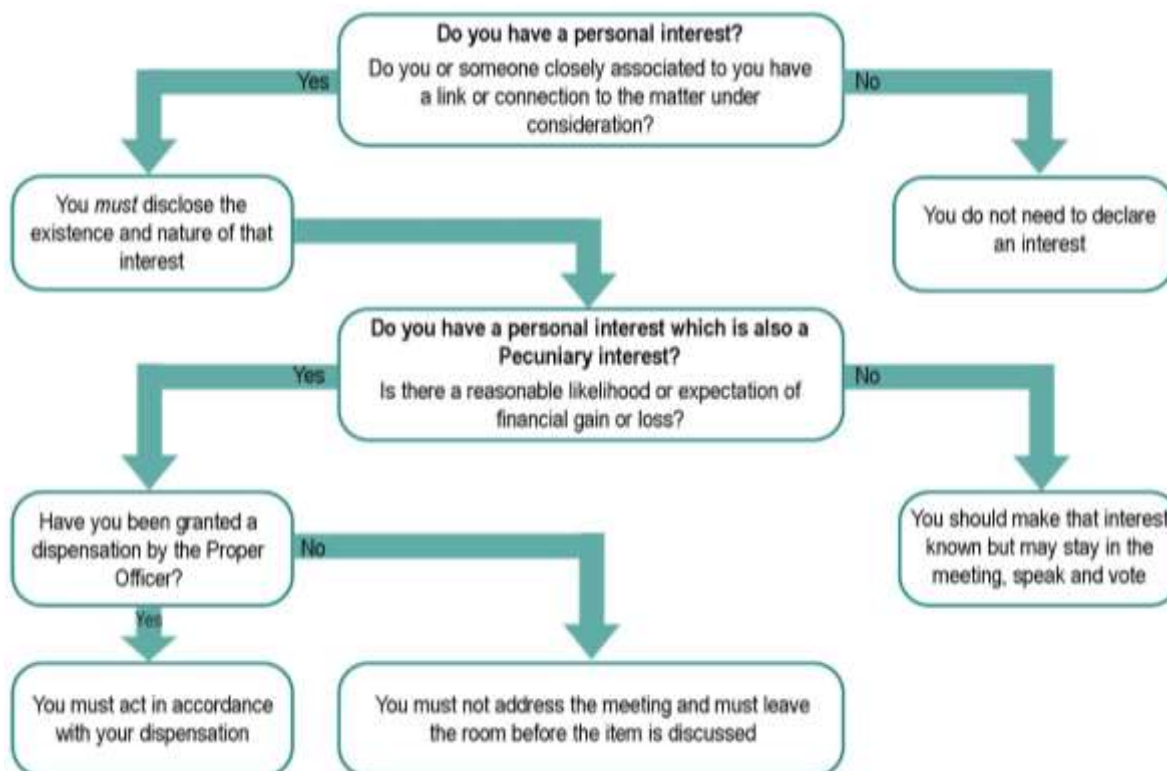
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk.

(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 1121FC3

To receive the minutes of the previous meeting of the Full Council Committee Meeting.(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).
- 3.1.3 Minutes to be adopted: [26 October 2021](#)

4 Report for Information to Full Council

Report 1121FC4

To receive reports pertaining to the Full Council Committee Meeting

(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 26/10/2021

4.2.1 Freedom of the Town – this is an agenda item for this meeting

4.2.2 Youth Club lease – all parties have signed the lease

4.3 Updates and Actions from previous meetings

4.3.1 Car Park 1 – Coppice Street - the licence to sublease from Dorset Council is in the hands of officers in the Estates and Legal department. An update has been requested and a response is awaited.

4.4 Civic Report

4.4.1 The Mayor is invited to provide a civic report at this point in the meeting.

4.5 Dorset Council Reports

4.5.1 Dorset Councillors are invited to provide a report at this point in the meeting.

4.6 Lead Councillor and Local Organisation Reports

4.6.1 No written reports from Lead Councillors or Local Organisations have been received.

4.7 Recommendation

4.7.1 That the reports are received and any points of note are identified for future meetings of the Council or its committees or for action by officers of the Council.

4.8 Reason for Recommendation

4.8.1 To provide a minute record of information provided to members of the Council.

(End)

5 Committee Report to Full Council

Report 1121FC5

To receive minutes and reports from the Committees of the Council

(5 mins)

(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 There have been no recommendations from Committee to Full Council during November. Minutes for each committee are provided for information using the hyperlinks below.

5.1.3 [Mampitts Advisory Committee 01/11/2021](#)

5.1.4 [Planning and Highways Committee 02/11/2021](#)

5.1.5 [Recreation, Open Spaces and Environment Committee 09/11/2021](#)

5.1.6 [General Management Committee 16/11/2021](#)

5.2 Recommendation

5.2.1 That the Council receives and notes the committee minutes for November's meetings of the Mampitts Advisory Committee, Planning and Highways Committee, Recreation, Open Spaces and Environment Committee and General Management Committee.

5.3 Reason for Recommendation

5.3.1 To provide Full Council with an overview of the work undertaken by its committees.

(End)

6 Carlink Grant Request

Report 1121FC6

To consider grant request from Carlink

(10 mins)

Local Government and Ratings Act 1997

6.1 Summary

6.1.1 The Council has received a grant application from Car Link which has been provided to members as an additional attachment with this agenda. In support of their request they write:

Since taking over the Shaftesbury Car Link scheme we now have over 700 subscribers and in the last 3 years number of trips has increased from 35 per month to over 350 (an increase of 1000%). We have a team of 17 drivers, all of whom give their time freely and are naturally caring, compassionate people – they are an absolute asset to the town.

We purchased a wheelchair vehicle out of our own funds (£8,500) and have now had to also give up our paid employment as the scheme is so busy. To enable us to do this we have had to withdraw our own savings to keep paying the normal monthly household bills as neither of us are of pensionable age and have no other income.

During the covid pandemic we were the only scheme in Dorset to continue to operate. Fortunately we had received funding from Shaftesbury Carnival of £1,000. This funding was supposed to be allocated to purchasing fluorescent waistcoats and first aid kits for our drivers. However, this money had to be diverted to purchase PPE for our drivers and also to subsidise the costs of transport for residents to be taken for their covid vaccinations (over 300).

Our funds are now very low and, unfortunately, the front swivel seat in the wheelchair vehicle has decided to give up the ghost. This remote control seat provides easy access for the very elderly who are not quite wheelchair bound but have very poor mobility and it has proved to be extremely popular. To have a new seat put in we have been advised it would cost in the region of £5,000. However, we have been looking at secondhand ones and we could purchase one in the region of £875 (but excludes fitting). We are, therefore looking for funding to replace the now defunct seat but also to help backfill the bank account which has become severely depleted due to the costs of PPE. We are hoping for in the region of £1,000 but would be very grateful to receive anything that would help this now incredibly relied upon service.

6.1.2 The grant application provides additional detail relating to who will benefit from the funding and how it meets a recognised need.

6.2 Legal Authority and Implication

6.2.1 The Council has the power to assist others in providing a car sharing scheme that benefits the council's area. (Local Government and Ratings Act, 1997 s.26)

6.3 Financial Implication

6.3.1 £1,000

Budget line name	Actual Year to Date	Current Annual Bud	Committed Expenditure	Funds Available	% Spent
Community Grants	17,199 ¹	20,000	1,000	1,801	91%

¹ This does not include grant-in-kind values

6.4 Impact Assessment

- 6.4.1 Equalities – when making decisions of a strategic nature about how to exercise its functions, the Council must have due regard to the desirability of exercising them in a way that is designed to reduce the inequalities of outcome which result from socio-economic disadvantage
- 6.4.2 Environmental – Consider any environmental benefit or impact
- 6.4.3 Crime and Disorder – None
- 6.4.4 Resources – None
- 6.4.5 Economic – Consider whether there is any economic benefit to the town
- 6.4.6 Risk Management – None

6.5 Recommendation

- 6.5.1 That the Council determines the value of grant to provide to Carlink. Delegate to the Town Clerk all details in discharging this decision.

6.6 Reason for Recommendation

- 6.6.1 To meet the Council's objective to support community initiatives through its community grants scheme.

(End)

7 Freedom of the Town

Report 1121FC7

To consider entering confidential session for consideration of receiving nominations for Freedom of the Town (40 mins)

Public Bodies [Admission to meetings] Act, 1960

7.1 Summary

7.1.1 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)

7.2 Background

7.2.1 At a meeting of the Full Council in October 2021 it was RECOMMENDED to the next meeting of Full Council to bring nomination support for four Shaftesbury people.

7.2.2 The full report may be viewed [here](#).

7.2.3 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.

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

7.2.5 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.**

7.2.6 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.

7.2.7 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.

7.3 Legal Authority and Implication

7.3.1 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)

7.4 Financial Implication

- 7.4.1 Cost to be met from Council Civic Budget. Budget information below shows information for the current financial year. It may be that the ceremony takes place within the new financial year where specific funds could be allocated to it within the 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%

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 – Staff time organising the event.
- 7.5.5 Economic – None
- 7.5.6 Risk Management – None

7.6 Recommendation

- 7.6.1 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.
- 7.6.2 To vote and agree the honour of Freedom of the Town and delegate to the Town Clerk to notify the nominee in CONFIDENCE and seek his/her/their agreement of acceptance. To receive a report from the Town Clerk to full council accordingly and arrangements to be put in hand for the Ceremony if the honour has been accepted. Delegate to the Town Clerk all details in discharging this decision.