



SHAFTESBURY TOWN COUNCIL

To: All Shaftesbury Town Councillors

A G E N D A

FULL COUNCIL MEETING OF THE TOWN COUNCIL

You are summoned to a meeting of the for the transaction of the business shown on the agenda below. To be held at 7 pm on Tuesday, 21 June 2022 **in the Council Chamber, Shaftesbury Town Hall**. The meeting will also be hosted online. Members of the public and press may join on via computer or mobile app. [Click here to join the meeting](#)

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, Town Clerk, 15 June 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.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available.

The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership
(*Committee on Standards in Public Life, 1995*)

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

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1 Apologies - receive and consider for acceptance

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.

Councillor's Chase, Hollingshead and Proctor - personal reasons

2 To receive any Declarations of Interest and Requests for Dispensations

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct – adopted in July 2021. The Clerk will report any dispensation requests received.

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 of the Full Council meeting held on 24th May 2022

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.

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).

Recommendation

Confirm the accuracy of the Minutes of the Town Council meeting held on [24th May 2022](#)

4 Report for Information to Full Council

Civic Report

Councillors are invited to provide a report at this point.

Dorset Council Reports

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

Local Organisation Reports

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

Other

A Working Group meeting will be set up to explain how the council can move forward with a more collaborative and inclusive way of working. A date and time will be confirmed in the near future.

Recommendation

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 Officer progress reports on Full Council Business

Report Content/Detail

Reports provided within this item are to be received, they provide updates on decisions already taken by the Council and actions taken under the Scheme of Delegation (where not previously reported) that need to be resolved.

Delegated Decisions for Information (within the Clerks delegation)


Delegated Decision	Comments	Cost	Budget
Insurance for 2022/23	See report 7 – decision taken under Scheme of Delegation (section 5)		
2022 05 09	<p>Grounds vehicle – following a minor accident the Datsun grounds vehicle was written off by the Council's insurance company in June 2022. Awaiting instruction from the insurance company to arrange collection of the vehicle.</p> <p>Options for a replacement vehicle are in the process of being researched. This includes feasibility research on electric vehicle options and long-term lease hire.</p> <p>An update including appropriate options available for consideration will be presented to council in July.</p>	£32 per day for hire vehicle - estimated cost of hire is £1,792	Earmarked Reserves Line 4922 £14,299 - Vehicles
2022 06 07	External signs are being overlaid to include the new Lido branding	£455 + VAT	Line 4370 Advertising £500

Other Matters to resolve

Subject	Description	Cost	The Council resolves to:
Grounds Manager	<p>This vacancy has been advertised online and via the Blackmore Vale and attracted three enquiries since January 2022.</p> <p>Current Job Description - Grounds Manager</p>	Not applicable	<p>Amend the job title to Environment and Open Spaces Manager Job Description (draft) - this may attract a wider number of potential candidates</p>

Progress update on matters resolved

Subject	Description	Cost	Progress update
Airborne Pyrotechnics	Airborne Pyrotechnics has donated the fee to a Shaftesbury based food charity	£600	A list of Shaftesbury Food Charities was provided, and a charity

			was selected by the Director of Airborne Pyrotechnics. Payment will be made in June.
Councillor representatives to Organisations	In May 2022 the Council viewed the list of representatives assigned to community organisations	N/A	The validated list can be accessed via this link
Digital Marketing Service Level Agreement	Meetings have been held with the Digital Marketing agency to discuss the Key performance Indicators aligned to the Service Level Agreement	Budget £10,000	The Digital Marketing agency has decided not to take on the contract. A number of options are being researched and a further update will be presented to council in July.
Shaftesbury Lido marketing update	The Shaftesbury Swimming Advisory Committee and the Youth Council has developed the Lido branding and marketing	N/A	The Lido branding can be viewed here.
Shaftesbury Lido Pool Cover	The pool cover was due to be delivered four weeks post the order being placed. A delay has been encountered and the pool cover is expected on 6 th July 2022	N/A	The pool company has patched in a temporary repair to the existing cover as a short-term solution
Freeman of the Town		N/A	The ceremony was attended by 40 guests of the 4 Freemen. Each freeman was presented with a scroll and the recognition board in the chamber has been updated
Bus Shelter opposite Lidl	<i>Once the new shelter is paid for and installed our (Dorset Council) procedure is to exchange a signed agreement which would then pass ownership and maintenance of the shelter over to Shaftesbury Town Council.</i> The design and installation of the shelter was discussed and approved between the Town Clerk and the developer in 2020	N/A	The agreement can be viewed here

Recommendation

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 namely: Grounds Manager Job Description revision to Environment and Open Spaces Manager

6 Receive and note minutes of and/or to determine recommendations by committees

Summary

Reports provided within this item are to be received, they provide updates on decisions already taken by the Committee(s) and actions taken under the Scheme of Delegation (where not previously reported) that need to be resolved.

Receive and note minutes of and/or to determine recommendations by committees

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)

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

Minutes from the Planning and Highways committee meeting on 7th June 2022 can be [viewed here](#)

Ref	Recommendation	The Council resolves to:
P&H	No recommendations arising from the June meeting that need a Full Council resolution	
MAC	No recommendations this month to resolve upon this month	
SSAC	No recommendations this month to resolve upon this month	

Recommendation

That the minutes are received and noted and resolve on any matters

7 Shaftesbury Town Council insurance

Summary:

The Council insurance cover lapsed on 31st May 2022. Therefore, the Scheme of Delegation section 5 – Urgent matters was enacted as follows:

- *Subject to consultation with either the Town Mayor, Deputy Town Mayor, or the relevant Committee Chairman and/or vice chairman, the Town Clerk is authorised to act on behalf of the Council on any matter where urgent action is needed to protect the interests of the Town Council.*
- Following a consultation update with the Mayor, the Insurance Broker was instructed to proceed with the 2022 cover as outlined in the renewal report.
- *Before the Clerk exercises the delegated powers, those Members consulted shall consider whether the matter justifies summoning an Extra-ordinary Meeting of the Council.*
- Due to the timescales, the extended Bank Holiday weekend and cover lapsing on 31st May calling an EFC was not an option.
- *Whenever any action is taken in this way, full details of the circumstances justifying urgent action shall be submitted in writing to the next available meeting of the Committee concerned and/or Council.*
- This report outlines the rationale and justification for the urgent action taken to minimise the risk to the council in terms of insurance cover.
- As this increase was unexpected at the point of budget setting this expenditure may create an over-spend. A full report will be provided to Full Council at the June meeting.

Excerpt of information from the Insurance broker:

As I mentioned during our meeting the insurance market is currently going through what is known as a “hard market” and rates are increasing. This is due to the many complex issues facing the insurance world at present such as Brexit, global warming, covid, increased fuel & raw material costs, general inflation, increased regulatory costs, low investment returns, war in Ukraine. Simply put all insurers need to ensure that they have enough money in reserve to meet any potential liability (claims), taking all these factors into account insurers have become very risk adverse & are seeking a resetting of insurance rates (similar to what we are all seeing in the energy market at present) after many years of incredibly competitive rating. The council sector has benefitted from extremely cheap rates for the last 10-15 years, with most enjoying long-term agreements there has been very little increase over the period. Had long term agreements not been in place and standard market increases applied over the period you would have been up near this sort of figure due to annual rating increases.

Due to TMM (The Military Mutual current provider) having to withdraw from the local council sector due to problems they faced in securing capacity with their reinsurer we had to undertake a full market tender exercise in the last quarter of 2021 (our third in 5 years).

Regarding the Maces we will be able to sort this out once the requested information is provided, regarding the inflatable this is slightly more tricky and I think you will need to make a judgement call as to whether the potential income the inflatable brings in would justify the increased insurance costs (subject to us finding a market which we haven't been able to so far).

We will continue to search the market but unfortunately there have been some recent unfortunate claims involving similar inflatables and in the current insurance market where insurers are very risk adverse it's simply not something insurers wish to cover. If we do come up with something I would imagine the premium to be prohibitive.

The income from the 2021 season was £1,680 for Inflatable sessions and £1,170 of party bookings. IF an insurance company can be sourced the cost of the cover would be at least £5,000. The Swimming Pool Manager has been advised that the inflatable must be taken out of use for the foreseeable future and until (and if) an insurance company can be sourced.

Further research has been conducted in-house and the Council owned Lido's listed below do not have inflatables:

- Aldershot Lido (Rushmoor Borough Council)
- Ware Priory Lido (Ware Town Council)
- Jesus Green Lido (Cambridge City Council)
- Peterborough Lido (Peterborough City Council)
- Fleming Park paddling pool (Eastleigh Borough Council)

In terms of the Maces these items are not covered by the council insurance policy. The Maces are held in the bank vault so there is minimal risk. The renewal report states that there is no cover for Cyber Security. This is also an area of insurance cover that the council may want to consider for future protection.

More research is being undertaken with the history and heritage of the Maces as the insurance company is requesting the provenance which is not yet fully understood. Research is being undertaken to find costs for producing replica Maces as this may be an option the council to consider.

Financial impact

The insurance premium for 2021/ 2022 - The Military Mutual was £7,143.37

The insurance premium for 2022/ 2023 - Aviva (best value and stability) as referenced above is £21,359.91.

Budget line	Budget name	Budget	YTD
4330	Insurance	£12,060	£1,704
302	Legal & Professional	£55,941	£2,146

Background/associated document links

The [Renewal-Report](#) can be viewed here

Recommendation

The Council resolves to approve the costs and content of the insurance cover for 2022/ 2023 period and acknowledges the Inflatable is withdrawn from service and that the Mace Insurance and Cyber Insurance will be presented for consideration in July 2022.

8 Picnic Benches at Castle Hill


Summary

Over the past two years the picnic tables at Castle Hill have been removed in stages due to damage beyond repair. There were originally three tables and the last one was removed in May 2022. There is an option to have new picnic benches on the green.

The council is being asked to consider the type of benches for this iconic area of Shaftesbury. The views of the council will be important however it must be noted that the Rotary Club wish to donate funds to pay for three benches. It will be important that representatives buy in to the process.

The following images show the potential range of options that are available and deemed suitable for Castle Hill, noting the market has hundreds of options therefore not limited to those detailed below.

It is recommended that timber 'walk through' (not A frame style) is the best choice and that an option of at least two being wheelchair accessible and preferably from a commercial supplier is preferred.

	
<p>1. Solid wood Accessible Table https://dinefwr.co.uk/seating.php</p>	<p>2. Oak Picnic Table https://dinefwr.co.uk/seating.php</p>
	
<p>3. https://www.streetlife.nl/en/products/solid-picnic-sets with contemporary design</p>	<p>4. Recycled Plastic https://www.broxap.com/bridgend-recycled-plastic-picnic-unit.html</p>



<https://www.norburyparksawmill.org.uk/countryside-furniture/tables-and-seats.html>

5. The Headley (as an example)



100% RECYCLED MATERIAL

<https://www.enviroworld.com/products/regent-picnic-table-black>

6. Regent (as an example)



7. Swedish Redwood Walk through
<https://www.sustainable-furniture.co.uk/walk-through-swedish-redwood-picnic-table>



8. Cheshunt
<https://www.furnitubes.com/street-furniture/cheshunt-picnic-benches-table>

There will be a requirement to seek permission from Historic England as the fixings will need securing into the ground to prevent theft and movement.

There will be a need to consider a design that is consistent with the St James Park plan therefore it is recommended that the Lead Councillor for this project is the same person plus one other.

A map has been generated to show five benches in a proposed position. The number of benches can increase or decrease, as advised by the council.



There may be an option to inscribe the Shaftesbury brand on each bench



Financial Impact

1. Accessible table – solid Oak with wheelchair access	£480 + £80 for long-legged ground fixings + VAT
2. 6-seater picnic table in oak (locally sourced where possible)	£480 + £80 for long-legged ground fixings + VAT
3. Contemporary European style	Awaiting quote
4. Recycled plastic square option	£1,258 + VAT
5. Headley Picnic Table	£232 + VAT
6. Regent Picnic Table	£804 + VAT
7. Swedish Redwood walk through	£580 + VAT
8. Cheshunt	Awaiting quote

The Shaftesbury Rotary Club has agreed to fund three benches.

Recommendation

The Town Council resolves on the preferred design, the location and number of picnic benches for Castle Hill and delegates the purchase and installation to the Town Clerk in collaboration with the lead councillor for the St James Park project and one other. Funds to be drawn from line 4910 Street Furniture – balance £5,325.

9 Local Council Award Scheme

Summary

In June 2019 Shaftesbury Town Council was awarded the 'Quality Gold' award under the Local Council Award Scheme.

In March 2022, the Dorset Association of Town and Parish Council's (DAPTC) wrote to council asking if it would consider the following questions in relation to the Local Council Award Scheme and whether or not it seeks re-accreditation relating to this award. The letter [can be viewed here](#).

- Do council consider it continues to meet and demonstrate the standards achieved at the point of accreditation under the [Local Council Award Scheme](#). Local Council Award Scheme (LCAS) and will it look to re-accredit ahead of the 4 year anniversary of the award?

The accreditation for Shaftesbury Town Council was awarded 19th June 2019 and will expire on the corresponding date in 2023. The 2019 submission documentation [can be viewed here](#). The council would need to submit the supporting information as before to the January or May LCAS panel in 2023 to achieve re-accreditation.

If the answer is 'no' there are two options open to council and these are set out below. It would be good if you could indicate a preferred route:

1. Advise the National Association of Local Councils that you intend to relinquish the award and not seek re-accreditation in 2023.
2. Advise the National Association of Local Councils that council wish to relinquish the award with immediate effect.

Expenditure

No expenditure arising from this report

Recommendation

That the Town Council resolves to review progress on the Gold Standard accreditation in March 2023 ahead of submitting a proposal in May 2023 to achieve re-accreditation.

10 Payments and Finance reports

Summary

The Council 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.

The following summaries are for the committee to receive and note:

[Balance Sheet](#)

[Detailed Income and Expenditure](#)

[Payments for approval](#)

If any councillor would like to see any additional information, please let the office team know and this will be arranged.

Legal Implications

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

Recommendation

That the Council receives and notes the income and expenditure records, general reserves balance and payments list for this month and raises any queries it may have.

Reason for Recommendation

Members should be kept up to date with the council's accounts to ensure that there are sufficient funds to meet commitments.

11 St James Park draft detailed design plans

Summary:

In March 2022 the council resolved to approve the costs to take the project to the detailed design stage for lower end of the park including the play zone (phase 1).

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

To appoint a panel consisting of Councillors Proctor, Hall, Edwyn-Jones and Tippins to review the tender documents in collaboration with the Landscape Architect

The detailed design stage for the play zone is complete and v3 of the plans are ready for review.

The [revised site layout \(v3\) can be viewed here](#)

The [older play scheme \(v3\) can be viewed here](#)

The [younger play scheme \(v3\) can be viewed here](#)

The next steps, once the plan is approved is for the panel to review the tender documents in advance of this being uploaded on to the Contract Finder website. The tender process is expected to start in July 2022.

The tender window will open on Contract Finder (pending approval) and will be live for a period of 4 weeks. Financial Regulations 11.1b states; *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.*

A contractor will be selected based on the recommendation of the panel which will need to be ratified by Full Council as per Financial Regulations 1.14 *the council must approve any grant or a single commitment in excess of £5,000*

The Landscape Architect has facilitated two public pop-up events and two councillor workshops and most recently a workshop with representatives from the Open Spaces Group and Shaftesbury Tree Group. Feedback, where appropriate to do so, has been incorporated into the plans. The public feedback [can be viewed here](#)

Note; **Jubilee Steps is phase 2** of the project however this zone is referenced within this report as an **outline proposal** only. The Landscape Architect has started the Jubilee Steps scope of works and has come up with options for Full Council to consider *in July* as follows:

- a) Replace Handrails only – short-term investment to improve the aesthetics of the handrail – in the region of £20,000
- b) Total reconstruction – engineer-led scheme estimate is likely to be in excess of £500,000. The steps need specialist engineering intervention to manage a solution to address a complicated scheme relating to access, failing retaining walls and associated drainage. There would be a need to involve Historic England to seek their advice on such a technically complicated structural matter. The council *may* also opt

to enlist the services of a structural engineer to determine the extent of the issues and understand more about the options available to improve the structure.

- c) Or a scheme to address the failing concrete end sections, seats, drainage down the path and replacement handrails plus a management plan to address the landscape management across the steep slopes. Likely costs to be £60,000 – as shown in the Jubilee Steps improvements cost summary below.

Considerations: An affordable handrail solution that is sympathetic to the park to make it more compliant with accessibility could be a short-term solution. There needs to be a longer-term management plan for the steps therefore a replacement handrail scheme could be a short-term term (3 years) temporary solution whilst a master plan is being developed. Repairs over the decades have resulted in layer upon layer of bitmac. Adding a bespoke design style of handrail at this stage is not sensible when rest of the area needs attention. The masterplan/ landscape plan and ecological management plan would build on the survey work already done.

This option provides time to raise money and get the required permissions and team in place as it will need to be engineer-led, working in collaboration with Historic England and a Landscape Architect to build a sustainable and long-term plan.

**Summary of funding available and indicative spend to date
CONCEPT versus Detailed Design Plan**

Contain Management Outbreak Fund (COMF) (Outdoor projects to support local public health and wellbeing)	£50,000	SUMMARY (March 2022) – CONCEPT stage		SUMMARY (June 2022) - Detailed DESIGN stage
		OHP	£7,000.00	£12,100.00
		Demolition and clearance	£8,923.00	£6,010.00
		Soft works	£6,000.00	£4,390.00
		Play equipment / site furniture	£56,750.00	£65,788.00
		Provisional Sums	£1,000.00	£3,500.00
		Groundworks		£5,307.00
		Hard works		£24,480.00
		Site furnishings		£7,650.00
		TOTALS BROUGHT FORWARD	£79,673.00	£129,255.00
		Contingencies		
		Contingencies	£5,000.00	£5,000.00
TOTAL excluding vat	£84,673.00	£134,225.50		
		Draft outline cost estimate (detailed design) can be viewed via this link		
Contain Management Outbreak Fund (COMF)	£70,000	Summary		
		Jubilee steps extension	32,927.50	£32,927.50
		Accessible path (entrance)	14,800.00	£14,800.00
		Path in younger play space (looped path)	11,750.00	£11,750.00
		<i>Jubilee steps improvements (option 3)</i>		£60,600.00
		TOTAL EX VAT AND PRELIMS	59,477.50	£120,077.50
		CONTINGENCIES @ 10%	5,900.00	£12,000.00
OHP		£15,000.00		
TOTAL excluding VAT	65,377.50	£147,077.50		

Sub total	£120,000	Actual predicted cost £150,050 including contingency based on CONCEPT plan	£281,302 including contingency AND Jubilee Steps improvements OR £220,702 for basic works
Plus , Section 106 Open Space	£41,453	As resolved by ROSE 8/3	
Plus: Line 4906 – Play Equipment	£42,733	Capital Expenditure	
Plus: Line 4930 - Southern Slopes	£2,000	Ear Marked Reserves	
Plus: 4944 - Footpath/ Cycle network (potential)	£9,190	Ear Marked Reserves	
PLUS: Jubilee steps	£27,775	Ear Marked Reserves	
Total indicative budget	£243,151		

Points to note

1. The cost variance between CONCEPT and DETAILED DESIGN is always significantly higher
 2. The proposals are subject to tender costs and that in event of no contractor pricing the work within budget then further value engineering will be carried out to reduce costs as necessary. It was reiterated at the March Full Council meeting the actual costs will be fully understood upon completion of the tender process (9.2.4)
 3. The quantities have not been assessed by a Quantity Surveyor therefore the costings have been calculated erring on the side of caution.
 4. The specifications have changed from CONCEPT to DETAILED design from the public engagement sessions – see comments on detailed schedule
 5. Cost of play equipment and raw materials has risen and prices continue to be on an increased trend
 6. Contingencies for Jubilee Steps showing as 10% therefore sum increased to £12,000
- When the council has approved the preferred approach to improving Jubilee Steps from A, B or C above then the detailed plans can be developed.

Financial: The total funding available summary is listed below

The total revised funding available is listed as £243,151 however project costs associated with the DETAILED design suggest a sum of **£281,302** including contingency AND Jubilee Steps improvements OR **£220,702** for the play zone and basic works to Jubilee steps

- Plus Landscape Architect fees - Play £10,800 (detailed design phase)
- Plus Landscape Architect fees – Jubilee Steps TBC (pending decision in July 2022)
- Jubilee Steps costs (pending the option selected by Full Council to progress to the next stage)

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

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*

Legal Implication

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)

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

Risk

The proposals are subject to tender costs and that in the event of no contractor pricing the work within budget then further value engineering will be carried out to reduce costs as necessary

Recommendation

To resolve on the St James Park detailed plan and to progress with the management of the tender development and contractor appointment process. To be delegated to the Town Clerk in consultation with the panel (Cllrs Proctor, Hall, Edwyn-Jones and Tippins) already appointed to manage this process.

Reason for Recommendation

To progress the St James Park project as one of the top priorities for 2022/ 2023 and set the direction in terms of the next steps associated with the Jubilee Steps part of the plan.