



Shaftesbury Town Council

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Annual Full Council Committee Meeting

Minutes of the Annual Full Council Committee Meeting (FC) held at 7pm on Tuesday, 24 May 2022 in the Council Chamber, Shaftesbury Town Hall.

Members Summoned and Present: Councillors Brown, Cook, Edwyn-Jones, Hall, Hollingshead, Lewer, Loader, Proctor, Tippins,

Absent: Councillor's Chase and Yeo

Officers Present: Brie Logan (Town Clerk) and Jamie Francis (Projects Officer)

In attendance: Press (1),
Members of the public (5).
Online (0)

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.

 Councillor allowances - a call for councillors with low attendance at meetings to resign

The meeting commenced at 7:10 PM

FC1 Election of the Town Mayor/Chairman and Deputy Mayor / Vice Chairman

Officer report 0522FC1 was received and two nominations for Mayor were presented.

FC2 Councillor Yeo was nominated for Mayor

Proposed by Cllr Tippins		
This nomination was not seconded		
In Favour	N/A	
Against	N/A	
Abstentions	N/A	

Officer report 0522FC1 was received and it was **RESOLVED** to elect Cllr Piers Brown as the Mayor/ Chairman for the council year 2022-2023 and the member signed the Declaration of Office following the election.

Proposed by Cllr Hollingshead		
Seconded by Cllr Hall		
In Favour	6	Cllrs Cook, Edwyn-Jones, Hall, Hollingshead, Lewer and Proctor
Against	1	Cllrs Tippins
Abstentions	2	Cllrs Brown and Loader
MOTION CARRIED		

FC3 Officer report 0522FC1 was received and it was **RESOLVED** to elect Cllr Virginia Edwyn-Jones as the Deputy Mayor/ Vice Chairman for the council year 2022-2023 and the member signed the Declaration of Office following the election.

Proposed by Cllr Loader		
Seconded by Cllr Hollingshead		
In Favour	7	Cllrs Brown, Cook, Hall, Hollingshead, Lewer, Loader and Proctor
Against	0	
Abstentions	2	Cllrs Edwyn- Jones and Tippins
MOTION CARRIED		

FC4 Apologies

Officer report 0522FC2 was received and it was **RESOLVED** to receive and accept the apologies from Councillors Chase and Yeo due to personal commitments.

Proposed by Cllr Lewer		
Seconded by Cllr Cook		
In Favour	9	Cllrs Brown, Cook, Edwyn-Jones, Hall, Hollingshead, Lewer, Loader, Proctor and Tippins
Against	0	
Abstentions	0	
MOTION CARRIED		

FC5 Declarations of Interest

Officer report 0522FC3 was received and none were raised. It was advised that councillors should declare any interests if they arise.

FC6 Confirm the accuracy of the Minutes

Officer report 0522FC4 was received and it was **RESOLVED** to adopt the minutes for [24th April 2022](#) and [EFC 10th May 2022](#)

and to adopt the minutes for Recreation, Open Spaces and Environment Committee – [8th March 2022](#) and General Management Committee – [17th May 2022](#)

Proposed by Cllr Hollingshead		
Seconded by Cllr Edwyn Jones		
In Favour	8	Cllrs Brown, Cook, Edwyn-Jones, Hall, Hollingshead, Lewer, Loader, and Proctor
Against	1	Cllr Tippins
Abstentions	0	
MOTION CARRIED		

FC7 Adoption of Standing Orders and Financial Regulations

Officer report 0522FC5 was received and it was **RESOLVED** to adopt the revised Standing Orders and Financial Regulations for the 2022/3 Mayoral year.

Proposed by Cllr Lewer		
Seconded by Cllr Cook		
In Favour	8	Cllrs Brown, Cook, Edwyn-Jones, Hall, Hollingshead, Lewer, Loader, and Proctor
Against	1	Cllr Tippins
Abstentions	0	
MOTION CARRIED		

FC8 Scheme of Delegation & Terms of Reference

Officer report 0522FC06 was received and it was **RESOLVED** to adopt the Scheme of Delegation including the Planning and Highways Terms of Reference for the FY 2022/2023

Proposed by Cllr Hollingshead		
Seconded by Cllr Edwyn Jones		
In Favour	8	Cllrs Brown, Cook, Edwyn-Jones, Hall, Hollingshead, Lewer, Loader, and Proctor
Against	1	Cllr Tippins
Abstentions	0	
MOTION CARRIED		

FC9 Appointment of members to existing committees

Officer report 0522FC07 was received and it was **RESOLVED** to elect Virginia Edwyn-Jones as the Chairman for the Planning and Highways Committee.

Proposed by Cllr Cook		
Seconded by Cllr Loader		
In Favour	8	Cllrs Brown, Cook, Hall, Hollingshead, Lewer, Loader, Proctor and Tippins
Against	0	
Abstentions	1	Cllr Edwyn-Jones
MOTION CARRIED		

Officer report 0522FC07 was received and it was **RESOLVED** to elect John Lewer as the Vice Chairman for the Planning and Highways committee.

Proposed by Cllr Loader		
Seconded by Cllr Proctor		
In Favour	8	Cllrs Brown, Cook, Edwyn-Jones, Hall, Hollingshead, Loader, Proctor and Tippins
Against	0	
Abstentions	1	Cllr Lewer
MOTION CARRIED		

Officer report 0522FC07 was received and it was **RESOLVED** to adopt the following membership for the Planning and Highways Committee

Proposed by Cllr Lewer		
Seconded by Cllr Virginia Edwyn-Jones		
In Favour	9	Cllrs Brown, Cook, Edwyn-Jones, Hall, Hollingshead, Lewer, Loader, Proctor and Tippins
Against	0	
Abstentions	0	
MOTION CARRIED		

Planning & Highways Committee membership	Opted out
Edwyn-Jones	Brown
Hall	Chase
Lewer	Cook
Proctor	Hollingshead
Tippins	Loader
Yeo	

FC10 Delegation Arrangements to Sub-Committees

Officer report 0522FC08 was received and it was **RESOLVED** to approve the membership and adopt Terms of Reference for both Advisory Committees

Proposed by Cllr Hollingshead		
Seconded by Cllr Cook		
In Favour	8	Cllrs Brown, Cook, Edwyn-Jones, Hall, Hollingshead, Lewer, Loader and Proctor
Against	1	Cllr Tippins
Abstentions	0	
MOTION CARRIED		

It was **RESOLVED** that the questions raised would be answered in writing to all Councillors post the meeting

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Loader		
In Favour	7	Cllrs Brown, Cook, Edwyn-Jones, Hollingshead, Lewer, Loader and Proctor
Against	1	Cllr Tippins
Abstentions	1	Cllr Hall
MOTION CARRIED		

FC11 Accounts Year Ending 31st March 2022

(1) Officer report 0522FC09 was received and it was **RESOLVED** to:

(2) adopt the Internal Auditor's report and the Town Clerk's associated action plan for the year ending 31st March 2022

Proposed by Cllr Hollingshead		
Seconded by Cllr Loader		
In Favour	8	Cllrs Brown, Cook, Edwyn-Jones, Hall, Hollingshead, Lewer, Loader and Proctor
Against	1	Cllr Tippins
Abstentions	0	
MOTION CARRIED		

Officer report 0522FC09 was received and it was **RESOLVED** to:

approve and duly sign Part 1 of the AGAR - the Annual Governance Statement (section 1) for the year ending 31st March 2022 thereby approving the Council's Annual Return (each question was read out)

Proposed by Cllr Hollingshead		
Seconded by Cllr Hall		
In Favour	8	Cllrs Brown, Cook, Edwyn-Jones, Hall, Hollingshead, Lewer, Loader and Proctor
Against	1	Cllr Tippins
Abstentions	0	
MOTION CARRIED		

Officer report 0522FC09 was received and it was **RESOLVED** to:

(1) Approve and duly sign Part 2 of the AGAR - the Statement of Accounts (section 2) for the year ending 31st March 2022 thereby approving the Council's Annual Return

(2) and confirm the dates for exercise of public rights as 2nd June – 18th July (note this has been amended to extend to 18th July due to the Jubilee Bank Holiday)

Proposed by Cllr Hollingshead		
Seconded by Cllr Tippins		
In Favour	9	Cllrs Brown, Cook, Edwyn-Jones, Hall, Hollingshead, Lewer, Loader and Proctor and Tippins
Against	0	
Abstentions	0	
MOTION CARRIED		

FC12 Payments

Officer report 0522FC10 was received and the content was **NOTED**

FC13 Representatives to Community and Local Organisations

Officer report 0522FC11 was received and it was **RESOLVED** that the representative list is validated with the respective organisation and an update is presented to Full Council in June 2022

	Representatives (2021/ 2022)	Members Interest / Trustee
Abbey Museum Trust	Proctor	Proctor
Arts Centre*	Chase	Chase, Proctor
Carnival*	Chase	
Chamber of Commerce	Brown	Edwyn-Jones
Charitable Trust	Mayor and Deputy Mayor (ex-officio)	
Compton Abbas Airfield	<i>Proctor</i>	
Cricket Club*	Hall	
Crime Prevention	Hollingshead	
DAPTC	<i>Tippins</i>	
Fairtrade	<i>Loader</i>	
Football Club	Lead Councillors, Brown and Chase	
HOPE	Cook	
Municipal Almshouse	Cook (and + ex officio mayor)	Cook
NDCAB*	<i>Brown</i>	
Open Spaces	<i>Tippins</i>	Tippins
Rural Town Networking	<i>Mayor + Deputy</i>	
SCA (Lindlar Hall)*	Yeo	
Shaftesbury in Bloom*	Hollingshead	
Silver Band	Mayor (ex-officio)	
Snowdrops*	Mayor	Cook
Swans Trust	Lewer	
Tourist Association	Hall	
Transport Forum	P&H committee	
Trinity Centre	Mayor (ex-officio)	Brown (Tricuro)
Town Twinning	<i>Loader</i>	Proctor, Cook,
Wrightson Allotment	Mayor	
William Williams	<i>Mayor and Deputy</i>	Chase
Youth Club	Lead Councillors, Proctor and Cook	

Proposed by Cllr Brown

Seconded by Cllr Edwyn-Jones

In Favour	7	Cllrs Cook, Edwyn-Jones, Hall, Lewer, Loader, Proctor and Tippins
Against	0	
Abstentions	2	Brown and Hollingshead

Abstentions 2 Brown and Hollingshead

MOTION CARRIED

FC14 S.137 and the General Power of Competence

Officer report 0522FC11 was received and it was **RESOLVED** that Shaftesbury Town Council continues to meet the criteria of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

Proposed by Cllr Hollingshead		
Seconded by Cllr Lewer		
In Favour	9	Cllrs Brown, Cook, Edwyn-Jones, Hall, Hollingshead, Lewer, Loader, Proctor and Tippins
Against	0	
Abstentions	0	
MOTION CARRIED		

FC15 Officer report 0522FC12 was received and it was **RESOLVED** to approve the list of assets for FY 2021/ 2022

Proposed by Cllr Hollingshead		
Seconded by Cllr Lewer		
In Favour	8	Cllrs Brown, Cook, Edwyn-Jones, Hall, Hollingshead, Lewer, Loader and Proctor
Against	1	Cllr Tippins
Abstentions	0	
MOTION CARRIED		

FC16 Officer report 052214 was received and it was **RESOLVED** to approve the Privacy Policy, including Freedom of Information Policy and the Website Accessibility Statement for the 2022/2023 Mayoral year.

Proposed by Cllr Lewer		
Seconded by Cllr Cook		
In Favour	9	Cllrs Brown, Cook, Edwyn-Jones, Hall, Hollingshead, Lewer, Loader, Proctor and Tippins
Against	0	
Abstentions	0	
MOTION CARRIED		

FC17 Calendar of Meetings

Officer report 0522FC15 was received and it was **RESOLVED** to adopt the calendar of meetings for the 2022/2023 municipal year.

Proposed by Cllr Hollingshead		
Seconded by Cllr Edwyn-Jones		
In Favour	9	Cllrs Brown, Cook, Edwyn-Jones, Hall, Hollingshead, Lewer, Loader, Proctor and Tippins
Against	0	
Abstentions	0	
MOTION CARRIED		

FC18 Bank Signatories

Officer report 0522FC16 was received and it was **RESOLVED** to confirm the Bank Signatories for the municipal year 2022/23 as Cllrs Brown, Hollingshead, Lewer and Proctor

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Loader		
In Favour	9	Cllrs Brown, Cook, Edwyn-Jones, Hall, Hollingshead, Lewer, Loader, Proctor and Tippins
Against	0	
Abstentions	0	
MOTION CARRIED		

FC19 Town Hall Key Holders

Officer report 0522FC17 was received and it was **RESOLVED** to confirm the Key Holders for the municipal year 2022/23 as Senior Groundsman, Councillors Proctor, Cook and Lewer

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Lewer		
In Favour	9	Cllrs Brown, Cook, Edwyn-Jones, Hall, Hollingshead, Lewer, Loader, Proctor and Tippins
Against	0	
Abstentions	0	
MOTION CARRIED		

FC20 Members Allowance and Attendance

Officer report 0522FC18 and the members allowance and attendance was received and noted.

There being no further business, the meeting was closed at 8:25pm

These minutes were adopted on 21 June 2022 under minute reference FC23a as a true record of the decisions taken and are duly signed below by the chair of that meeting.