



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 Council for the transaction of the business shown on the agenda below. To be held at **7 pm on Tuesday, 16<sup>th</sup> August 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, 10<sup>th</sup> August 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 19<sup>th</sup> July 2022](#)
4. [To receive a report for information to Full Council](#)
5. [Clerks Report including correspondence and progress report on Full Council business](#)
6. [To receive and note minutes of and/or to determine recommendations by committees](#)
7. [To approve payments and receive financial reports](#)
8. [To consider amending the Financial Regulations for the Town Council's Tender Process](#)
9. [To consider a report on the Shaftesbury Town Memorials](#)
10. [To consider seeking motion\(s\) to be submitted to DAPTC](#)
11. [To consider selecting an architect for the Town Hall refurbishment](#)
12. [To consider the options for benches at St James Park](#)
13. [To receive a report on the defibrillators located in Shaftesbury](#)
14. [Confidential Session – Review of Staffing information](#)
  - 14.1 To receive a confidential report on staffing information (circulated to Councillors only)

## **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.

## **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 19<sup>th</sup> July 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 [19<sup>th</sup> July 2022](#).

The draft minutes online do not reflect the amendments requested by a resident at P&H 2<sup>nd</sup> August. If councillors agree to the change in minutes (post meeting amendment) then the approved minutes (including revision) will be published on the website.

## **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**

None

#### **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.

**Clerks Report including correspondence and 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.

**5.1 Clerks Report**

Shaftesbury Wellness evaluation- The three-month long event was very successful. 1508 people took part and benefitted from the three free events (Outdoor Yoga, Qi-Gong and Circuits). Participants were asked for feedback and 362 responses were received. The feedback has been collated and is [available to view on this report](#).

Shaftesbury Loop Launch Trifold – Following a trial period last year, and some amendments to the route based on feedback from the trial, the Shaftesbury Loop is ready to launch again. The marketing trifold leaflet is [available to view here](#)

St James Park – Dorset Council Planning has granted permitted development for the improvements to the park.

Citizens Advice Bureau – Following the Full Council’s resolution to approve the Service Level Agreement at £4,000, the SLA has since been signed.

Tourist Information Centre – Following the Full Council’s resolution to approve the Service Level Agreement at £2,925, the SLA has since been signed.

Letter of complaint – [A resident’s letter of complaint has been received](#). Concerns have been raised about the councillor’s conduct at meetings, lack of councillor attendance, basic town needs being overlooked and policies not adhered to. To date 5 out of 12 Councillors have attended a Code of Conduct training plus a further one has a session scheduled in. Therefore, there are six members that have not attended this training.

Shaftesbury Swimming Advisory Committee (SSAC) – David Mitcham has resigned from this committee. There is no need at this current time to recruit another member. The revised membership is now five and the quorum is four (as per section 5.1 of the Terms of Reference).

Friends of Westminster Memorial Hospital - It has come to light that a clerical error was made on the grant spreadsheet discussed at Full Council on 19<sup>th</sup> July. The grant application for the Friends of Westminster Memorial Hospital requested a sum of £3,300 (as shown in the link within the papers) and the sum shown on the spreadsheet was £1,300. Contact was made with the chair to explain the error and an offer was made to represent this application to FC in August. The offer was declined. Councillors are requested to note this error.

Cradle Swing at Wincombe Recreation Ground – The two cradle swings have been replaced as the old swings were worn out and beyond repair.

Bucket Swing at Wincombe Recreation Ground – The swing is beyond repair as the wooden beam holding the swing itself has split. The swing was installed in 2007 and the spare parts are now obsolete. As this is a popular item of equipment a



replacement swing has been ordered at a cost of £3,174. In line with Financial Regulation 4.1 the chair of STC in consultation with the Town Clerk has authorised this expenditure from line 4906 Playground Equipment.

Operation London Bridge – The Town Council’s policy has been updated to incorporate the latest updates on guidance received by DAPTC. [Click on Mourning Protocol to view the document.](#)


Shaftesbury Open Spaces Group (SOSG) – Correspondence (excerpt) reads: *As a first step, we propose an informal meeting with representatives of the Town Council, Open Spaces and Tree Groups, Planet Shaftesbury, etc., to discuss and agree on ways of working together.*

*Thereafter we suggest that the overall strategy should be to gradually develop practical management plans for each of the public open spaces, perhaps starting with St James Park.*

Councillors should be aware that Cllr Tippins is no longer the representative for this group. The group has set a tentative date of Tuesday 4<sup>th</sup> October to meet. The outcome from this meeting will be presented to Full Council on 18<sup>th</sup> October and this will include the need (or not) for a STC Councillor representative on the SOSG.

## **5.2 Delegated Decisions for Information (within the Clerks delegated spend)**

<b>Delegated Decision</b>	<b>Comments</b>	<b>Cost</b>	<b>Budget</b>
Shared Prosperity Fund	An email from DC was received on 15 <sup>th</sup> July requesting to complete a survey to gain feedback on the proposed priorities for the Dorset Shared Prosperity Fund investment plan. The deadline was 20 <sup>th</sup> July; the Town Clerk completed the survey. For information on Dorset data visit; <a href="#">Dashboards - Dorset Council</a>	N/A	N/A
Highways Mirror	A new mirror was purchased and installed by the grounds team, to replace the vandalised one at St John’s Hill.	£63.93	4250/103 – Repairs & Maintenance/Grounds
Planet Shaftesbury	The Planet Shaftesbury network arranges information sessions, talks, films, workshops, panel discussions etc which are open to the public and support the town's response to climate / nature / pollution challenges. <ol style="list-style-type: none"> <li>1. September 15th: evening meeting during the week of a display 'Shaftesbury Climate Response' at the Library (Emphasis is on 'what you can do')</li> <li>2. September 22nd: educational film show</li> <li>3. September 29th: workshop to explore feasibility of Shaftesbury electric car rental service</li> <li>4. October 6th: illustrated talk 'The Right Light at Night'</li> </ol>	N/A – free hall hire has been agreed for the events as listed.	N/A

Dream Scheme	<p>The Dream Scheme is aimed at secondary school students, so ranging from 11 to 16/18.</p> <p>There are nine volunteers, all DBS checked, looking after up to 50 young people and supporting them to carry out a community-based activity. Points are then earned and converted to prizes. One of the prizes is free entry to the Lido on 10th August.</p>	N/A	N/A
Great Ground	<p>In 2018 the National Citizens Service created a 'Sensory Garden' on this area of land. The residents in the vicinity made several complaints to STC throughout 2018 and some of the 'enhancements' were removed. On 9<sup>th</sup> August the Clerk met with one of the residents who is still feeling very dismayed at the state of this area (owned by STC). Under delegated decision it has been agreed the area will be transferred back to its original state with the exception of the planter. The residents in this area are highly delighted and very relieved with this outcome.</p> 	The cost of paint and turf is expected to be no more than £100	4250/103 – Repairs & Maintenance/Grounds budget £7,400

### **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 as referenced above

### **5.3 Other Matters to resolve**

No	Subject	Description	Cost
5.3.1	To sign up to the <a href="#">Civility and Respect pledge</a>	<p>SLCC, NALC and OVW (One Voice Wales) are proposing that Councils sign up to this pledge. As part of the pledge the town council should have a Dignity at Work policy. STC does have a <a href="#">Bullying and Harassment Policy</a>.</p> <p>The Dignity at Work policy will replace any previous Bullying and Harassment Policy. It encompasses behaviours beyond bullying and harassment, and zero tolerance, with the aim of dealing with concerns before they escalate. The proposed updated <a href="#">Dignity at Work Policy</a></p> <p>It has been produced with supporting guidance because it is so important that any commitment made in the policy is applied in practice.</p>	£0

		<p>Training courses will be available via SLCC and these will be advertised on the Digest.</p> <p>Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the Civility and Respect Pledge.</p> <p>Councils who have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times.</p>	
<p><b>The recommendation is that Council resolves:</b></p> <ol style="list-style-type: none"> <li>1. To sign up to the civility and respect pledge and demonstrate that STC is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.</li> <li>2. To adopt the Dignity at Work Policy (replacing the previous Bullying and Harassment Policy)</li> </ol>			
5.3.2	Email request from the TIC Manager:	<p><i>As you know the TIC is embarking on a significant journey this year as we develop the analogue and traditional tourism offering through to a digital solution. This will require intensive activity on behalf of the management and volunteers, and we are keen to work closely with our town council in this endeavour. Our current representative has full time work commitments and may not be able to provide the support we need in a timely manner. Please could you see if it is possible for us to have another representative on the council.</i></p>	
<p><b>The recommendation is that Council resolves:</b> To appoint a STC representative to support the Tourist Information Centre.</p>			
5.3.3	Coppice Street Car Park 1 – Dorset Council sub-lease	<p>The <a href="#">draft Heads of Terms</a> for the ransom strip at the Coppice Street Car park has been prepared by Dorset Council. A final version is expected via the STC solicitor over the coming days.</p>	
<p><b>The recommendation is that Council resolves:</b> To nominate 2 councillors to sign the lease; namely the chair and vice chair.</p>			

#### **5.4 Progress update on matters resolved**

<b>Subject</b>	<b>Description</b>	<b>Progress update / comments</b>
Inflatable Insurance	<p>Full Council 19<sup>th</sup> July 2022: It was <b>RESOLVED</b> that Cllrs Tippins and Yeo will investigate further insurance options for the inflatable in the Lido and report back to the Council and Town Clerk.</p>	

**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 2<sup>nd</sup> August 2022.](#)

<b>Ref</b>	<b>Recommendation</b>	<b>The Council resolves to:</b>
P&H	No recommendations arising from the August meeting that need a Full Council resolution.	
MAC	No meeting held this month.	
SSAC	No meeting held this month.	

**Recommendation**

That the minutes are received and noted.

**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](#)

Q1 review

[Summary of payments for the 3 months up to end June 2022](#)

[Annual Budget monitoring – Q1 progressive](#)

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 July and summary of Quarter 1 payments 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 consider amending the Financial Regulations for the Town Council's Tender Process**

**Background**

The current Financial Regulations, adopted on 24<sup>th</sup> May 2022, under *Section 11 Contracts, 11.1 Procedures as contracts are laid down as follows*, states that:

*e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.*

*f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.*

**Information**

The Town Councils Environmental Biodiversity Policy states that

***Section 6. Shaftesbury Town Council Environmental and Biodiversity Statement***

*The Council will work to integrate environmental considerations into our business decisions and adopt greener alternatives wherever possible, throughout our operations.*

Therefore, receiving tenders via post does not seem environmentally friendly nor is it time efficient for the contractor or officers to handle the amount of paper involved in a tender process.

A more favourable solution would be to set up a separate confidential email address, to receive tender documents only. The tenders will still be opened on the prescribed day by the Clerk and a councillor, as set out in regulation.

**Recommendation**

Councillors are requested to approve the amendment to the Financial Regulations to reflect that Tender Submissions can be submitted electronically to a dedicated confidential email address.

## To consider a report on the Shaftesbury Town Memorials

The below report has been received by the Chairman of the Shaftesbury & District Branch, RBL.

### Background

Several members of the Shaftesbury and District Branch of the Royal British Legion - one of them a Falklands veteran – have commented about the poor visual condition of the memorials, the subject of this report. The Branch Chairman carried out a visual inspection of the two memorials on 18 July 2022 and this report contains the results of his observations.

### Results of Inspection

1. Park Walk Memorial - these observations cover the lower base of the memorial, above the steps.
  - a) The inscribed names on the North and South faces are almost obliterated by blackened lichen and grime, making them difficult to read.
  - b) The inscription on the East face is similarly indecipherable.
  - c) The Town Crest on the West face is also indistinguishable.
  
2. Enmore Green Memorial
  - a) Three vertical railings are bent and require heat treatment and straightening. Their size (7mm square) and strength indicate that they must have been struck by a vehicle to be so bent.
  - b) The railings are rusty in places, covered in lichen and grime, and require a total scrape and repaint.

### Comment and Recommendation from the RBL

Remembrance Sunday is only sixteen weeks away and it would be a shame to present these memorials in their current condition on that day. It is not representative of how the citizens of Shaftesbury should honour the memory of those who have given their lives in the service of their country.

Remedial action is recommended, to be effective before Remembrance Sunday this year, and to ensure a regular inspection and maintenance of the memorials for the long-term future so that their condition does not deteriorate so markedly.

### Financial Information

Officers have sought a quote from a professional, local company for the specialist cleaning of both memorials which can be [viewed here](#). There is also a need to enlist the services of a Stone Mason to improve the inscriptions and a Blacksmith to restore the railings to their former glory. At the time of writing this report, further quotes are awaited.

### Recommendation

1. Councillors should consider the content of this report and decide if they wish for the memorials to be cleaned and restored using a **new** EMR budget named as **War Memorials** with funds of £7,500 transferred from General Reserves. (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).
  
2. STC and the Royal British Legion develop a long-term management plan to include an annual maintenance plan so that the memorials are managed in a proactive manner and presented to a standard that Shaftesbury residents can all be proud of.

**To consider seeking motion(s) to be submitted to DAPTC**

**Report**

Every year Councillors are invited to submit motions to the Dorset Association of Parish and Town Councils for consideration.

The DAPTC AGM is scheduled to take place on 19<sup>th</sup> November 2022 at 10am. DAPTC have published the following timeline for the AGM.

- From 1<sup>st</sup> June 2022 - Clerks to consider seeking any motions from Council for the DAPTC AGM in November and to schedule this into their planned meeting
- 30<sup>th</sup> September 2022 - Clerks to submit any motions for the AGM to DAPTC for consideration of the Executive Committee
- 20<sup>th</sup> October 2022 - Nominations for President and Vice President to be received by the Chief Executive
- 21<sup>st</sup> October 2022 - DAPTC publish the AGM Agenda and Annual Report and Accounts
- Saturday 19<sup>th</sup> November 2022 - 10am - 12 noon, The DAPTC AGM

**Further Information**

FORM FOR PROPOSALS FOR DAPTC AGM

To be submitted by 30 September 2022

NAME OF COUNCIL .....

Please note that NALC requests this information and careful completion of the form will increase the chances of a proposal being accepted by NALC

1.	Please give the motion your Council would like considered at the DAPTC AGM
2.	Please give the reason (as thoroughly as possible) why your Council is submitting this motion.
3.	Please state how this issue is affecting parish and town councils in Dorset (with case study evidence please) and try not to duplicate answers from previous questions please.
4.	If you have information on how this issue is affecting parish and town councils nationally and why this is a national issue please give this and try not to duplicate answers from earlier questions please.
5.	If relevant, please tell us exactly what aspect of national parish policy your Council would like NALC to lobby Government on (with case study evidence please).
6.	If you have the information, please tell us exactly which part of primary or secondary legislation (or secondary regulation/statutory instrument) your Council would like to be changed as a result of NALC/local lobbying.
7.	If relevant, please state what other action your Council would like NALC and its Policy Committee to take is this motion is adopted.

8. If you have the information, please confirm the names of any other organisation or local council that formally support your Council's motion.

**If you have any supporting documents to be jointly considered with your Council's motion – please e-mail them with this form to DAPTC.**

**Recommendation**

Councillors are asked to consider if they wish to propose any motion(s) to be presented at the DAPTC AGM.

## To consider selecting an architect for the Town Hall refurbishment

### **Background**

Earlier in 2022 Officers contacted RIBA (Royal Institute of British Architects) for recommendations of RIBA Chartered Practices in the area for consideration for this project. RIBA provided details of five practices which were all contacted.

### **Information**

The following brief was sent to five Architects. Out of the five practices two did not respond, one declined due to current workloads and two practices are interested in the project. Each architect was sent a briefing note [Shaftesbury Town Council - Town Hall proposed works](#)

In summary, the aim is to retain the better characteristics of the building and improve the potential for hire of the function spaces. There is a need to catch up on overdue maintenance work and make future maintenance safer and easier. The building appearance internally is dated and it should benefit from a fresh overall approach to bring it into the 21st century as it approaches its 200th anniversary in 2027.

Applicants were asked to confirm their experience in this type of work, set out their anticipated fee scales and enclose illustrations of comparable work.

Architects were asked to submit examples of their previous and comparable work. The two architects who are interested in this project have submitted examples of their previous work as follows:

Architect A:

- [About Architect A](#)
- [Project Examples](#)
- [Proposed Ground Floor Plan](#)
- [Proposed First Floor Plan](#)
- [S1 revision](#)
- [S2 revision](#)
- [Proposed Ground Floor Plan RevB](#)
- [1A Main Staircase details](#)
- [2A Main Staircase details](#)
- [Architectural Services](#) (client reference)

Architect B:

- [Quinquennial Inspection Report](#)
- [CV](#) (page 3 lists architectural work undertaken from 2016 to 2022)
- [Practice Profile](#)

## **Financial Information**

<b><u>Fees</u></b>	<b><u>Architect A – Standard Terms of Engagement</u></b>	<b><u>Architect B – Fee Note Fees and Expenses</u></b>
Director	£115 per hour	
Architect/Senior Architectural Designer	£80 per hour	£75 per hour
Senior Architectural Technician	£70 per hour	£70 per hour
Architectural / CAD Technician	£55 per hour	
Technician / Technologist		£60 per hour
Architectural Assistant		£65 per hour
Computer Modelling		£60 per hour
Director / Town Planner RTPI		£100 per hour
Director / Architect RIBA		£120 per hour
Travel expenses	50p per mile	
Project fees	10 – 11% of total project cost	See fee note report (link above)

## **Recommendation**

Councillors are requested to decide which architect they would like to engage with to move this Town Hall refurbishment project forward.

## To consider the options for benches at St James Park

### **Background**

At the 21<sup>st</sup> June 2022 Full Council meeting, Councillors were requested to choose a design for new picnic benches at Castle Hill. it was *RESOLVED on design no 8, the location and 5 picnic benches (total). 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.*

As the cost for bench design No 8 was not available at the June meeting, the council was subsequently advised that the cost of each unit was £2,400. It was *RESOLVED in the July meeting to delay the project and revisit the options for benches at a later stage.*


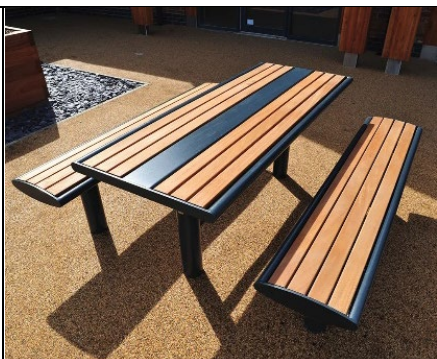
### **Information**

Officer have further researched other options, which are presented below, along with previous designs. All options have soft ground fixings, and regular benches from the same collection are of very similar design.

	<p><b>From June FC</b></p>		<p><b>From June FC</b></p>
<p>1. Solid wood Accessible Table  <a href="https://dinefwr.co.uk/seating.php">https://dinefwr.co.uk/seating.php</a>          £600 per table with long legged ground fixing.          £250 for delivery of all 5 tables.          Routering (etching logo into the wood) available for £100 per table.          Similar seating benches available – with ground fixings</p>		<p>2. Oak Picnic Table  <a href="https://dinefwr.co.uk/seating.php">https://dinefwr.co.uk/seating.php</a>          £560 per table with long legged ground fixing.          £250 for delivery of all 5 tables.          Routering (etching logo into the wood) available for £100 per table          Similar seating benches available – with ground fixings</p>	
	<p><b>From June FC</b></p>		<p><b>From June FC</b></p>
<p>3. Swedish Redwood Walk through Table  <a href="https://www.sustainable-furniture.co.uk/walk-through-swedish-redwood-picnic-table">https://www.sustainable-furniture.co.uk/walk-through-swedish-redwood-picnic-table</a>          £665 per table + £40 per soft ground fixing (2-4 needed for each table?). Backrests can be added - £120 per table.          £100 delivery for all 5 tables.          Also sell as seating bench – with ground fixings</p>		<p>4. Cheshunt Opepe Hardwood  <a href="https://www.furnitubes.com/street-furniture/cheshunt-picnic-benches-table">https://www.furnitubes.com/street-furniture/cheshunt-picnic-benches-table</a>          Previously quoted:          £2400 per table with soft ground fixings.          Estimate £700 delivery for all 5 tables.          Also sell as seating bench – with ground fixings</p>	



	<p><b>New Option</b></p>		<p><b>From June FC</b></p>
<p>5. Douglas Fir Thick Timber Traditional Picnic Bench.  <a href="https://www.sustainable-furniture.co.uk/traditional-picnic-bench">https://www.sustainable-furniture.co.uk/traditional-picnic-bench</a></p> <p>£425 per table + £40 per fixing (4 needed for each table?).          £100 delivery for all 5 tables.          Also sold as seating bench – with ground fixings</p>	<p>6. Regent brown recycled plastic Table.  <a href="https://www.envirobuild.com/products/regent-picnic-table-brown">https://www.envirobuild.com/products/regent-picnic-table-brown</a></p> <p>£956 per table with long legged ground fixings.          Free delivery.          Similar seating benches available – with ground fixings</p>		
	<p><b>New Option</b></p>		<p><b>New Option</b></p>
<p>7. A-Frame Heavy Duty Rectangular Picnic Table – Lancelot.  <a href="https://picnic-benches.uk/product/a-frame-heavy-duty-rectangular-picnic-table-lancelot-1800mm/">https://picnic-benches.uk/product/a-frame-heavy-duty-rectangular-picnic-table-lancelot-1800mm/</a></p> <p>£385 per bench with soft ground fixings.          £94.80 for delivery of all 5 benches.          Similar seating benches available – with ground fixings</p>	<p>8. Winchester 8 Seat Treated Round Picnic Table – Pine.  <a href="https://picnic-benches.uk/product/winchester-8-seat-treated-round-picnic-table-wrb38g15/">https://picnic-benches.uk/product/winchester-8-seat-treated-round-picnic-table-wrb38g15/</a></p> <p>£430 per bench with soft ground fixings.          £94.80 for delivery of all 5 benches          Similar seating benches available – with ground fixings</p>		
	<p><b>New Option</b></p>		<p><b>New Option</b></p>
<p>9. Springbank Picnic Table – Recycled Plastic  <a href="https://www.tdp.co.uk/product/springbank/">https://www.tdp.co.uk/product/springbank/</a></p> <p>£671.52 each with soft ground anchoring kit.          Free delivery          Similar seating benches available – with ground fixings</p>	<p>10. Brompton Picnic Bench  <a href="https://www.broxap.com/brompton-picnic-bench.html">https://www.broxap.com/brompton-picnic-bench.html</a></p> <p>£1018 per bench with fixings (in hardwood)          Delivery of 5 tables £1098.00          Similar seating benches available – with ground fixings</p>		

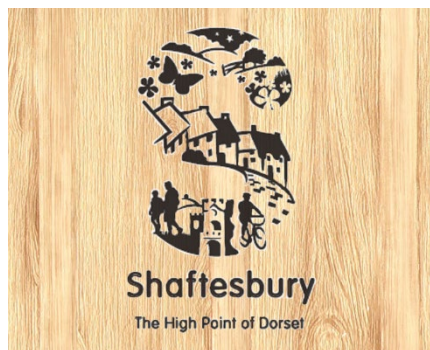
	<p><b>New Option</b></p>		<p><b>New Option</b></p>
<p>11. Thorneyfield Picnic Bench  <a href="https://www.broxap.com/bx17-thorneyfield-picnic-bench.html">https://www.broxap.com/bx17-thorneyfield-picnic-bench.html</a>            £1346 per table with fixings, (In hardwood £2,132)            Delivery of 5 tables £1098.00.            Similar seating benches available – with ground fixings</p>		<p>12. Thornhill Picnic Bench  <a href="https://www.broxap.com/thornhill-picnic-unit.html">https://www.broxap.com/thornhill-picnic-unit.html</a>            £1885 per table (in hardwood) with fixings.            Delivery of 5 tables £1098.00            Also available as seating bench – with ground fixings</p>	

Previously the Council resolved on design number 4 with a delegated decision to spend up to a cost of £1,000 per unit. The costs exceeded this spending limit. In July the council resolved to undertake further research therefore alternative wooden options are presented above.

Additionally, the Senior Groundsman has recommended recycled plastic tables due to lower maintenance, therefore recycled plastic options no 6 and 9 have been included for consideration.

The council is reminded that the Rotary Club has committed to support the purchase of picnic benches up to the value of £1,500. A grant application has also been submitted to the National Lottery for £9,400 to purchase additional picnic benches.

The only company that is able to inscribe the town branding directly onto the picnic tables is Dine FWR. The other companies are unable to router the branding into the wood however further research is being undertaken with locally based engraving companies. Another option to consider is to inscribe the brand onto a stainless-steel disc as shown below.



**Recommendation**

Councillors should consider the additional bench options, including branding, and instruct officers which design and how many benches they would like to purchase, using funds from budget line 4910 Street Furniture (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

## To receive a report on the defibrillators located in Shaftesbury

### Background

Looking at other Town Council websites it appears that many have a dedicated page which maps the locations of each defibrillator device.

There is not currently a complete register of defibrillators located in Shaftesbury. Therefore, research has been carried out attempting to identify where defibrillators are located in and around the town.

### Research

Without the correct treatment, cardiac arrests are often fatal, as the British Heart Foundation's figures reveal that only one in ten victims survive. However, the chance of surviving a cardiac arrest increases from 6% to 74% if the casualty is in a shockable rhythm and a defibrillator is deployed within 3 minutes.

Defibrillators are devices that send an electric pulse or shock to the heart to restore a normal heartbeat. They are used to prevent or correct an arrhythmia, an uneven heartbeat that is too slow or too fast. If the heart suddenly stops, defibrillators can also help it beat again.

To help someone who is in cardiac arrest survive, a defibrillator needs to be found as quickly as possible. Therefore, greater access and closer proximity defibrillators could be the difference between life & death.

### Types of Defibrillators

There is an important discrimination between Publicly Accessible Defibrillators (PADs) and other Manual Defibrillators that require a trained professional to operate. PADs are always Automated External Defibrillators (AEDs) meaning they are prepared to guide you through every step. Publicly Accessible AED's are equipped with detailed diagrams displaying pad placement and thorough automated voice instructions explaining the next steps. The AED will inform you when to perform CPR, when to administer a shock, and when you should stand back. This is an extremely important feature to have for a public AED as it ensures that anyone and everyone can assist in an emergency.



In Summary (AEDs) which are increasingly being introduced in many public spaces, are used to save the lives of people experiencing cardiac arrest, where even untrained bystanders can use the device in an emergency.

In contrast, medical centres will often have defibrillators on site, but these will not be available to the public to use in an emergency. Hospital defibrillators are manual, whereby doctors and nurses assess how large of a shock to give the patient and the doctor decides when and how often to press the button to administer the shock. The machines are much larger in size and are usually stored on a cart (commonly referred to as a 'Crash Cart').

### Locations of AED's which are available for public administration

Despite not being a complete register, [The Circuit is known as The National Defibrillator Network](#), which is a database of PADs registered and known by emergency services and the British Heart Foundation. When defibrillators are shared with The Circuit, their location and status is instantly synchronised with the



emergency services' systems ensuring that their information is always up to date and ready to help save lives. It is recommended that all defibrillators are registered on The Circuit.

### **Shaftesbury Defibrillators**

There are currently 6 defibrillators in Shaftesbury that are included on The Circuit. These being:

<b>Location</b>	<b>Status</b>
Tesco Superstore	Available whilst store open
Tesco Filling Station	Available whilst store open
Shaftesbury Masonic Hall	Available 24/7
Swans Yard	Available 24/7
Gold Hill (managed by the Rotary)	Available 24/7
Wincombe Centre	Available 24/7

In addition to this, Officers have undertaken research to locate further defibrillators that are located in Shaftesbury, however, with use that may be restricted and/or maintenance is not guaranteed.

<b>Location</b>	<b>Status</b>
Bupa Dental Care	Confirmed - available whilst practice open
Bell Street Dental Practice	Confirmed - available whilst practice open
Virginia Heyward Warehouse	Confirmed - available whilst warehouse is open
Johnsons (Stalbridge Laundry)	Confirmed - available whilst reception is open
Wessex Group	Confirmed – available whilst reception is open
St James Church	Confirmed – availability in process of being clarified
Redrow Sales Centre	Confirmed – available whilst sales office open
Fire Station	Informed of possible AED location by resident– seeking confirmation
Youth Club	Confirmed – available whilst the building is open
Football Club	Installed however awaiting connection

There were other companies in Shaftesbury that had defibrillators however did not wish to be included on a list available in the public realm.

There may be further business support to host a new defibrillator however pending the STC decision further research will be needed.

### **Possible additional locations**

The current defibrillators in Shaftesbury are centralised around the Town Centre, and Wincombe Business Park. Areas with the most difficult access to a defibrillator are in the east of Shaftesbury, particularly in the area around Salisbury Road, but also access is poor around Mampitts Lane. Useful public/commercial properties for new defibrillators *could be* the Co-operative Funeral Care along Salisbury Road, SPAR at Mampitts and/ or the Mampitts Community hub (once constructed).

Areas in the West of Shaftesbury with poor access to defibrillators include Long Cross and Enmore Green. Suitable locations for defibrillators could be St Johns Church in Enmore Green.

Disclaimer: Although officer time has been spent researching locations of defibrillators, there is still a possibility of more defibrillators being present but not known of at this stage.

### **Options for Full Council to consider:**

Option 1 – List/map the current known defibrillators on the STC website, ensuring to differentiate between those on The Circuit and those with limited availability.

Option 2 – Continue researching and encourage more owners to register on the Circuit.

Option 3 – Where gaps in Defibrillator coverage seem to exist then there is an opportunity to potentially provide additional equipment. Note; this would be represented to council once the further research is complete.

Option 4 – No further action.

### **Recommendation**

Councillors are asked to consider which option they would like to move forward with.

**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.