



To: All Town Councillors, Dorset Council Councillors, Members of the Public & Press

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, 19th July 2022 in the **Council Chamber, Shaftesbury Town Hall**. The meeting will also be hosted online. Public, press and non-committee members, join on your computer or mobile app using [Microsoft Teams](#).

Mrs Brie Logan
Town Clerk, 13th July 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 of their duty under the [Code of Conduct](#), [Scheme of Delegation](#) and [Standing Orders](#).

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.

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

The 7 principles of public life

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

1. [Apologies – To receive and consider for acceptance](#)
2. [To receive any Declarations of Interests and Requests for Dispensation](#)
3. [Minutes of the Full Council meeting held on 21st June 2022](#)
4. [To receive a report for information to Full Council](#)
5. [To receive an Officer progress report on Full Council business](#)
6. [To receive and note minutes of and/or to determine recommendations by committees](#)
7. [To consider the concept options relating to Jubilee Steps](#)
8. [Members' Motion - To consider a request to ask Dorset Council to pass ownership of the Lions Mouth to the Town Council with repairs grant to support the restoration](#)
9. [Members' Motion – To consider keeping track of additional council related work/activity to offset the percentage of attendance at Council meetings](#)
10. [To approve payments and receive financial reports](#)
11. [To review the expenditure related to the purchase of picnic benches at Castle Hill](#)
12. [To consider awarding community grants and Service Level Agreements for 2022-2023](#)

Confidential

13. [Review of staffing information](#)

Agenda Item No. 1

Apologies – To 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 and Lewer - personal reasons.

Agenda Item No. 2

To receive any Declarations of Interests and Requests for Dispensation

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)

Agenda Item No. 3

Minutes of the Full Council meeting held on 21st June 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 [21st June 2022](#).

Agenda Item No. 4

To receive a 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.

Other Reports – Dorset Council has written to the Town Clerk relating to the S106 Mampitts submission. The [decision letter](#) outlines more detail and rationale around the decision making process. A further update is expected from Dorset Council in due course.

Local Organisation Reports

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

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.

To receive an officer progress report 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 delegated spend)

Delegated Decision	Comments	Cost	Budget
Jubilee Tree planting at Enmore Green	A Chanticleer Pear Tree is due to be planted at Enmore Green in recognition of the Queens’s Jubilee. This location is in line with the Town Tree Plan and the species has been selected by the Tree Group.	£79.84	Line 4926 5year tree plan – budget 2022/ 2023 £3,000
Chamber Clock repair	The Chamber Clock has not been working for some time. As part of our drive on standards it is important to get these outstanding jobs addressed. Scope of work to repair the clock quotation. This quote has been accepted by the Town Clerk.	£275	Line 4250 – Town Hall Repairs and Maintenance - £3,000 budget

Other Matters to resolve

Subject	Description	Cost	The recommendation is that Council resolves to:																			
PKF External Audit 2019/ 2020	Link to the 2019/ 2020 External Auditor final report	£2,680.25	Acknowledge no findings on the 2020/ 2021 report and the two findings on the 2019/ 2020 are noted and the invoice for £5,360.50 is paid from line 4341 Legal and Professional fees. Budget £30,000																			
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	<table border="1"> <thead> <tr> <th></th> <th>Hourly rate £</th> <th>Hours</th> <th>Total £</th> </tr> </thead> <tbody> <tr> <td>Engagement lead</td> <td>355.00</td> <td>15.1</td> <td>5,360.50</td> </tr> <tr> <td>Sub total</td> <td></td> <td></td> <td>5,360.50</td> </tr> <tr> <td>VAT</td> <td></td> <td></td> <td>1,072.10</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>6,432.60</td> </tr> </tbody> </table>			Hourly rate £	Hours	Total £	Engagement lead	355.00	15.1	5,360.50	Sub total			5,360.50	VAT			1,072.10	Total			6,432.60
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Total			6,432.60																			

Progress update on matters resolved

Subject	Description	Progress update / comments
Responsible Finance Officer	Research other Town Councils	See confidential report number 13. (sent to members only)
Liability Insurance for the Inflatable plus cover for the Maces and Cyber insurance	In June the Council resolved 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.	The Mace and Cyber insurance information will be presented at the August meeting. The complexity of the information is taking longer than expected to research and responses to questions have been slow.
Inflatable Insurance cover	Prior to the June Full Council meeting, on 8 th June the Rivers Meet Leisure Centre was contacted to seek information relating to their inflatable insurance cover. An update was presented to Full Council on 21 st June in report no7 detailing the inflatable however the council resolved to further consult with the Rivers Meet insurance Broker again based on new information.	The feedback from the River's Meet Insurance company (Reich) relating to Insurance cover for the inflatable clarifies the position. For reference purposes the Insurance Renewal Report provides further information
3G pitch retention period	<p>The period for reporting defects on the 3G pitch ends on 20th July. The invoice will be submitted for payment thereafter by S&C Slatter.</p> <p>The herbicide treatment as part of the pitch works was not accounted for in budget setting hence the expected variance with the invoice value.</p>	The final invoice is expected once the defect period has lapsed therefore payment to this value will be made as per resolution SODF20 3G payment schedule (June 2021 FC meeting) – Budget: line 4020 (sub-contract labour) £11,501 balance with £767.36 from General Reserves to balance the invoice value of £12,268.36
St James Project	<p>The lead time for the equipment is 12 weeks.</p> <p>The Tender process is expected to commence in the near future and the panel; namely Cllrs Edwyn-Jones, Hall, Proctor and Tippins will be advised accordingly.</p>	The budget for line 4908 COMF funding (St James) is £140,000. The Play Equipment budget line is 4906 balance £41,360. The invoices for the play equipment orders is expected to be £35,518.35. This is in line with resolution FC31c (June 2022).

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:

To acknowledge no findings on the 2020/ 2021 External Audit report and the two findings on the 2019/ 2020 report are noted and the invoice for £5,360.50 is paid from line 4341 Legal and Professional fees - Budget £30,000

To receive and note minutes of and/or to determine recommendations by committees

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.

[Draft minutes from the Planning and Highways committee meeting on 5th July 2022.](#)

[Draft Minutes from the Shaftesbury Swimming Advisory Committee meeting on 28th June 2022.](#)

Ref	Recommendation	The Council resolves to:
P&H	No recommendations arising from the July meeting that need a Full Council resolution.	
MAC	No recommendations this month.	
SSAC	No recommendations this month however note that a Swim England Scoping Report is under development and data on swim sessions is being collated to support council decision making on the long-term plans for the Lido. It is expected the scoping report will be ready to review in August 2022.	

Recommendation

That the minutes are received and noted.

To consider the concept options relating to Jubilee Steps

Background

In January 2022 the ROSE committee RESOLVED that the Masterplan concept design plan for St James’s Park and Jubilee steps was awarded to the preferred ‘play Landscape’ contractor B (Aileen Shackell Design – A-S-A Landscape).

The Concept plan for Jubilee steps has been prepared (see appendix) and is ready for the council to review. The Council is being asked to consider the options as outlined below and once the favoured option is resolved the next steps will be developed further.

Options

Costing the improvements to the Jubilee Steps may be undertaken at a range of scales depending on the Town Council’s priorities. There are three options the Council are being asked to consider;

- a) A small-scale scheme which focuses simply on handrails and seating with improved management and maintenance could be considered sufficient for the foreseeable future, or could form a temporary scheme whilst more complex plans are developed
- b) A large-scale scheme could be developed to also address the fundamental structural issues of levels, gradients and drainage, as well as retaining structures. This would require a large budget and would entail detailed planning and development from an engineer-led team.
- c) There may be scope for a compromise between the two (as a mid-range option) whereby the handrail and set improvements are augmented by drainage retrofitted and repairs to the areas which are in worst condition

Risks

No.	Risk	Mitigation
1	The structural condition of the steps including the retaining walls is unknown. For 80+ years repairs have been undertaken with bitmac layers added over time.	An Engineer-led study will provide a condition report for the council to consider which will determine the extent of the structural works that may be needed.
2	The steep path (known locally as the ski-slope) is very unpopular with many residents and this is evident from the feedback received during the consultation events.	The council may opt to look at the removal of the steep path as part of a potential wider plan. A phase 3 plan could be developed in the future.

Costs

Option A	small-scale scheme	£20,000 estimate
Option B	large-scale scheme	£500,000 estimate
Option C	Compromise between the two	Overheads and prelims costs if let as a landscape contract, plus contingency sum

Timeline

A detailed plan including the timeline will be developed once the favoured option have been resolved upon.

Recommendation

The Council resolve on the approach that is favoured to progress to the next stage.

Appendix

[Jubilee Steps Concept Proposal](#)

Members' Motion - To consider a request to ask Dorset Council to pass ownership of the Lion's Mouth to the Town Council with repairs grant to support the restoration

Background

A Members' Motion was submitted in May 2022 in line with Standing Order 9b.

View the [Members'-Motion-Lions-Mouth](#) proposal to understand the context.



This photo shows the Lion's Mouth some years ago and the state now shows further decline.

Options

- a) Research the cost of repair and renovation
- b) Request that Dorset Council transfer ownership to Shaftesbury Town Council and pay a commuted sum for ongoing maintenance.

If the Council approves the principle of committing the Council to the Lion's Mouth project, then officers will either investigate the relevant costs and seek quotes or the potential for a commuted sum and report back to allow for a final decision.

Risks

No.	Risk	Mitigation
1	Time constraints with officer time to manage the next steps associated with this request.	Revisit this request in the late autumn when other priorities have been delivered.
2	The costs are not yet understood (as outlined in the Members' Motion document) and this artifact is not owned by Shaftesbury Town Council.	Research and negotiation with Dorset Council will determine the potential option for a change of ownership.

Costs

If the Council approves the principle of committing the Council to the Lion's Mouth project then officers will either investigate the relevant costs and seek quotes or the potential for a commuted sum and report back to allow for a final decision.

Recommendation

The Council resolves to support this project in principle however acknowledges the impact on officer time and therefore defers the research until the winter of 2022/ 2023.

Members' Motion – To consider keeping track of additional council related work/activity to offset the percentage of attendance at Council meetings

Background

At the June Full Council meeting it was agreed to progress this proposal at the next Full Council meeting. A Members' Motion was submitted in June 2022 in line with Standing Order 9b.

View the [Members' Motions Attendance at meetings](#) proposal. A draft tracking template showing the type of activity is included in the proposal.

Costs

Minimal officer time.

Recommendation

The Council should consider to resolve to track the informal meetings, workshops and/ or events as a matter of interest noting that the control of attendance at formal meetings is bound by legislation.

To approve payments and receive financial 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](#)

[Summary Income and Expenditure by budget heading](#)

[List of payments](#)

[Invoices to accompany the payments list](#)

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.

To review the expenditure related to the purchase of picnic benches at Castle Hill

Background

At the June Full Council meeting it was RESOLVED on design no 8, the location and 5 picnic benches (total) for Castle Hill.

The funds to be drawn from line 4910 Street Furniture (balance £5,325). Limit of £1,000 per unit ceiling in consultation with the Rotary and Historic England.

The application to Historic England was submitted on 28th June 2022 and a response is expected within eight to ten weeks.

The company associated with the design number 8 has since submitted the costs which were not available at the June Council meeting. The costs exceed the limit set by the council at the June meeting hence the proposal is being represented for further consideration.

The Rotary Club will contribute towards three picnic sets however this is based on a value circa £500 each. There is some flexibility in terms of pooling the contribution of £1,500 towards one set.

The Cheshunt range cost for each bench set is £2,308 + delivery.

Range: Cheshunt – manufacturer Furnitubes

CHS6-G CHESHUNT SEAT Hardwood timber PTFE timber. Standard finish is stained to Sadolin Classic - Teak. ROOT FIXED 415mm Below Ground	10	£714.00	£7,140.00
CHST6 G CHESHUNT TABLE Hardwood timber table. Standard finish is stained with Sadolin Classic - Teak Root fixed 415mm Below Ground	5	£880.00	£4,400.00
CHARGEABLE DELIVERY TO CUSTOMER	1	£546.00	£546.00



The Disabled Access picnic set from Dine FWR was the second choice and each set is priced at £520.

Company: DineFWR (Company 1)

The Disabled access picnic set for £520

To produce a design similar to that of supplier 8:

- 2no. free standing backed benches and a table for £950
- A combination of D/A table and small benches with a backed bench on the other side for £740
- Free standing Oak bench for £380 (see attached).
- Ground fixing with Oak stakes is the preferable option on soft ground at historic sites
- Delivery would be between £300-550 depending on the order.



The image to the right shows the wood and design principle noting the table would be rectangular in shape

Consultation / Research

Dine FWR can produce a similar picnic set in Oak to the one in the photo (design 8) and it would cost £1700.

The furniture produced by Dine FWR is rustic and robust, but it does not match as all the surface timbers are of the same dimensions and finish. The picnic set as photo (design 8) it is not classed as for Disabled Access as wheelchair users could only gain access to the table ends and therefore not as 'inclusive' as design 1 (produced by DineDWR)

To rout the Shaftesbury logo into Oak and would cost an additional £120/unit.

Options including costs

- a) Continue with the Cheshunt design, recognising the increased costs and reduce the number of picnic sets at Castle Hill from 5 to 3 at a total cost of £7,470 + logo costs
- b) Continue with the 5 Cheshunt picnic sets at a total cost of £12,450 (inc delivery)
- c) Opt for the Disabled Access style from Dine FWR at a total cost of £2,600 for 5 picnic sets
- d) Opt for the Dine FWR bespoke oak model as shown

Recommendation

The Council needs to set the direction, consider and approve the costs associated with its choice of design.

To consider awarding community grants and Service Level Agreements for 2022-2023

Background

A [table of grant and SLA applications](#) received has been produced to show all information in one document. The table shows the value and purpose of each application, and/ or 'grant in kind', is referenced.

Grants

Out of the 24 applications received, nine were not compliant with the policy. The table of applications includes a column (I) which shows compliance/ non-compliance with policy. Column K shows the revised figures which are subsequently aligned with the policy.

The revised value of grant applications submitted that are compliant with policy is **£29,098.50**.

The Grant Awarding Policy can be accessed via the appendix below.

A link is provided for each application in the appendix section. There is also a hard copy file if any members want to come to the office to review the information in advance of the Full Council meeting.

Service Level Agreements

Two organisations have submitted requests for Service Level Agreement funding – the total value is **£6,925** as shown on the table (as referenced in the background section above).

1. Citizens Advice Bureau – the 2020/ 2021 [impact report](#) has been submitted for review. The draft [Service Level Agreement for the CAB can be viewed here](#).
2. Tourist Information Centre - this organisation has submitted a [Digital Signage Application](#) to support the Council’s Digital Marketing Strategy. In the absence of a Digital Marketing campaign for the 2022 season, if supported by the council, the TIC proposes to provide a Digital Signage campaign (visual display equipment) which can be viewed on the application.

Options

- a) Award the value of the grants as submitted (those not compliant have been amended) to the value of **£29,098.50** which would exceed the budget by £9,098.50.
- b) Reduce the total value of grant applications to £20,000 which is in line with the budget.
The total accounting centre budget is **£34,000**. It is likely that the Digital Marketing Service Level Agreement will not be fulfilled this year. Taking into account the TIC application, if the council resolves to approve this option then £7,075 of potential existing funding *may* be reallocated.
- c) Reduce the grant applications to £20,000 and the SLA’s to the value as submitted of £6,925 thus creating an underspend of £7,075. This approach will allow for organisations to present applications throughout the rest of this financial year.

Risks

No.	Risk	Mitigation
1	By spending to the combined accounting centre total this does not allow for flexibility during the rest of the year.	Recommendation is to keep some funds available for ad-hoc applications that are submitted throughout the year.
2	The application from the Football Club is disproportionate to the other applications.	The Football Club facility is a STC asset and therefore the council may recognise the need to invest in the infrastructure. The council may also consider reducing the value of the application.

3	It appears that there is some duplication in some services.	It will be prudent for members to review the table of information relating to the applications to form a view.
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Costs

The value of grant applications (as submitted) is £34,497.00 revised to £29,098.50 (re compliance to policy).

The value of Service Level Agreement applications submitted is £6,925.

The budget for grants and Service Level Agreements is set out in the table below.

Expenditure Detail (Cost Centre 303 Grants and SLA)	Current Annual Budget
4350 Community Grants	20,000
4352 Service Level Agreements	14,000
Cost Centre 303 Net Expenditure	34,000

Recommendation

That the Council considers providing grants to local organisations in accordance with its grants awarding policy not exceeding the total accounting centre budget of £34,000 and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Committee resolution.

Appendix

[Grant Awarding Policy](#)

Each application as submitted can be viewed below:

- 1 [Blackmore-Vale-Tourism.pdf](#)
- 2 [BOOBS.pdf](#)
- 3 [Mobility-Map.pdf](#)
- 4 [Friends-of-Westminster-Hospital.pdf](#)
- 5 [Gold-Hill-Fair.pdf](#)
- 6 [Home-start-North-dorset.pdf](#)
- 7 [ND-Rugby-club.pdf](#)
- 8 [Open-House.pdf](#)
- 9 [Read-Easy.pdf](#)
- 10 [Rendenvous.pdf](#)
- 11 [Rolt-Millenium-Green.pdf](#)
- 12 [Rural-Health-Matters.pdf](#)
- 13 [Shaftesbury-Bowling-Club.pdf](#)
- 14 [Shaftesbury-Car-Link.pdf](#)
- 15 [Shaftesbury-Community-Choir.pdf](#)
- 16 [Shaftesbury-Cricket-Club.pdf](#)
- 17 [Shaftesbury-Football-Club.pdf](#)
- 18 [Shaftesbury-Primary-PTA.pdf](#)
- 19 [Shaftesbury-Scout-Group.pdf](#)
- 20 [Shaftesbury-Town-Silver-Band.pdf](#)
- 21 [Shaftesbury-Town-Twinning-Association.pdf](#)
- 22 [Shaftesbury-Youth-Club-Little-Giants.pdf](#)
- 23 [Swans-Trust.pdf](#)
- 24 [The-Brave-and-Determined-Company.pdf](#)

Confidential Session – Review of Staffing Information

To consider entering into confidential session to review staffing information

Local Government Act 1972 s.112

Background

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).

See confidential report – circulated to members separately.

Recommendation

That the public be excluded during the discussion of the remaining agenda items on the grounds that they involve the likely disclosure of confidential information and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.