



**Minutes of the Full Council Meeting on Tuesday 16<sup>th</sup> May 2023 at 7 pm**  
**Held in the Council Chamber, Shaftesbury Town Hall**

**Members Summoned and Present:** Councillors Brown (Outgoing Chair) (arrived at 7.24 pm), Edwyn-Jones (outgoing Vice Chair / Incoming Chair), Chase, Cook, Loader, Tippins, Wild and Yeo

**Absent:** Councillors Hall, Hollingshead (incoming Vice Chair), Lewer and Proctor

**Officers Present:** Brie Logan (Town Clerk), Sybille Maddock (Assistant Town Clerk)

**In attendance:** Press (1), Members of the public (9) and online (0)

[Link to agenda](#)

**Public Participation**

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern, the following matters were raised.

- Positive feedback about St James Park
- Request to re-instate the mayoral announcement on Commonwealth Day
- Members’ attendance record was raised
- Mayor Making ceremony did not take place in 2022 and plans for 2023
- Annual Town Meeting public questions were invited too late in the evening

The meeting commenced at 7.09 pm.

**FC1 Election of the Town Mayor/Chairman and Deputy Mayor/Vice Chairman**

Councillors asked questions to the candidate Cllr Edwyn-Jones.

Officer report 0516FC1 was received and it was **RESOLVED** to elect Cllr Virginia Edwyn-Jones as the Mayor/Chairman for the council year 2023/2024 and the member signed the Declaration of Office following the election.

Proposed by Cllr Brown		
Seconded by Cllr Wild		
In Favour	4	Cllrs Chase, Cook, Loader and Wild
Against	1	Cllr Yeo
Abstentions	1	Cllrs Edwyn-Jones and Tippins
<b>MOTION CARRIED</b>		

It was **RESOLVED** to elect Cllr Andy Hollingshead as the Deputy Mayor/Chairman for the council year 2023/2024. It was agreed that due to absence at this meeting the member would sign the Declaration of Office following the election at a later date.

Proposed by Cllr Chase		
Seconded by Cllr Edwyn-Jones		
In Favour	5	Cllrs Edwyn-Jones, Chase, Cook, Loader and Wild
Against	2	Cllrs Tippins and Yeo
Abstentions	0	
<b>MOTION CARRIED</b>		

## FC2 Apologies

Officer report 0516FC2 was received and it was **RESOLVED** to accept apologies from Cllrs Hollingshead, Lower and Procter.

Proposed by Cllr Chase		
Seconded by Cllr Edwyn-Jones		
In Favour	7	Cllrs Edwyn-Jones, Chase, Cook, Loader, Tippins, Wild and Yeo
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

## FC3 Declarations of Interest

Officer report 0516FC3 was received. It was **NOTED** that Councillors should declare any interests if they arise.

Cllr Yeo declared that he is recording the meeting and requested a recorded vote.

## FC4 Minutes

Officer report 0516FC4 was received and it was **RESOLVED** to adopt the minutes from the Full Council meeting on 18<sup>th</sup> April 2023.

Proposed by Cllr Cook		
Seconded by Cllr Loader		
In Favour	6	Cllrs Edwyn-Jones, Chase, Cook, Loader, Tippins and Wild
Against	0	
Abstentions	1	Cllr Yeo
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

Cllr Brown arrived at the meeting at 7.24pm.

## FC5 Adoption of Standing Orders and Financial Regulations

An AMENDMENT was PROPOSED by Cllr Edwyn-Jones, SECONDED by Cllr Loader and **RESOLVED** to defer the inclusion of a preferred solicitor to the June agenda.

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Loader		
In Favour	6	Cllrs Edwyn-Jones, Cook, Loader, Tippins, Wild and Yeo
Against	1	Cllr Chase
Abstentions	1	Cllr Brown
<b>MOTION CARRIED</b>		

Officer report 0515FC5 was received and it was **RESOLVED** to adopt the Standing Orders and Financial Regulations, including preferred contractor (R. Moore contractors for hard landscaping and A. Grant Master Builder for maintenance/facilities) for the 2023/24 mayoral year.

Proposed by Cllr Chase		
Seconded by Cllr Cook		
In Favour	8	Cllrs Brown, Edwyn-Jones, Chase, Cook, Loader, Tippins, Wild and Yeo
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

Action: Town Clerk

### FC6 Adoption of Scheme of Delegation and Terms of Reference

Officer report 0515FC6 was received and it was **RESOLVED** to adopt the Scheme of Delegation including the Planning & Highways Terms of Reference for the mayoral year 2023/24.

Proposed by Cllr Chase		
Seconded by Cllr Cook		
In Favour	6	Cllrs Brown, Edwyn-Jones, Chase, Cook, Loader and Wild
Against	0	
Abstentions	2	Cllrs Tippins and Yeo
<b>MOTION CARRIED</b>		

Action: Town Clerk

### FC7 Appointment of members to committees

Officer report 0515FC7 was received and it was PROPOSED by Cllr Brown, SECONDED by Cllr Chase but NOT VOTED upon to elect Cllr Proctor as the Chairman of the Planning & Highways Committee, subject to his acceptance.

It was PROPOSED by Cllr Cook, SECONDED by Cllr Loader and **RESOLVED** to defer the appointment of the Chairman of the Planning & Highways Committee until the first committee meeting on 6<sup>th</sup> June 2023.

Nominated members of the committee are as follows (note Cllr Tippins opted out of being a member of the Planning & Highways Committee for the forthcoming year);

Cllr Edwyn-Jones	Cllr Hall	Cllr Hollingshead	Cllr Loader
Cllr Lewer	Cllr Proctor	Cllr Wild	Cllr Yeo

Proposed by Cllr Cook		
Seconded by Cllr Loader		
In Favour	8	Cllrs Brown, Edwyn-Jones, Chase, Cook, Loader, Tippins, Wild and Yeo
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

Action: Town Clerk

### FC8 To consider adopting the Mayoral Protocol

Officer report 0515FC8 was received and it was **RESOLVED** to adopt the mayoral protocol along with the Function Questionnaire. The council will advertise for a Mace Bearer role, with the requirement for this person to live in the parish of Shaftesbury. No uniform will be provided for this role. The pay will be the national hourly rate, with funds taken from the Civic Budget. The role will be trialled for a period of one year. An official chaplain and mayor's Scout/Guide will not be appointed.

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Yeo		
In Favour	6	Cllrs Edwyn-Jones, Cook, Loader, Tippins, Wild and Yeo

Against	2	Cllrs Brown and Chase
Abstentions	0	
<b>MOTION CARRIED</b>		

It was PROPOSED by Cllr Chase, SECONDED by Cllr Brown and **RESOLVED** to discuss the role of Town Crier at the next Full Council meeting 20<sup>th</sup> June in a confidential session.

Proposed by Cllr Chase		
Seconded by Cllr Brown		
In Favour	6	Cllrs Brown, Edwyn-Jones, Chase, Cook, Loader and Tippins
Against	1	Cllr Yeo
Abstentions	1	Cllr Wild
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**FC9 To consider delegation arrangements to sub-committees**

Officer report 0515FC9 was received and it was **RESOLVED** to approve the membership and adopt Terms of Reference for both Advisory Committees (Local Government Act, 1972 s101).

It was requested to clarify to both Advisory Committees that they have no voting rights.

Proposed by Cllr Brown		
Seconded by Cllr Chase		
In Favour	8	Cllrs Brown, Edwyn-Jones, Chase, Cook, Loader, Tippins, Wild and Yeo
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**FC10 To approve the accounts for the year ending 31<sup>st</sup> March 2023**

**FC10a** Officer report 0515FC10 was received and it was **RESOLVED** to

- adopt the Internal Auditor's report and recommended actions for the year ending 31<sup>st</sup> March 2023.
- adopt Part 1 of the AGAR: That the Annual Governance Statement for the year ending 31<sup>st</sup> March 2023 is approved and duly signed. Question 1-8 Yes, Question 9 – N/A

Proposed by Cllr Chase		
Seconded by Cllr Brown		
In Favour	6	Cllrs Brown, Edwyn-Jones, Chase, Cook, Loader and Wild
Against	2	Cllrs Tippins and Yeo
Abstentions	0	
<b>MOTION CARRIED</b>		

**FC10b** Officer report 0515FC10 was received and it was **RESOLVED** to

- adopt Part 2 of the AGAR: That the Statement of Accounts for the year ending 31<sup>st</sup> March 2023 is approved and duly signed thereby approving the Council's Annual Return.

Proposed by Cllr Cook		
Seconded by Cllr Chase		
In Favour	8	Cllrs Brown, Edwyn-Jones, Chase, Cook, Loader, Tippins, Wild and Yeo
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**FC10c** Officer report 0515FC10 was received and it was **RESOLVED** to

- confirm the dates for exercise of public rights as 2<sup>nd</sup> June – 14<sup>th</sup> July.

Proposed by Cllr Brown		
Seconded by Cllr Chase		
In Favour	8	Cllrs Brown, Edwyn-Jones, Chase, Cook, Loader, Tippins, Wild and Yeo
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**FC10d** Officer report 0515FC10 was received and it was **RESOLVED** to

- confirm there are no conflicts of interest with BDO LLP.

Proposed by Cllr Chase		
Seconded by Cllr Brown		
In Favour	8	Cllrs Brown, Edwyn-Jones, Chase, Cook, Loader, Tippins, Wild and Yeo
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**FC11 To approve the monthly payments**

Officer report 0515FC11 was received and it was **RESOLVED** to approve the payment list for this month (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Proposed by Cllr Brown		
Seconded by Cllr Cook		
In Favour	8	Cllrs Brown, Edwyn-Jones, Chase, Cook, Loader, Tippins, Wild and Yeo
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

Proposed list of Purchase Payments Entered for Approval FC 16<sup>th</sup> May 2023

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BERWICK</b> <b>Chris Berwick Ltd</b>							
<i>Works carried out in April</i>	30/04/2023	SI-2623		3696.00	0.00	3696.00	
<b>BLACHERE</b> <b>Blachere Illumination Uk Ltd</b>							
<i>Correction to invoice re lights</i>	01/04/2023	5876.11A		650.00	0.00	650.00	
<b>BOOKWHEN</b> <b>Bookwhen Online Booking</b>							
<i>Online booking system</i>	27/04/2023	JKQCY0012		82.80	0.00	82.80	
<b>CHEAP</b> <b>Cheap Printing Dorset</b>							
<i>A2 Signs</i>	01/04/2023	1184553		72.00	0.00	72.00	
<b>CLARITY</b> <b>Clarity Copiers</b>							
<i>Printing</i>	28/04/2023	129413		20.58	0.00	28.50	
<b>COLEA</b> <b>Andrew Cole</b>							
<i>Grounds support</i>	26/04/2023	AC001		470.00	0.00	470.00	
<b>DAPTC</b> <b>DAPTC</b>							
<i>Clir Training KT</i>	01/04/2023	1146		62.00	0.00	62.00	
<i>Annual Membership</i>	01/04/2023	1370		1270.24	0.00	1270.24	
<b>DCC</b> <b>Dorset Council</b>							
<i>New Bollard Chaffers</i>	26/04/2023	2800347585		765.60	0.00	765.60	
<b>DESIGN</b> <b>Design Jam</b>							
<i>Webiste Hosting</i>	01/04/2023	3048		168.00	0.00	168.00	
<i>Website Hosting</i>	01/05/2023	3061		168.00	0.00	168.00	
<b>DWP</b> <b>Dorset Waste Partnership</b>							
<i>Refuse collection April to June</i>	01/04/2023	2800344258		722.98	0.00	722.98	
<b>ELITE</b> <b>Elite Playground Inspections</b>							
<i>April playground inspections</i>	01/04/2023	110-04		231.00	0.00	231.00	
<i>May playground inspections</i>	06/05/2023	110-05		231.00	0.00	231.00	
<b>GLASS</b> <b>Gillingham Glass</b>							
<i>Window repair Town Hall</i>	06/04/2023	1212		114.00	0.00	114.00	
<b>IDVERDE</b> <b>IDVERDE</b>							
<i>Additional work St James</i>	02/05/2023	10881224		1171.46	0.00	1174.46	
<b>INITIAL</b> <b>Initial</b>							
<i>Sanitary waste contract</i>	01/04/2023	60366210		447.42	0.00	447.42	
<b>JAMARCA</b> <b>Jamarca</b>							
<i>Band performance Coronation event</i>	08/05/2023	2023050701		350.00	0.00	350.00	
<b>JPL</b> <b>J P Lennard Ltd</b>							
<i>Equipment Pool</i>	02/05/2023	178618		1669.27	0.00	1669.27	
<b>LOCKERTEK</b> <b>Lockertek</b>							
<i>Rivets for straps</i>	20/04/2023	26189		59.68	0.0	59.68	
<b>MADDOCK</b> <b>Sybillie Maddock</b>							
<i>Hand Soap</i>	25/04/2023	Myrtle		4.75	0.00	4.75	
<b>MCOOK</b> <b>Mark Cook</b>							
<i>Lighting , PA system Kings Coronation</i>	09/05/2023	30000005		697.00	0.00	697.00	
<i>Lighting up the Town Hall re Coronation</i>	09/05/2023	30000006		350.00	0.00	697.00	
<b>MICROSHADE</b> <b>Micoshade</b>							
<i>Rialtas Hosting</i>	23/04/2023	17617		77.40	0.00	77.40	
<b>MJHPS</b> <b>MJ HPPS Ltd</b>							
<i>Final payment re new boilers</i>	22/04/2023	7557		14,029.56	0.00	14,029.56	
<b>MOTCOMBE</b> <b>Motcombe Garage Ltd</b>							
<i>Service/repair nissan</i>	26/04/2023	40650		1,146.04	0.00	1,146.04	
<b>PARTNERSHI</b> <b>Partnership Security</b>							

<i>Alarm/Emergency Lighting annual contract</i>	24/04/2023	43115	1,123.80	0.00	1,123.80
<b>SCREW</b> Screwfix Ltd (Trade Uk)					
<i>Hose reel and accessories</i>	18/04/2023	1366549902	161.95	0.00	161.95
<b>STANDFORD</b> Rowan Standford Ffolkes					
<i>First Aid Jacket</i>	09/05/2023	MAY	18.76	0.00	18.76
<b>STAR</b> Star Rubber					
<i>Repairs to wet pour pool</i>	02/05/2023	3672	2,196.00	0.00	2,196.00
<i>Repairs to flooring pool</i>	02/05/2023	3673	559.20	0.00	559.20
<b>SURE</b> Sure PC Help Ltd					
<i>Back up 365 licences</i>	28/04/2023	5236	964.90	0.00	964.90
<b>TINKNELL</b> Tincknell Fuels					
<i>Diesel</i>	24/04/2023	728099	1,644.00	0.00	1,644
<b>TOWER</b> Tower					
<i>Critical care kit</i>	03/04/2023	1419856	125.88	0.00	125.88
<i>Grounds uniform</i>	12/04/2023	1421919	755.06	0.00	755.06
<i>Grounds uniform</i>	17/04/2023	1423053	375.34	0.00	375.34
<i>Credit for goods not received</i>	19/04/2023	463022	-274.62	0.00	-274.62
<i>Grounds clothing</i>	19/04/2023	1423795	221.14	0.00	221.14
<i>Grounds Clothing</i>	19/04/2023	1424174	66.25	0.00	66.25
<i>Grounds uniform not delivered</i>	21/04/2023	463068	-38.14	0.00	-38.14
<i>Grounds clothing</i>	24/04/2023	1424995	24.65	0.00	24.65
<i>Grounds clothing</i>	25/04/2023	1245388	102.31	0.00	102.31
<b>TRAPERK</b> Tavis Perkins					
<i>Tape</i>	24/04/2023	9054ASW229	44.44	0.00	44.00
<b>UNIVERSAL</b> Universal Builder					
<i>Repairs and Maintance Pool</i>	17/04/2023	17APRIL	685.00	0.00	685.00
<b>WATER</b> Wessex Water					
<i>Water Pool</i>	06/04/2023	4062749710	363.03	0.00	363.03
<b>WOODSCAPE</b> Woodscape					
<i>New Bins St James</i>	12/04/2023	21609	3,507.60	0.00	3,507.60

Total Purchase Ledger Payments      0.00      41,373.33

#### List of Cash Book Payments

Date	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
18/05/2023	TIC	ONLINE	5,425.77		Tourist Information Centre
18/05/2023	Chesil Security re Coronation	ONLINE	300.00		Chesil Security re Coronation
18/05/2023	Reel Deal Band Kings Coronatio	ONLINE	200.00		Reel Deal Band Kings Coronation

**TOTAL PAYMENTS FOR APPROVAL      £47,299.10**

**FC12 To review the Representatives to Community and Local Organisations**

Officer report 0515FC12 was received and it was **RESOLVED** to agree upon the representative to local organisations, to appoint Cllr Hollingshead as a Trustee to William Williams and to appoint Cllr Edwyn-Jones as DAPTC Deputy Representative.

Proposed by Cllr Chase		
Seconded by Cllr Brown		
In Favour	7	Cllrs Brown, Edwyn-Jones, Chase, Cook, Loader, Tippins and Wild
Against	1	Cllr Yeo
Abstentions	0	
<b>MOTION CARRIED</b>		

Abbey Museum Trust	Cllr Proctor
Arts Centre	Cllrs Chase and Proctor
Carnival	Cllr Chase
Chamber of Commerce	Cllrs Brown and Edwyn-Jones
Shaftesbury Charitable Trust	Mayor and Deputy Mayor (ex-officio)
Cricket Club	Cllr Hall
Crime Prevention	Cllr Hollingshead
DAPTC Northern Area Committee	Cllr Tippins
DAPTC Deputy	Cllr Edwyn-Jones
Fairtrade	Cllr Loader
Football Club	Cllrs Brown and Chase
HOPE	Cllr Cook
Lindlar Hall	Cllr Yeo
Municipal Almshouse	Cllr Cook and + ex-officio mayor
North Dorset Citizens Advise Bureau	Cllr Brown
Royal British Legion	Cllr Loader
Rural Town Networking	Mayor and Deputy
Shaftesbury in Bloom	Cllr Hollingshead
Silver Band Club	Mayor (ex-officio)
Snowdrops	Cllr Cook
Transport Forum	Planning and Highways committee
Trinity Centre	Mayor (ex-officio)
Town Twinning	Cllrs Proctor, Cook, Loader
William Williams	Cllr Hollingshead
Youth Club	Cllrs Proctor and Cook

**Action: Town Clerk**

**FC13 s.137 and the General Power of Competence**

Officer report 0515FC13 was received and it was **RESOLVED** that Shaftesbury Town Council continues to meet the criteria of The Parish Councils (General Power of Competence) (Prescribed Conditions) Oder 2012.

Proposed by Cllr Chase		
Seconded by Cllr Brown		
In Favour	8	Cllrs Brown, Edwyn-Jones, Chase, Cook, Loader, Tippins, Wild and Yeo
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		



Action: Town Clerk

#### FC14 Review of Assets and Land

Officer report 0515FC14 was received and it was **RESOLVED** to approve the Asset Register and Land Inventory for the mayoral year 2022/2023. It was resolved for the mayor and deputy mayor to undertake an annual review of the Land Registry Titles.

Proposed by Cllr Brown		
Seconded by Cllr Chase		
In Favour	8	Cllrs Brown, Edwyn-Jones, Chase, Cook, Loader, Tippins, Wild and Yeo
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

Action: Town Clerk

#### FC15 Freedom of Information, Data Protection Legislation and Website Accessibility Statement

Officer report 0515FC15 was received and it was **RESOLVED** to approve the Town Council's Privacy Statement, Freedom of Information Policy and Website Accessibility Statement for the 2023/2024 mayoral year.

Proposed by Cllr Brown		
Seconded by Cllr Chase		
In Favour	8	Cllrs Brown, Edwyn-Jones, Chase, Cook, Loader, Tippins, Wild and Yeo
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

Action: Town Clerk

#### FC16 To approve the Calendar of Meetings 2023/24

Officer report 0515FC16 was received and it was **PROPOSED** by Cllr Brown, **SECONDED** by Cllr Chase and **RESOLVED** to adopt the calendar of meetings for the 2023/2024 municipal year with the following amendments; to add an additional P&H meeting for 30<sup>th</sup> April 2024, for P&H committee meeting to take place 21<sup>st</sup> May and to move Full Council to 14<sup>th</sup> May 2024.

Proposed by Cllr Brown		
Seconded by Cllr Chase		
In Favour	8	Cllrs Brown, Edwyn-Jones, Chase, Cook, Loader, Tippins, Wild and Yeo
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

Action: Town Clerk

#### FC17 To review the Bank Signatories

Officer report 0515FC17 was received and it was **RESOLVED** to confirm the bank signatories for the municipal year 2023/2024, these are Councillors Brown, Hollingshead, Lewer and Proctor.

The below schedule for the approval of the bank reconciliation has been agreed.

<b>June</b> Brown	<b>July</b> Yeo	<b>August</b> Cook	<b>September</b> Edwyn-Jones	<b>October</b> Hall	<b>November</b> Hollingshead
<b>December</b> Lewer	<b>January</b> Loader	<b>February</b> Proctor	<b>March</b> Tippins	<b>April</b> Wild	<b>May</b> Chase

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Cook		
In Favour	8	Cllrs Brown, Edwyn-Jones, Chase, Cook, Loader, Tippins, Wild and Yeo
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**FC18 To approve the Town Hall Key Holders**

Officer report 0515FC18 was received and it was **RESOLVED** that the senior groundsman and Cllrs Proctor, Cook and Lewer are the key holders for the municipal year 2023/2024.

Proposed by Cllr Edwyn-Jones		
Seconded by Cllr Chase		
In Favour	8	Cllrs Brown, Edwyn-Jones, Chase, Cook, Loader, Tippins, Wild and Yeo
Against	0	
Abstentions	0	
<b>MOTION CARRIED</b>		

**Action: Town Clerk**

**FC19 Members' Allowances and Attendance**

Officer report 0515FC19 was received and the members' allowance and attendance report noted. The attendance for Full Council and Planning & Highways committee meeting will be split out and an update shown as a received & note at the June meeting.

Cllr Wild left the meeting at 9.00pm

**FC20 Clerk's report including correspondence and progress report on Full Council business**

**FC20a** Officer report 0515FC20.1 was received and **NOTED**.

**FC20b** Officer report 0515FC20.2 was received and **NOTED**.

There being no further business, the meeting was closed at 9:09pm.

These minutes were adopted on **enter date**, under minute reference **enter ref.**, as a true record of the decisions taken and are duly signed below by the chair of that meeting.