



To: All Town Councillors

For Information: Dorset Council Councillors, Members of the Public & Press

A G E N D A

EXTRAORDINARY 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, 11th October 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, 5th October 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 Extraordinary Meeting held on 4th October 2022](#)
4. [To finalise the scope of works and receive additional information on St James Park](#)
5. [To receive Christmas light designs and quotations for consideration](#)

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.

Apologies received from Councillor Hall.

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 Extraordinary Meeting held on 4th October 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 Extraordinary Town Council meeting held on [4th October 2022](#).

To finalise the scope of works and receive additional information on St James Park

Background

At the Extraordinary Full Council meeting held on Tuesday 4th October Shaftesbury Town Council

RESOLVED:

- To enter into contract negotiations with IDVerde as the nominated contractor and delegates these negotiations to the Town Clerk, in consultation with the Lead Councillor and approves the placement of the Purchase Order with the manufacturer of the play equipment.
- To accept the IDVerde value engineering figure and engage in further discussions to finalise the scope of works. The outcome will be brought back to an Extraordinary Full Council meeting for discussion and approval on Tuesday 11th October 2022.
- To engage specialist services to undertake the Contract Administrator role and the final contract is presented to Full Council for ratification.
- To comply with HSE requirements and submit the F10 CDM Regulations 2015.

Further information

A report will follow at the meeting.

Financial Implications

To follow at the meeting.

Recommendation

The council considers the extra information received and resolves on the next steps.

To receive Christmas light designs and quotations for consideration

Background

At the Extraordinary Full Council meeting held on Tuesday 4th October Shaftesbury Town Council

RESOLVED

- To take on the organisation of the Christmas Light installation for the town. It will invest in lights and seek a solution for Christmas 2022 for the High Street and Gold Hill, up to a value of £20,000+ VAT. (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).
- That the organisation for this year's Christmas lights is delegated to the Town Clerk. Funds will be taken from General Reserves for this year and a separate budget line set up.
- To set up a Christmas lights working group to look at a longer-term solution for 2023 and beyond, including a Gold Hill and Bell Street lighting scheme.
- Designs and Quotes will be brought back to an Extraordinary Full Council meeting for discussion and approval on Tuesday 11th October 2022.

Financial Implications

To follow at the meeting – awaiting quotations.

Recommendation

The council considers the extra information received and resolves on the next steps.