



To: All Town Councillors

For Information: Dorset Council Councillors, Members of the Public & Press

## A G E N D A

### **EXTRAORDINARY 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 Monday, 31<sup>st</sup> July 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, 25<sup>th</sup> July 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. [To consider awarding community grants for 2023-2024](#)
4. [To consider awarding a Service Level Agreement to the Citizens Advice Bureau](#)
5. [Clerk's Report including correspondence and progress report on Full Council business](#)
6. [Confidential session](#)
  - 6.1 To receive an update on the Town Council Maces
  - 6.2 To re-consider the role of Mace Bearer in light of new information

## **Agenda Item No. 1**

### **Apologies – To receive and consider for acceptance**

The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.

No apologies were received.

## **Agenda Item No. 2**

### **To receive any Declarations of Interests and Requests for Dispensation**

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct – adopted in July 2021. The Clerk will report any dispensation requests received.

Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct. (Shaftesbury Town Council Code of Conduct, 2019)

**To consider awarding community grants for 2023-2024**

**Background**

A [table of grants received](#) has been produced to show all information in one document. The table shows the value and purpose of each application, and/ or 'grant in kind', is referenced.

**Grants**

Out of the 23 applications received, ten were not compliant with the policy. The table of applications includes columns (G & H) which shows compliance/ non-compliance with policy. Column I shows the revised figures which are subsequently aligned with the policy.

The revised value of grant applications submitted that are compliant with policy is **£26,910**.

The Grant Awarding Policy can be accessed via the appendix below.

A link is provided for each application in the appendix section. There is also a hard copy file if any members want to come to the office to review the information in advance of the Full Council meeting.

**Costs**

The value of grant applications (as submitted) is £31,528.49 revised to £26,910 (re compliance to policy).

The budget for grants and Service Level Agreements is set out in the table below.

<b>Expenditure Detail (Cost Centre 303 Grants and SLA)</b>	<b>Current Annual Budget</b>
4350 Community Grants	20,000
4352 Service Level Agreements	4,000
<b>Cost Centre 303 Net Expenditure</b>	<b>24,000</b>

**Recommendation**

That the Council considers providing grants to local organisations in accordance with its grants awarding policy not exceeding the total accounting centre budget of £24,000 and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the resolution.

**Appendix**

[Grant Awarding Policy](#)

Note: Councillors will receive the individual grant applications separately. These are not in the public domain due to some financial information not being publicly available.

## To consider awarding a Service Level Agreement to the Citizens Advice Bureau

### **Background**

The Service Level Agreement (SLA) for 2022/23 with the Citizens Advice Bureau (CAB) runs in line with the Town Council's financial year and therefore the current SLA expired in March 2023.

### **Further Information**

The CAB are keen for the continued support from STC and have requested for a new SLA for 2023/24, with an increase of £1,000, making the total value of the SLA £5,000.

Information received from the CAB:

*We would like to request an extension of our Service Level Agreement with an increase to £5,000 for the financial year 2023/24. As you are no doubt aware, we are facing unprecedented demand from local residents for our help as they face the long-term impact of the COVID pandemic and the ongoing Cost of Living crisis. Many people in the local area are finding it hard to survive on their limited incomes and struggling to pay their rents, keep their homes warm and put food on the table.*

*Many of these individuals are accessing our service by phone or email and, although stretched, we are just managing to cope with the rise in demand by increasing our North Dorset advice team. We have now moved to a post-Covid hybrid model where advisers remotely work from home or come into the office. This is more accessible for members of our team and increases our capacity but does require more supervision and management time .*

*In 2022-23, we helped 441 clients from Shaftesbury Town ward, an increase of 64% on the clients we helped in 2021-22. Throughout the year, we have maintained our outreach one day a week at Shaftesbury Library. At this point, we do not intend to increase the outreach hours at the library.*

A [Draft SLA](#) has been prepared.

An [Impact Report 2022-23](#) provides further insight into the demand and service provision.

### **Financial Information**

The SLA budget for 2023/24 has been set at £4000.

### **Recommendation**

Councillors are requested to consider the information and if they wish to award the SLA to the Citizens Advice Bureau at £5,000pa for 2023/24.

## 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

**Lido 2023** – The income data is now being compiled on a weekly basis and this information tracks the [season performance](#) up to and including 11<sup>th</sup> July. The YTD income is tracking at +195% on last year, boosted by the sales of season tickets and the unseasonably hot weather in June as shown on the graph which can be accessed via the link.

**Coppice Street Car Park** - Phase 1 – the SSE works to relocate the electric meter from the WC block to the car park machine starts on 26<sup>th</sup> July. Phase 2 – demolition of the WC block and resurfacing works start on a date TBC.

**The Mound – Historic England** response (excerpt) from Historic England - *The path needs to be part of a wider programme of management on the site to control encroaching scrub and encourage an unbroken grass sward over the site – given the underlying geology of the site this is likely to be of both archaeological and ecological benefit. I'm sure you will be able to remind me, but I think this is one of the sites that I'd produced an outline of the management requirements for a proposed management agreement, and I'm happy to discuss this to create a forward work plan that might also incorporate better access onto the mound in the form of a floating stair.*

This update is for information only – a report will be presented for consideration by STC in the near future.

**Town Hall** – The [architect contract](#) has now been signed by STC and PWCR.

**Town Hall** – As part of the roof renovation works an [asbestos refurbishment survey](#) and [asbestos management survey](#) were carried out. These documents are for information only and have been published on Contracts Finder as part of the tender process.

**Skate Park Works** - The works outlined and agreed at the April Full Council meeting have now been completed, which have transformed the facility. Whilst overall some issues have successfully been addressed, there remain 'areas' that need to be highlighted. These works are an important step in continued efforts to upkeep/maintain the facility. Quotes are currently being sought and these will be presented to council for consideration in August.

**Park Walk** – [The Secretary of State](#) has given scheduled monument consent for the repair works to the tarmac on Park Walk. Officers will now be seeking quotes for the works and this information will be presented to STC for consideration.

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

Delegated Decision	Comments	Cost	Budget
Tree Works	<a href="#">Quote</a> - Tree work to remove dead cotoneaster and elms on Jubilee steps (G11 on Risk Assessment)	£795 + VAT	4256 Treework
Re-valuation of STC buildings	As part of the insurance schedule for this year it was recommended an up to date valuation on the following assets was undertaken <a href="#">Town Hall</a> , <a href="#">Barton Hill Swimming Pool (Lido)</a> and <a href="#">Bell Street Convenience</a>	£378 + VAT	4330 Insurance
Town Hall Bat survey	A <a href="#">preliminary bat roost survey</a> needs to be undertaken as part of the Town Hall works. The survey is scheduled for 14 <sup>th</sup> July. Note these costs are for the assessment – if evidence of roosting is found then further survey work will need to be undertaken.	£550	4905 EMR Town Hall
OWL recording device	The recording of STC meetings were of poor visual and sound quality. The new device will ensure that future meetings are live streamed and recorded to a more professional standard.	£802.97	4416 IT equipment
Laptop	An additional device was purchased to give each member of staff, including agency staff, their own device. Note: Line 4416 IT equipment is overspent - Budget £0 versus YTD spend £1,361.97	£559	4416 IT equipment

### 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	Dorset Council consultation on a Dog related Public Space Protection Order (PSPO)	The current Order expires on 31 December 2023. From 1 January 2024 we will need to either extend the current Order (if unamended) or provide a new Order if changes are required. A public consultation is required for either option. The public consultation will run from 14 June 2023 until 25 August 2023 and can be accessed on the <a href="#">Dorset Council website</a> . Results will be published online and will guide councillors' decision making for the PSPO relating to dog control. It would be much appreciated if you could give 15-20 minutes of your time, to complete the survey.	£0
	<b>Recommendation:</b> Councillors should consider if they wish to respond to this consultation as a corporate body.		
5.3.2	Park Walk shelter renovation	In April 2023 STC <b>RESOLVED</b> to proceed with Option 2 and to appoint AG Master builder to undertake the renovation of the Shelter at a cost of £4,400. During the works it was evident that additional work was required. The extras included 2 extra man days stripping and repairing and stabilising the wooden frames as these were held together with a ton of mastic and painted over, plus extra materials have been added at cost price. The revised <a href="#">invoice</a> has been submitted for payment.	Additional £465
	<b>Recommendation:</b> Councillors approve the unavoidable additional costs associated with the renovation of the shelter.		

**To consider entering into confidential session (1) to receive an update on the Town Council Maces and (2) to re-consider the role of Mace Bearer in light of new information**

**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).

The confidential reports relating to items 1 and 2 will be 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 recommendations as outlined in the confidential reports.