



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, 26 April 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,
20 April 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 meetings of the Full Council.
(Local Government Act, 1972 Sch 12) (Shaftesbury Town Council Scheme of Delegation, 2021)
- 4 **REPORT FOR INFORMATION TO FULL COUNCIL** 3
To receive reports pertaining to the Full Council
(Local Government Act, 1972 Sch 12)
- 5 **OFFICER PROGRESS REPORT ON FULL COUNCIL BUSINESS** 4
To receive a progress report pertaining to Full Council and resolve any matters as required
(Local Government Act, 1972 Sch 12)
- 6 **COMMITTEE REPORT TO FULL COUNCIL** 9
To receive minutes, reports and resolve on any recommendations from the committees of the Council.
(Local Government Act, 1972 Sch 12)
- 7 **MEETING SCHEDULE 2022/2023** 10
To consider the meeting schedule and committee structure for 2022/2023
(Local Government Act, 1972 s.151)
- 8 **INTERNAL CONTROLS GOVERNANCE** 12
To consider reverting back to the NALC Model Standing Orders and Model Financial Regulations and consider a revised Scheme of Delegation
(Local Government Act, 1972 s.151)
- 9 **CONFIDENTIAL SESSION – STAFF STRUCTURE AND APPRAISAL PROCESS** 16
To consider entering into confidential session to resolve on the staff structure and Interim Town Clerks appraisal.
(Local Government Act, 1972 s.151)

1 Apologies

Report 0422FC1

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 Hollingshead, Proctor, Hall and Brown due to personal commitments.

2 Declarations of Interest

Report 0422FC2

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 0422FC3

To receive the minutes of the previous meetings 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:

[22nd March 2022](#) and [5th April 2022 \(Extra Ordinary Full Council\)](#)

(End)

4 Report for Information to Full Council

Report 0422FC4

To receive reports pertaining to the Full Council

(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 Civic Report

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

4.3 Dorset Council Reports

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

4.4 Local Organisation Reports

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

4.5 Recommendation

4.5.1 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.

4.6 Reason for Recommendation

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

5 Officer Progress Report on Full Council Business

Report 0422FC5

To receive a progress report pertaining to Full Council and resolve any matters as required
(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) that need to be resolved.

5.2 Updates on Actions from 22nd March 2022 and 5th April 2022 Full Council Meeting

5.2.1 **Freedom of the Town** – Correspondence sent to all nominees; acceptance received by all four nominated persons. Presentation of Freeman Scrolls to be incorporated with the Mayor making ceremony in May – tentative date 25th May. The council may want to resolve to select a revised date to coincide with the Jubilee celebrations.

5.2.2 The names of the nominated persons will be presented at the meeting.

5.2.3 **Oasis Swimming Pool** – Pool Cover ordered, estimated date of arrival TBC. Marketing campaign is underway with reps from Shaftesbury Swimming Advisory Committee (including Youth Council and media students) and launching in early May 2022. A receive and note update will be provided at the May meeting.

5.2.4 **Annual Town Meeting** – meeting scheduled for Tuesday 31st May

5.2.5 **Financial Risk Assessment** – the Council resolved to adopt the assessment as per minute reference FC 71b

5.2.6 **St James Park** – Concept plan is in the process of being developed into a detailed plan. Please find the links to the [Ecology Survey](#) and [Topographical Survey](#).

5.2.7 **Queens Jubilee Pyrotechnic Display** – Booked for the evening of Friday 3rd of June, a leaflet is being prepared to showcase all events taking place in Shaftesbury over the Jubilee weekend.

5.3 Delegated Decisions for Information (all within the Clerks delegated spend)

Delegated Decision	Cost	Budget	Comments
Sycamore on Castle Hill	£1100 + vat	Line 4266 Tree work	This cost is not covered by Castle Hill Service Level Agreement. Dorset Council has subsidised the cost and has contributed £869 – total cost £1,969
Carpet Cleaning - Mayors Parlour	£130	Line 4260 cleaning	Has not been cleaned for 10+ years and is in a poor state of cleanliness
Flag poles	£650	Line 4250 Repairs and maintenance	Repositioning of both flag poles is needed to mitigate H&S risk and allow safe passage for employees to access the flag poles
War Memorial @ Enmore Green	£750	Line 4250 Repairs and maintenance	Damaged railings need straightening, stripping and repainting.

Defibrillator – Shaftesbury commitment	TBC	TBC	Shaftesbury has a number of defibrillators all under different ownership and not centrally mapped. An exercise is underway to determine ownership and seek any shortfalls in terms of locations for new equipment. This project is in partnership with Swan’s Trust. Upon completion of the research a further update will be provided to the council in May/June 2022.
Assistant Town Clerk vacancy and recruitment plan	£500	See confidential report	The recruitment plan to replace the key member of staff is a separate (confidential) agenda item. Advertise the vacancy through Indeed and DAPTC and allow up to £500 recruitment costs for this one position
Ecological Survey and Topographical Survey at St James	£415 and £2,150 + VAT	4341 Professional & Legal fees	These surveys are needed by the Landscape Architect as part of the development of the detailed design plan for St James Park.

5.4 Other Matters to resolve

5.4.1

Subject	Description	Cost	The Council resolves to:
Shaftesbury publication to all households	Community engagement with what the council has achieved and overview of 2022/ 2023 projects. Draft publication can be viewed here	£750	Print and distribute the publication to all households and funds to be drawn from line 4345 - publicity and delegates the management of this to the Interim Town Clerk

5.4.2

Subject	Description	Cost	The Council resolves to:
Enmore Green Allotments Licence	This matter has been outstanding since March 2020 and the licence requires signing. The licence can be viewed here	£350	Note the terms of the licence and cost to be accounted for on line 4341 Legal and Professional fees and delegates the management of this to the Interim Town Clerk

5.4.3

Subject	Description	Cost	The Council resolves to:
Coppice Street Car Park 1	The Heads of Terms for the ‘ransom strip’ have been drafted by Dorset Council for approval by Shaftesbury Town Council. The draft Heads of Terms Coppice Street Car Park 1 can be viewed here	Zero	Nominate two signatories to sign the Heads of Terms and delegates the management of this to the Interim Town Clerk

5.4.4

Subject	Description	Cost	The Council resolves to:
Election costs	<p>Following the resignation of Cllr Welch, Dorset Council has confirmed the request for an election was called within the timescales. The election for the East Ward has been set for 26th May.</p> <p>The Election timetable can be viewed here.</p>	£5,500	Approve the costs for the by-election and cost to be accounted for online 4342 Election cost and the shortfall to be transferred from General Reserves and delegates the management of this to the Interim Town Clerk

5.4.5

Subject	Description	Cost	The Council resolves to:
Recruitment Costs	<p>The budget allows for recruitment costs of £2,500. The Town Clerk position is being managed by a consultant (SLCC) at a cost of £2,100. The Head Groundsman has recently been advertised on Dorset for You and other websites. The Assistant Town Clerk vacancy will need to be widely advertised.</p>		Approve the costs for the recruitment of key positions and cost to be accounted for on line 4018 Staff recruitment and the shortfall of up to £1,500 to be transferred from General Reserves and delegates the management of this to the Interim Town Clerk

5.4.6

Subject	Description	The Council resolves to:
Payment List	<p>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.</p> <p>The Payment's list can be viewed here</p> <p>Note; Balance Sheet – To be reported at year end</p> <p>Income and Expenditure – To be reported at year end</p> <p>If councillors would like to see any additional information, please let the office team know and this will be arranged</p>	<p>The Council receives and notes the payments list and invoices for this month and raises any queries it may have</p> <p>Note; the General Management meeting as cancelled therefore this item is business is carried forward to Full Council</p>

5.4.7

Subject	Description	The Council resolves to:
Town Clerk recruitment	<p>The recruitment of the Town Clerk is being managed by the Society Local Council Clerks (SLCC) as resolved by the HR committee. The closing date for</p>	Nominate 3 councillors to form the Town Clerk recruitment panel

	<p>applications is 29th April and the interviews will take place on Monday 16th May.</p> <p>An EFC will be called for 17th May so the recommendations from the panel can be presented to Full Council to resolve on appointing the successful candidate.</p>	
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5.5 Updates from Dorset Council

Subject	Description	The Council resolves to:
Community Governance Review	<p>A Community Governance Review is a legal process where the council will consult with those living in the area, and other interested parties, on the most suitable ways of representing the people in the parishes identified in the review. This means making sure that those living in the area, and other interested groups, have a say in how their local communities are represented.</p> <p>Draft recommendations were agreed by Dorset Council at its meeting on 15 February 2022 and responses can now be submitted – note the closing date is 23rd May 2022.</p> <p>The draft recommendations agreed by Dorset Council Full Council at its meeting on 15 February 2022 can be viewed via this link</p> <p>The link to access the Community Governance Review survey can be accessed here</p>	Submit a response of behalf of Shaftesbury Town Council and delegates the submission to the Interim Town Clerk in consultation with two nominated councillors.

5.5.1 A request was made by council to investigate flexibility with the funding from North Dorset District regarding the £20k of funding linked to the Economic Development Grant – The following response was received from Dorset Council – *‘Further to our telephone conversation in relation to the remaining 20K. I now have clarity about the initial funding that was awarded to Shaftesbury Town Council by NDDC back in 2019. As stated, STC ringfenced this funding for Economic Development projects and as the representative of Dorset Council I would advise that this is the only purpose that the remaining money is used for.*

I recall a lot of work had been put into the “Town Market” looking at initiatives to increase footfall prior to COVID19. After internal discussions, we agree that the remaining funding should be allocated to revisit this project as the benefits will have a large impact and compliment the economy of Shaftesbury Town.

In the event that STC are considering other projects, these must be in line with your own 5 Year Strategic Plan.’

5.6 Recommendation

- 5.6.1 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 any matters requiring it namely;
- 5.6.2 Shaftesbury publication to all households
- 5.6.3 Enmore Green Allotments Licence
- 5.6.4 Coppice Street - Car Park 1
- 5.6.5 Election costs
- 5.6.6 Recruitment Costs
- 5.6.7 Town Clerk recruitment – interview panel

5.7 Reason for Recommendation

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

6 Committee Report to Full Council

Report 0422FC6

To receive minutes, reports and resolve on any recommendations from the committees of the Council.

(Local Government Act, 1972 Sch 12)

6.1 Summary

6.1.1 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)

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

6.2 Committee Minutes to Receive and Note

6.2.1 Human Resources Committee [28th March 2022](#)

6.2.2 Planning and Highways Committee [5th April 2022](#)

6.2.3 Shaftesbury Swimming Advisory Committee [12th April 2022](#)

6.2.4 General Management Committee 19th April 2022 (cancelled)

6.3 Committee Resolutions to Resolve on

	Recommendation	The Council resolves to:
GEM	Grant Awarding policy - R36a Officer report 1021GEM8 was received and it was RESOLVED to recommend a revised policy to Full Council to include the use of free hall hire as an option within the grants process, publicise the grants using a wider advertising process and exclude a blanket approach to emailing to all previous applicants	Adopt the revised Grants Awarding Policy as per the GEM recommendation and delegates the management of this to the Interim Town Clerk

6.3.1 Links to the updated [Grant Awarding Policy 2022](#) and [Application Form 2022](#)

6.3.2 View example of the Grants Matrix Scoring system [here](#)

6.3.3 Other: Representatives from the Mampitt's Advisory Committee are due to meet with Dorset Council and the Mampitt's Community Land Trust on Monday 25th April. A *VERBAL* update will be provided at the meeting.

6.4 Recommendation

6.4.1 Adopts the revised Grants Awarding Policy as per the GEM recommendation and delegates the management of this to the Interim Town Clerk n

6.5 Reason for Recommendation

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

(End)

7 Meeting schedule 2022/2023

Report 0422FC7

To consider the meeting schedule and committee structure for 2022/2023

(Local Government Act, 1972 s.151)

7.1 Summary

- 7.1.1 The Council adopts a calendar of meetings for the year to help manage the business of the Council and provide ease of planning for councillors.
- 7.1.2 The Council has traditionally always held its routine meetings on Tuesday evenings, there is no proposal to change this for Full Council and standing committees.
- 7.1.3 The Human Resources Committee does not have regular business to conduct and so, as in the previous few years, it is recommended that it meets on an 'as needed' basis as determined by the clerk or HR committee members. Therefore, in line with other comparable towns the proposal is that all HR matters will be managed by the clerk and all clerk related HR matters will be managed by the council as per the Scheme of Delegation. Therefore, the proposal is to disband the HR committee.
- 7.1.4 Having researched other comparable councils, as shown in the table below, there are 4 options for the council to consider. The recommendation from officers, and as debated informally by councillors, is to simplify the meeting structure as shown in option 2 below. [Proposed draft calendar of meetings 2022 2023](#)
- 7.1.5 This proposal will assist in mitigating officer time preparing agendas and minutes therefore freeing up essential time needed for the 2022 projects. For the current municipal year was a total of 50 meetings (including HR) to prepare for, which equates to about 68 days of officer time. The proposed calendar would reduce this to 24 meetings.

Council	Full Council	Planning	Recreation	General	Finance Policy	Total
Frome	7	16	6	7		36
Dorchester	7	12		7	7	33
Bridport	8	12	5	5		30
Blandford	12	12	3	3	3 (inc. staff)	33
Sherborne	12	12	3			27
STC – Option 1 (as is with committees – less FC meetings)	7	12	10	10		39
STC – Option 2	12	12				24
STC - Option 3	7	12		6 (finance & governance)		25
STC – Option 4 As it is currently	10	12	10	10		50 (inc HR)

- 7.1.6 For officers to continue to work in an efficient way, the Scheme of Delegation has been reviewed to ensure that officers are not held up in the day-to-day business of the council by needing to wait on council resolutions. i.e., repairing playground equipment (see report 8)

7.1.7 This is forming part of the overall Policy and Internal controls reviews by officers and is presented in the separate report 8, and will also be validated at the Annual May meeting.

7.2 Legal Authority and Implication

7.2.1 A parish council shall in every year hold, in addition to the annual meeting, such other meetings (not less than three) as they may determine. Those other meetings shall be held at such hour and on such days as the council may determine. (Local Government Act, 1972 sch12).

7.3 Recommendation

7.3.1 That the Council resolves the Calendar of meetings schedule for 2022/ 2023 noting this will be further ratified at the annual May meeting for adoption for the forthcoming municipal year.

7.4 Reason for Recommendation

7.4.1 To ensure the council is managing its business in an efficient and legal manner

8 Internal Controls Governance

Report 0422FC8

To consider reverting back to the NALC Model Standing Orders and Model Financial Regulations and consider a revised Scheme of Delegation

(Local Government Act, 1972 s.151)

8.1 Summary

- 8.1.1 In light of the new proposed committee meeting structure the council needs to consider a revision to the Standing orders and Financial Regulations and adopting a revised Scheme of Delegation. The council may select to revert back to the NALC Model Standing Orders, Financial Regulations.
- 8.1.2 Please use the links below to review the current STC Standing Orders and the NALC Model Standing Orders . A document has been prepared show the variances between the current STC Standing Orders and the NALC Model Standing orders (8.1.5)
- 8.1.3 [NALC Model Standing Orders](#)
- 8.1.4 [Current STC Standing Orders](#)
- 8.1.5 [Link to full comparison of changes between the current STC Standing Orders and NALC](#)
- 8.1.6 NALC provide recommendations on those Standing Order as show in (brackets) those may be varied by the council and should be reviewed regularly and confirmed annually by the council.
- 8.1.7 The recommendation from officers is to adopt the Model NALC Standing Orders with the following proposed amendments - note those adopted STC Standing Orders that have been deleted as part of this process do not show in the revised STC version as per 8.5.9

Ref:	NALC Model Standing Orders	Proposed STC amendment
1,s i, ii	N/A	<p>This is a proposed additional entry (over and above NALC) - as per current STC adopted Standing Orders:</p> <p>The selection of the Chairman and Vice Chairman of the Council shall take place during the body of the meeting and be decided by secret ballot Election of Chair and Deputy Mayor</p> <p>The record of the secret ballot will be sealed in an envelope signed by the clerk and chairman and held with the agenda set for the meeting.</p>
5j	Current NALC	Current and proposed STC Standing Order:

	Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include: (refer to points 1 to 26)	Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business to be addressed throughout the remainder of the year shall include: (refer to points 1 to 26)
9b	Current NALC No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least () clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.	Current and proposed STC Standing Order: No motion may be moved at a meeting unless it is on the agenda and the mover and seconder has given written notice of its wording to the Proper Officer at least ten clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
11 e	Additional entry not aligned to NALC - Delete	Currently in STC adopted Standing Orders
11f	Additional entry not aligned to NALC Additional entry - Delete	Currently in STC adopted Standing Orders
19h	Additional entry not aligned to NALC Additional entry - Delete	Currently in STC adopted Standing Orders
N/A	Civic Protocol (as an appendix currently)	Delete from Standing Orders and create a standalone protocol

8.1.8 [This is the proposed version of the Model Standing Order for Shaftesbury Town Council.](#)

8.2 Financial Regulations

8.2.1 Please use the links below to review the current STC Financial Regulations and the NALC Model Financial Regulations. A document has been prepared show the variances between the current STC Financial Regulations and the NALC Model Financial Regulations (8.2.4)

8.2.2 [NALC Model Financial Regulations](#)

8.2.3 [Current STC Financial Regulations](#)

8.2.4 [Link to full comparison of changes between the current STC Financial Regulations and NALC](#)

8.2.5 NALC provide recommendations on those Financial Regulations as show in [square] those may be varied by the council and should be reviewed regularly and confirmed annually by the council.

8.2.6 The recommendation from officers is to adopt the Model NALC Financial Regulations with the following proposed amendments

Ref:	NALC Model Financial Regulation	Proposed STC amendment
4.1	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:	Recommendation – align this with Scheme of Delegation 2.13 Council for items over £5,000 and Committees/ Clerk for items under £5,000
	the council for all items over [£5,000]	Guidance Note from NALC; the [] value inserted in the paragraphs may be varied by the council and should be reviewed regularly and confirmed annually by the council.
	a duly delegated committee of the council for items over [£500].;	Currently the Clerk has a delegation of up to £2,500 which contradicts the Scheme of delegation which is £5,000
	the Clerk for any items below [£500]	
	the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500]	
6.18	Align the Debit Card spend limit to the Clerk’s agreed delegated budget	This will be specified once 4.1 has been resolved upon
6.21	Option 6.21/ 6.22: Petty Cash	Current option is maintained cash float of £150 versus NALC of £250

8.2.7 [Current STC Scheme of Delegation](#)

8.2.8 The recommendation from officers is to adopt the following proposed amendments to the current Scheme of Delegation as follows:

Ref:	Scheme of Delegation - summary of changes
All	Remove reference to committees (with the exception of Planning & Highways)
All	Delegated spend aligned to Financial Regulations
All	The staffing review (confidential session) will determine any amendments to the structure – staff roles will be updated in the Scheme of Delegation document accordingly in readiness for the May meeting

8.2.9 [This is the proposed version of the Scheme of Delegation for Shaftesbury Town Council](#)

8.3 Legal Authority and Implication

8.3.1 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)

8.4 Recommendation

8.4.1 That the Council adopts the NALC Model Standing Orders and Financial Regulations and revised Scheme of Delegation for the forthcoming municipal year which will be further ratified at the annual May meeting.

8.5 Reason for Recommendation

8.5.1 To ensure the council is managing its business in an efficient and legal manner

9 Confidential Session – Staff Structure and Appraisal Process

Report 0422FC9

To consider entering into confidential session to resolve on the staff structure and Interim Town Clerks appraisal.

(Local Government Act, 1972 s.151)

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)

9.1.2 A separate confidential report will be sent to all councillors in advance of the meeting.

9.2 Legal Authority and Implication

9.2.1 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)

9.3 Recommendation

9.3.1 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.

(End)