



# Shaftesbury Town Council

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

You are summoned to a meeting of the General Management for the transaction of the business shown on the agenda below. To be held at 7 pm on Tuesday, 15 March 2022 in the **Council Chamber, Shaftesbury Town Hall**.

Members are reminded of their duty under the [Code of Conduct](#), [Scheme of Delegation](#) and [Standing Orders](#) are available to view here.

Mrs Brie Logan, Interim Town Clerk,  
09 March 2022

## 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** .....2  
To receive and consider for acceptance, apologies for absence  
*(Local Government Act, 1972 s.85)*
- 2 **DECLARATIONS OF INTEREST** .....2  
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk.  
*(Shaftesbury Town Council Code of Conduct, 2019)*
- 3 **MINUTES** .....2  
To receive the minutes of the previous meeting of the General Management.  
*(Local Government Act, 1972 Sch 12) (Shaftesbury Town Council Scheme of Delegation, 2021)*
- 4 **OFFICER REPORT TO THE COMMITTEE** .....3  
To receive reports pertaining to the General Management and resolve recommendations from other committees  
*(Local Government Act, 1972 Sch 12)*
- 5 **ACCOUNTING REPORTS** .....5  
To receive and note a summary of the balance sheet, income and expenditure and monthly payments  
*(Local Government Act, 1972 s.151)*
- 6 **TOWN HALL REFURBISHMENT** .....6  
To consider resolving the next steps for the Town Hall Refurbishment project  
*(Local Government Act, 1972 s.111)*
- 7 **INTERNAL CONTROL FRAMEWORK** .....7  
To receive and note a report on internal controls and policies and agree the next steps  
*(Local Government Act, 1972 s.151)*
- 8 **PLANNING APPLICATIONS** .....9  
To consider responses to planning applications to include but not be limited to; 14A Barton Hill  
*(Town and Country Planning Act, 1990 sch.1 para.8)*
- 9 **FOOTPATH DIVERSION ORDERS** .....11  
To consider a response to Dorset Council for the amendments of the application for Diversion Order, Footpath 8, The Rickyard and Footpath 7, Mampitts Lane  
*(Local Government Act, 1972 s.111)*

## **1 Apologies**

Report 0322GEM1

To receive and consider for acceptance, apologies for absence

*(Local Government Act, 1972 s.85)*

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### **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 None received

## **2 Declarations of Interest**

Report 0322GEM2

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

*(Shaftesbury Town Council Code of Conduct, 2019)*

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### **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 0322GEM3

To receive the minutes of the previous meeting of the General Management.

*(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 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).

Minutes to be adopted:

- 3.1.3 [15<sup>th</sup> February 2022](#)

## **4 Officer Report to the Committee**

Report 0322GEM4

To receive reports pertaining to the General Management and resolve recommendations from other committees

*(Local Government Act, 1972 Sch 12)*

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### **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 15/02/2022**

- 4.2.1 **Mampitts Consultation** - Whilst discussing the Mampitts Consultation Phase 1 it was AGREED that the Interim Town Clerk would request that Dorset Council adhere to the Community Infrastructure Levy (CIL) and Planning Obligations Protocol as adopted in May 2021. [Link to Mampitts summary of meeting with DC](#)
- Further meeting with Mampitts CLT and representatives from STC, facilitated by Dorset Council, in the process of being organised.
- 4.2.2 **Legal and Professional fees** - It was resolved to collate a report detailing the expenditure incurred in the Legal and Professional budget line. A breakdown of this to be provided at the next Full Council meeting. – *Completed, received by Full Council on 22<sup>nd</sup> February 2022* [Financial breakdown of Legal and Professional Fees](#)
- 4.2.3 It was agreed to prepare the following reports on a monthly basis. - Balance Sheet/ Income and Expenditure/ Payments – *See item 5*
- 4.2.4 **Financial Risk Assessment**- it was resolved to recommend to Full Council the Risk Assessment for adoption with the following amendments: • Unexpected by-elections, Impact risk - change from 3 to 2 • Conflict of Interest, Frequency risk - change from 2 to 3- *This item was deferred at Full Council on the 22<sup>nd</sup> February 2022 to next Full Council Scheduled for 22<sup>nd</sup> March 2022*
- 4.2.5 **Rifles Monument** - It was RESOLVED to transfer funds held in reserve line 4941 Memorial Stone Maintenance to The Friends of The Dorsetshire Regiment the Devon & Dorset Regiment and The Rifles Regiment Charity and to nominate a member to sign the agreement on behalf of Shaftesbury Town Council. – *The agreement has been signed and are awaiting a representative from the charity to sign the agreement. Upon signing the agreement will be sent to the solicitor.*
- 4.3 **Recommendations from other committees -**
- 4.3.1 **St James Park and S106** Officer report 0322ROSE8 was received and it was RESOLVED To recommend to the General Management Committee that an application is made to Dorset Council to draw down £41,453 of S106 funds collected for Open Space improvements. To organise a workshop with all Councillors to discuss this project and initial ideas as provided by the landscape architect. Delegate to the Interim Town Clerk all details in discharging this decision.

### **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. To resolve any recommendations from other committees, namely; St James Park and S106

**4.5 Reason for Recommendation**

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

(End)

## **5 Accounting Reports**

Report 0322GEM5

To receive and note a summary of the balance sheet, income and expenditure and monthly payments

*(Local Government Act, 1972 s.151)*

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### **5.1 Summary**

5.1.1 The Committee should have a clear understanding of the Council's financial position throughout the year. Every local council must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions.

5.1.2 The following summaries are for the committee to receive and note:

5.1.3 [Balance Sheet](#)

5.1.4 [Income and Expenditure](#)

5.1.5 [Payments](#)

5.1.6 If councillors would like to see any additional information, please let the office team know and this will be arranged.

### **5.2 Legal Implications**

5.2.1 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)

### **5.3 Recommendation**

5.3.1 That the Council receives and notes the income and expenditure records, general reserves balance and payments list for this month and raises any queries it may have.

### **5.4 Reason for Recommendation**

5.4.1 Members should be kept up to date with the council's accounts to ensure that there are sufficient funds to meet commitments.

(End)

## **6 Town Hall Refurbishment**

Report 0322GEM6

To consider resolving the next steps for the Town Hall Refurbishment project

*(Local Government Act, 1972 s.111)*

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### **6.1 Summary**

- 6.1.1 The Town Hall Refurbishment project is a priority for 2022/ 2023. Work has been undertaken over the last couple of years to scope out the works required.
- 6.1.2 Proposed works were compiled by Councillor Proctor in August 2021, the report that was prepared [can be viewed here](#).
- 6.1.3 **Option 1 -**  
In June 2020 the following estimate from a Property Surveyor (M&E Surveyor) in the Assets and Property department at Dorset Council was received:
- 6.1.4 The initial report from Dorset Council's Asset and Property department for works required can be [viewed here](#).
- 6.1.5 Fee estimate to provide Shaftesbury Town Council with a condition report, identifying defects and remedial works required to the roof and high level areas:  
Estimate to undertake the survey and production of condition report = £1,220  
(20hrs x £61)  
Estimate for additional specialist historic buildings technical advice = £610  
(10hrs x £61)  
Total = £1,830.00  
Scaffolding req – (£15,000-£20,000)
- 6.1.6 **Option 2 -**  
Contact the RIBA (Royal Institute of British Architects) to provide recommendations on an architect suited to undertake works on a listed building. Surveys would take place to detail the schedule of works required to manage the entire tender process. The Architect appointed for this would oversee the project in its entirety, therefore mitigating workload on officers and ensuring specialist services are acquired for this project.

### **6.2 Legal Implication**

- 6.2.1 Power to do anything that will facilitate be conducive to or incidental to the discharge of its powers and functions (Local Government Act 1972, s.111)
- 6.2.2 Power to provide buildings for public meetings and assemblies or contribute towards the expenses of providing such buildings (Local Government Act 1972, s.133)

### **6.3 Risk**

- 6.3.1 Due to the nature of this project funds held may not be sufficient for completion of works. Once more is known about the scope of works as part of the tender process, detailed costings of all proposals will be presented to Full Council for consideration.

### **6.4 Recommendation**

- 6.4.1 To resolve that option 2 is progressed so that the next steps on this project can be developed, and Architect options can be presented to Full Council for consideration.

### **6.5 Reason for Recommendation**

- 6.5.1 To progress the Town Hall refurbishment project as a priority for 2022/2023

## **7 Internal Control framework**

Report 0322GEM8

To receive and note a report on internal controls and policies and agree the next steps

*(Local Government Act, 1972 s.151)*

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### **7.1 Summary**

- 7.1.1 Officers have recently undertaken a review of all internal controls and documents to ensure that the ways of working and policies are cohesive, effective, and legal.  
[A briefing document on this can be viewed here.](#)
- 7.1.2 **Policies/Standing Orders/Financial Regulations/Scheme of delegation** - Currently there is an overlap with some policies and the employment handbook, with some contradictions occurring between policies. Officers are undertaking a review of all policies to ensure that they are all up to date, all accurate and do not have any duplications or contradictions. Officers are working on amended policy and regulations which will be presented to the General Management committee in April for review and any recommendations will be presented to Full Council for consideration in May.
- 7.1.3 **Employees Handbook** – The current Handbook as adopted has not been prepared with Local Council protocol in mind. Officers are researching the employment rules in line with the National Agreement ‘Green Book’ to present to the General Management committee in April for consideration. Any recommendations will need to be presented to Full Council for consideration in May.
- 7.1.4 **GDPR compliance** – An external Data Protection company was commissioned in 2021 to review STC processes ensuring systems are fully compliant with rules and regulations relating to GDPR. The initial visit to review process is scheduled for March 28<sup>th</sup>, a further update will be provided to the General Management Committee.
- 7.1.5 **Archiving** – It has been at least 11 years since the last comprehensive archiving exercise has been undertaken. A huge back log of files that needed sorting, archiving, destroying or sending to the Dorset History Museum were stored in the loft and office cupboards. The loft has been emptied and all files have been sorted. Leases and accompanying documents will be reviewed as part of the annual audit that is due in May.
- 7.1.6 **Asset Register** – Redundant IT equipment has been sorted and arrangements have been made for it to be removed and destroyed by a licensed company. All digital data will be securely destroyed and all hardware will be distributed to benefit the local community or recycle the parts as appropriate. The asset register has been updated accordingly; the items removed can be [viewed here](#). The Asset Register will be available to view as part of the annual governance processes.
- 7.1.7 **Health and Safety** – The Office team is with the Health and Safety provider to progress actions as identified in the action plan. These actions will be complete by the middle of April, ensuring compliance in all areas.
- 7.1.8 **Internal Controls** - In the July 2020 meeting of the General Management Committee resolved – ‘To nominate an Internal Controls Working Group of the General Management Committee to go through a checklist of Controls to report to General Management once a year.’ To date no progress has been made on this.
- 7.1.9 An Internal Control checklist has now been prepared and can be [viewed here](#).  
An Internal Audit Process has now been prepared and can be [viewed here](#).

### **7.2 Legal Authority and Implication**

- 7.2.1 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)

**7.3 Recommendation**

- 7.3.1 To receive and note this report and for the chair and vice chair of the General Management committee to engage with officers on these internal process in advance of presenting proposals to Full Council in May.

**7.4 Reason for Recommendation**

- 7.4.1 To update the committee on current officer projects and shape the approach for 2022/2023.



## **8 Planning Applications**

To consider responses to planning applications to include but not be limited to; 14A Barton Hill

*(Town and Country Planning Act, 190 sch.1 para.8)*

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### **8.1 Summary**

- 8.1.1 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.
- 8.1.2 The planning extension requested for this application was refused therefore the General management Committee is considering this due to time constraints.

### **8.2 Planning Applications**

#### **8.2.1 [P/HOU/2021/03724](#)**

Proposal: Erect single storey rear extension and demolition of existing garage  
Location: 14A Barton Hill  
Shaftesbury  
SP7 8DQ

### **8.3 Scheme of Delegation**

- 8.3.1 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.

### **8.4 Legal Implication**

- 8.4.1 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)

### **8.5 Recommendation**

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

### **8.6 Reason for Recommendation**

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

### **8.7 Additional Information**

- 8.7.1 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 Objection' or 'Support' is insufficient as there is a requirement to give the reasons for that decision.

Biodiversity  
Economic Benefits  
Flooding Issues  
Heritage

Design  
Effect on the Appearance of Area  
Height  
Impact on Access

Impact on Light  
Local or Government Policy  
Other  
Parking  
Road Safety  
Trees

Landscape  
Noise/Disturbance  
Overlooking/Loss of Privacy  
Residential Amenity  
Traffic or Highways  
Financial Implication

8.7.2 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.

## **9 Footpath Diversion Orders**

To consider a response to Dorset Council for the amendments of the application for Diversion Order, Footpath 8, The Rickyard and Footpath 7, Mampitts Lane

*(Local Government Act, 1972 s.111)*

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### **9.1 Summary**

9.1.1 As previously notified in the weekly digest, Dorset Council have sent out notification of two Public Path Diversion orders and have asked for any comments to be submitted – the deadline has been extended to enable this to be considered by committee.

9.1.2 [The Rickyard Consultation Letter](#)

9.1.3 [The Rickyard Consultation Plan](#)

9.1.4 [Mampitts Lane Consultation Letter](#)

9.1.5 [Mampitts Lane Consultation Plan](#)

### **9.2 Scheme of Delegation**

9.2.1 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.

### **9.3 Recommendation**

9.3.1 To provide comments on the footpath proposals and reserve the right to provide observations without prejudice on any consultation subsequently carried out by Dorset Council following submission.

### **9.4 Reason for Recommendation**

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