



Shaftesbury Town Council

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Full Council

Minutes of the Full Council (FC) held at 7 pm on Tuesday, 26 April 2022 in the Council Chamber, Shaftesbury Town Hall.

Members Summoned and Present: Councillors Chase, Cook, Edwyn-Jones, Lewer and Tippins

Absent: Councillors Hollingshead, Yeo, Brown, Loader, Proctor and Hall

Officers Present: Brie Logan (Interim Town Clerk) Zoe Moxham (Assistant Town Clerk)

In attendance: Press (1), Members of the public (10) Online (1)

[Link to Agenda here](#)

Minutes

Public Participation

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern, the following matters were raised;

- **Shooters Lane** – An update on the progress of the repairs of Shooters Lane was received.
- **Gold Hill** – A request for the Council to ensure that Dorset Council carries out maintenance to Gold Hill before the tourist Season.
- **Town Hall** – An update was requested regarding the renovation of the Town Hall.
- **St James** – A request to include the removal of the straight path in St James park as part of the plans to redesign this area.
- **Beech Trees** – Clarity was sought regarding the responsibility of maintenance and watering of the newly planted Beech Trees along Christy's Lane
- **Committee Structure** – Commendation was expressed for the new committee structure plans as outlined in item 7.
- **Planning Consultant** – A request to include an update at the next Planning and Highways meeting was made.
- **Apology to Councillor Cook** – An apology was expressed towards Councillor Cook as well as clarity on his role at Dorset Council as a member of the Planning Committee.
- **Planet Shaftesbury Events** – A verbal update was given regarding this Sustainability Event at Shaftesbury School on the 19th of May.

The meeting commenced at **7.20 PM**

FC77 Apologies

FC77a Officer report 0422FC1 was received and it was **RESOLVED** to receive and accept the apologies from Councillors Hollingshead, Proctor, Hall, Yeo, Loader and Brown due to personal commitments/illness.

FC78 Declarations of Interest

FC78a Officer report 0422FC2 was received and none were raised. It was NOTED that councillors should declare any interests if they arise.

FC79 Minutes

FC79a Officer report 0422FC3 was received and it was **RESOLVED** to adopt the minutes for [22nd March 2022](#) and [5th April 2022 \(Extra Ordinary Full Council\)](#) as a true and accurate record of the meetings held. They were duly signed.

ACTION: OFFICE ADMINISTRATOR

FC80 Report for Information to Full Council

FC80a Officer report 0422FC4 was received and noted.

FC80b It was reported that thanks had been received from the Royal British Legion for members and officers attending ANZAC Day.

FC81 Officer Progress Report on Full Council Business

FC81a Officer report 0422FC5 was received and the following items were **RESOLVED**;

FC81b That the reports are received and noted

FC81c Shaftesbury publication is printed and distributed to all Shaftesbury households. Funds to be drawn from line 4345 publicity and delegate the management of this to the Interim Town Clerk. [View here](#)

FC81d Approve the signing of the Enmore Green Allotments Licence. Funds to be drawn from line 4341 Legal and Professional fees and delegate the management of this to the Interim Town Clerk

FC81e Approve the Heads of Terms for Coppice Street - Car Park 1, delegate the management of this to the Interim Town Clerk

FC81f Approve the Election costs for the by-election. Funds to be drawn from line 4342 Election cost and the shortfall to be transferred from General Reserves and delegate the management of this to the Interim Town Clerk.

FC81g Approve the Recruitment 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 delegate the management of this to the Interim Town Clerk.

FC81h Nominate 3 councillors to form the Town Clerk recruitment panel namely Councillors Brown, Tippins and Edwyn-Jones.

- FC81i It was **AGREED** to try and amend the date of the interview to before the 11th of May due to availability.
- FC81j Community Governance Review – it was **AGREED** to defer this item of business to the EFC scheduled for May 17th.
- FC81k It was **AGREED** to prepare a report for Market Feasibility and Ecommerce in preparation for the next Full Council meeting in relation to funds held from North Dorset District regarding the £20k of funding linked to the Economic Development Grant.

ACTION: INTERIM TOWN CLERK

FC82 Committee Report to Full Council

- FC82a Officer report 0422FC6 was received and it was **RESOLVED** to adopt the revised Grants Awarding Policy as per the GEM recommendation and delegate the management of this to the Interim Town Clerk.
- FC82b It was **AGREED** to amend the list of Councillor Representatives linked to community organisations to include a column to indicate if they are trustees. Councillors who are trustees will be allowed to speak however will not take part in voting on Grant Applications relating to their respective associated organisation(s).

ACTION: INTERIM TOWN CLERK

FC83 Meeting schedule 2022/2023

- FC83a Officer report 0522FC7 was received and it was **RESOLVED** to adopt the Calendar of meetings schedule for 2022/ 2023 as per Option 2 in the report noting this will be further ratified at the annual May meeting for adoption for the forthcoming municipal year. [View calendar of meetings here.](#)

ACTION: INTERIM TOWN CLERK

FC84 Internal Controls Governance

- FC84a Officer report 0422FC8 was received;
- FC84b It was **PROPOSED** that the Council adopts the Current Shaftesbury Town Council Standing Orders with no changes.
- FC84c An **AMENDMENT** was **PROPOSED** and **SECONDED** that the Council adopts the Current Shaftesbury Town Council Standing Orders with one change to point 9b - *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 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.*
- FC84d It was **RESOLVED** that the Council adopts the Current Shaftesbury Town Council Standing Orders with one change to point 9b - *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 10 clear days before the meeting. Clear days do*

not include the day of the notice or the day of the meeting. This is for the forthcoming municipal year which will be further ratified at the annual May meeting. [View Notice of Motion form here.](#) Note; this document has been amended to remove the need for a third signature.

FC84e It was **RESOLVED** that the Council adopts the current STC Financial Regulations specifying point 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:

- the council for all items over £5,000;
- a duly delegated committee of the council for items up to £5000; or
- the Clerk, up to £2500 and in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items between £2500 and £5000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman. This is for the forthcoming municipal year which will be further ratified at the annual May meeting.

FC84f It was **RESOLVED** that the Council amends the proposed Scheme of Delegation to include specifics for the Planning and Highways Committee noting this will be presented for adoption by Full Council on May 24th at the Annual meeting.

ACTION: INTERIM TOWN CLERK

FC85 Confidential Session

FC85a It was **RESOLVED** to enter confidential session 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.

ACTION: INTERIM TOWN CLERK

FC86 Confidential Session – Staff Structure and Appraisal Process

FC86a Officer report 0422FC9 was received and it was **RESOLVED** to adopt the recommendation in the report; to amend the staff structure to remove the Office Manager role and replace it with Assistant Town Clerk and the recruitment process to begin immediately. Delegate the management of this to the Interim Town Clerk.

ACTION: INTERIM TOWN CLERK

There being no further business, the meeting was closed at 9:25 PM

These minutes were adopted on 24 May 2022 under minute reference F4 as a true record of the decisions taken and are duly signed below by the chair of that meeting.

Signature

Dated