



# 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 and Yeo.  
You are summoned to an Extra meeting of the Full Council for the transaction of the business shown on the agenda below. To be held at **7:00 pm** on Tuesday, 10 May 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,  
04 May 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 access 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 **COMMUNITY GOVERNANCE REVIEW** ..... 3  
To provide a response to Dorset Council on the Community Governance review
- 5 **CONFIDENTIAL ITEM – TOWN CLERK RECRUITMENT** ..... 4  
To consider entering into confidential session to resolve on the Town Clerk appointment  
*(Local Government Act, 1972 s.151)*

## 1 Apologies

Report 0522FC1

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 No apologies received

## 2 Declarations of Interest

Report 0522FC2

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 0522FC3

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 The Full Council minutes from 26<sup>th</sup> April 2022 will be adopted on 24<sup>th</sup> May 2022

(End)

## **4 Community Governance Review**

Report 0522FC4

To provide a response to Dorset Council on the Community Governance review

### **4.1 Summary**

- 4.1.1 This item of business from Full Council on 26<sup>th</sup> April 2022 was deferred to this Extraordinary Full Council meeting.
- 4.1.2 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.
- 4.1.3 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 23<sup>rd</sup> May 2022.
- 4.1.4 The draft recommendations agreed by Dorset Council Full Council at its meeting on 15 February 2022 [can be viewed via this link](#)
- 4.1.5 The link to access the Community Governance Review survey [can be accessed here](#)

### **4.2 Recommendation**

- 4.2.1 A response of behalf of Shaftesbury Town Council is submitted to Dorset Council and delegates the submission to the Interim Town Clerk

## **5 Confidential Item – Town Clerk recruitment**

Report 0522FC5

To consider entering into confidential session to resolve on the Town Clerk appointment

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

---

### **5.1 Summary**

- 5.1.1 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)
- 5.1.2 A separate confidential report will be sent to all councillors in advance of the meeting.

### **5.2 Legal Authority and Implication**

- 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 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.