



To: All Town Councillors

For Information: 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, 15th November 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, 9th November 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 18th October 2022](#)
4. [To receive a report for information to Full Council](#)
5. [Clerk's 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 receive the St James Park project contract and associated documents](#)
9. [To receive and consider the initial budget submission](#)
10. [To consider submitting a Library Consultation stakeholder response to Dorset Council](#)
11. [To receive a report analysing the Playground Inspection reports](#)
12. [To consider the options for further protection of important Green and Open spaces via the Fields in Trust Deed of Dedication](#)
13. [To agree the panel to conduct the Town Clerk annual appraisal](#)
14. [To consider adopting new and updated Town Council policies](#)

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.

No apologies received.

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 18th 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 Town Council meeting held on [18th October 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

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 Clerk's Report

Civility and Respect – Following the resolution at Full Council in August 2022, the STC commitment has been uploaded to the NALC website. The STC [Pledge Certificate](#) will be displayed in the chamber to act as a reminder to the commitment that has been made by Shaftesbury Town Council. To date, over 500 councils have now signed up to the Pledge. [Click here to see the Towns and Parishes who have committed to the Pledge.](#)

Defibrillator – The [Town Council website](#) has been updated to show the current locations of defibrillators in the town. All businesses not currently on the Circuit were encouraged to join the network. Further research is being taken to seek appropriate locations to add to the Shaftesbury Circuit.

Financial Regulations – [These have been amended](#) to reflect the reference to VAT under point 11.1b.

Town Silver Band – [The letter of intent](#) has been sent to the band to assist with their funding applications.

Under 16's Free Swim – [A Thank You letter](#) has been sent to the DC Holiday's Activity Coordinator.

Bell Street Parking – Following the resolution at Full Council on 18th October [a letter requesting an urgent solution](#) has been sent to Dorset Council Parking Services. Note; Daily checks are now being performed by Dorset Council car park engineers to ensure machines are in working order.

AONB Community Tree Scheme – [The STC response was drafted](#) in collaboration with a representative from the Shaftesbury Tree group and has been submitted to the Dorset AONB.

Tree Works – In October 2022 STC resolved to commit to £20,077 of tree works. Since then, further works were identified; Crown lifts for the two Limes at St James Park, see [pruning specification](#), and significant growth of young Oaks at Brionne Way.

It has come to light that trees on the green at Castle Hill (at the rear of the Ambulance Station car park) have never been risk assessed. Following a complaint by the NHS about overhanging branches in their car park these trees have now been assessed and a [Risk Assessment](#) undertaken. The advisory works on the Sycamore trees and non-urgent works on the Ash have been added to the programme of works for no additional cost. Works are currently being scheduled in by the Tree Surgeon.

Wincombe Play Area – The break plate in the middle of the double swing was cracked and beyond repair. A local welder produced a new plate and the piece of equipment was reinstalled by the grounds team.



Interim Internal Audit – This was completed on 8th November 2022. The matters arising and recommended actions are specified in the [Shaftesbury interim IAS 2023 audit](#).

5.2 Delegated Decisions for Information (within the Clerk's delegated spend)

Delegated Decision	Comments	Cost	Budget
Insurance	The Town Council's insurance company has been notified that STC is hiring Christmas lights and has engaged a local company to manage the installation process	N/A	N/A
Lido Feasibility Study	The Lido Feasibility Study has been commissioned and the report will be presented to STC for consideration.	£2,495	4341 Professional and Legal fees (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

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	Town Hall Electrical Works	<p>Three quotes were sought for the works detailed in the condition report.</p> <p>Contractor A - £2,425 + VAT Contractor B - £2,531.33 + VAT Contractor C – no response received.</p> <p>Under the Scheme of Delegation, due to the urgency of the issue, Contractor A was selected to carry out the remedial works, which are scheduled for Wednesday 23rd November.</p> <p>Contractor A carried out the initial survey and was therefore best placed to undertake the works as they are familiar with the issues. In addition, the quote was competitive and the contractor available to carry out the works.</p>	<p>£2,425 + VAT</p> <p>4250 / 201 Repairs and Maintenance / Town Hall (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).</p> <p>The overspend to the value of £2,425 will be drawn from General Reserves. Note; Scheme of Delegation 5.1 <i>Subject to consultation with either the Town Mayor, & Deputy Mayor, 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.</i></p>
<p>Recommendation: Councillors are requested to note the expenditure under the Scheme of Delegation and to note and approve the estimated overspend at year end of £4,175.00 on budget line 4250/201, with funds being drawn down from General Reserves (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).</p>			

5.3.2	Cleaning of Clock Tower	<p>The clock in the clock tower requires servicing. Due to the pigeon issues on the balcony and generally around the Town Hall the clock tower requires cleaning before the clock can be serviced.</p> <p>This expenditure will cause an overspend on this budget line, therefore Councillors are requested to approve this expenditure, refer to Scheme of Delegation 4.2. Exert 4.2. <i>No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee</i></p>	<p style="text-align: center;">£795 + VAT</p> <p>Budget 4250 / 211 Repairs & Maintenance/ Town Hall</p>
<p>Recommendation: Councillors are requested to approve the expenditure of £795+VAT using budget line 4250/211. (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8) noting the overspend to the value of £795 will be drawn from General Reserves.</p>			
5.3.3	Shaftesbury Business Awards	<p>The Shaftesbury Business Awards have been launched this year following on from awards run across Dorset in Bridport, Sherborne, Wimborne, Weymouth, Dorchester & Poundbury, Lyme Regis, Bournemouth, Christchurch, Poole etc.</p> <p><i>‘Originally launched to help local businesses during Covid they were so well received that they have now become an ongoing feature with some in their 3rd years. Very much aimed at promoting smaller local businesses we have had some very positive testimonials from businesses telling us how they have helped them and from sponsors who are pleased to support the awards and hence support local business.’</i></p> <p>https://www.shaftesburybusinessawards.co.uk/</p> <p>In some areas the local council sponsor a category (at a reduced price) and for example in Bridport they sponsor two categories – Green/Eco and Market Traders.</p>	<p>Breakdown of Sponsorship package</p> <p>A discount has been applied and the cost of sponsorship to STC would be £350.</p>
<p>Recommendation: Councillors are requested to consider expenditure of £440 +VAT using budget line 4945 Economic Development. (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).</p>			
5.3.3	Pay Awards 2022/ 2023	<p>The National Association of Local Councils (NALC) has been notified by the Local Government Association (LGA) that it has come to an agreement on the 2022/23 pay offer with the unions representing local government employees</p> <p>The unions met on 1 November 2022 and agreed to accept the offer. The terms of that agreement include the following:</p> <ul style="list-style-type: none"> • With effect from 1 April 2022, an increase of £1,925 on all NJC pay points 1 and above. • With effect from 1 April 2023, an increase of one day to all employees’ annual leave entitlement. 	<p>The back pay from April 2022 equates to £14,202 and staff will receive this in their November pay.</p>

<p>Recommendation: Councillors are requested to receive and note the Pay Award for 2022/ 2023 and acknowledge that back pay to a value of £14,202 will be processed in November 2022 and staff holiday allowance will be amended to reflect the additional one day.</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 [1st November 2022](#).

Ref	Recommendation	The Council are requested to resolve:
P&H	No recommendations arising from the November meeting that need a Full Council resolution.	
MAC	No meeting this month.	
SSAC	No meeting 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 as at 30th September](#)

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

[List of payments](#)

[Invoices to accompany the payments list](#)

Q2 Summary

[Payments made between 1st July and 30th September](#)

[Earmarked Reserves](#)

[Purchase Ledger Aged Account Balance](#)

[Sales Ledger Aged Account Balance](#)

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 receive the St James Park project contract and associated documents

Background

On 4th October 2022 Shaftesbury Town Council **RESOLVED**:

1. 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.
2. 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.
3. To engage specialist services to undertake the Contract Administrator role and the final contract is presented to *Full Council for ratification*.
4. To comply with HSE requirements and submit the F10 CDM Regulations 2015.

Further Information

In terms of progress:

Point 1: Complete

Point 2: On 11th October Shaftesbury Town Council **RESOLVED** to approve the additional items to the value of £4,525 as recommended by the Landscape Architect, Contractor and Lead Councillor.

Point 3: Contract Administrator appointed A-S-A Landscape and additional specialist services (Independent Contract Administrator – NJ Surveying) appointed.

The following documents have been produced by IDVerde:

1. [Appendix - Pre-Construction-Information](#)
2. [Appendix B - Project Programme](#)
3. [Appendix C - Site Layout](#)
4. [HSP 14.3 - Construction Phase Plan](#)
5. [IDVerde Employer Liability Insurance](#)
6. [IDVerde Public and Product Liability Insurance](#)

The [Draft Joint Contract Landscape Institute \(JCLI\)](#) has been produced by A-S-A Landscapes as the Contract Administrator. The full version of the contract will be held in hard copy format once all the dates have been finalised.

Point 4: [F10 HSE notification](#) submitted on 2nd November 2022

Recommendation

The council considers the final contract and associated documentation in advance of the works, as outlined in the contract, commencing mid- December 2022 and nominates two councillors to sign the contract on behalf of Shaftesbury Town Council.

To receive and consider the initial draft budget submission

Background

Historically each committee considered and reviewed the budget requirements in the autumn and in advance of the Full Council resolving the budget and precept in January on an annual basis.

In May 2022, with the exception of Planning and Highways, committees were disbanded. In September 2022, STC resolved the working group themes – excerpt relating to Finance and budget setting is as follows:

Finance	Internal Controls Budget 2023/2024 - panel needed to manage detail	TBC
----------------	--	-----

Councillors were asked to submit their names to the working groups they wanted to be involved with. The summary below includes those councillors who have put their names forward for the Finance Working Group.

CLlr Brown (joint lead)
CLlr Edywn - Jones

CLlr Tippins (joint lead)

CLlr Chase (budget only)
CLlr Hollingshead (budget only)

The draft budget has been prepared in liaison with the Finance/ Budget Working Group and ensures that funds facilitate the delivery of council services as well as providing stability against unforeseeable demands and enabling the maintenance of capital assets. The draft budget has been recently reviewed by the Finance/ Budget Working Group and the Full Council is now being asked to consider the version 1 budget. Amendments, where resolved will be incorporated and the detailed final budget will be presented in January 2023 for final consideration and final approval.

The Council must set a balanced budget and comply with all statutory requirements pertaining to the setting of its budgets as set out in the Local Government Act 2003, Part 2, Section 25 and 26, which holds under clause 25 (1) that the Responsible Finance Officer (RFO) must report on the robustness of the estimates and on the adequacy of the proposed financial reserves.

The Council’s budgets are financed through a combination of trading income, service fees and charges, and the precept. The former is substantially derived from income in respect of cemeteries, allotments, and rental of properties including hall hire. The parish precept is the most local element of the council tax levied by Dorset Council on properties within the parish of Shaftesbury.

Further Information

- Draft Annual Budget by Centre** - Review income and expenditure for each budget line using a prepared spreadsheet which includes comments. Note the end of year forecast for 2022/ 2023 has been predicted and this will be updated on a monthly basis until year end when the final figure will be fully understood.

A [draft budget including comments on key changes](#) spreadsheet was prepared to give the Working Group members some background on proposed increases and decreases. The 2022/ 2023 end of year forecast has been prepared and these predictions have been

used to prepare the [draft 2023/ 2024 budget](#). The highlighted cells draw attention to those more significant proposed increases with commentary to support the rationale.

Staffing

- The Working Group considered and fully supported proposed amendments to a revised staffing structure as follows:
 1. Due the Environment and Open Spaces Manager key position remaining vacant consider rescinding this position and outsource some grounds related maintenance (up to the value of £25,000) with a strong emphasis on developing Open Spaces Management Plans for each area.
 2. The introduction of a new PR and Comms role – [Job Description and Person Specification](#) on an initial contract of 12 hours per week – cost as follows:

PR/ Marketing/ Comms	7 - 12	12	£ 7,943.52	£ 1,747.57	£ -	£ 9,69
----------------------	--------	----	------------	------------	-----	--------

It will be important for the STC to understand the staffing structure in line with the Strategic Plan and the ‘business as usual’ priorities will also need to be taken in to account. Review of the Strategic Plan is planned for December 2022 and in advance of the 2023/ 2024 budget approval by STC in January 2023.

A 5% allowance for a pay award was added to the salary budget lines during the 2022/ 2023 budget setting process. However, pay awards, which are developed nationally through Government negotiations with the trade unions, have been ongoing and the pay award for the 2022/ 23 financial year has recently been agreed. Therefore, the staffing budgets for 2022/23 have been adjusted to include the pay award of £1,925 across all SSP’s and an indicative pay award of 2% has been added for 2023/ 24.

The pay award impact is now included in the draft budget papers.

Ear Marked Reserves (EMR)

- [EMR are held for specific projects](#), where funds are allocated for a specific purpose but may not be spent in that financial year. The level of, and continued justification for EMR should be reviewed by STC on a regular basis.

The anticipated funds held under EMR equates to £401,163.15 (forecasted balance as of 31/3/2023). A full review of the EMR needs to be undertaken by the Panel and approved by STC in January.

Recommendation is that cells highlighted remain as EMR (linked to the Strategic Plan) and non-highlighted cells are returned to general reserves. The sum of funds transferred back to general reserves could be £43,244.14.

The forecasted balance of EMR to carryover in to the new financial year 2023/ 2024 is expected to be £357,919.01

General Reserves (GR)

- STC needs to hold an amount in reserves to meet unexpected expenditure and/ or emergencies. If the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community.

The general reserve figure (as of 31st October 2022) is £278,741. The current year fund is £183,886 (expected running costs/ precept) with a further five months to run the end of year forecast is expected to be in line with the budget. Any overspend on the current year fund (budget) will impact on the general reserve and this reduce and likewise any underspend will add to the value of this fund.

The generally accepted recommendation with regards to the appropriate minimum level of a Local Council's Reserve (as opposed to its Earmarked Reserves), is that this should be maintained at between three- and twelve-months Net Revenue Expenditure. For Shaftesbury Town Council it is prudent to hold **four months** of general reserves and this equates to approximately £160,000.

Property Fund

- There is £100,000 held with CCLA (Property Investment Fund) that does not show on the STC accounts however is included in the [asset register](#). The [quarterly statement](#) can be viewed here and can be accessed with 6 months' notice. The current fund value is £107,794.

Strategic Plan

- Strategic Plan – a review is underway, and this will need to be reviewed and updated and resolved upon by STC.

There are some aspirational projects that have not yet been resolved upon and the financial impact will need consideration.

Potential future Projects – not yet resolved	Indicative cost
Play Masterplan	£670,000 (estimate) - (needs to be a phased plan)
Town Hall repair & maintenance	Unknown – estimate expected in the near future
Town Hall internal remodelling	Unknown – estimate expected in the near future
Youth Club building	Unknown
Lido Capital Expenditure	£250,000+ (estimate)
MUGA at Cockrams (netball)	£180,000+ (estimate)
Skate Park at Barton Hill	£300,000+ (estimate)

There is a growing need to invest in the Town Hall and Play facilities. Both these areas have been significantly neglected since approx. 2010 and are now in dire need of investment.

The 2009 Town Hall condition report is in the process of being updated by the Architect appointed to manage the renovations. It is expected an indicative sum to cover the repairs and maintenance will be available in readiness for the meeting.

The Playground inspection report will be presented to Full Council on 15th November. A database has been produced to show the faults that can be managed in-house and those that need to be outsourced. The main objective of producing the database was to present the growing number of faults that are developing year on year. Some of these faults are now beyond repair and equipment is nearing the end of its lifespan.

The Play Masterplan has been drafted and will be available for STC to review in December 2022.

- Precept** - The precept set by the Council must enable it to continue its 'business as usual' functions at current service levels, fund members' chosen service enhancements, and undertake committed asset maintenance and improvement.

The table below illustrates the historic precept levels paid by a Band D equivalent property and the likely tax base for the 2023/ 204 period (highlighted cells are indicative)

	2023/ 24	2022/ 23	2021/ 22	2020/ 21	2019/ 20	2018/ 19
Income	£ 695,047.00	£ 695,358.00	£ 1,322,943.00	£ 681,083.00	£645,937.00	£762,044.00
Expenditure (based on opt 4 staff)	£ 638,403.00	£ 656,229.00	£ 1,126,410.00	£ 550,291.00	£656,139.00	£588,096.00
Precept	£ 530,424.95	£ 514,762.00	£ 502,311.00	£ 505,033.00	£500,996.00	£480,183.00
Tax base (no of properties eligible)	3386.70	3286.70	3207.20	3224.70	3198.80	3066.00
Band D rate payable	£ 156.62	£ 156.62	£ 156.62	£ 156.62	£156.62	£156.62
All bands % increase	£ -	£ -	£ -	£ -	£ -	£ -
Band D increase £0.00	£ -	£ -	£ -	£ -	£ -	£ -
Summary variance to previous years						

The Band D equivalent for the Shaftesbury portion of Council Tax is £156.62 and has not increased for individual households for six years.

For information if STC needed to raise £100,000 of additional revenue then this would increase the Band D rate payable to £185.74 per household which is an increase of £29.12 per household.

As per the highlighted text it is expected the indicative tax base will increase by 100 properties (as a minimum). Dorset Council will confirm the tax base is December 2022.

Recommendation

The council considers the version 1 draft budget for 2023/ 2024 and resolves on any amendments in advance of the 2023/ 2024 budget being approved in January 2023.

To consider submitting a Library Consultation stakeholder response to Dorset Council

Background

Dorset Council has launched the second phase of public consultation to inform how they develop and deliver their library service in the future. Library users and non-users are being asked to share their views. The consultation runs from 29th September 2022 to 22nd December 2022.

In this second phase of public consultation, Dorset Council is calling upon residents, businesses, employees, partners and stakeholders to help prioritise and explore what delivery could look like in Dorset communities.

Dorset Council is developing a new library strategy which will shape the future of the Dorset Council library service.

The Dorset library service is made up of:

- 23 council run libraries
- an online library service
- a home library service, which delivers services to housebound residents

This survey refers to the 23 libraries Dorset Council run, not the eight community managed libraries that Dorset Council supports.

The first phase of consultation was [completed in January 2022](#). Dorset Council received over 7,500 responses. By listening to views, a draft strategy has been developed and the mission is to: *Inspire, Connect and Enable our communities through our services.*

The [phase 2 - employee/business/partner survey consultation](#) can be accessed here. Shaftesbury Town Council can provide an official response.

Recommendation

As a stakeholder in the Shaftesbury community, the council provides a corporate response on the Dorset Council phase 2 library consultation.

To receive the Playground Inspection reports and analysis of the findings

Background

The annual play area inspection was carried out on 5th October 2022, which included Ash Close, Barton Hill, Cockrams, Enmore Green, Gower Road, St James and Wincombe.

Further Information

The findings from the reports for each play area have been noted in the [play inspection spreadsheet](#), detailing the number of findings, categorised into Very Low, Low and Moderate. It also includes the information from the inspection report in 2021.

[Appendix A](#) shows a high-level summary of the number of findings for each area, as well as the number of findings in 2021. St James play park has not been included in this overview as the works are due to start in December 2022.

Financial Impact

Not yet known as quotes are being sought for missing items and items that require repair or replacement. In addition, STC needs to set the direction with the Play Masterplan, which will be presented at the December Full Council meeting.

Recommendation

Councillors are requested to note the findings of the 2022 Playground Inspection report and to delegate the management of the urgent repairs to the Town Clerk up to a value of £6,000 and approve an overspend on budget line 4291 (Playground Maintenance and Repairs) (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Wincombe play park			
2022			2021
Very Low	20	No work required: 8	17
		To Monitor: 5	
		Rectified: 1	
		Grounds team to rectify: 3	
		Grounds to rectify in Summer 2023: 0	
		Requires new parts, grounds to install: 3	
		Specialist support required: 0	
Low	70	No work required: 3	91
		To Monitor: 11	
		Rectified: 24	
		Grounds team to rectify: 4	
		Grounds to rectify in Summer 2023: 5	
		Requires new parts, grounds to install: 12	
		Specialist support required: 11	
Moderate	9	No work required: 0	3 2 x Replace rotten timbers – not rectified 1x fence issues - repaired
		To Monitor: 0	
		Rectified: 2	
		Grounds team to rectify: 0	
		Grounds to rectify in Summer 2023: 0	
		Requires new parts, grounds to install: 4	
		Specialist support required: 3	
Total findings	99		111

Gower Road play park			
2022			2021
Very Low	4	No work required: 2	1
		To Monitor: 2	
		Rectified: 0	
		Grounds team to rectify: 0	
		Grounds to rectify in Summer 2023: 0	
		Requires new parts, grounds to install: 0	
		Specialist support required: 0	
Low	14	No work required: 0	10
		To Monitor: 2	
		Rectified: 0	
		Grounds team to rectify: 10	
		Grounds to rectify in Summer 2023: 1	
		Requires new parts, grounds to install: 1	
		Specialist support required: 0	
Moderate	0	No work required: 0	1 x damaged seat - replaced
		To Monitor: 0	
		Rectified: 0	
		Grounds team to rectify: 0	
		Grounds to rectify in Summer 2023: 0	
		Requires new parts, grounds to install: 0	
		Specialist support required: 0	
Total findings	18		12

Barton Hill play park			
2022			2021
Very Low	20	No work required: 7	11
		To Monitor: 7	
		Rectified: 0	
		Grounds team to rectify: 3	
		Grounds to rectify in Summer 2023: 0	
		Requires new parts, grounds to install: 2	
		Specialist support required: 1	
Low	36	No work required: 0	23
		To Monitor: 10	
		Rectified: 0	
		Grounds team to rectify: 10	
		Grounds to rectify in Summer 2023: 5	
		Requires new parts, grounds to install: 2	
		Specialist support required: 9	
Moderate	3	No work required: 0	3
		To Monitor: 0	
		Rectified: 0	
		Grounds team to rectify: 0	
		Grounds to rectify in Summer 2023: 0	
		Requires new parts, grounds to install: 1	
		Specialist support required: 2	
Total findings	59		37

Enmore Green play park			
2022			2021
Very Low	7	No work required: 5	5
		To Monitor: 1	
		Rectified: 0	
		Grounds team to rectify: 0	
		Grounds to rectify in Summer 2023: 0	
		Requires new parts, grounds to install: 0	
		Specialist support required: 1	
Low	16	No work required: 2	17
		To Monitor: 3	
		Rectified: 0	
		Grounds team to rectify: 5	
		Grounds to rectify in Summer 2023: 1	
		Requires new parts, grounds to install: 0	
		Specialist support required: 5	
Moderate	0	No work required: 0	0
		To Monitor: 0	
		Rectified: 0	
		Grounds team to rectify: 0	
		Grounds to rectify in Summer 2023: 0	
		Requires new parts, grounds to install: 0	
		Specialist support required: 0	
Total findings	23		22

Cockrams play park			
2022			2021
Very Low	15	No work required: 6	6
		To Monitor: 8	
		Rectified: 0	
		Grounds team to rectify: 0	
		Grounds to rectify in Summer 2023: 0	
		Requires new parts, grounds to install: 1	
		Specialist support required: 0	
Low	10	No work required: 0	14
		To Monitor: 5	
		Rectified: 0	
		Grounds team to rectify: 3	
		Grounds to rectify in Summer 2023: 0	
		Requires new parts, grounds to install: 1	
		Specialist support required: 1	
Moderate	1	No work required: 0	2
		To Monitor: 0	
		Rectified: 0	
		Grounds team to rectify: 0	
		Grounds to rectify in Summer 2023: 0	
		Requires new parts, grounds to install: 1	
		Specialist support required: 0	
Total findings	26		22

Ash Close play park			
2022			2021
Very Low	16	No work required: 6	11
		To Monitor: 9	
		Rectified: 1	
		Grounds team to rectify: 0	
		Grounds to rectify in Summer 2023: 0	
		Requires new parts, grounds to install: 0	
		Specialist support required: 0	
Low	27	No work required: 1	31
		To Monitor: 6	
		Rectified: 11	
		Grounds team to rectify: 2	
		Grounds to rectify in Summer 2023: 5	
		Requires new parts, grounds to install: 1	
		Specialist support required: 1	
Moderate	1	No work required: 0	1
		To Monitor: 0	
		Rectified: 1	
		Grounds team to rectify: 0	
		Grounds to rectify in Summer 2023: 0	
		Requires new parts, grounds to install: 0	
		Specialist support required: 0	
Total findings	44		43

To consider the options for further protection of important Green and Open spaces via the Fields in Trust Deed of Dedication

Background

In August 2022 the Planning and Highways committee agreed to progress to the next stage and invite the Senior Operations & Stewardship Manager to Shaftesbury to evaluate the open spaces selected by the committee. The evaluation took place on 20th October and with the exception of the allotments, the other sites were all visited.

Fields in Trust map

Map reference

2	St James Park
6	Enmore Green Allotments
8	Wincombe Recreation Ground
11	Cricket Field (not shown on map as slightly outside the settlement boundary)
14	Land South of Church Hill (Slopes)
27	Cockrams field (Youth Club field)
28	Shaftesbury Football Club including the training pitch
29	Barton Hill

The criteria for the Deed of Dedication does not allow for allotments to be protected. A further four sites were also discussed as potential for protection

21	Queens Mother's Garden
24	Great Ground
31	Brionne Gardens
32	Salisbury Street Green (map being updated)

The [summary of land](#) details the Land Registry information and other criteria related information. Note the areas shaded in yellow are for those areas of land where there are no Land Registry records held as ownership predates the centralised digital records.

Further Information

In protecting land, Fields in Trust works with the landowner to draw up an agreement that provides sufficient protection, but which takes account of local circumstances. It is for this reason that each Deed will often be unique to the specific space.

Once completed the restriction within the Deed is registered with the Land Registry, meaning any check that is made on the land will highlight the protection that is on it and prevent disposal, generally meaning sale or lease, without the consent of Fields in Trust. A Deed can either be charitable or non-charitable. If it is the former then both Fields in Trust and charity law will ensure the protection, whilst if it is the latter then Fields in Trust will ensure the protection.

More information relating to the protection of Open Spaces [can be viewed here](#).

Recommendation

The council considers the protection of the open spaces as listed above via a Fields in Trust Deed of Dedication and provides a specific list of those areas it wants to protect.

To agree the panel to conduct the Town Clerk annual appraisal

Background

At the October Full Council meeting a slide was presented to highlight the Q3 activity. An excerpt from the slide is as follows:

Town Clerk Appraisal	A panel will need to be formed to undertake the Town Clerk appraisal	Panel	All appraisals are currently scheduled for January - STC may want to consider bringing this forward.
----------------------	--	-------	--

It was **RESOLVED** that any Councillor can put their name forward for the panel, subject to having signed the Civility and Respect Pledge. This item will be brought back to November Full Council to resolve on the panel members.

Proposed by Cllr Hollingshead		
Seconded by Cllr Cook		
In Favour	8	Cllrs Brown, Edwyn-Jones, Cook, Chase, Hollingshead, Langley, Lewer and Loader
Against	2	Cllrs Tippins and Yeo
Abstentions		
MOTION CARRIED		

The council may want to consider opening up the opportunity to all councillors including those who have not signed the Civility and Respect pledge. The pledge has since been signed by the mayor on behalf of Shaftesbury Town Council as the corporate body (as referenced in the Clerk’s Report).

Further Information

Excerpt from Being a Good Employer guide – NALC publication - *Management of the clerk by full council is generally ineffective and cumbersome and should be delegated to a personnel committee.*

In the absence of a personnel/ HR committee a clerk’s appraisal will be best undertaken by a small committee rather than full council¹

Recommendation

The council selects a small panel as recommended by the ‘good employer guide’ and considers not excluding those who have opted not to sign the Civility and Respect pledge and indicates whether the appraisal shall be conducted in January 2023 or brought forward.

¹ Being a good employer guide

To consider approving a new Performance and Development Review policy, a new Customer Service policy and to receive three updated policies.

Background

As part of the Local Council Award Scheme reaccreditation process the Town Councils policies are being reviewed. Some policies have been updated and some have been newly created so STC can work towards the reaccreditation of the Gold Award.

Further Information

New Policies:

[Performance and Development Review Policy](#)

[Customer Service Policy](#)

Updated Policies:

[Staff and Member Training policy](#) – more concise

[Comments, Compliments and Complaints procedure](#) – to reflect the change in committees and change from North Dorset District Council to Dorset Council

[Privacy Notice](#) – To include adoption date

Recommendation

Councillors are requested to adopt the new Performance and Development Review Policy and Customer Service Policy as well as approve the amended Staff and Member Training policy, Comments, Compliments and Complaints procedure and Privacy Notice.