



**Minutes of the Full Council Meeting on Tuesday 16<sup>th</sup> August 2022 at 7 pm**  
**Held in the Council Chamber, Shaftesbury Town Hall**

**Members Summoned and Present:** Councillors Brown (Chair), Edwyn-Jones (Vice Chair), Chase, Cook, Hall, Hollingshead, Langley, Lewer, Loader, Proctor, & Tippins

**Absent:** Councillor Yeo

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

**In attendance:** Press (1), Members of the public (2) and online (2)

[Link to agenda](#)

**Public Participation**

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern, the following matters were raised.

- Resident reported that grass cutting at Grosvenor Road has created a problem, as the new pathway encourages residents to walk to the peak of the mound, resulting in residents lost privacy.
- Resident raised issue to Shaftesbury Town Council, and expressed disappointment at Dorset Council regarding local plan, and the claim of agreement but subsequent denial of said agreement by central government.
- Resident asked about Dorset Council agreement with Lidl regarding Beech trees. Cllr Cook informed there is not an agreement with Dorset Council, it is with Lidl and their contractor.
- Resident raised issue of inaccuracies of 19<sup>th</sup> July Full Council minutes, this has been privately raised between resident and clerk and the corrected minutes will be raised in item FC47.
- Resident informed the Council that the term 'We' should not be used in the clerk's report in reference to the tree group, open spaces group and town council, as a working group has yet to be agreed.

The meeting commenced at 7.14 pm.

**FC45 Apologies**

Officer report 0816FC1 was received and it was **RESOLVED** to accept apologies from Cllr Chase (arrived at 8.35pm). Cllr Yeo sent apologies 6.49pm, these were not viewed before the meeting started, however the Council were informed at a later point.

**FC46 Declarations of Interest**

Officer report 0816FC2 was received. It was **NOTED** that councillors should declare any interests if they arise.

Cllrs Brown, Hall and Lewer declared an interest in FC49, as the Shaftesbury Loop route passes by their homes.

Cllr Proctor declared an interest in FC56, as Cllr Proctor may have a working relationship with one of the architects.

Cllr Tippins declared an interest in FC58 regarding defibrillators, as Cllr Tippins is married to a Swans Trust trustee.

Cllr Langley declared an interest in FC49, as Cllr Langley is a member of the Shaftesbury Swimming Advisory Committee.

#### **FC47 Minutes**

Officer report 0816FC3 was received and it was **RESOLVED** to adopt the minutes (with Clerk's amendment to Public Participation, and investigation into item FC36g) from the Full Council meeting on [19<sup>th</sup> July 2022](#).

#### **FC48 Report for information to Full Council**

Officer report 0816FC4 was received and it was **NOTED** that

- Cllr Edwyn-Jones reported attending Wareham Civic Day on 12<sup>th</sup> August 2022, and had an enjoyable day, thanked Wareham Town Council for their hospitality.
- Cllr Brown reported attending Car Link meeting on 14<sup>th</sup> August 2022 – Cllr Brown was impressed by services offered, spoke of the inspiring work, and mentioned that Car Link spoke highly of financial help from the Council.
- Cllr Loader reported attending VJ remembrance event at Park Walk, and laid a wreath on behalf of the Council.

The reports were received and **NOTED**

#### **FC49 Officer reports on full council business**

**FC49a** Officer report 0816FC5 was received and it was **RESOLVED**:

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.
2. To adopt the Dignity at Work Policy (replacing the previous Bullying and Harassment Policy).

**Action: Town Clerk**

**FC49b** Email request from the TIC Manager

Officer report 0816FC5 was received and it was **RESOLVED** to:

Appoint Cllr Brown as STC representative to the Tourist Information Centre, with Cllr Hall supporting.

**Action: Town Clerk**

**FC49c** Coppice Street Car Park 1 – Dorset Council sub-lease

Officer report 0816FC5 was received and it was **RESOLVED** to nominate the chair and vice chair to sign the lease.

#### **FC50 Progress update on matters resolved**

A verbal update on the pool inflatable was given by Cllr Tippins - this will be an area of further research ahead of the 2023 season at Shaftesbury Lido.

**Action: Town Clerk**

#### **FC51 To receive and note minutes of and/or to determine recommendations by committees**

Officer report 0816FC6 was received and **NOTED**.

#### **FC52 To approve payments and receive financial reports**

Officer report 0816FC7 was received and it was **RESOLVED** to approve the payments.

Cllr Tippins raised the idea of using earmarked reserves for e-commerce. Reassurance was offered that this will feature on the September Full Council Agenda.

**Action: Town Clerk**

**FC53 To consider amending the Financial Regulations for the Town Council's Tender Process**

Officer report 0816FC8 was received and it was **RESOLVED** to approve the amendment to the Financial Regulations to reflect that Tender Submissions can be submitted electronically to a dedicated confidential email address.

**Action: Town Clerk**

**FC54 To consider a report on the Shaftesbury Town Memorials**

Officer report 0816FC9 was received and it was **RESOLVED** that Shaftesbury Town Council 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.

It was further **RESOLVED** that a new EMR budget named War Memorials with funds of £7,500 transferred from General Reserves is created. (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8). It was agreed to form a working group to present cleaning and inscription options to the council for consideration.

**Action: Town Clerk**

**FC55 To consider seeking motion(s) to be submitted to DAPTC**

Officer report 0816FC10 was received and it was **RESOLVED** to submit all potential options to the Assistant Town Clerk by 6<sup>th</sup> September for resolution at the September meeting.

**FC56 To consider selecting an architect for the Town Hall refurbishment**

Officer report 0816FC11 was received and it was **RESOLVED** to appoint architect B to the Town Hall refurbishment project. A fee for initial overview, scope of works and recommendations to be proposed and agreed by Full Council at the September meeting. A working group will be set-up to and provide monthly progress updates to the Council.

Cllr Chase joined meeting at 8:35pm

Meeting adjourned at 8:45pm due to the fire alarm sounding – meeting resumed at 8:55pm.

**Action: Town Clerk**

**FC57 To consider the options for benches at Castle Hill**

Officer report 0816FC12 was received and it was **RESOLVED** to select option 1, and order five benches. The Council **RESOLVED** to delegate the management of the bench branding to the Clerk.

**Action: Town Clerk**

**FC58 To receive a report on the defibrillators located in Shaftesbury**

Officer report 0816FC13 was received and it was **RESOLVED** on options 1 and 2, and once these have been actioned then progress to option 3 action. The Council also **RESOLVED** to use 'What three Words' to precisely locate the defibrillators.

**Action: Town Clerk**

At 9:15 the Council **RESOLVED** to extend the meeting.

**FC59 Confidential Session – Review of Staffing Information**

Officer report 0816FC14 was received and it was **RESOLVED** to exclude public and press.

Confidential report 0816FC15 was received and it was **RESOLVED** to adopt the recommendations in the confidential report namely salary amendments relating to the Grounds team and Environment and Open Spaces Manager.

**Action: Town Clerk**

There being no further business, the meeting was closed at 9:35 PM.

These minutes were adopted on enter date. under minute reference enter ref. as a true record of the decisions taken and are duly signed below by the chair of that meeting.