



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, 13th December 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, 7th December 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)

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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 Loader.

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 15th November 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 [15th November 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.

To receive the Lido Feasibility Study

Background

In October 2022 the council resolved that:

- the 2023 Lido action plan will be presented to STC for consideration in January 2023.
- the maintenance list detailing minor issues is approved in line with the 2023/ 2024 budget.

In November 2022, the council was informed that a Lido Feasibility Study had been commissioned and the report would be presented to STC for consideration. The purpose of this study was to establish the medium to long term vision for the Shaftesbury Lido, with a plan for how to realise that vision on a sustainable basis. This study has also highlighted new risks and these require immediate attention.

The feasibility process required dialogue between contractors and it was quickly established that the lead in time for works could take as long as 12 – 16 weeks. Therefore, there is a requirement for the council to consider the immediate works as outlined in the study. By waiting until January this will cause a further delay and the opening of the Lido for the 2023 may be compromised.

To aid understanding a [Lido Feasibility Executive Summary](#) has been produced which outlines the initial works and explains the next steps for consideration. Members may opt to read the [Lido Feasibility Study](#) in detail to establish a full understanding of the findings and recommendations from the consultant.

Councillors will be invited to a more detailed briefing with the SSAC and the consultant on **31st January 2023** to explain the potential stage 2 considerations. It will be important to agree a way forward and develop a funding strategy relatively quickly, if the investments needed to reduce energy costs are to be made before bills potentially triple at the beginning of the 2024 season.

Further Information

There will be a requirement to undertake an Equalities Impact Assessment (EqIA). It will be important for the council to understand what modifications will need to be potentially considered in line with the national protected characteristics to inform the decision-making process.

Financial Impact

The feasibility study suggests the following short-term investments will be needed – please refer to executive summary for further rationale.

Short-term Investments	Details	Cost + VAT
Building refurbishment/ replacement	+ remove potentially dangerous lean-to building, replace with decorative admission/ shop area + replace secondary pool doors + replace rotting roof support post + replace shower	£18,000 (estimate)
	Removal of the lean-to building will create gaps in the runner flooring. Remedial works to reinstate the flooring will be needed	£5,000 (estimate)
Heating and electrical works	+ replace old electrical control panels + new gas boiler for showers and taps	£4,400 £6,100
Install Electro chlorination	+ replace chlorine with salt, potential return on investment in 12 months with better swimmer experience (Riversmeet use this)	£12,000
Project Manager	10% to total value	£4,500
Total investment required phase 1 (2023 season)		£50,000

Note that for the two further potential stages councillors will be invited to a more detailed briefing with the SSAC and the consultant on 31st January 2023.

With regard to **Stage 2** it will be important to agree a way forward and funding strategy relatively quickly, if the investments needed to reduce energy costs are to be made before bills potentially triple at the beginning of the 2024 season.

Stage 2 indicative funding – option 1 includes like for like replacement with gas boilers in the plant room and option 2 Air Source Heat pump (refer to page 10 of the Feasibility Study for a detailed breakdown.)

Medium term project projection (2024 and beyond) <i>Option 1</i>	£105,395
Medium term project projection (2024 and beyond) <i>Option 2</i>	£124,539

Stage 3 – a more ambitious vision will require with a further £450,000 PLUS a further £100,000 to replace the pipework.

The **2022/ 2023** budget has two Ear Marked Reserves accounts with a combined value of £39,790.69
Line 4931 £27,790.69
Line 4949 £12,000

Recommendation

The council consider the short-term investments needed to prepare the pool for the **2023 season** and commits to attending a further Lido briefing session/ working group meeting on 31st January to consider the need for a funding strategy linked to stage 2 and 3.

The council considers additional funding to commence the development of the scope of works to produce the tender documentation to support the works in advance of the 2023.

The tender submissions will be presented to the council for consideration in January 2023 (note; the final cost will be based on the tender submissions.) If the value is over the budget available (£39,790.69) then the funds will need to be withdrawn from General Reserves.

Clerk's 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

Bonhams Insurance Valuation – Receive and note insurance valuation (Bonham's) noting values have decreased.

Youth Council – The Youth Council met on 17th November and an update on the STC projects was presented. The Youth Council prioritised those projects they would like to be involved in; namely Play Masterplan, Public Spaces (inc litter), Sustainable Shaftesbury and Visitor Experience (inc signage). These are all aligned to the STC Working Groups as resolved in September 2022.

Signed JCLI contract for St James Park – The final signed document will be circulated to members in advance of the Full council meeting. The project start date has been rescheduled to 9th January due to the need for the equipment to be stored off-site and safely over the festive period. This revised date will enable the children to use the play equipment over the Christmas holidays. [A revised project plan can be viewed here.](#)

It is expected the tree works to the Poplars will start week commencing 3rd January and in advance of the landscape contractors arriving on site the following week.

A [St James Resident leaflet](#) has been produced and will be hand delivered to all households in the vicinity during week commencing 19th December. Those residents that are not at home will also be given a [letter](#) advising them of the parking restrictions that will be in place from 3rd January.

Other signed documents pertaining to the contract can be viewed below or alternatively these documents are available to view in the office.

[QP-15 Construction Quality Control Procedure
PRELIMINARIES AND OUTLINE SPECIFICATION
rev D general arrangements
rev D younger play
rev D OLDER play
rev A DEMO
Bill of Quantities for contract](#)

Councillor Training – Councillors are reminded to book all training through the office and advise of any cancellations in a timely manner, so no cancellation fees are incurred by STC.

Code of Conduct/ Standards in Public Life training – As at 5th December 2022, 10/ 12 [councillors have completed the training](#). One Councillor is booked to attend the training on 13th December 2022. Whilst not mandatory all councillors have been encouraged to attend this training which is linked to the Civility and Respect pledge.

External Auditor – The STC appointed auditor will be BDO LLP for the 2022-23 to 2026-2027 period.

Shaftesbury Business Awards – The Town Council is the sponsor of the Independent Business category. The [Key Sponsorship Booking Information](#) provides further details about the sponsorship. The award ceremony is taking place on Thursday 26th January 2023.

Deeds and Document check – The Mayor and Deputy Mayor will carry out the check on 4th January 2023 and a report listing any findings will be presented to January Full Council.

Independent Person (IP) report - With the objective of the need for continuous improvement relating to Code of Conduct, Civility and Respect and STC reputation, an Independent Person attended Full Council on 15th November 2022. A [report](#) outlining the observations has since been provided.

Library consultation – STC response - [Links to Library Stats analysis](#) and [Draft report - Strategic Needs assessment](#) were submitted via email as supplementary documentation to accompany the formal STC response.

Town Hall renovation – The 2022 Condition report is complete in terms of repairs and maintenance works however the Architect is awaiting the final costings which will form part of the final report. The report is due to be presented for consideration in January 2023.

Castle Hill Nature Reserve, Breach Lane, Shaftesbury - P/TRC/2022/0681 - G1 (Blue) Willows - Coppice all willows to 6–8-inch stools in area marked blue on plan and remove trees indicated by orange spray paint on site (up to 25). All trees in green area are to remain. Works required to enable digging out and restoring of ponds as aquatic habitat and flooding management.
[Application Notice](#) and [Decision Notice](#)

Gold Award – The Job Descriptions are in the process of being updated and these will be referenced in the annual appraisal process, scheduled for January 2023. New policies and statements were created to support the work of the town council. These were approved by Full Council and the website accessibility statement is on this agenda. Further updates will be given to January Full Council.

Commonwealth War Grave Commission - The Commonwealth War Grave Commission will be installing a sign to the railings at our Cemetery to notify the public that there are War Graves located there.



The Signs project commenced as part of the centenary of the First World War and they are hoping to erect signs in as many churchyards, cemeteries and burial grounds as possible that contain War Graves. The aim of the initiative is to increase awareness of war graves in the UK and to remind the public that they need not travel abroad to find Commonwealth commemorations. All signs will be installed (unless by prior agreement), paid for and maintained by the Commission on a permanent basis. We have 39 War Graves which are all maintained by the CWGC.



Coombe House – Feasibility work is underway to look at the potential of working together on managed community access to the pool. Following a recent meeting next steps have been agreed and a progress review meeting will take place in January 2023. The council will receive a further update when more information is available

Christmas Lights – Following the installation, there was a surplus of lights so a credit note has been agreed with the supplier (Blachere Illuminations). The total expected costs of the lighting scheme including installation and removal is £12,235. A working group will be set up in the new year to look at the 2023 scheme which will need to include works to upgrade the electrical infrastructure.

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

Delegated Decision	Comments	Cost	Budget
Play Masterplan – tour of playgrounds	A councillor engagement session took place on 23 rd November. Each playground was visited and the play consultant and landscape architect provided an overview of the current scheme and recommendations for improvement – linked to the Play Masterplan.	£800 plus expenses	Line 4341 Professional fees
Bury Litton Scheduled Monument	<p>Following a visit to Bury Litton from Historic England and representatives from the Open Space Group it was recommended that significant maintenance work is undertaken to protect this scheduled monument – currently classified as at risk.</p> <p>The scope of works can be viewed here</p> <p>The development of a Management Plan is underway, and this will be presented to the council upon completion.</p> <p>Two contractors provided quotes (third one delayed). (A) £2,295 and (B) £2,400</p> <p>Contractor A was selected to be the preferred Landscape Contractor due to best value, reliability, trusted local contractor with historic links to STC.</p> <p>The 103 cost centre is showing an overspend of 108% (due to the increased tree works and van hire). Actual to date including committed for accounting centre 103 is £61,743 versus budget of £57,181. The play repairs will also be processed via this accounting centre (awaiting costings).</p> <p>Contractor A has also quoted £1,350 per annum for three maintenance visits to keep the area under control and well maintained.</p>	£2,295 + £1,350 pa	Grounds Repairs and maintenance Budget £7400. Spend to date £2400.

Recommendation

That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees and to ratify and **resolve** on any matters as referenced above namely:

1. Immediate maintenance of Bury Litton at a cost of £2,295 (contractor A) and resolves the overspend on accounting centre 103.
2. Longer term maintenance to protect the scheduled monument via an annual contract at the cost of £1,350 per annum to be awarded to contractor A.

5.3 Other Matters to resolve

No	Subject	Description	Cost
5.3.1	Salisbury Street Green transfer	<p>In June 2017 the Recreation and Open Space committee resolved to request the transfer of land adjacent to 46 Salisbury Street. In May 2021 STC was advised the transfer deed had been prepared and this document was ready for signing.</p> <p>To date, this land transfer has not been approved by Shaftesbury Town Council and no documents have been signed.</p> <p>Scheme of Delegation: Reference 7.6 matters related to governance: <i>Approval of Leases and Licences must be resolved by the council.</i></p> <p>Letter to client report HM Land Registry Land transfer document</p>	Already paid
<p>Recommendation: The council considers the land transfer and nominates the Mayor, Deputy Mayor and Town Clerk to sign the land transfer documentation on behalf of Shaftesbury Town Council.</p>			
5.3.2	Emergency Works - Felling of Beech Tree on Land to South of Tout Hill	<p>Extract from the Climbing Inspection & Survey report carried out on 2nd December 2022.</p> <p><i>3.1 Due to the codominant nature of the limb attachment at 7m on which the majority of the upper crown is supported on, with the presence of a compression fork that has formed on its northern side, and the indication that it has experienced partial failure evident from the cracking identified, the beech is now considered to be in a hazardous condition. This is compounded by impact of decay that the tree will be experiencing in this area as the result of fungal infection and the exposure of the remaining crown to new wind-loading stresses following the loss of much of the upper crown on the southern side.</i></p> <p><i>3.2 As any further significant structural failure is considered most likely to impact the highway below, the beech is considered to be in an unacceptable structural condition and must be felled. As any near future high wind event could cause catastrophic failure it is recommended that the tree is dealt with as a matter of urgency, within one week of the receipt of this report.</i></p> <p><i>3.3 It is recommended that an approximate 7-8m high stem could be retained on the bank as a conservation feature, or wildlife habitat as the remaining 7-8m stem is highly unlikely to be able to strike the highway below if it fails due to distance and the dense cover of tree between it and the highway.</i></p> <p>Scheme of Delegation 5.1 states: <i>Subject to consultation with either the Town Mayor, Deputy Town Mayor, or the relevant Committee Chairman and/or vice chairman, 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>The arboriculturist has submitted the required five-day notice to Dorset Council.</p>	£4800 Budget Line 4256/103 Treework
<p>Recommendation: The Council are requested to agree the emergency tree works at a cost of £4,800 causing an additional overspend on budget 4256/103 Treework.</p>			

5.3.3	Town Caretaker	<p>In light of the recent difficulties of recruiting in North Dorset the option of a restructure of the Grounds team before the new financial year has been explored.</p> <p>The proposed new position would encompass the fulfilment of the High Street cleaning SLA with Dorset Council, emptying of the bins in the town centre, cleaning of the public toilets and setting up for hirers in the Town Hall. It could also include the marshalling of the High Street on market days as well as the cleaning of the Town Hall, which would eliminate agency costs for both.</p> <p>Job description for the Caretaker role</p>	<p>30 hours per week SSP 7 £23,382 (pro rata)</p> <p>including NI and Pension</p>
<p>Recommendation: It is recommended to advertise for a Town Caretaking position at SSP 7 immediately, with interviews being held before the End of December and a start date at the beginning of January 2023.</p>			
5.3.4	Public Relations and Comms Officer	<p>The budget for 2023/ 2024 includes a new position to play a key role in communicating with residents, businesses and visitors, and to raise the profile of Shaftesbury Town Council's work programme, services and projects.</p> <p>In light of the recruitment challenges, it is proposed this role is advertised with immediate effect as the process may take some time to find the right person.</p> <p>Job description for the PR and Comms role</p>	<p>12 hours per week SSP 12 £9,691</p> <p>including NI and Pension</p>
<p>Recommendation: It is recommended to advertise for a Public Relations and Comms Officer position at SSP 7-12 (based on experience) immediately, with interviews being held before the End of December and a start date at the beginning of January 2023.</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 [6th December 2022](#).

Ref	Recommendation	The Council are requested to resolve:
P&H	No recommendations arising from the December meeting that need a Full Council resolution.	
SSAC	Informal meeting this month on 1 st December	

Recommendation

That the minutes are received and noted and the recommendations from the Shaftesbury Swimming Advisory Committee are accepted and approved.

To approve payments and receive financial reports

Summary

The Council should have a clear understanding of the Council's financial position throughout the year. Every local council must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions.

The following summaries are for the committee to receive and note:

[Balance Sheet](#)

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

[List of payments](#)

[Invoices to accompany the payments list](#)

If any councillor would like to see any additional information, please let the office team know and this will be arranged.

Legal Implications

Every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. *Local Government Act 1972 s.151*

Recommendation

That the Council considers 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 Play Masterplan

Background

In January 2022 Officer report 0122ROSE6 was received and it was RESOLVED that the Town Wide Masterplan for 'play' is awarded to the preferred contractor B (Aileen Shackell Design – A-S-A Landscape).

On 13th October the Landscape Architect and Play Consultant visited Shaftesbury and toured around each play park to evaluate the existing play offer. Post their visit the Play appraisal/ Masterplan strategic document was produced which [can be viewed here](#). This document shows the scheme at draft concept stage.

Further Information

The indicative value for the recommendation linked to short-term improvements (as shown on page 9) is £69,500. Each playground has been costed and the indicative value for replacement equipment/ park modifications is £599,000.

The costs will be known once the detailed plans have been developed. Due the size and complexity of work the detailed design work at Wincombe the costs are expected to be in the region of 10% of total value of the project, all other play parks are likely to be in the region of £800.

V1 of the budget – high level summary of potential funds available:

If the tax base for Shaftesbury stays at £156.62, a zero-percentage increase, then the precept is expected to be £530,424.95. This takes into account 100 additional properties (estimate).

a. The planned total staffing value for 2023/ 2024 is £ 318,863. If approved in January 2023 then this will create surplus funds which can be allocated to any EMR such as playgrounds	£29,895
b. The sum of EMR funds <i>potentially</i> transferred back to general reserves	£43,244
c. The general reserve figure (as of 31 st October 2022) is £278,741. Assuming this will stay the same at year end (if Current Year Fund is in line with budget outturn and zero at year end). This figure will need to be revised (in terms of funds available) to reflect 4 months running costs @£160,000. Revised figure £118,741	£118,741
d. CCLA Property Fund (fund value as of 31 st October 2022)	£107,794
Potential funds available	£299,764

- a. If STC opted to raise an additional £50,000 of funds to take total funds available to £349,764 then this would cost each Shaftesbury household an additional £14.56 per annum which is £0.28 per week.
- b. If STC opted to raise an additional £100,000 of funds to take total funds available to £399,764 then this would cost each Shaftesbury household an additional £29.12 per annum which is £0.56 per week.

Recommendation

The council considers the recommendations in the draft Masterplan and sets the direction of spend and in advance of the budget setting process for 2023/ 2024.

To consider the role of a separate Responsible Finance Officer position as part of the budget setting process for 2023/ 2024

Background

In June 2022, it was RESOLVED to present the options to recruit a part-time accountant/ Responsible Finance Officer at the July meeting. Research has been undertaken and this is now aligned to the budget setting process for 2022/ 2023.

The statutory and other responsibilities of the Proper Officer are central to the internal administration of a council.

Every local authority is required to make arrangements for the proper administration of its financial affairs and ensure that one of its officers has responsibility for the administration of those affairs (s.151). In many cases, the Clerk holds the post of responsible finance officer (RFO).

Consultation / Research

Research of staffing structures of other Town Councils within Dorset has taken place. Findings show there are examples of Town Councils that employ a Responsible Financial Officer (RFO) full time or part-time and in most cases the role is carried out by the Town Clerk, as a combined role including RFO.

Whilst Gillingham (part-time), Blandford and Sherborne employ a separate RFO, other Councils such as Sturminster Newton, Bridport and Wimborne Minster operate in similar fashion to Shaftesbury Town Council, by employing a Finance Officer overseen by the Responsible Financial Officer. Given STC already has a Finance Officer, if STC were to employ a separate RFO the finance related work would not warrant two officers.

Currently the finance related work takes one officer on average two full days per week. Note; depending on the month this can marginally fluctuate. The Town Clerk spends on average five to eight hours per month on finance related activity however during budget setting this will increase.

Looking at the wider approach, in Town Councils, having Town Clerk and RFO separate is quite common however they are very rarely an accountant. No accountancy qualification includes Parish law and accounts. Most common is that it is the equivalent of the current post holder (i.e. other financial officers) *possibly* doing AAT (Association of Accounting Technicians).

The current post holder is qualified FiLCA (Finance in Local Council Administration). The Town Clerk is CiLCA qualified which includes Finance related learning modules.

The additional proposed extra officer was not in the budget for 2022/ 2023 therefore the council may select to review this option as part of the budget setting for 2023/ 2024.

Options

- A. Keep the structure as it is with one Finance and Services Officer and Town Clerk/RFO.
- B. Recruit for a part-time Accountant/RFO noting this would require an adjustment to the Finance and Services officer Job Description as the surplus finance related hours would need to be reallocated.

Risks

Public perception could be that the office structure could be seen as top-heavy with an additional member of staff undertaking finance related activities.

Costs

An RFO on Spinal Point 24 to 28 full-time equivalent salary would be £31,099 to £34,723. Based on a pro-rata basis @ 18.5 hours per week the annual cost could be £17,361.50 plus on-costs.

Recommendation

The council will set the direction of travel with this item of business.

To consider renewing the High Street Market Day 'managed traffic' application

Background

In 2021 the Town Council applied for a Traffic Regulation Order for the High Street to be closed for every Thursday for the market. The official road closure is from 9am until 2pm.

The closure is being marshalled from the top end of the High Street, just outside Reeves and road closure signs are placed at the bottom of the High Street. A sign is also placed at the Royal Chase Roundabout advising of the closure and alternative routes.

Further Information

The existing TRO, which expires at the end of March 2023, states that *all vehicles (apart from emergency services, deliveries and buses) will be prohibited from proceeding along B3091 High Street, Shaftesbury from the junction with Angel Lane to the junction with The Commons (in both directions) a distance of approximately 290 metres.*

As of Monday 5th December 2022 South Western Coaches have changed the bus route to Gillingham, with buses leaving from Bell Street Car Park. This means that the bus travel along Shaftesbury High Street is now one way.

The application for a new licence must be submitted three months in advance, therefore a new application for 2023/24 will need to be submitted by the end of 2022.

STC should consider completing an Equality Impact Assessment (EqIA). An EqIA is a way of systematically taking equal opportunities into consideration when making a decision. It is recommended that STC undertakes an EqIA on significant changes to policy or services and decisions that could have disproportionate impacts on individuals or groups protected under the [Equality Act 2010](#). Note; there is no legal requirement to undertake an EqIA however there is a legal requirement to show due regard to the need to advance equality of opportunity between people who share a protected characteristic and those who do not.

STC Officers have linked up with the Dorset Council Equality Diversity and Inclusion Officer - Communications and Engagement who has provided a template to complete the assessment. To drive an inclusive approach for all, it will be important to connect with various groups in Shaftesbury to assist with completing the EqIA.

Financial Information

Cost of the road licence application is £235.

Recommendation

Councillors are requested to consider if they wish for Officers to (1) conduct an EqIA and (2) apply for the renewal of the road closure licence for the High Street Market Day for April 2023 to March 2024 at a cost of £235 taken from budget line 4341/302 Legal and Professional (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

To approve the Website Accessibility Statement

Background

The Web Content Accessibility Guidelines (known as WCAG) are an internationally recognised set of recommendations for improving web accessibility.

They explain how to make digital services, websites, and apps accessible to everyone, including users with impairments to their:

- vision - like severely sight impaired (blind), sight impaired (partially sighted) or colour-blind people
- hearing - like people who are deaf or hard of hearing
- mobility - like those who find it difficult to use a mouse or keyboard
- thinking and understanding - like people with dyslexia, autism or learning difficulties

Further Information

The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 requires public sector organisations to make their websites and mobile apps accessible. An accessibility statement, detailing any accessibility issues and who to contact if there is a problem, should be published for each website and app.

To comply with this requirement the [STC Website Accessibility Statement](#) has been produced.

A published Website Accessibility Statement is also a requirement for the Local Council Award scheme.

Recommendation

Councillors are requested to approve and adopt the Website Accessibility Statement for the Town Council's website.

To consider amendments to the Mourning Protocol

Background

In September, following the passing of Her Majesty the Queen, the STC Mourning protocol / Operation London Bridge had to be invoked. The protocol worked well; however, it was thought that some minor amendments could enhance the proceedings and events.

Further Information

It should be noted that certain proceedings cannot be altered as these are dictated by Buckingham Palace. However, the following changes have been made to the [Mourning Protocol](#):

- 1.1 Members of the Household – update to reflect the current hierarchy
7. Proclamation Day – Inclusion of the Clergy to lead a prayer
8. Dress Code – All Councillors to wear robes at all events

Recommendation

Councillors should consider and approve the changes to the Mourning Protocol.

To consider setting up a Working Group for the King's Coronation on 6th May 2023

Background

The Coronation of His Majesty the King has been announced to take place on Saturday 6th May 2023, with an extra Bank Holiday confirmed for Monday 8th May.

Further Information

To mark this occasion STC should consider setting up a Working Group for the organisation of events over the Bank Holiday weekend. Buckingham Palace has not published any further information yet. It should be considered if events for the whole weekend or just for one day should be arranged. Officer support will be provided to the Working Group. Councillors should come forward if they would like to be in the Working Group, however all Councillors are welcome to attend the meetings.

Financial Impact

It is proposed to set the expenditure limit to £3,000. A new EMR will be created for the budget 2023/24.

Recommendation

Councillors are requested to form a Working Group for the King's Coronation celebrations. A new EMR with funds of £3,000 for this occasion has been proposed for the budget 2023/24.