



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, 17<sup>th</sup> January 2023** 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, 11<sup>th</sup> January 2023

**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 13<sup>th</sup> December 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 consider a backdated request to construct a pathway at Castle Hill Mound](#)
9. [To consider the final version of the draft budget for adoption and resolve the precept demand for the financial year 2023 – 2024](#)
10. [To receive the tender submissions for the Lido](#)
11. [To consider the Town Hall Condition Report and associated Architect costs](#)
12. [To consider adopting a Preferred Supplier approach and amend the Financial Regulations accordingly](#)
13. [To receive a progress update for the Play Park replacements and Skate Park works](#)

## **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 Councillors Proctor and Chase.

## **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 13<sup>th</sup> December 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 [13<sup>th</sup> December 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**

**Gold Hill Wall** – Officers met with Historic England and various stakeholders from Dorset Council to discuss the development of a Management Plan for Gold Hill Wall. The aim is to develop the plan in collaboration to manage this nationally important asset in a proactive way. [The meeting notes can be read here](#). The determination of ownership will need to be a separate project due to the complexity of issues that will need to be investigated.

**Solar Panel tariff and income trends for Town Hall and pool** - A review of the solar panel tariffs has been undertaken. Due to the erratic nature of the meter readings, with immediate effect the meter readings will be submitted on an annual basis every December. This approach will provide a more consistency with income from solar for both the Town Hall and the Pool.

A meeting with the Solar Panel company has been set up so to review maintenance and options for improving the income.

Swimming Pool installed 2015

Date	12/09/2022 to 23/12/2022	22/03/2022 to 11/09/2022	20/09/2021 to 21/03/2022	17/12/2020 to 20/09/2021	7/10/2019 to 31/12/2019	27/09/2018 to 7/10/2019	27/06/2018 to 26/09/2018
Kwhs Generated	179	2228	1778	8281			
Kwhs Exported	89.5	1042	889	414.5			
Amount Received	£ 30.31	£ 375.60	£ 280.13	£ 1,298.92	£ 255.73	£ 2,018.54	£ 520.32
							<b>Total £ 4,779.55</b>

Town Hall installed 2011

Date	09/09/2022 to 23/12/2022	08/03/2022 to 08/09/2022	19/12/2019 to 07/03/2022	02/01/2019 to 26/09/2019	02//01/2018 to 31/12/2018
Kwhs Generated	194	596	4259	3631	
Kwhs Exported	97	21		1816	
Amount Received	£ 120.97	£ 617.28	£ 2,446.56	£ 2,018.54	£ 3,187.00
					<b>Total £ 8,390.35</b>

Eon	13.94 p/kwh 5.99 p/kwh	Generated Exported
British Gas	60.23 p/kwh 4.25 p/kwh	Generated Exported

**Protocols** – Following adoption at the Full Council meeting on 13<sup>th</sup> December 2022 the [Mourning Protocol](#) and [Website Accessibility Statement](#) have been uploaded to the website.

**Beech Tree – Tout Hill** – In December STC resolved emergency works to fell this tree due to a safety risk. Enquiries have been made as to whether the Beech wood can be sold off. *Due to the damage to the tree itself and the quality of the Beech wood it cannot be sold off, however the majority of the arisings from this work was left as habitat piles in situ.*

**Dorset Council Climate and Ecological Emergency Support meeting** – A recording of the meeting with a discussion about local planning and activity updates from around the county can be accessed via the link below.

[https://us02web.zoom.us/rec/share/x01FF9pA041Z5FU2u5jJDRgmhuX\\_7cLLEtI2-pbKHO2x-LHBS9jUyzOB28unmL\\_w.vQ64trQPuA-CL2oF](https://us02web.zoom.us/rec/share/x01FF9pA041Z5FU2u5jJDRgmhuX_7cLLEtI2-pbKHO2x-LHBS9jUyzOB28unmL_w.vQ64trQPuA-CL2oF) Passcode: qY9\*T=1!

Subsequent meetings will be included in the weekly Digest.

**Energy Rate update** - The fixed rate tariffs have been reviewed. This work was undertaken as part of the budget setting process.

	Gas – fixed rate ends	Electric – fixed rate ends
Town Hall	November 2024	October 2023
Pool	September 2023	October 2023
Public Toilets	N/A	March 2025
Grounds Unit	N/A	September 2023

**Staffing update** – In December a new Receptionist & Administration officer was recruited into a permanent 20 hour per week role. Ariany Houlton started with STC on 4<sup>th</sup> January 2023.

Interviews were held on 4<sup>th</sup> January and Rowan Stanford Ffoulkes, caretaker has been appointed on a 30 hour per week contract with effect from 23<sup>rd</sup> January 2023. This role primarily focuses on the Town Hall and Town Centre services and standards.

We welcome them both to our team and will introduce them to each councillor over the coming weeks.

**Deeds and Documents Check** – Cllrs Edwyn-Jones and Hollingshead carried out the review on 4<sup>th</sup> January, comparing the [Land Register List 2022](#), the [Asset Register](#) and physical documents. Both Councillors have confirmed that the Deeds and Documents are all in order.

**Fields in Trust** – [Further communication has been summarised from FiT](#) regarding Public Relations and Land Registry documents. The agreement requires STC to produce the Land Registry documents for each space that needs protection. There will be a requirement to undertake the First Registration process for Cockrams, Barton Hill and Brionne Gardens as older editions of the title register are not available prior to April 1993 and the documents held at STC do not evidence ownership. A further update will be provided in due course.

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

Delegated Decision	Comments	Cost	Budget
Sun Dial repair	A more robust solution has been agreed which includes the sun dial being attached to the base using a durable resin. This should prevent a similar situation happening in the future. Date for the works TBC.	£575+ VAT	4250/103 Grounds Repair & Maintenance

## 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	Past Mayor Badges	The current cost of the enamel badge is £148 plus £3 for each character, total cost for one badge would be £175. Three badges are due to past mayors and it may be prudent to purchase badges for the next three years.	£175 each+ £10 delivery for all
<b>Recommendation:</b> Councillors to consider if they wish to purchase Past Mayor Badges at a cost of £175 each and advise of the number of badges, using Budget Line Civic 4300/301.			

5.3.2	Pix Mead Bus Shelter	<p>The laminated glass in the shelter has been damaged and some panes are missing, see photos.</p>  <p>The laminated glass has been replaced twice over the past three years, at a total cost of £1,322.</p>	£1,135
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**Recommendation:** Councillors are requested to consider the glass replacement at a cost of £1,135 using Budget Line 4250/103 Repairs & Maintenance/Grounds noting: budget £7,400 – YTD actual £4,950.

5.3.3	Grounds Team Training	<p>Following a recent review, it has been identified that specialist training across a number of grounds related functions is required. A <a href="#">Grounds Team training database</a> has been set up to provide clarity about the training course, cost and frequency of training.</p> <table border="1" data-bbox="536 1332 1289 1572"> <thead> <tr> <th colspan="2">Staff training budget</th> </tr> <tr> <th>2022/ 23 budget</th> <th>2023/ 2024 budget</th> </tr> </thead> <tbody> <tr> <td>£5,150</td> <td>£5,000</td> </tr> <tr> <td>YTD actual £3,323 + £1,827 identified (grounds)</td> <td>Training identified £4,430 (grounds)</td> </tr> </tbody> </table> <p>Non-urgent training has been rescheduled to 2023/ 2024.</p>	Staff training budget		2022/ 23 budget	2023/ 2024 budget	£5,150	£5,000	YTD actual £3,323 + £1,827 identified (grounds)	Training identified £4,430 (grounds)	£6,257
Staff training budget											
2022/ 23 budget	2023/ 2024 budget										
£5,150	£5,000										
YTD actual £3,323 + £1,827 identified (grounds)	Training identified £4,430 (grounds)										

**Recommendation:** Councillors are requested to consider the training needs and commit to the funds to secure the training as part of the individual staff training plans to demonstrate compliance against job descriptions.

5.3.4	Lido pump	<p>The Lido has regular maintenance checks throughout the winter season. During a recent check it was established that one of the pumps need to be replaced due to age, wear and tear.</p>	£730
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**Recommendation:** Councillors are requested to approve the expenditure and resolve a year to date overspend of £1,036 on line 4250/305 Repairs and Maintenance/Pool. (Budget £3,000 – YTD actual £3,286 + £730 = £4,036 spend)

5.3.5	Grounds vehicle	<p>Research is still underway to find a suitable vehicle. Following contact with other Town Council's it has been determined that a Gator is the most suitable for the Shaftesbury terrain as well as the most economical and user-friendly vehicle fitting in with Sustainable Shaftesbury objectives.</p> <p>Officers are monitoring the market activity and have yet to find a suitable vehicle.</p>	£ TBC
<p><b>Recommendation:</b> It is recommended that delegated expenditure authority of up to £14,000 is given to the Town Clerk in consultation with the Mayor and Deputy Mayor once a suitable vehicle is available on the market.</p>			

## Agenda Item No. 6

### 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 [10<sup>th</sup> January 2023](#).

Ref	Recommendation	The Council are requested to resolve:
P&H	No recommendations arising from the January meeting that need a Full Council resolution.	
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](#)

[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 resolves to approve the payments and receives and notes the income and expenditure records and the information within the balance sheet 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 a backdated request to construct a pathway at Castle Hill Mound**

**Background**

It has recently come to light that a proposal, prepared by the Open Spaces Group, was due to be presented to the ROSE committee in February 2020.

Having reviewed the STC minutes going back as far as 2018 it would appear this item of STC business was never presented to STC and therefore was not resolved upon.

A site meeting took place in October 2019 with a representative from Historic England and there were some reservations about the pathway and steps up to the mound. That said, the representative progressed with obtaining four quotes to construct a path flush with the surface which seemed to be an acceptable option. The quotes were sent to the Town Clerk in December 2019 as follows:

Contractor A	£5,798 +vat	Contractor C	£5,750 +vat
Contractor B	£4,500 +vat	Contractor D	£6,435 +vat

Since 2020 the cost of raw materials has risen significantly therefore there will be a requirement for the companies to re-quote for this work. If the council resolves to proceed with the pathway, then the respective contractor will be contacted to re-quote.

**History of Castle Hill Mound** (as supplied by the Open Spaces group):

*Castle Hill (Mound), a Scheduled Monument (1002724) of national importance, is a triangular 'promontory fort' situated at the western end of Shaftesbury's north flank.*

*Why was it constructed? The Royal Commission on Historic Monuments has said that the end of the north flank is where "the steep-sided Greensand spur would be most easily defended", with evidence suggesting "a temporary fortification dating from ... the 12<sup>th</sup>-century civil war" between King Stephen and Empress Matilda. Pottery excavated in the 1940s supported this: it dated from the 12<sup>th</sup> to 13<sup>th</sup> centuries.*

*Why was it important? Shaftesbury was on the front line in the C.12 civil war. When Matilda seized Wilton, Stephen retreated from there to Sherborne: either side could have chosen Shaftesbury's rocky spur, halfway between the two towns, to make camp and set up defences. Moreover, it would be surprising if such a spot had not been used long before. We have hints that it was: a Palaeolithic hand-axe was found here, and Mesolithic worked flints a few yards away at Old Brow (now Castle Gardens); more Mesolithic worked flint was excavated in 2019 just to its south-west.*

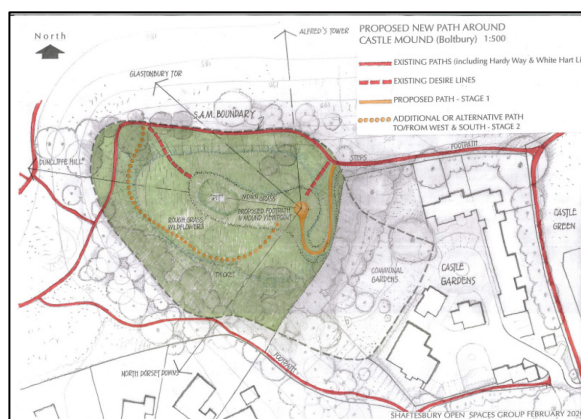
*It remains important now: the Mound may well still conceal evidence of not only medieval, but also much earlier occupation. As Historic England says, it has survived "comparatively well, despite partial excavation, and will contain further archaeological and environmental evidence relating to its construction, function, longevity, domestic arrangements, strategic significance, abandonment and overall landscape context".*

**Proposal (as submitted by the Open Spaces Group) :**

*Following a meeting with Historic England (HE), Dorset Ranger), STC staff and two representatives from the Open Spaces Group on 10th October 2019, it was agreed that a surfaced path to the summit was needed to nudge visitors away from continuing to create an informal muddy desire-line path, up the steepest slope (which is man-made and so conceals archaeology) and to protect the Mound from further degradation - in accordance with the Town Council's obligation to prevent harm to the Scheduled Monument.*

*A dry, less steep and slippery path would also allow less abled visitors and small children access to the summit. At the moment, when it is wet, access is impossible.*

*The new path would run alongside the fence with Castle Gardens, managed by Blue Cedar. There is a small gap in this wire and wooden post fence that would need repairing (to HE's specifications).*



**Note:** Any approved plan will need the consent of Historic England and a Five-Year Consent application form will be needed from them. This will include future management plans for tree/scrub clearance, fencing, the path and repairs to any erosion.

Castle Mound is currently on Historic England's at Risk Register because its condition is "generally unsatisfactory with major localised problems" and deteriorating.

As owners of the land, the Town Council has a duty to maintain Castle Mound in good condition and an obligation not to allow any harm to it through neglect.

### **Further Information**

The council will need to consider the background and the proposal as submitted by the SOSG in March 2020.

Management plans are in the process of being developed for each of the Scheduled Monuments and the Shaftesbury Open Spaces. Historic England are fully supportive of the need to have robust plans in place to protect these important historic monuments.

### **Financial Impact**

As it stands there is £9,116 assigned to EMR line 4944 Footpath and Cycle networks.

The draft Budget recommendation as it stands is that these EMR funds (4944) are returned to General Reserves as they have been ringfenced for several years with little or no activity.

### **Recommendation**

The recommendation will be for STC to set the direction once all the information has been considered.

*Note;* if the council resolves to progress with the project then the EMR funds can stay as allocated against 4944 and all aspects are delegated to the Town Clerk in consultation with the Senior Ranger at Dorset Council to discharge this resolution. The management of the appointment of the preferred contractor post the relevant permissions being granted from Historic England to be included in the resolution.

**To consider the final version of the draft budget for adoption and resolve the precept demand for the financial year 2023 – 2024**

Local Government Finance Act, 1992 s.39  
 Local Government Finance Act, 1972 s.151

**Summary including Financial Information**

The budget Working Group met on 8<sup>th</sup> November 2022 to review the initial draft of the 2023/ 2024 budget. Following this meeting a number of revisions were made and Full Council reviewed the revised version of the draft budget in November 2022.

Each budget line has been scrutinised individually and since the November 2022 version, the revised figures as shown are calculated on year end forecasts which include existing contracts or known/ predicted costs.

The [draft budget for 2023/ 2024](#) was reviewed by the Budget Working group in November 2022 and has since been updated to reflect the revised tax base. The tax base for Shaftesbury for 2023/ 2024 has increased to 3311.6 which represents an increase of 0.8% (an additional 24.9 households).

The precept for 2022/2023 was set at £514,762 noting a zero-percentage increase was resolved for the preceding 5 years.

The indicative precept or 2023/ 2024 as shown in the draft budget report (as above) is based on the precept being **£518,662** which equates to zero % increase per household however includes additional funds of £3899.83 which takes into account the increase in tax base.

**Tax base information - Band D equivalent charge – OPTION 1** equates to £156.62 per household per annum - reflects a precept of £518,662.10 which equates to a 0% increase.

1) Select Town or Parish Council			
Shaftesbury			
<b>Taxbase Information</b>			
Band D Equivalents			
2022/23	3,286.7	2023/24	3,311.6
Increase/(Decrease) Year on Year		24.9	
% Increase/(Decrease)		0.76%	
<b>Precept Modelling</b>			
Actual Precept 22/23 & Proposed Precept 23/24			
2022/23	£ 514,762.27	2023/24	£ 518,662.10
Increase/(Decrease) Year on Year		£ 3,899.83	
% Increase/(Decrease)		0.76%	
<b>Band D Equivalent Charge</b>			
Precept Divided By Taxbase			
2022/23	£ 156.62	2023/24	£ 156.62
Increase/(Decrease) Year on Year		2) Enter Target £ Inc/(Dec) £ -	
% Increase/(Decrease)		0.00%	

**Tax base information - Band D equivalent charge – OPTION 2** equates to £164.45 per household per annum - reflects a precept of £544,595 which equates to a 5% increase. This equates to £7.83 per household at a cost of 15p per week.

**Town & Parish Councils  
Taxbase & Precept Toolkit 2023/24**

1) Select Town or Parish Council  
Shaftesbury

**Taxbase Information  
Band D Equivalents**

2022/23 3,286.7      2023/24 3,311.6  
Increase/(Decrease) Year on Year 24.9  
% Increase/(Decrease) 0.76%

**Precept Modelling  
Actual Precept 22/23 & Proposed Precept 23/24**

2022/23 £ 514,762.27      2023/24 £ 544,591.93  
Increase/(Decrease) Year on Year £ 29,829.66  
% Increase/(Decrease) 5.79%

**Band D Equivalent Charge  
Precept Divided By Taxbase**

2022/23 £ 156.62      2023/24 £ 164.45  
2) Enter Target £ Inc/(Dec) £ 7.83  
Increase/(Decrease) Year on Year £ 7.83  
% Increase/(Decrease) 5.00%

Other options	Precept Increase Per HOUSEHOLD per annum	Precept Increase Per HOUSEHOLD per week	%	Additional funds generated	Comments	The additional income will enable the following:
1	£0		0%	£3,899.83	Extra generated by 24 additional households	No additional spend other than what is already on the plan Minor upgrade - all parks (as resolved) Ash Close and Gower Road Play (as resolved) St James Park Town Hall (up to £145k)
2	£7.83	£0.15 per week	5%	£28,829.66	Includes the additional households	As above plus further play investment / additional funds towards Town Hall Repairs and Maintenance
3	£12.53	£0.24 per week	8%	£45,394.18		
4	£15.66	£0.30 per week	10%	£55,759.49		
5	£31.32	£0.60 per week	20%	£107,619.14		
2024/ 2025 and 2025/ 2026 – phased plan needed						Barton Hill £110K Cockrams £80K Enmore Green £44K Wincombe - £250k/ £300K Lido £130K Town Hall internal modifications - unknown

A public session was held on 9<sup>th</sup> January with the objective of raising the awareness of the budget setting process. There is no budget related feedback from the public session that STC needs to be informed of.

Members should note that if the precept request is lower than the rate of inflation, it equates to a net reduction and places further strain on the services the Council is able to offer. The council needs to be aware that the zero % increases over the past four years have had a negative impact on General Reserves.

The Ear Marked Reserves summary shows the balance of each budget line up to the end of December 2022, the expected expenditure at year end (those projects expecting to be delivered by the end of March 2023), the anticipated balance, the proposed balance and anticipated balance (carry over to 2023/2024).

Project Name	EMR Budget Code	Balance @ 31/11/2022	Proposed Expenditure up to 31/03/2023	Anticipated Balance as @ 31/03/2023	PROPOSED Return to General Reserve	Proposed Balance 01/04/2023	T/fer from General Reserve	Precept	Proposed REVISED Balance @ 01/04/2023	Notes
CCTV	4918	£ 5,000.00		£ 5,000.00	£ 5,000.00	£ -			£ -	
Playground Equipment	4906	£ 42,732.98	£ 42,732.98	£ -		£ -			£ -	
Town Hall Building	4905	£ 145,000.00		£ 145,000.00		£ 145,000.00			£ 145,000.00	
Replacement Vehicles	4922	£ 17,879.00		£ 17,879.00		£ 17,879.00			£ 17,879.00	
Syr Tree Plan	4926	£ 4,813.00		£ 4,813.00	£ 4,813.00	£ -			£ -	
Street Furniture	4910	£ 3,974.00	£ 3,974.00	£ -		£ -			£ -	
Swimming Pool	4931	£ 27,790.69		£ 27,790.69		£ 27,790.69	£ 12,000.00		£ 39,790.69	£12K from 4949 Pool Capital (now combined as one EMR)
Southern Slopes	4930	£ 2,000.00		£ 2,000.00	£ 2,000.00	£ -			£ -	
A30 Allotment Site	4933	£ 50.19		£ 50.19	£ 50.19	£ -			£ -	
Jubilee Steps	4911	£ 27,774.81		£ 27,774.81		£ 27,774.81			£ 27,774.81	
IT Replacement Equipment	4928	£ 276.88		£ 276.88	£ 276.88	£ -			£ -	
Bus Shelters	4916	£ 78.00	£ 78.00	£ -		£ -			£ -	
Neighbourhood Planning Group	4932	£ 6,259.00		£ 6,259.00		£ 6,259.00			£ 6,259.00	
Town Branding/signage	4912	£ 45,856.56		£ 45,856.56		£ 45,856.56			£ 45,856.56	
Coppice Street Car Park	4915	£ 46,697.00	£ 46,697.00	£ -		£ -			£ -	
Climate Change	4927	£ 5,000.00		£ 5,000.00	£ 5,000.00	£ -			£ -	
Swimming Pool Capital Expenditure	4949	£ 12,000.00		£ 12,000.00	£ 12,000.00	£ -			£ -	
Comm. Infrastructure Maltings Est	4943	£ 43,858.95		£ 43,858.95		£ 43,858.95			£ 43,858.95	
Footpath/Cycle Path Network	4944	£ 9,066.07		£ 9,066.07	£ 9,066.07	£ -			£ -	
Economic Development	4945	£ 24,650.00		£ 24,650.00	£ 4,650.00	£ 20,000.00			£ 20,000.00	
Car Park 2	4929	£ 20,018.00	£ 20,018.00	£ -		£ -			£ -	
Shaftesbury Wellness	4904	£ 16,356.00		£ 16,356.00	£ 356.00	£ 16,000.00			£ 16,000.00	
COMF Funding DC	4908	£ 106,454.00	£ 106,454.00	£ -		£ -			£ -	
Lottery Grant -Benches	4936	£ 9,600.00	£ 9,600.00	£ -		£ -			£ -	
War Memorials	4932	£ 7,500.00		£ 7,500.00		£ 7,500.00			£ 7,500.00	
Castle Hill Pond	4937	£ 8,000.00	£ 8,000.00	£ -		£ -			£ -	
Christmas Lights	4924	£ 11,152.00	£ 20,000.00	£ -		£ -			£ -	
Kings Coronation	NEW						£ 3,000.00		£ 3,000.00	
		£ 649,837.13	£ 257,553.98	£ 401,131.15	£ 43,212.14	£ 357,919.01	£ 12,000.00	£ -	£ 372,919.01	

It is proposed that the EMR budget sheet will read as follows for the start of the new financial year:

Project Name	EMR Budget Code	Anticipated Balance @ 01/04/2023	Notes
Playground Equipment	4906	£ -	
Town Hall Building	4905	£ 145,000.00	
Replacement Vehicles	4922	£ 17,879.00	
Swimming Pool	4931	£ 39,790.69	£12K from 4949 Pool Capital (now combined as one EMR)
Jubilee Steps	4911	£ 27,774.81	
Neighbourhood Planning Group	4932	£ 6,259.00	
Town Branding/signage	4912	£ 45,856.56	
Coppice Street Car Park	4915	£ -	
Comm. Infrastructure Maltings Est	4943	£ 43,858.95	
Economic Development	4945	£ 20,000.00	
Shaftesbury Wellness	4904	£ 16,000.00	
War Memorials	4932	£ 7,500.00	
Kings Coronation	NEW	£ 3,000.00	
		£ 372,919.01	

### Summary of committed funds held:

Summary of funds as per Budget		
Ringfenced EMR	£257,553	To be spent by year end March 2023
Ringfenced EMR	£357,919	Projects assigned to 2023/ 2024
Income & Expenditure	£134,804	Expenditure to be processed by year end 2023
4 months running costs	£160,000	Ave £40k per month – as advised
<b>Total</b>	<b>£910,276</b>	

### Funds currently held:

Nat West Current account	£423,020
Public Sector Deposit account	£256,717
Cambridge and County Bank	£157,303
Nationwide Business Savings	£169,000
Total	£1,017,239 Plus, Property Fund (as listed in Asset Register) £107,000

### Legal Implication

The Town Council, in calculating its precept, must as far as possible secure that it will suffice the following classes of items, namely;

- a) Next year's expenditure, including **an allowance for contingencies**.
- b) Outstanding expenditure incurred in previous years.
- c) Expenditure likely to be incurred before the precepted sum becomes available.

### Risk

There is a risk to the Council's activities if it does not properly calculate its budget or precept demand. There is a risk that continued setting of a 0% increase (net loss) budget will impact on delivery of services and general reserves to be able to address any unforeseen circumstances.

### Recommendation

That the Council resolves to:

- (1) adopt the budget for 2023/2024 and
- (2) issues a precept demand of £518,662.10 (0%) **or** £544,591.00 (5%) or any other % increase (as resolved) to Dorset Council for the financial year 2023 – 2024 and
- (3) Rolls over the EMR balances as specified above into the new financial year.

(Delegated to the Town Clerk all elements required to discharge these resolutions)

**To receive the tender submissions for the Lido**

**Summary**

In December 2022 the council resolved to make the short-term investments needed to prepare the pool for the 2023 season.

The [Scope of works](#) were prepared by the Project Manager (Lido Consultant) and companies were invited to tender for the work. Note; as none of the works were over the £25,000 including VAT threshold there was no requirement to publish the contact on to the Contract Finder website.

Three companies were contacted for each aspect of the works; Building, Electro Chlorination and Gas/ Electric/ Heating works. Companies were asked to submit their proposals by 13<sup>th</sup> January. The final summary of submissions will be circulated to STC members in advance of the meeting. The submissions to date have been redacted and are as follows:

Building works			
Contractor A	Redacted	£18,865.00	<a href="#">Redacted quote</a>
Contractor B	Redacted	Declined	Fully booked until June 2023
Contractor C	Redacted	Awaiting quote	
Electro Chlorination works			
Contractor D	Redacted	£25,395	<a href="#">Redacted quote</a>
Contractor E	Redacted	£12,079.41 VAT £2,415.88 Total inc VAT £14,495.29	<a href="#">Redacted quote</a> <a href="#">Unit details</a> , <a href="#">Datasheet</a>
Contractor F	Redacted	Awaiting quote	
Gas/ Electrical/ heating			
Contractor G	Redacted	A) Strip out existing boiler. B) Install new 8000 Life boiler C) Electrical connections to include new programmer and wireless room thermostat.  <b>Total £6100 +VAT</b>	1) Other issues were discussed whilst on site primarily around the small plant room area. We advise and quote as follows:- A) Replace main distribution board. B) Integrate existing circuits and provide surge protection C) Correct Solar PV array configuration D) Upgrade earthing E) Test and inspect all electrical circuits.  <b>Total £4360 +VAT</b>
Contractor H	Redacted	Awaiting quote	
Contractor I	Redacted	Awaiting quote	

**Recommendation**

Councillors are requested to consider all quotes presented and select a contractor for each aspect of the works as listed above.

**To consider the Town Hall Condition Report and associated Architect costs**

**Background**

In September 2022 it was **RESOLVED** to:

- *Approve the initial cost of £750 + VAT taking funds from 327 EMR Town Hall Building Fund or 4341 Legal & Professional Fees (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).*
- *Form a Working Group*
- *Approve for the architect to obtain three quotes to prepare the digital drawings to include a measurement survey of plans and elevations.*

The Working Group met on 22<sup>nd</sup> November to review the [Inspection Report](#) that was produced by the Architect as resolved by STC on September.

The Architect has sought quotes from three companies however having received the PWCR archives he is of the opinion that he has enough information to create a CAD plan sufficient to move the project forwards. On this basis the charge would be made on an hourly rate basis this providing a cost saving.

The Architect has suggested that some of the defects reported would be best picked up as part of the wider re-development scheme (ie little point in spending money on some of them until a plan is formed).

A [preliminary fee proposal](#) has been submitted based on the report schedule hence it being labelled draft. It is a combination of 'finger in the air' and on the value of works that has been set out as approximate costs although I understand these themselves are very much indicative at this stage. In an ideal world a thorough investigation of the window repairs using a scaffold however this is unrealistic at this stage. In the meantime the architect has made certain assumptions in the preparation of schedules and specification and would need to refine the fee at each stage.

As what point the architect costs become fixed figures is a moot point. With that in mind an alternative is to base fees on a percentage of construction value which is what the architect would normally do where they are involved in the construction phase of a project. In this case because there is very little if any true design work they would deduct that element from the fee. Thus in this case if they were to assume a construction value of say £200k excluding VAT this would attract a fee of around 13% from which they would deduct 20% as the design fee not required. This approach means that although the fee is not fixed absolutely it is fixed relative to a given value and so would be a known figure. This approach will provide the council with a more indicative cost.

As the Town Hall is grade 2 listed there will be a need to seek the required permissions. It is likely that the initial works to plan for the renovations will straddle 2023/ 2024 and the work itself take place in 2025/ 2026.

**Financial Impact**

The indicative costs repairs to date for Priority A and B as referenced in the Inspection Report on page 29 are as follows:



<b><u>Priority A Repairs Recommended without Delay</u></b>	<b><u>Approximate Cost</u></b>
Clear roof, surfaces and ledges of moss a plant growth (1.5, 4.2, 4.5.2)	£150
Clear and maintain gutters generally (1.9 & 2.9)	£150
Repair and maintenance of pigeon wires (1.14)	£200
Identify asbestos throughout (4.3.10)	£150
Fire escapes cleared and fire strategy to be checked (5.5.5 & 4.5.13)	£500
<b><u>Priority B Repairs</u></b>	
Replacement of roof covering (1.3)	£40,000
Alternative access to improve health and safety to roof (1.1,1.4)	£3,500
Patch repair split in gutter to West of clock (1.10)	£150
Review parapets to comply with regulations (1.12)	£7,500
Repair visible boards beneath flat roof (1.17)	£750
Provide a more satisfactory method of protection to chiming mechanism (1.18)	£inc below
Replacement of timber structure to South side of clock tower (1.19)	£10,000
Minor repairs and repointing to porch roof parapet (1.25)	£750
Re-align or re-point shifted parapet stone (4.3.4)	£150
Pointing and stone repair to open joints generally (4.3.1, 4.3.5, 4.3.6, 4.6.2)	£50,000
Repairs to windows generally (4.3.7, 4.3.8,4.5.3, 4.6.5, 5.1, 5.2, 5.4.3, 5.8.3, 6.1)	£30,000
Replacement of non-ferrous straps to arched openings (4.3.9)	£10,000
Mortar repairs to West elevation (4.4.3)	£3,000
Internal decorations, re-clip cables etc and complete making good (5.3.1, 5.3.4, 5.4.1,5.5.4, 5.7.4, 6.5.1, 6.5.3)	£30,000
Review stairs to meet building regulations (5.5.7)	£*

Priority A repairs indicative value £1,150

Priority B repairs indicative value £185,800

Priority C repairs (less urgent) indicative value £6,690

Plus scaffolding at an indicative cost of £40,000 and Architect fees at 13% (minus 20% design costs)

Therefore, indicative costs in total for A, B and C is £193,640 + scaffolding is £233,640 noting the actual costs will be confirmed post the tender process.

Indicative Architect costs £25,173 minus 20% (£5,034) equate to £20,139

The total value of EMR for the Town Hall is £145,000 therefore the council will need to consider a phased approach to managing this project.

### **Recommendation**

That councillors instruct the Architect to proceed to the next stage of the project namely; the development of the CAD plan and confirming the Priority A, B and C repairs as referenced in the report and approves the Architects costs (knowing the true cost will be known post the tender process) to manage this project.

**To consider adopting a Preferred Supplier approach and amend the Financial Regulations accordingly**

**Background and Information**

The current process is that officers seek three quotes for all specialised work including electrical, tree, ecological, landscape, printing and plumbing.

This approach takes valuable time from officers and contractors, with some contractors not wanting to quote until they are awarded the contract. Contractors are aware that councils have to obtain three quotes and are therefore often reluctant to spend the time preparing a quote.

The STC adopted Financial Regulations state that:

*10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.*

*11.1. Procedures as to contracts are laid down as follows:*

*a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:*

*i. for the supply of gas, electricity, water, sewerage and telephone services;*

*ii. for specialist services such as are provided by legal professionals acting in disputes;*

*iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;*

*iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;*

*v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and*

*vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.*

**Further Information**

A preferred contractor approach would mean that for services such as electrical, tree, ecological, landscape, printing and plumbing works one trusted contractor is used for a period of three years. This would mean that time is saved obtaining quotes and a constructive and efficient working relationship can be built with contractors. This is invaluable for good service, prompt responses and reliability.

The preferred supplier would be reviewed on a three yearly basis to ensure they still provide best value for money, not just be the cheapest.

Expenditure would be in line with the Financial Regulations and the Scheme of Delegation, which is as follows:

*3.10. Authorisation of expenditure as set out in the Financial Regulations; (The Clerk, up to £2500 and in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items between £2500 and £5000. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.)*

A preferred supplier would be a tried and tested contractor who the council has worked with over the last five years and who have proved themselves to be best value for money, committed to service, compliant with Health & Safety and who meet customer service expectations.

**Recommendation**

Councillors are requested to consider adding the below clause to the [Financial Regulations](#) – section 11.1. vii. for electrical, plumbing, tree, printing, landscape and ecological works where a preferred supplier has been resolved by the council. The preferred supplier will be evaluated on a three yearly basis.

Note; once the preferred suppliers have been identified a list will be presented to STC.

**To receive a progress update for the Play Park replacements and Skate Park works**

**Background**

In November 2022 Officer report 1122FC11 was received and it was RESOLVED 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).


**Information**

The following items of play equipment have been ordered and will be installed upon delivery:

Play Park	Item of equipment	Description	Cost
Wincombe	Kanope Bridge 	To supply 2 new platforms, caps and fixings	£ 675
Wincombe	Multiplay Junior 	To supply 6 x platforms, 3 x panels, porthole, caps and all fixings	£ 2,478
Wincombe	Aerospeed 	To supply 2 x platforms, complete chain, swivel and shackle, plus hand grips.	£1,284
Wincombe	Multitplay Senior 	To supply new bearing	£154
Wincombe	Caloo Chest Press 	To supply new buffers	£32

**Total cost: £4,623**

The quote for the Cableway equipment (moderate risk) at Wincombe has come in at replacement cost of £30,000. STC resolved in December to proceed with the development of the Masterplan for Wincombe. Once the Masterplan has been reviewed by STC then a further update will be presented to STC for consideration. At this point the council can consider whether or not to replace the Cableway equipment.

12 - Moderate Risk	
<b>Item:</b>	Cable Runway
<b>Manufacturer:</b>	Proludic
<b>Surface Type:</b>	Wet Pour
<b>Item Quantity:</b>	1
<b>Equipment Compliance:</b>	No
<b>Surface Area Compliance:</b>	Yes
<b>Total Findings:</b>	10
	
<b>Finding 1</b>	<b>Finding 2</b>
There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter - Repair surfacing	The surface is lifting at the edges and creating trip points - Repair perimeter of surfacing to remove trip points
<b>Finding 3</b>	<b>Finding 4</b>
There is moderate damage to the surface - Repair the damaged areas of surfacing	There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers
<b>Finding 5</b>	<b>Finding 6</b>
There are areas or parts of the timber on the structure that have rotted - Replace all affected timbers	Parts of the timber are rough or splintered - Remove all rough or sharp edges
<b>Finding 7</b>	<b>Finding 8</b>
We have completed a visual inspection of the cable and fixing points from ground level, however it is not possible to fully inspect the cable and fixings without either hiring equipment to gain access or removing the cable and inspecting at ground level. We recommend that the main cable and fixing security is thoroughly inspected at least in accordance with the manufacturers recommendations to check for damage, security or internal rusting, this will help to ensure the continued safe use of the equipment - Inspect in accordance with the manufacturers recommendations	The seat connection cannot be inspected without dismantling the seat - Dismantle the seat to inspect the seat connection for wear
<b>Finding 9</b>	<b>Finding 10</b>
The seat is less than 2.0 metres from the post when extended at 45 degrees at the end of the area of travel and does not meet the requirements of BS EN 1176 Part 4 - Adjust the cable stop position to ensure the minimum distance is maintained	The seat suspension cover has been damaged - Monitor for any further deterioration and replace as required

**Skate Park works** – Officers sought advice from a Skate Park company who confirmed that it would be prudent to re-paint the slopes with anti-slip paint, However, currently it is not necessary nor dangerous and can be completed as part of any planned works in the future. This will be managed via a delegated decision as it will be within the delegated spend of the Clerk and STC will be informed accordingly.

**Recommendation**

Councillors are requested to note the update provided in this report.