



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 council for the transaction of the business shown on the agenda below. To be held at **7 pm on Tuesday, 15th August 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, 9th August 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 18th July 2023 and the Extraordinary Full Council meeting on 31st July 2023](#)
4. [To receive a report for information to Full Council](#)
5. [To receive and note minutes of and/or to determine recommendations by committees](#)
6. [To approve payments and receive financial reports](#)
7. [To receive and note informal meeting notes and/or to determine recommendations by Working Groups](#)
7.1 Sustainable Shaftesbury
8. [To receive the tenders for the Town Hall works and to agree the next steps](#)
9. [To consider responses to Planning Applications \(due to time constraints\)](#)
10. [Clerk's Report including correspondence and progress report on Full Council business](#)

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 Hollingshead.

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 18th July 2023 and the Extraordinary Full Council meeting on 31st July 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 [18th July 2023](#) and the Extraordinary Full Council meeting held on [31st July 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.

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 [1st August 2023](#).

Ref	Recommendation	The Council are requested to resolve:
P&H	No recommendations arising from the August 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 council to receive and note:

- [Balance Sheet](#)
- [Q1 Detailed Income and Expenditure by budget heading](#)
- [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 approving 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 receive and note informal meeting notes and/or to determine recommendations by
Working Groups**

7.1 Sustainable Shaftesbury

The working group met on 8th August to further discuss the Sustainable Shaftesbury Policy and Action Plan including the revision to the draft Glyphosate policy. Draft wording for the main policy statement has been agreed by the group.

The draft Glyphosate policy will be presented to STC for consideration and approval once officers have prepared the accompanying protocol/ method statement.

[Informal summary of meeting.](#)

Recommendation

Members are requested to note the update.

To receive the tenders for the Town Hall works and to agree the next steps

Background

In April 2023 STC resolved to *invest in the urgent and essential works and approves the tender drawings*. Minute reference: FC174. The drawings and scope of works were updated post the roof survey, undertaken by the Civil engineer.

Further Information and Quotes

The tender documents were updated and published on [Contracts Finder](#) from 22nd June until 31st July. Throughout this period there were 1193 views. Three tenders have been received, see [Tender comparison](#) which breaks down the scope of work and each contractor submission is detailed.

Contractor A - £227,067.12

Contractor B - £378,762.00

Contractor C - £257,766.01

The architect for this project has evaluated the tenders and has submitted the following comments:

- *Tenders were received from Contractor A, Contractor B and Contractor C and upon submission, Contractor A had missed the addendum to the schedule including the provisional sums for the south facing windows and pigeon guards.*
- *Contractor B had missed a 3 from their letter and their tender reads £378,762.00.*
- *Contractor C included a letter qualifying the tender with various omissions and I noted that they have excluded the porch ceiling following receipt of the asbestos survey.*

I have compared the lowest two tenders by Contractor C and Contractor A:

- *Figures included for structural reinforcement of the existing roof and recovering are significantly lower from Contractor A than from Contractor C. This makes me a little nervous as Contractor A are primarily a stonework contractor and will have sub-contacted the roofing work. This should be checked if Contractor A are chosen moving forwards.*
- *The tender shows widely varying prices for work to the solar panels. Having checked with Contractor C, they have priced using an alternative contractor (not Dorset Energy). During the course of the tender process, I discussed alternative mounting options with providers and recommended that this is refined before a contractor is placed as a saving may be achievable on the roofing price on the south slope.*
- *Similarly, Contractor C includes £7,536.00 for guard rails to the north and south parapets and both contractors have included fall arrest system as described. Clearly only one or the other system is required and I suggest we move forward with the fall arrest system and harness (i.e. omit guard rails).*
- *The cost for stone repairs are unsurprisingly very similar. Contractor C have prices using Albion Stonemasons who I have worked with previously and as noted above, Contractor A are specialist stonemasons themselves.*
- *Both contractors have included £35,500 worth of provisional sums including the south facing doors to the hall and £12,000 contingency. I would not recommend moving forward without any contingency but clearly there is space to make saving on doors if necessary.*
- *The figures also included re-roofing of the porch leadwork which is perhaps less urgent than the main roof.*

Further Architects comments received 9th August:

I have taken a further look at the spreadsheet to assist the decision making process.

In reviewing Contractor A's figures, it is fair to say that costs associated with structural repairs of the roof and re-coverings appear to be significantly light i.e. the £726.00 set against the structural reinforcement is approximately 1/10 of the price allowed by others. The costs allowed for re-covering using Canadian slates is also too little in my view. The figure £4,453.93 to rebuild the south side of the clock tower is also significantly lower than other contractors. As noted in my previous email, I suspect this is due to reliance of prices from other sub-contractors and additional cost is likely to result once the work progresses. Similarly, I have also noted that the total cost of redecoration of windows, railing etc is £3,993 by comparison, Contractor C allows £15,420. I would be extremely nervous with progressing given the exposed nature of the Town Hall and varied surfaces that require decoration.

*As previously noted, the provisional sum amounts to around £35,500.00 of costs which could be **reviewed**, bringing the costs down to around £220,000.00'. The provisional sums include £12,000 contingency, and £20,000 for the south facing hall doors. The doors could form a later phase, and as the figure is provisional there is a risk that it may not be enough when the detail is agreed. Any other work at ground level could be omitted (decoration of railings handrails etc), but whilst contractors are on site, this is likely to be more cost effective alongside the scheduled work. I'm afraid there is very little of substance that could be left until later.*

Both Contractor A and Contractor C have come back regarding programme and have confirmed potential start in October.

Financial Information

Current funds available in budget line 327 EMR Town Hall Building Fund: **£135,447**

Recent spend: Assessment roof timbers and trusses	£750
Scope of work including tender documentation	£7,882
Asbestos survey	£920

The architect costs are expected to be 12% of total project costs. Based on Contractor C (as an example) estimate the architect cost would equate to £30,931.

Risk

STC does not currently have budgeted EMR funds to cover the full cost of the repairs. Members may wish to consider the following options:

Option 1

Delay the works until additional budget becomes available and source external funding.

Option 2

Consider drawing down the funds held in the Property Fund, as referenced on the Asset Register, to the indicative value of £89,000. Note: the value of this fund is indicative (as it fluctuates) and the value will be confirmed at the meeting. If these funds are drawn down the EMR revised budget funds available to £224,477.

Note: six months' notice needs to be given to draw down funds from this account.

Option 3

Allocate funds from General Reserves and/ or vire funds from an alternative EMR budget.

This is not recommended due to the significant impact on General Reserves and this option would reduce the funds below the minimum threshold of three months operating costs. By allocating funds from other EMR budgets this would compromise other projects as resolved by STC.

Option 4

Split the works in to two phases and use the funding available in budget line 327 EMR Town Hall Building Fund for phase 1 with phase 2 to follow.

This is not recommended as this option is not cost effective as scaffolding would have to be erected twice.

Recommendation

Members are requested to consider the options as set out in this report and resolve on the next steps to include:

1. Resolving on the contractor selection process
2. Funding to be agreed based on one of the options as detailed above or any other option as deemed appropriate

To consider responses to Planning Applications

Background

It has been brought to the attention of STC that the planning application, as detailed below, was submitted to Wiltshire Council. Neither STC nor the Dorset AONB were consulted. Officers made contact with Wiltshire Council who agreed to formally consult STC.

Reason for Recommendation

To fulfil the Council’s responsibility and exercise its views as a Statutory Consultee.

(Town and Country Planning Act, 1990 sch.1 para.8)

Summary

Planning applications listed below have been received and require comments to be submitted to the Local Planning Authority. Prior to the meeting, members are urged to view the planning application using the link below and to visit the site to understand local context. The presentation for the meeting is available to view in advance [here](#).

(Town and Country Planning Act, 1990 sch.1 para.8)

Planning Applications

Planning App Ref	Proposal	Neighbourhood Plan Ref / Comments
PL/2023/05387 Mr David Fear 16 th August	Land at Littledown, Shaftesbury, SP7 9HD Conversion and Re-use of a Redundant Rural Building for Economic Development	

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.

10.1 Clerk's Report

The Mound – Feedback from Historic England (excerpt): *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 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.*

Armed Forces Covenant – The Ministry of Defence has sent confirmation that STC's Armed Forces Covenant pledge has been accepted. Officers have now applied for the [Employer Recognition Scheme Bronze Award](#).

Councillor Recruitment – Local council elections are being held in May 2024. To promote the work of the council and advertise the role of councillor, STC will hold a recruitment evening on Tuesday 12th September at time TBC in the Council Chamber.

St James Allotments – An application has been made to Dorset Council for the transfer of the allotment site to STC. Members will be aware that this request, as per resolution R27 (October 2019), was submitted to Dorset Council. The process stalled at DC hence revisiting this historic issue.

Skate Park – The guard railings continue to fail safety inspections as they no longer comply with current standards, recent works will not have changed this. The item is classed as low risk/ monitor only. New bespoke railing assemblies could be manufactured to negate this, but it is quite a costly operation. It has been recommended to acknowledge that they 'are what they are'. STC's insurance broker has confirmed that *as the railings are added to the daily/ weekly inspection sheets to show that STC is "monitoring" them. If you become aware of any issues then you would need to take action but if there's no issues then all would be ok. British Standards are just standards that in an ideal world things should apply to but if something was made prior to those standards coming into force then they don't become illegal overnight.*

Shaftesbury Wellness 2023 feedback - The event which ran from end of April until end of July 2023 was once more very successful. Just over 1500 people took part and benefitted from the free events (Outdoor Yoga, Qi-Gong, Jazzercise and Fun Fitness). Participants were asked for feedback and 417 responses were received and the [feedback has been collated](#).

Park Walk Pothole repairs – Quotes are expected this week as per FC resolution FC148 and once a contractor has been selected works will be scheduled in and STC updated accordingly.

Recommendation

Members are requested to note the update.

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

Delegated Decision	Comments	Cost	Budget
Staff recruitment (retrospective update)	Denise Baldwin was recruited in to the Receptionist position on a 20 hour a week contract with effect from April 2023.	Redacted	Staffing salary
Gold Hill loaf restoration	Contribution towards the renovation costs Gold Hill Hovis Loaf – split between the Shaftesbury Charitable Trust and STC	£636.79	4250 Repairs and Maintenance
Weller’s Hedley Legal Services	Long-standing complaint – Legal services	£1,250	4341 Professional & Legal fees
Peninsula	Face-to-Face service – ongoing HR advice	£1,890	4341 Professional & Legal fees
Wincombe Topographical Survey	Topographical survey commissioned as part of Wincombe Masterplan	£745	4341 Professional & Legal fees
Lido Consultancy	Additional Hours – Salt Chlorination system and assessing chlorine levels; liaison with manufacturer. Purchase and administration of Cyanuric Acid.	£440.65	4341 Professional & Legal fees
Wincombe Rec	Hard landscaping works to resolve the issue with flooding/ mud in the area by the Thomas Hardy Drive cut through.	£1,830	4250 Repairs and Maintenance
Town Caretaker	The position is being advertised following the resignation of the Town Caretaker due to relocation.	Redacted	Staffing salary

Recommendation

That each delegated decision is received and the Council **resolves** on the items as detailed above.

10.3 Other Matters to resolve

No	Subject	Description	Cost
10.3.1	Reconnecting with Nature project (linked to Sustainable Shaftesbury and Strategic Plan)	<p>The Reconnecting with Nature Spaces project aims to improve or bring nature to small green spaces across Dorset to improve health, wellbeing, and access to nature and is specifically aimed at local residents with learning disabilities or dementia, helping them to gain better access to, or use of, outdoor spaces and promoting wellbeing following the Covid-19 pandemic.</p> <p>Excerpt from the Strategic Plan: <i>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.</i></p> <p><i>We will continue to plan how we create and manage open spaces in Shaftesbury, focusing on the people that visit and enjoy them but equally balancing the need to conserve and enhance their landscape</i></p>	<p>Up to £15,000 external funding in place</p> <p>(Dorset Council – Litter Free)</p>

		<p><i>value and their biodiversity. We want to build on the success of our initial work with the community to plant a large number of trees in open spaces, streets and gardens across Shaftesbury.</i></p> <p>The Queen Mother’s Garden has been selected as the area that meets the requirements of the funding programme as detailed below.</p> <p>a) New benches with accessible seating incorporated.</p> <p>b) ‘Chatty Bench’ for people to enjoy the amazing views and a chat with a new friend.</p> <p>c) Contributing to STC’s planting plans for the existing beds.</p> <p>d) The Rose Garden has also been identified as a potential area for improvement however this area, as yet does not have a draft management plan under development.</p> <p><u>Shaftesbury Town Council’s Role</u> (as per the funder guidelines)</p> <ul style="list-style-type: none"> • To work in consultation with LFD to agree outline plans for the project and ensure any plans meet the funding criteria. • To recruit local partner groups who will be the primary users of the space. • To carry out at least one consultation session with members of the partner group/s to inform the project plan and ensure that the design/installation meets the funding criteria. • To ensure planning permission is in place, if required. • To install all equipment/infrastructure/display materials for the completion of the project, once the design is agreed with LFD. • To carry out regular monitoring/management/maintenance of the site/s and installations as required. • To organise a launch event to celebrate completion of the project, to take place by end of March 2024. • To ensure that Litter Free Dorset is invited to any related events and quoted in any PR publications or announcements, as well as LFD logo featured on any related comms or on-site signage/interpretation materials. 	
	<p>Recommendation: The management of this project is delegated to the Town Clerk in consultation with the mayor and deputy in collaboration with the Sustainable Shaftesbury Working Group.</p>		
10.3.2	Play Area Repairs/ Maintenance	<p>The company inspecting STC’s play areas on a monthly basis has found that some equipment is in need of repair or replacement. They have provided two quotes, one for the purchase of the parts and one for the works.</p> <p>Members should note that these repairs do not interfere with the proposals in the play masterplan.</p>	<p>103/4291 Playground maintenance & repairs £2045.00 + £5030.40 Total cost: £7,075.40</p>
<p>Recommendation: Councillors are requested to consider the works required in STC’s play areas and approve the repairs at a cost of £7,075.40 taking funds from budget line 4291 noting the 98% of budget has been spent.</p>			

	The council is asked to note that the YTD spend is £14,978 and likely year end forecast is expected to be £19,700 versus a budget of £15,000.		
10.3.3	Coppice Street Car Park SLA And Parking Order	Awaiting the final version of the SLA from Dorset Council. The Parking Order approved in 2021 needs a new application due to a two-year expiry period. The order will be presented to STC in September.	TBC
<p>Recommendation: Councillors are requested to delegate the management of the Service Level Agreement to the Town Clerk in collaboration with the Mayor and Deputy Mayor and to note the update on the Parking Order.</p>			
10.3.4	Service User Number (SUN)	In April 2023, STC resolved to outsource payroll services to Dorset Council. As part of this process Nat West has requested a minute reference to confirm the issue of the SUN to Dorset Council.	
<p>Recommendation: Councillors are requested to resolve to issue the Service User Number to Nat West.</p>			