



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, 18th April 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, 12th April 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)

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 - 17.1 Dorset Council Payroll services

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 Cllr Lewer

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 21st March 2023

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 [21st March 2023](#).

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.

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

DAPTC award – STC received [this letter](#) and [certificate](#) in recognition of the ‘Double Star Award’ for the development and training of both elected members and employees.

Ecology Report - [Ground Level Tree Assessment report](#) relating to tree works at St James Park, Pine Walk, Tout Hill, Land at Christys Lane and St Johns Churchyard Shaftesbury, Dorset. The report provides the detail of the findings and the Arborist has been provided with a copy of the assessment.

Coppice Street Car Park – sub lease for Tesco and Dorset Council lease documents have been signed by the mayor and deputy and have been submitted to the STC solicitor. Final sign off by Dorset Council is imminent and at this point the contractors will be re-engaged and the works will be programmed in.

Dorset Council - Car parking increases aim to limit impact on residents. [The article details](#) upcoming parking charge changes, as well as outlining price freezes and permit options for residents. Shaftesbury is a tourist destination, but it falls into the level 2 category (like Dorchester), so there is no price increase this year. The increase is only in Dorset Council beach destinations and Corfe Castle, which are all level 3.

Shaftesbury Football Club – 3G update – The Directors have prepared a [Governance review report](#) which provides information on the club performance.

Bus Gate – Following the resolution to the Member’s Motion presented to March Full Council [a letter](#) has been submitted to Dorset Council requesting the options to be considered.

Lido update – The recruitment for pool attendants is underway and so far 10 applications have been received and interviews are scheduled for week commencing 17th April.

Contractor works update:



- Building work including new reception area complete
- Electro-Chlorination system installation complete – final contractor visit to commission the equipment due w/c 24th April.
- w/c 17th – Installation of new pool boilers
- w/c 24th - Complete shower works

The [2023 Action Plan](#) provides a comprehensive overview of works associated with the Lido operations in advance of the 2023 season starting.

Work continues to source insurance for the inflatable however note the lifespan of this equipment is up to 5 years and it was purchased in 2017.

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

Delegated Decision	Comments	Cost	Budget
Grounds Consultant interim support	There is a growing need to bring in external fixed-term support to act as a broker between Contractors and Grounds team – developing the	£3,900 for Q1 - 13 weeks of support to be	£25,000 Staffing – sub-contract

	Management plans /sharing grounds related best practice/ grounds related project support/ Condition reports for benches and bins and overseeing the SLA at Castle Hill are just some of the priorities.	reviewed mid-quarter	labour 402/4020
Benches at Bury Litton	<p>The works at Bury Litton has highlighted space where two benches were positioned. There is an opportunity for a third bench to be installed. The space is a natural tranquil and wonderful spot for quiet reflection. This space is supported by locals however it has the opportunity to attract visitors if more widely publicised. There will be a requirement to seek permission from Historic England. These works have positive comments and feedback from the community.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Missing bench now visible – base in place however concrete will need to be disturbed and new bench installed.</p> </div> 	£2,100 cost of 3 oak benches including branding	£7,500 Repairs and maintenance 103/4250
Bins at St James Park	 <p>3 x 112L capacity wooden bins have been ordered for St James Park</p>	£2,195 plus VAT	4910 Street Furniture (funds allocated from 2022/2023 budget)

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	Grounds Outsourcing	One of the grounds team will be absent from work for a significant period. Due to the recruitment challenges experienced in the past 12 months it is prudent to seek an alternative interim solution to support the management of grounds related services during the peak season. The preferred Landscape Contractor (financial regulation 11.1 vii) has agreed to support the Grounds operation to cover the long-term absence.	£1,295 per week
<p>Recommendation: The council resolves to use the Landscape Contractor services at a cost of £1,295 per week to be delegated to the Town Clerk up to a value of £15,000 to be taken from Staffing – outsourcing budget line 402/4020.</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 [4th April 2023](#).

Ref	Recommendation	The Council are requested to resolve:
P&H	No recommendations arising from the April meeting that need a Full Council resolution.	
SSAC	No formal 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 – to be presented with the year-end accounts
- Summary Income and Expenditure by budget heading – to be presented with the year-end accounts
- [List of payments](#)

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 resolves on the 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 consider a funding request from the Tourist and Community iCentre/Morrisons Daily

Background

The new Tourist and Community iCentre (TCiC) has recently been set-up at the Morrisons Daily in Bell Street. To raise the profile of the new TCiC two proposals have been submitted that will need to be considered by the council.

The first document covers the requirement for the pavement signs to clearly signpost the new location. The second document covers the requirement for the digital signage proposal.

[External Marketing Pavement Signs proposal.pdf](#) – cost £1,086.37

[External Digital Marketing Business Case for the iCentre proposal .pdf](#) – cost £4,339.40.

Further Information

The SLA line (4352) budget for 2022/ 2023 was £14,000 (SLA for CAB was set at £4,000 and the SLA for Tourism Digital marketing was set at £10,000). As you will be aware the SLA for tourism digital marketing did not progress past May 2022. The breakdown of the 2022/ 2023 year to date spend is as follows:

- Digital Marketing April only (£635.95)
 - CAB SLA (£4,000)
 - Blackmore Vale Tourism (TIC) (£2,925) – digital screen
- Total £7,561

Therefore, as of year-end 2022/ 2023 there are unspent SLA funds for service delivery of Tourism Digital Marketing of £ 6,439. As there was no SLA awarded for Digital Marketing Services for the 2022/ 2023 period the end of year forecast was based on the expectation these funds will revert back to General Reserves. That said, as it stands, STC may resolve to allocate these funds from General Reserves to support the new signage at the Morrisons/ TCiC.

At budget setting in January 2023 the Grant and SLA budget was set at £24,000 (£20,000 grants and £4,000 SLA for CAB) for the 2023/ 2024 period. There has been no specific budget set for tourism from April 2023 onwards.

The council can also consider funding this request via a community grant. The following statements have been extracted from the [Grant Awarding Policy](#) and the council will need to consider these points.

- 2.4 Community Grants over £1,000: Applications will be considered in certain circumstances and will be considered by Full Council
- 3.1b Applications for funding must demonstrate contributions awarded for or received from other sources totalling at least 50% of the overall project cost.
- 3.1d Organisations applying for more than £1,000 are requested to provide the Council with a list of Officers of the Organisation, the number of active members and the number of volunteers
- 4.1c Grant awards are not open for schools or businesses.

Recommendation

The council considers this funding request and if resolved allocates funds from General Reserves or from the Grant budget line 303/ 4350 to a total value of £5,425.77 (breakdown as follows £1,086.37 for pavement signs plus £4,339.40 for External Digital Marketing)

To receive and note informal meeting notes and/or to determine recommendations by Working Groups

Working Group informal summary of meetings are presented to councillors for information.

9.1 Sustainable Shaftesbury

[Informal summary of meeting 11th April 2023](#)

9.1.1 To approve the [Environmental Policy](#) and [Biodiversity checklist](#)

Recommendation

That the informal summary of meeting is noted and that the Environmental Policy and Biodiversity checklist are adopted by Shaftesbury Town Council.

9.2 King’s Coronation

Coronation Community Event

Following the resolution at the March Full Council meeting to organise a Coronation Community event the following has been organised and booked.

- The TENS license for the pop-up bar has been submitted to Dorset Council.

Summary of income and expenditure:

Marquee and stage hire inc lighting	£	1,671.70
Heras fencing	£	120.00
Toilets	£	360.00
Event Licence	£	42.00
Bins hire	£	141.50
Bins emptying (based on 10)	£	121.00
Entertainment (x 4)	£	750.00
Stage management , speakers, DJ/ MC	£	647.20
SUB for expenditure	£	3,853.40
<i>Catering rental income/Sponsorship</i>	<i>£</i>	<i>750.00</i>
NET EXPENDITURE	£	3,103.40

Crown Hunt

The wooden crowns, Fairtrade commemorative chocolate bars and commemorative medals have arrived.

Recommendation

Councillors are requested to note the update and resolve on the additional funds of £103 will be drawn from General Reserves.

9.3 High Street Working Group

Following the resolution at the March Full Council meeting to introduce a monthly market festival the following has been organised.

- The road closure application has been submitted to Dorset Council and is awaiting Secretary of State approval.
- The [Market Plan](#) has been submitted to the SAG (Safety Advisory Group) team at Dorset Council
- The Sherborne market insurance now includes cover for the Shaftesbury market.
- A [flyer](#) for the market is with the printers
- [The Shaftesbury Market](#) website is live
- A Market Map is under production and will be complete in advance of the first market
- Business engagement scheduled for 13th April.

Recommendation

Councillors are requested to note the update.

To consider the costs associated with the Wincombe Recreation Ground Play Masterplan

Background

In December 2022 It was **RESOLVED** to undertake the short-term improvements works for all STC play parks at an indicative cost of £69,500. (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

It was **RESOLVED** to progress the plans to develop the Gower Road and Ash Close play parks. Note: the costs will be presented to STC for validation once the detailed design phase is complete.

It was **RESOLVED** to develop the detailed Masterplan for Wincombe Recreation Ground.

Further Information

The [Fee proposal Phase-1 Wincombe Rec](#) to cover the concept and detailed design excluding disbursements is £11,350

The costs of producing the design plans associated with the short-term improvements to the [Play Space Upgrades](#) is £3,200 including the design costs for Gower Road and Ash Close play parks.

These works may be classified as an extension as part of the Shaftesbury Play Masterplan. The Financial Regulation - 11.1. iv. *for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council.* The council may however opt to work with a different Landscape Architect and therefore can resolve to go out to tender for the Landscape Architect services to cover the:

- (1) Wincombe Recreation ground concept and detailed design plans
- (2) Play Space Upgrades
- (3) Longer term improvements at Ash Close and Gower Road

Recommendation

The council considers appointing A-S-A Landscapes for the Landscape Architect, for continuity of services, noting the scope of works, once prepared, will go to tender and the council will select the contractor it wishes to commission for the playground works.

To consider the costs associated with developing the Jubilee Steps design plans

Background

The St James Park Landscape Architect A-S-A Landscapes was invited to prepare a high level [Jubilee Steps Concept Proposal](#) which was presented to the council in July 2022.

In July 2022 it was **RESOLVED** to approve Option C, which is a compromise between Option A and B whereby the handrail and set improvements are augmented by drainage retrofitted and repairs to the areas which are in worst condition. The Town Council will engage a Civil Engineer to look at the steps and make recommendations via a structural survey.

Excerpt from an email from a Civil Engineer: *The problem is that if an engineer “designs” it properly to codified standards then the council will spend absolutely ENORMOUS amounts in concrete and weep holes and proper drainage and all sorts. Even to get the soil properties on a site like this would be really difficult as getting a site investigation company in to take deep enough samples, check for slip planes, consider the effect of water on the geology etc is, in itself, quite a task if done properly. I have done such work on site where there is a lot of property (and safety) at risk and it can cost thousands and thousands of pounds to get the sampling and the analysis, even before you start thinking about the implications.*

Overall, the whole thing is a more pragmatic approach working “with” nature rather than trying to control a landscape.

The expert advice is a flexible structure that is more permeable with built in drainage that has an element of movement to cope with all the stresses of being on a steep slope may therefore be the best way forwards.

Further Information

The scope of works is shown in the [Fee proposal Phase 1 Jubilee Steps](#).

In summary the proposals and brief would form the conclusion of the preparatory stage of this project for STC which would take the proposals to what was formerly referred to as RIBA Stage C. This would enable the scheme to be developed to stage D/E (detailed design and outline costing) by a local landscape practice.

The A-S-A plan would be sufficiently well developed to identify the probable scope of the scheme, and the main issues and opportunities, but the final scope and detailed design would only be determined at the next stage, D/E.

If approved by STC the indicative timeline is as follows:

Site survey with topo survey plan	May week 1
Prepare updated Outline Brief for comment	May week 3
Prepare hand drawn Stage C plan for comment by STC	Early June
Attend one STC meeting to go through draft proposals	June date to suit STC
Prepare draft CAD General Arrangement plan	July week 1
Prepare outline cost estimate	July week 1
Complete final Brief and amend CAD plan as necessary	July week 2

Recommendation

The council considers the fee proposal and commits £4,055 to develop the scheme to stage C noting the detailed design and outline costings will be undertaken by a local landscape practice via a tender process.

To consider costs associated with the renovation of the Shelter on Park Walk

Background

In February 2023 the council **RESOLVED** to:

- Undertake the short-term proposal to fix the potholes and repairs to the tree pits, with support from Historic England.
- Invest funds to prepare a longer-term plan to renovate the tarmacked area of Park Walk and bring this proposal to STC for consideration.
- Renovate the Shelter to its 1986 condition.
- Funds of £10,000 to be transferred from General Reserves to a new EMR – Park Walk improvements.
- Set up a working group to look at proposals

Bandstand: The Maintenance contractor commissioned to work at the Lido has exceeded expectations in terms of quality and cost. He has the availability to undertake the renovation of the Shelter and restore it to its former glory as shown in the image below. There are two options for the council to consider:

Option 1 – light lite makeover - £2,500

Option 2 – full renovation – [scope of works estimate](#) - £4,400



The Shelter as it is now



The Shelter as it was in 1986

Phase 1 surfacing repairs: Historic England has stated the need for tarmac repairs to be undertaken with being as close a match as possible.

Each contractor will be advised that Park Walk is a scheduled site and that consent will be needed. If any excavation or cutting back is required then Historic England would need to see a methodology which would include a drawing or annotated photo of the area and depth to be disturbed.

The phase 1 surface works are in the process of being categorised – Potholes, depressions, surface erosions and cracks. This information will be used to prepare the tender document including the outline scope of works.

Recommendation:

The council resolves to appoint AG Master builder to undertake the renovation of the Shelter at a cost of £4,400 and the management of the tarmac works and tree pit repairs to be delegated to the Town Clerk up to a value of £4,000 to be taken from Park Walk EMR budget line 4919.

To receive and update on the Town Hall repairs and maintenance works phase 2

Background

In August 2022 the Town Hall Architect was appointed from PWCR Ltd. An [Inspection report - Oct 2022](#) was presented to the council for consideration in January 2022 and it was **RESOLVED** to instruct the Architect to proceed to the next stage of the project namely; the development of the CAD plan, confirming the Priority A, B and C repairs as referenced in the report and approve the Architects costs (knowing the true cost will be known post the tender process) to manage this project (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

The draft tender drawings for the re-roofing and external repairs are shown in the links below.

[W01-Site-Plan.pdf](#)

[W02 Floor Plans 1 to100](#)

[W03 Elevations 1 to 100](#)

[W04 Roof Plan Attic Plan and Section 1 to 50](#)

[W05 Elevations North-West](#)

[W06 Elevations South-East](#)

A Structural Engineer has been commissioned to undertake the roof survey and post this visit the Architect will add any relevant notes and make adjustments required for the structural elements. The schedule will then be ready to tender. Documents have already been sent to Dorset energy regarding the additional solar panels and a specialist contractor for information relating to the leaded light window repairs. The tender documents will be updated once all the information is finalised from these specialist contractors.

Further Information

The Inspection report builds on the Condition Report undertaken in 2009. Since 2009 only essential maintenance has been undertaken therefore some of the repairs and maintenance identified are now urgent. The scope of works includes those essential and urgent works and those less important works are for the council to consider, bearing in mind the budget available for the 2023/ 2024 period.

Phase 1 is the building shell and roof only.

Timeline (indicative)

April	May	June	July	August	September	October	November	December
Tender Docs approval by STC		Listed Building consent	Contractor selection EFC	Contractor mobilisation	Scaffolding – works to take place for 12 weeks (indicative)			
	Contract notice on Contract Finder for 6 weeks							

Finance

902 Capital replacement Reserve budget line 4905 has allocated funds of £145,000

Recommendation

The Council resolves to invest in the urgent and essential works and approves the tender drawings (noting that the tender documentation for uploading to Contract Finder) will be finalised once the roof survey has been undertaken by the Civil engineer). The tender documentation will be reviewed by the Town Hall Working Group prior to the information being uploaded and the management of this process is delegated to the Town Clerk in consultation with the Lead Councillor.

To consider the Strategic Plan review linked to the Local Council Award Scheme submission to NALC

Background

The aim of the Strategic Plan is to define a clear vision of the direction the Council will take and identify its priority projects for moving the town forward.

This Strategic Plan provides a comprehensive framework to guide future activities and help us ensure we realise our ambitions for the town. It is a 'living document' and will be developed and referred to as we move forward with our plans. The Town Council understands that not everything will be possible in a shorter time frame and there are many factors outside our control. However, by being clear in our intentions and direct in our efforts, we should ensure we will be more effective in influencing key decisions which affect all aspects of the town and in taking direct action where appropriate to maintain or improve services.

The last formal review of the Strategic Plan was undertaken in July 2021. It is timely to review the Strategic Plan as the impact of Covid has had a significant effect on council projects over the course of 2020 and 2021 and the priorities may have changed.

At the core of the draft Strategic Plan are four main pillars which detail the key areas of our work for the next three years.

- The central theme underpinning the Council's approach will be supporting a town that is ambitious, inclusive and socially, economically and environmentally resilient.
- We will continue to increase participation and build engaged and active communities that are stronger, better equipped to address local challenges and better able to thrive.
- We will create an environment in which people can thrive. We will work to build a cohesive community that brings people of different generations and backgrounds together.
- We will work with the community to enhance our shared local environment, including local green spaces; to improve air quality; and to make Shaftesbury clean and welcoming.
- In the face of a climate emergency, we will strive to make Shaftesbury carbon neutral by 2030 by implementing a robust Action Plan. To do this, we will inform the public on the facts and encourage debate on the issues and choices that face us all. We will seek to increase renewable energy supply and energy efficiency, reduce waste, and address transport congestion and pollution.

Alongside the Strategic Plan a Work Programme has been developed. This plan details all day to day business of the council and the projects that have been resolved and those future projects. The [draft Strategic Plan](#) and the [draft Work Programme](#) have been reviewed by the working group, who are in support of the content.

[The Local Council Award Scheme submission](#) has been prepared and will be updated with any amendments following the proposed adoption of the revised Strategic Plan and prior to submission to NALC.

Recommendation

The council receives an update from the Working Group and resolves on adopting the revised Strategic Plan and Work Programme in advance of the LCAS submission to NALC.

To consider a Member’s Motion - Armed Forces Covenant

Background

Title of Motion	Armed Forces Covenant
Proposed by	Piers Brown
Seconded by	Jeanne Loader
Proposed Resolution	<ol style="list-style-type: none"> 1. The Town Council signs the Armed Forces Covenant. 2. The Town Council apply for The Defence Employer Recognition Scheme Bronze accreditation.
Background (provided by the proposer)	<p>North Dorset has very strong links with the Armed Forces and the Town is linked with The Rifles is an infantry regiment of the British Army. Dorset Council recently estimated that 100,000 people, 13% of Dorset’s population are part of Armed Forces Community. Every Remembrance Sunday we see just how highly our Armed Forces are regarded by the Town.</p> <p>In the words of the Armed Forces Covenant - “The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.”</p> <p>Shaftesbury Town Council has an opportunity to go further by signing Armed Forces Covenant. By signing the Armed Forces Covenant we will be demonstrating our intention to support the Armed Forces Community and have the opportunity to seek recognition by the Employer Recognition Scheme award. The Employer Recognition Scheme award shows that the Council is delivering tangible support for the Armed Forces community in its employment opportunities.</p> <p>Armed Forces Covenant Pledge - https://www.gov.uk/government/publications/corporate-covenant-pledge</p> <p>Defence Employer Recognition Scheme - https://www.gov.uk/government/publications/defence-employer-recognition-scheme/defence-employer-recognition-scheme</p>
Background (provided by the Proper Officer)	No further information to add
Financial implication (anticipated by the proposer)	None

Financial implications (anticipated by the Proper Officer)	None
Legal implications	
Proposers signature	<i>Piers Brown</i>
Seconders signature	<i>Jeanne Loader</i>

Recommendation

The Town Council signs the Armed Forces Covenant.

The Town Council apply for The Defence Employer Recognition Scheme Bronze accreditation.

To review skatepark quotes for painting and preliminary repairs

Background

Following the annual inspection of the park and the concerns raised about the need to repaint the equipment, a site meeting was held with a reputable skate park company to look at potential scope of works to rectify any issues.

Further Information

Two quotes have been received. It is worth noting that the scope of works requires for both quotes to be accepted.

Quote 3341 - This relates to re-painting all existing units including the sides except the stand alone sloped box which is recommended for removal (it's not utilised).

Quote 3342 – This relates to all preliminaries required before painting the units. This includes: Adding side panels to the open structures, moving the units slightly to cover tarmac damage and address the 'step' created at the bottom of the units. Please note: moving the units that have sunken at both ends cannot be rectified at both ends at once. Any damage that cannot be 'hidden' will need to be addressed separately.

Quote 0003341 – repainting of units:

Quantity	Unit/Part No.	Description	H	W	L	P/form Depth	Unit Cost	Value
1.0		Carry out re-painting of existing metal skate ramps riding surfaces + side panels (latter if possible). * Mini Ramp + Quarter pipe Hip * Spine Ramp * Driveway + Grind Ledge * Flat Bank * Grind Box To include : * Clean & Prepare existing metal surfaces * Apply 2 no. coats of Gravitex (black) * Mask off 100mm edge marker and apply 2 no. coats synthetic gloss orange						
20.0		Consumables					£9.00	£180.00
60.0	GTEX/B1	UPOL Skatex Build Surface Protector 1ltr BLACK					£16.25	£975.00
2.5		Fully synthetic Orange 1ltr gloss orange					£39.60	£99.00
							Goods	£1,254.00
Comments :								
* NOTE: On-site painting is entirely weather dependent. No guarantee can be given that works can / will be completed to schedule if inclement weather persists.							RoSPA P.O.I	Not Inclusive
* Quotation is based on 2 x operatives							Delivery	£100.00
* Quotation is based on factory matched (where possible) materials and recommendations							Installation	£3,200.00
* Quotation DOES NOT include any unit / equipment repairs/modifications/maintenance that may be required prior to painting.							SUB TOTAL	£4,554.00
* Anticipated Duration On Site : 4 days							VAT @ 20%	£910.80
							TOTAL	£5,464,80

Quote 0003342 – preliminary repairs and maintenance:

Quantity	Unit/Part No.	Description	H	W	L	P/form Depth	Unit Cost	Value
1.0		Carry out on-site remedial repair / modification works to existing metal skate ramps PRIOR to re-painting :						
1.0		Relocate and reset 3 no. existing units to overcome areas of tarmac/equipment threshold misalignment. * Some areas of tarmac rectification may still be required*						* Inclusive
1.0		Remove from site and dispose existing sloped grind box						* Inclusive
1.0		Manufacture, supply and install enclosure (side) panels to 2 no. existing units :						
10.0		3mm, Heavy Duty Galvanised Steel Enclosure Panel					£195.00	£1,950.00
10.0		Enclosure Panel Fixing / Adaptor Kit					£20.00	£200.00
10.0		Consumables					£9.00	£90.00
1.0		Carry out minor (only) remedial rectification to existing structures to reduce and/or negate high / med risk						* Inclusive

Goods	£2,240.00
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Comments :

* Quotation is based on 2 x operatives

* **Inclusive** refers to elements considered as labour and thus form part of the 'installation' costs

* Quotation is based on factory matched (where possible) materials and recommendations

* Quotation DOES NOT include areas of tarmac rectification if applicable or necessary

* **Quotation MUST BE accompanied with Quotation 0003341 to establish overall works cost.**

* Anticipated Duration On Site: **3** days

RoSPA P.O.I	Not Inclusive
Delivery	£100.00
Installation	£2,800.00
SUB TOTAL	£5,140.00
VAT @ 20%	£1,028.00
TOTAL	£6,168.00

Recommendation

Councillors are requested to consider the expenditure approval of £9,694 for the repainting and repair of the skate park, taking funds of £4,554 for the repainting from budget line 4291 Playground Repair/Maintenance and funds of £5,140 for the repair from budget line 324 EMR Playground Equipment.

To consider entering into confidential session to consider outsourcing payroll services to Dorset Council

Summary

A meeting of a council must be open to the public and the press. They can be excluded only by a resolution if publicity would prejudice the public interest by reason of the confidential nature of the business or for some other reason stated in the resolution and arising out of the business to be transacted. The power to exclude is not exercisable generally but only for a particular occasion. (Public Bodies [Admission to meetings] Act, 1960). These rules apply equally to committees of the council. (Local Government Act, 1972 s.100).

Dorset Council has instructed the Town Clerk to treat the information as commercially sensitive data.

See **confidential** report – circulated to members separately.

Legal Authority and Implication

A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies” (Public Bodies [Admission to meetings] Act, 1960)

Recommendation

That the public be excluded during the discussion of the remaining agenda items on the grounds that they involve the likely disclosure of confidential information and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The council RESOLVES to accept the recommendation as outlined in the confidential report. Delegate to the Town Clerk all details in discharging this decision.