



# Shaftesbury Town Council

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 7 pm on Tuesday, 22 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,  
16 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 Full Council.  
*(Local Government Act, 1972 Sch 12) (Shaftesbury Town Council Scheme of Delegation, 2021)*
- 4 CONFIDENTIAL - FREEDOM OF THE TOWN ..... 3**  
To consider entering into confidential session to consider nominations for Freedom of the Town  
*(Local Government Act, 1972 Sch 12)*
- 5 REPORT FOR INFORMATION TO FULL COUNCIL ..... 4**  
To receive reports pertaining to the Full Council  
*(Local Government Act, 1972 Sch 12)*
- 6 OFFICER PROGRESS REPORT ON FULL COUNCIL BUSINESS ..... 5**  
To receive a progress report pertaining to Full Council and resolve matters as required  
*(Local Government Act, 1972 Sch 12)*
- 7 COMMITTEE REPORT TO FULL COUNCIL ..... 7**  
To receive minutes, reports and consider recommendations from the Committees of the Council.  
*(Local Government Act, 1972 Sch 12)*
- 8 FINANCIAL RISK ASSESSMENT ..... 9**  
To consider the Council's Financial Risk Assessment to recommend for adoption.  
*(Shaftesbury Town Council Financial Regulations, 2020)*
- 9 ST JAMES PARK – STAGE 2 ..... 14**  
To consider the costs for the detailed design and tender specification stage of the project  
*Public Health Act 1875, s.164 - England*

## **1 Apologies**

Report 0322FC1

To receive and consider for acceptance, apologies for absence

*(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's Chase and Lewer and due to personal commitments.

## **2 Declarations of Interest**

Report 0322FC2

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)*

---

### **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 0322FC3

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

*(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: [22<sup>nd</sup> February 2022](#)

(End)

## 4 **Confidential - Freedom of the Town**

Report 0322FC4

To consider entering into confidential session to consider nominations for Freedom of the Town

*(Local Government Act, 1972 Sch 12)*

---

### 4.1 **Summary**

4.1.1 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)

### 4.2 **Background**

4.2.1 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. The full report may be [viewed here](#). (report number 9 FC October 2021)

4.2.2 The November 2021 Full Council meeting was cancelled and the due to time constraints this item was not discussed at the January meeting.

4.2.3 To due time constraints at the February 2022 Full Council meeting, it was RESOLVED to defer this item to this meeting and to be the first item of business on the agenda.

4.2.4 Nominations will be sent out via a separate **confidential report**.

### 4.3 **Recommendation**

4.3.1 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.

4.3.2 To vote and agree the honour of Freedom of the Town and delegate to the Interim Town Clerk to notify the nominee in CONFIDENCE and seek his/her/their agreement of acceptance. To receive a report from the Interim 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 Interim Town Clerk all details in discharging this decision.

(End)

## **5 Report for Information to Full Council**

Report 0322FC5

To receive reports pertaining to the Full Council

*(Local Government Act, 1972 Sch 12)*

---

### **5.1 Summary**

5.1.1 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).

### **5.2 Civic Report**

5.2.1 Councillors are invited to provide a report at this point.

### **5.3 Dorset Council Reports**

5.3.1 Dorset Councillors are invited to provide a report at this point.

5.3.2 Update from Dorset Councillor Beer received – [view here](#)

### **5.4 Local Organisation Reports**

5.4.1 Local Organisation representatives invited to provide a report at this point.

### **5.5 Recommendation**

5.5.1 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.

### **5.6 Reason for Recommendation**

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

## 6 Officer Progress Report on Full Council Business

Report 0322FC6

To receive a progress report pertaining to Full Council and resolve matters as required

*(Local Government Act, 1972 Sch 12)*

---

### 6.1 Summary

6.1.1 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) that need to be resolved.

### 6.2 Updates and Actions from 22<sup>nd</sup> February 2022

6.2.1 **Swimming Pool** - To approve the recommendation of Oasis/Swim England - (1) a new pool cover be purchased (2) remedial work is carried out to the pool (wet pour surround) and (3) a marketing plan for the pool for the 2022 season is developed. To appoint an Advisory Committee made up of members of the Friends of Shaftesbury Swimming supported by a Swim England Advisor and appoint a Lead Councillor at the next Recreation, Open Spaces and Environment Committee meeting. *As resolved at the March ROSE meeting Cllr Proctor is the Lead Councillor for the Shaftesbury Swimming Advisory Committee.*

#### **Pool cover**

1. [Quote 1 Company A](#)
2. Quote 2 – to follow
3. Quote 3 – to follow

#### **Wetpour repairs**

1. Quote 1, 2 and 3 – to follow

6.2.2 **The Queen's Jubilee Celebrations** - To approve the recommendation for The Queen's Jubilee Celebrations – To agree to use as many of the plans previously organised for VE Day and work in consultation with officers and community groups. Delegate to the Interim Town Clerk all details in discharging this decision. - *The Choir and Town Hall Band have confirmed their availability and communications have been submitted to local community organisations requesting they share their Jubilee plans. Responses awaited. Application to Historic England to hold this event on Castle Hill has been submitted due to the location being an scheduled ancient monument site.*

6.2.3 **Digital Marketing** - It was RESOLVED that the Digital Marketing Service Level Agreement is extended by one year using the current contractor (Rocketbox) and that applications are invited via a tender process (to commence in November 2022) for the 2023 season for the duration of a 3-year contract. Delegate to the Interim Town Clerk all details in discharging this decision. (Financial provision - £10,000 - 4352 Service Level Agreements) – *Service Level Agreement preparation underway – full update will be provided upon completion*

6.2.4 **PKF Invoice** - It was RESOLVED to pay the invoice from PKF from General Reserves. Delegate to the Interim Town Clerk all details in discharging this decision. (Financial provision – General Reserves £6,125) - *Completed*

6.2.5 **PKF Elector Queries** – the electors queries for 2017/18 were requested, these can be viewed here; [Elector Queries Part 1](#) and [Elector Queries Part 2](#).

**6.3 Other Matters to resolve**

**Annual Town Meeting** – Originally scheduled for the 29<sup>th</sup> of March 2022 – new date proposed is May 31<sup>st</sup> 2022 once year end is complete.

**6.4 Recommendation**

6.4.1 That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees and to **resolve** on matters namely, Oasis Swimming Pool and Annual Town Meeting date revision.

**6.5 Reason for Recommendation**

6.5.1 To keep members updated on committee actions and information.

(End)

## **7 Committee Report to Full Council**

Report 0322FC7

To receive minutes, reports and consider recommendations from the Committees of the Council.

*(Local Government Act, 1972 Sch 12)*

---

### **7.1 Summary**

- 7.1.1 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)
- 7.1.2 Minutes for each committee are provided for information using the hyperlinks below and any recommendations for Full Council to consider are noted.

### **7.2 Human Resources Committee – 17<sup>th</sup> March 2022**

#### **HR Committee matters to note:**

- 7.2.1 Town Clerk Recruitment – verbal update to be provided at the Full Council meeting
- 7.2.2 Salary Increase will be awarded to staff including back pay to 1/4/21 [link to National Salary Award 2021 22](#) where the detail can be reviewed.

### **7.3 Planning and Highways Committee – minutes [1<sup>st</sup> March 2022](#)**

- 7.3.1 (No recommendations to Full Council)

### **7.4 Recreation, Open Spaces and Environment Committee – minutes [8<sup>th</sup> March 2022](#)**

- 7.4.1 (No recommendations to Full Council)

### **7.5 General Management Committee – minutes [15<sup>th</sup> March 2022](#)**

- 7.5.1 (No recommendations to Full Council)

### **7.6 GEM Committee matters to note:**

- 7.6.1 (1) St James Park and S106 - It was RESOLVED (GEM) 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 concept ideas as provided by the landscape architect. Delegate to the Interim Town Clerk all details in discharging this decision. – *S106 application form will be submitted upon completion and workshop scheduled for 24/4/2022 at 4pm*
- 7.6.2 (2) Town Hall Refurbishment - It was RESOLVED to contact the RIBA (Royal Institute of British Architects) to provide recommendations on architects suited to manage the listed buildings works. Quotes will be sought and scope of works from survey works will be presented to Full Council for consideration and approval. Delegate to the Interim Town Clerk all details in discharging this decision.

### **7.7 Recommendation**

- 7.7.1 That the Council receives and notes the committee minutes and decisions as outlined in this report

### **7.8 Reason for Recommendation**

- 7.8.1 To provide Full Council with an overview of the work undertaken by its committees and receive and agree any recommendations from committees.

(End)



## 8 Financial Risk Assessment

Report 0322FC8

To consider the Council's Financial Risk Assessment to recommend for adoption.

*(Shaftesbury Town Council Financial Regulations, 2020)*

### 8.1 Summary

- 8.1.1 Due to time constraints in February 2022, this item of council business is a carry forward item.
- 8.1.2 The external audit requires that a financial risk assessment is considered by the Council (and not delegated to a committee) before the end of March 2022.
- 8.1.3 An initial Financial Risk Assessment has been carried out by the Interim Town Clerk and the Council is requested to review and amend that Financial Risk Assessment appended to this report.
- 8.1.4 The General Management Committee reviewed this risk assessment and recommends that Full Council adopts the risk assessment with two amendments. These amendments (*Unexpected by-elections, Impact risk - change from 3 to 2, Conflict of Interest, Frequency risk - change from 2 to 3*) have now been incorporated in the following report for Full Council to review and consider for adoption.
- 8.1.5 The Council should be able to demonstrate that it has considered the content of the Risk Assessment and make recommendations for amendments if required.

The level of risk is calculated by the impact of risk multiplied by the frequency/likelihood of risk, Low = 1, Medium = 2 and High = 3.

Highly likely (3)	Medium (3)	High (6)	High (9)
Possible (2)	Low (2)	Medium (4)	High (6)
Unlikely (1)	Low (1)	Low (2)	Medium (3)
	Negligible (1)	Moderate (2)	Severe (3)

Impact

### 8.2 Legal Implication

- 8.2.1 The Financial Risk assessment must be reviewed and adopted by Full Council annually during the financial year and before 31st March.

### 8.3 Risk

- 8.3.1 The risks are identified within the appended report.

### 8.4 Recommendation

- 8.4.1 That the Council reviews and agrees the 2021/2022 Financial Risk Assessment.

### 8.5 Reason for Recommendation

- 8.5.1 To satisfy the external auditor's requirements that the Council has a sound system of risk management and internal controls.

## 8.6 Financial Risk Assessment and Management Report

### Income

Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency/Likelihood of Risk 1-3 (L-H)	Level of Risk 1-9 (Impact x frequency)	Management of Risk	Action required	Review
Precept	Not submitted	3	1	3	Full TC Minute – RFO follow up with District Council (DC)	Diary	12 months
	Not paid by DC	3	1	3	Check & Report to Council	Diary	12 months
	Adequacy of precept	2	1	2	Quarterly review by RFO and Councillors - budget to actual. Major variances identified and reported Internal Audit (IA) Review	Diary	12 months
Charges – Leisure Pool	Cash emptying	1	2	2	Segregate duties. Check to bank rec.	Reconcile to takings	6 months
	Cash transport	1	1	1	Segregate duties. Check to bank rec.	Reconcile to takings	6 months
	Cash banking	1	1	1	Segregate duties. Check to bank rec.	Reconcile to takings	6 months
Charges – Cemetery	Grave allocation	1	1	1	Burial Register update with each change	Ensure	12 months
	Invoices to undertakers	1	1	1	Monthly check of burial register	Number issued	12 months
	Memorial fees	1	1	1	Monthly check of burial register	Number issued	12 months
Charges – Allotments	Rental invoices	1	1	1	Register to Invoice	Reconcile to register.	24 months
	Cash handling	1	1	1	Cash through receipt book and accounting software	Reconcile to bank.	12 months
	Cash banking	1	1	1	Segregate duties. Check to bank	Reconcile to bank	24 months
Charges – Other	Rental invoices	2	1	2	Bookings linked directly to account software	Reconcile to bookings	24 months
Hall Hire & Markets/ Rents	Cash handling	1	1	1	Cash through receipt book and accounting software	Reconcile to bank	12 months
	Cash banking	1	1	1	Segregate duties. Check to bank rec	Reconcile to bank	24 months
Grants – District	Claims procedure	3	1	3	Clerk/RFO check quarterly	RFO verify	12 months
	Receipt of grant when due	2	1	2	Check & Report to General Management Committee	Diary	12 months

Full Council meeting, 22 March 2022

Grants – Other	Claims procedure	1	1	1	Clerk/RFO check quarterly	RFO verify	12 months
	Receipt of grant when due	2	1	2	Check & Report to General Management Committee	Diary	12 months
Expenditure				0			
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (Impact x frequency)	Management of Risk	Action required	Review
Salaries	Wrong salary paid	2	1	2	Check to minute & Councillors verify	RFO verify	12 months
	Wrong hours paid	1	1	1	Check to timesheet/contract	RFO verify	12 months
	Wrong rate of pay	2	1	2	Check to contract	RFO verify	12 months
	False employee	3	1	3	Check to PAYE Records & lists	RFO verify	12 months
	Wrong deductions – NI	1	1	1	Payroll software updates	RFO verify	12 months
	Wrong deductions	1	1	1	Payroll software updates	RFO verify	12 months
	Wrong deductions – Income tax	1	1	1	Payroll software updates	RFO verify	12 months
Direct Costs and overhead expenses	Goods not supplied to STC	1	1	1	Order system	Approval check	12 months
	Invoice incorrectly calculated	1	1	1	Check arithmetic	Approval check	12 months
	Cheque payable is excessive	2	1	2	Chairman signs off list	RFO and Member verify	6 months
	Cheque payable to wrong payee	2	1	2	Chairman signs off list	RFO and Member verify	6 months
	Stock loss	1	1	1	Point of sale info and control	Reconcile to Stock	6 months
Cllrs Allowances	Cllr overpaid	1	1	1	Claim form & minute reference	RFO verify	6 months
	Income tax deduction	1	1	1	Check to PAYE Records & lists	RFO verify	6 months
Grants & support	Power to pay	1	1	1	Minute power and GPC	Member verification	12 months
	Agreement of Council to pay	1	1	1	All grants based on approved form and supporting information, minuted and checked by IA	Member verification	12 months

Full Council meeting, 22 March 2022

	Conditions agreed	1	1	1	Use reasonable conditions	RFO check	12 months
Election Costs	Invoice at agreed rate	1	1	1	RFO check and consider budget	RFO verify	Whenever
	Unexpected by-elections	2	2	4	Adequate budgetary provision. Manage councillor training and expectations	Town Clerk	24 months
VAT irrecoverable	VAT analysis	2	1	2	All items in cash book lists	RFO verify	12 months
	Charged on sales	1	2	2	Consider annually	RFO verify	12 months
	Charged on purchases	1	1	1	Consider all items per cash book lists	RFO verify	12 months
	Exemption properly applied	3	1	3	Consider annually – complex issue and on larger projects external advice sought	RFO verify	12 months
	Claimed within time limits	2	1	2	Agree returns submitted quarterly	RFO verify	12 months
Reserves - General	Adequacy	1	1	1	Consider at Budget setting	RFO opinion	12 months
Reserves – Earmarked	Adequacy	1	1	1	Consider at Budget setting and Final accounts	RFO opinion	12 months
	Earmarked or Contingent liability	1	1	1	Review minutes with Chair, General Management Committee	RFO/member view	12 months
Assets	Loss, Damage etc	2	1	2	Annual inspection by Council and IA, update insurance and asset registers.		24 months
	Risk or damage to third party property or individuals	2	1	2	Annual inspection, update insurance/review asset register and report to members	Diary	12 months
Staff	Loss of key personnel (Clerk)	3	3	9	Regular meetings / appraisals. Professional HR advisor	HR Committee	12 months
	Fraud by staff	1	1	1	Fidelity Guarantee Insurance	Council	12 months
Loss	Consequential loss due to critical damage or third-party performance	3	1	3	Annual review of cover taking account of new responsibilities	Diary	12 months
Cash	Loss through theft or dishonesty	1	1	1	Training, management and Fidelity Insurance	Diary	12 months

Full Council meeting, 22 March 2022

Maintenance	Poor performance of assets or amenities loss of income or performance	2	1	2	Regular maintenance inspection	Diary	12 months
Borrowing / lending	Adequacy of finances to be able to repay loans	1	1	1	Financial review and cashflow forecasting monthly	Diary	
Legal Powers	Illegal activity or payment	3	1	3	Educate Council as to the legal powers	Diary	24 months
Financial Records	Inadequate records	1	1	1	RFO/clerk check quarterly + regular internal audit	Diary	12 months
Minutes	Accurate and legal	1	1	1	Review at following meeting	Diary	12 months
Members interests	Conflict of interest	1	3	3	Training on Code of Conduct including refresher training. Update declarations of interest	Diary	12 months

## 9 St James Park – stage 2

Report 0322FC9

To consider the costs for the detailed design and tender specification stage of the project

[Public Health Act 1875, s.164 - England](#)

### 9.1 Summary

- 9.1.1 In January 2022 the ROSE committee RESOLVED that the Masterplan concept design plan for St James’s Park and Jubilee steps was awarded to the preferred ‘play Landscape’ contractor B (Aileen Shackell Design – A-S-A Landscape). Delegate to the Deputy Town Clerk all details in discharging this decision.
- 9.1.2 The original proposal from A-S-A Landscapes [can be viewed here](#). The revised fee schedule for Play [can be viewed here](#)
- 9.1.3 The next phase of the project is to take the concept plans, build in feedback from the councillor workshop (scheduled for 24<sup>th</sup> March) and build the tender packs for both play spaces. Note Jubilee Steps is phase 2 of the project however this zone is included within this report. There are funding constraints which means phase 2 of this project needs to run concurrently with phase 1.
- 9.1.4 The council could consider awarding the contract to another Landscape Architect contractor however this would cause delays and the potential for the funding to be at risk. The committee was advised in January 2022 that the proposals received were based on taking the project to concept design stage therefore further design costs are as outlined in this report.
- 9.1.5 The tender documents will be presented to the ROSE committee in May for approval. The tender window will open on Contract Finder in May (pending approval) and will be live for a period of 4 weeks. The Full Council may nominate a committee to review the tenders and make recommendations to Full Council. *Full Council* will need to meet via an *extraordinary meeting*, LGA 1972 sch.12 para 9(1) to select a contractor based on the recommendation of the panel mid/ late June.

### 9.2 Financial

- 9.2.1 The costs for each are outlined above – note that Jubilee Steps is phase 2 and the contract administration role is for managing the project delivery including construction and overseeing the work of the contractor.
- 9.2.2 The Contain Management Outbreak Fund (COMF) money for the MUGA project has been successfully diverted to the Slopes Enhancement project. A total funding available summary is listed below:

Contain Management Outbreak Fund (COMF) including new pathways to improve accessibility	£50,000	Phase 1
Section 106 Open Space (resolved by ROSE 8/3)	£41,453	
Contain Management Outbreak Fund (COMF)	£70,000	Phase 2
Line 4906 – Play Equipment capital expenditure	£41,330	
Line 4930 - Southern Slopes	£2,000	
4944 - Footpath/ Cycle network (potential)	£9,210	

9.2.3 The total funding available is listed as £213,993 however indicative quotes to date suggest a total project cost of £172,610 (exc Jubilee Steps) which is broken down as follows:

- Play £84,673
- Jubilee Steps extension (pathway) and accessible path (indicative) £65,377
- Jubilee Steps – phase 2 to follow
- Landscape Architect fees- Play £10,800
- Landscape Architect fees – Jubilee Steps £11,760

9.2.4 The actual costs will be fully understood upon completion of the tender process

9.2.5 Financial Regulations 4.1 state: *Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:*

*a) the council for all items over £5,000*

Financial Regulations 11.1.b state: *Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations*

### **9.3 Legal Implication**

9.3.1 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)

9.3.2 Power to provide and manage recreation grounds, public walks, pleasure grounds and open spaces

### **9.4 Risk**

9.4.1 The detailed design phase must not be delayed as this may have an impact on the COMF funding.

### **9.5 Recommendation**

9.5.1 To resolve to approve the costs for the detailed design stage, tender development and appointment process and contract administration role.

9.5.2 To resolve to appoint a panel to review the tender documents in collaboration with the Landscape Architect.

### **9.6 Reason for Recommendation**

To progress the St James Park and Jubilee Steps project as one of the top priorities for 2022/ 2023