



# Shaftesbury Town Council

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To: Councillors Barratt, Brown, Chase, Dibben, Edwyn-Jones, Elmendorff, Heritage, Hollingshead, Loader, Philpott, Salkeld, Smith, Wild, Williams and Yeo

Invited to attend: Dorset Council Councillors Beer and Jeanes

For Information: 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, 15<sup>th</sup> October 2024** 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, 9<sup>th</sup> October 2024

**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 17<sup>th</sup> September 2024 and Extraordinary Minutes held on 2<sup>nd</sup> October 2024](#)
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 including Q2 review](#)
7. [To receive and note the Grounds Contractor – Open Spaces Progress Report](#)
8. [To receive a report on the current STC bins and consider the proposed upgrades](#)
9. [To consider adopting the NALC Model contract for all staff members](#)
10. [To consider setting up a Working Group for the Navigational Signage project](#)
11. [Clerk's Report including correspondence and progress report on Full Council business](#)
12. [Confidential session](#)

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admission to Meetings) Act 1960.

## 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 Heritage.

## 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 May 2024. 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.

## Agenda Item No. 3

### Minutes of the Full Council meeting held on 17<sup>th</sup> September 2024 and Extraordinary Minutes held on 2<sup>nd</sup> October 2024

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 [17<sup>th</sup> September 2024](#) and Extraordinary Full Council Meeting held on [2<sup>nd</sup> October 2024](#).

## 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.

[Mayoral diary](#)

#### Dorset Council Reports

Dorset Councillors are invited to provide a report at this point. [Cllr Beer has provided a report in advance of the meeting.](#)

#### 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 [1<sup>st</sup> October 2024](#).

Draft minutes from the Shaftesbury Swimming Advisory Committee meeting on [2<sup>nd</sup> October 2024](#).

Draft minutes from the Sustainable Shaftesbury Advisory Committee meeting on [8<sup>th</sup> October 2024](#).

Ref	Recommendations for STC to consider and resolve upon
P&H	No recommendations arising from the October meeting that need a Full Council resolution.
SSAC	<p><b>SS11 To receive an update on the 2024 season performance to date</b></p> <ul style="list-style-type: none"> <li>• Very positive about the 2024 season and recognition of the significant improvements.</li> <li>• Heat consistent at 29 degrees – step change from 2023 – positive impact on 2023 investment made in pool plant including the heat exchange plate</li> <li>• Longer season well received by public</li> <li>• Opportunity to focus on retail for 2025</li> </ul> <p>Recommendation: To inform STC of the high level 2024 performance.</p> <p><b>SS13 To receive the Customer survey feedback from the 2024 season</b></p> <p>Recommendation: STC to receive and note the report <a href="#">noting the individual feedback</a>.</p> <p><b>SS15 To receive a debrief on the architect visit on 23<sup>rd</sup> September</b></p> <p>Recommendation: STC to note the RHP Architect (Saltdean) and Delta Green visit and viability scoping report awaited. A further update will be presented to SSAC and STC as appropriate.</p> <p><b>SS17 To receive an update from FOSS including the 2025 calendar</b></p> <p>Recommendation: STC to set up EMR for FOSS fundraising to ringfence funds.</p>
SuSAC	<p><b>SuS51 To consider the adoption of Action Plan Appendices C (5-year Tree Plan 2024-2029 including Orchard Town Proposal) and D (Allotment Policy)</b></p> <p>SuS51a To review Appendix C: 5-year tree plan including the Orchard Town proposal</p> <p>Recommendation: STC adopts the 5-Year Tree Plan (as Appendix C to the Sustainable Shaftesbury Plan) and Orchard Town Proposal is adopted at a cost of up to £2,000 taken from Tree Works budget line 4256 (£953 Tree plan + guards cost TBC and £778 Orchard Plan)</p>

SuS51b To review Appendix D: Allotment Policy)

Recommendation: STC approves and adopts the allotment holder policy and this forms part of the Sustainable Shaftesbury Plan as Appendix D.

Note: FC64a September FC meeting It was **RESOLVED** that STC welcomes the work of the group and commends the activities. The policy will be adopted once a consultation with all allotment holders has been held. ([feedback from allotment holders](#))

**SuS53 To receive a proposal for Shaftesbury Nature & Wildlife Friendly Town**

Recommendation: That £2k budget is ringfenced during the 2025/2026 budget setting process for development of Shaftesbury Nature & Wildlife Friendly Town and SuSAC develops a recommendation for STC to consider at a later date.

**SuS55 To receive an update from the Action Plan working groups**

Recommendation: That £5k budget is ringfenced during the 2025/2026 budget setting process for development of the working groups and SuSAC develops a recommendation linked to the detail of each proposal for STC to consider at an appropriate time.

**SuS58 To consider requesting for the Low Carbon Dorset Exhibition to visit Shaftesbury**

Recommendation: STC to agree that the Low Carbon Dorset photography Exhibition comes to Shaftesbury in January. The date, the manning of the exhibition and venue TBC.

**Recommendation**

That the

- (1) P&H, SSAC and SuSAC minutes are received and noted
- (2) recommendations from SSAC are noted and an EMR for FOSS fundraising is set up.
- (3) recommendations from SuSAC are considered.

## **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](#)

[Summary Income and Expenditure by Budget Heading](#) (up to the end of Q2)

[List of payments for information](#)

The following payment list for the council to approve, as per Financial Regulations section 1.7:

List of payments over £5,000 for approval – no payments over £5,000 this month.

### **Q2 information**

[Q2 budget monitoring report](#)

[Earmarked Reserves](#)

If any councillor would like to see any additional information, please let the office team know and this will be arranged.

Members should be kept up to date with the council's accounts to ensure that there are sufficient funds to meet commitments.

### **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:

1. Receives and notes the income and expenditure records, general reserves balance and list of payments any raises any queries it may have.
2. Resolves to acknowledge the Q2 review including the breakdown of each budget line.

## To receive and note the Grounds Contractor – Open Spaces Progress Report

### Information

In February 2024, STC considered the tenders as submitted by the three companies with the highest scores and appointed Chris Berwick Ltd who presented best value in terms of overall service delivery.

In terms of the contract, an excerpt from a report prepared by the STC Landscape Architect [commissioned to assist with the tender process] states:

*Unlike some other market towns in Dorset, the green space portfolio in Shaftesbury features a rich mix of types of green space, including recreation grounds, historically significant (and designated) spaces, formal gardens with herbaceous borders, playing fields large and small, allotment sites, and a cemetery. With much of the town characterised by narrow lanes and difficult and intricate topography and landform, there are also additional operational challenges in terms of site access. The importance of Shaftesbury as a tourist destination is also a consideration, with maintenance operations in key locations having to work carefully round what can be large numbers of visitors.*

It is now timely, six months in to the contract to assess the best value in terms of overall service delivery and for STC to understand the step change in the management of its open spaces.

*The contractor says: What a great and productive six months! The grounds team have worked well and really got into an effective system of grass cutting this season. Cutting the green spaces and verges has been intense! Wet weather in May and June meant that the grass was persistently long and the team had to increase the cutting programme from fortnightly to weekly in some weeks! Hopefully this adaptation to the weather changes has helped keep the town looking smart. There is no cut and collect on any of the green spaces as more regular cutting means no clumps of grass.*

*The garden areas such as the Rose Garden, Queen Mothers Garden, Brionne Gardens and at the Lido have been given particularly intensive weekly maintenance from the Horticultural specialists to improve the look and attractiveness of each. This also includes planting and maintenance of some of the permanent planters around town which are not provided by the Shaftesbury in Bloom group, or not looked after by volunteers.*

*While working on each location the team have been looking for future improvements as well as liaising with locals. The community are so supportive of the changes to the maintenance as a whole and are always keen to share feedback with us. Some residents requested a few areas of verges to be left; areas along Pound Lane and Salisbury Street Green are examples, where wildflowers grow. We were able to fulfil these requests in some areas and where it was not possible in others we have provided a rationale directly to the members of public.*

In the [Grounds maintenance progress report](#), each location has been given a grade out of ten for the maintenance standards as of April 2024 in comparison to the end of September 2024.

Proposals for Winter Work and future improvement recommendations are also referenced in each area and can be seen in the comprehensive progress report which has been prepared by the contractor.

### Recommendation

That the Council:

1. Receives and notes the Grounds maintenance progress report
2. Approves proposals and expenditure up to a value of £2,000 for seasonal planting in advance of the spring and summer 2025 taking funds from budget line 103/4257 Plants, noting the current YTD spend of £170 versus budget of £300 thus creating an overspend of £1,870.00.

**To receive a report on the current STC bins and consider the proposed upgrades**

**Background - Litter Bins Inventory and Strategy**

Over the last few year officers have been logging and assessing the state of all the public waste bins STC manages across the whole town (approx. 60). DC manages a further 37 (approx., mostly in the eastern and north-eastern areas). Currently there are around 16 different styles/colours of bins on the inventory.

**Information**

STC’s aim is to have a more consistent approach to the style of bins used at various types of location, to install new bins where needed, and to refurbish or replace broken/damaged ones.

*Phase 1* this year has been to clean all the bins and to begin refurbishing some.

*Phase 2* (with a view to start in October 2024), is to replace heavily damaged ones, order new parts for those partially damaged and exchange the play park bins for a safe and consistent type (relocating those that are still usable).

*Phase 3* (2025/26) will be to replace bins which are of very different style (e.g. blue and green ones).

**General principles**

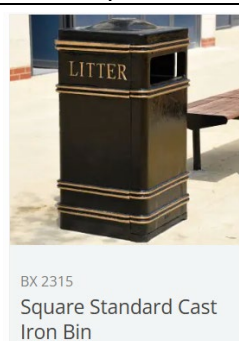
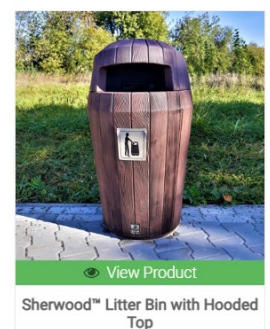
(all costs are indicative):

***Play Areas:*** aside from St James (which has specific wooden bins) and Barton Hill (which has the large square metal bins, *shown below*), it is proposed to change all the bins in play parks to be the Sherwood dark oak-effect hooded bin, the same as the one in the refurbished Ash Close play park (*pictured right*). This has proven to be optimal in terms of use and play park safety.

The existing five bins will be relocated and the three broken ones will be disposed of.

Five of these will be at Wincombe, one at Gower Road, one (new site) at East Green play area, and one at Cockram’s.

This requires the immediate purchase of nine bins at approx. £476 each (£4,284 delivered).



***High Profile Tourist areas:*** the large square cast iron bins (black with gold detailing) will be used (*pictured, left*).

STC has six of these and the caretaker is in the process of refurbishing them: three are complete, two are yet to be completed and one is new.

These are £950 each + fittings and one is required on Park Walk by the entrance to the Rose Garden.



***Medium Profile or High Use areas:*** Maelor Trafflex High Security Litter Bin – 90/180 Litre, metal frame, plastic outer (*partially recycled*). Approx £210/£320 each.

These bins will replace four existing small concrete bins at and near Bell Street car park (the large one is for outside Morrisons).

One large and two medium new bins are required, one will be transferred from Wincombe Rec.



**General areas:** round plastic bins will be used (pictured right, 15% recycled material). These are approx £315 each.  
As well as replacement bins, the plan indicates the installation of a new bin of this type at Buttons Avenue (as recommended by the Hilltop Litter Pickers).



**NB** in some locations a different type may be used where there are specific requirements. The style will be as consistent as possible with other bins in the town at similar locations.

**Detailed Plan** (subject to change if necessary for practical reasons)

The attached [STC Litter Bins Inventory](#) and the associated [Litter Bins Feb 24 map](#) shows all the bins at the start of the year with various columns: condition notes, list of works required/completed, list of replacements carried out or planned.

Bins required for new locations	2
Replacement bins required	19
Bins to be relocated	5
Bins requiring repainting	3

**Financial Information**

Style of Bin	Location	Cost per bin	Number of bins	Total
Dark oak-effect hooded bin	Play Areas - Various	£476.00	9	£4,284.00
Large square metal bins	High Profile Tourist areas – Park Walk	£950.00	1	£950.00 (plus fittings)
High Security Litter Bin	Medium Profile or High Use areas – Bell Street car park	£320.00 £210.00	1 (large) 2 (medium)	£320.00 £420.00
General Areas		£315.00 (approx.)	8	£2,520.00 (approx.)
Removal of old concrete bins	Bell Street car park		4	£820.00
<b>Total cost</b>				<b>£9,314.00</b>

The Street Furniture EMR (4910) is holding funds of £13,662 with the 2024/2025 budget set at £15,000.

**Recommendation**

STC is requested to approve this plan – phase 2 to update the STC bins. It is also requested to approve the purchase of new bins as outlined in the report at a cost of £9,314 taking funds from budget line EMR 4910 Street Furniture.

## To consider adopting the NALC Model contract for all staff members

### **Background**

This year, NALC launched a new model employment contract for local councils. This model contract incorporates Green Book terms, which both NALC and SLCC recommend councils offer to align with the best practices within the local government sector. Offering good terms of employment supports the recruitment and retention of a high-quality workforce and demonstrates that the council is a good employer that values its staff.

The document, produced by NALC and endorsed by SLCC, aims to support councils to attract and retain the most talented staff in their organisations and to support them in their professional development.

### **Information**

NALC chair, Cllr Keith Stevens, said: "The future of the local council sector relies on all councils being good employers. Attracting talent into the sector and helping their teams grow in skill and confidence. The best outcomes for our communities can only be achieved where we have the best possible people working for our councils, with councillors and staff working in partnership. This is a top priority for NALC and these new documents are part of a growing package of HR and employment support for our members" SLCC chair, said: "We firmly believe that to maintain a strong workforce, councils must employ their staff on terms which are consistent with those offered in the wider local government family, and we are pleased to commend this new model contract, which ensures these terms continue to be the standard for our sector, to our members."

NALC has produced two templates for local councils to use. One template provides councils with a contract with the Green Book terms already reflected in the relevant sections. The other has information on all options available to the council from statutory minimums to the recommended Green Book terms.

[Model contract of employment for local councils](#) — This model contract incorporates Green Book terms. NALC and SLCC recommend councils offer enhanced terms that align with the best practice within the Local Government sector. This best practice is defined by the Green Book terms and conditions. Offering good terms of employment supports the recruitment and retention of a high-quality workforce and demonstrates that the council is a good employer who values its staff.

[Template contract of employment for local councils](#) — This template provides information on the statutory minimum provisions under employment legislation to ensure awareness and compliance with at least minimum requirements. Councils have the option to offer enhanced terms and conditions appropriate to their resources and this template shows councils where they might offer enhanced terms with clear recommendations from NALC to show how to align with Green Book terms or wider best practice.

As it stands, STC aligns its staff to the [NJC Salary Scale point](#). The [NALC guidance note](#) provides an overview of the terms and conditions and other relevant information.

It is timely, in advance of 2025/2026 budget setting that STC considers the model contract and its associated financial impact.

## **Financial overview**

If STC opts for the best practice Model Contract, then the Green Book impact will be as follows:

3 staff at the top end of their respective pay scale – no impact

6 staff on single salary scale point (salary only specified in current contract)

**Summary of change** – subject to satisfactory performance staff will progress automatically through the range by annual increments until the maximum salary in the range is reached. If it is considered that performance fell below the level expected, following an annual appraisal, then increment can be withheld. The council can also award an additional increment for exemplary performance if it chooses to do so.

<b>Staff</b>	<b>2025/2026</b>	<b>2026/2027</b>	<b>2027/2028</b>	<b>2028/2029</b>
1	£171 per annum	£171 per annum	£179 per annum	Top of scale
2	£312 per annum	£312 per annum	£343 per annum	£343 per annum
3	£228 per annum	£228 per annum	£239 per annum	Top of scale
4	£478 per annum	£478 per annum	£499 per annum	Top of scale
5	£1,019 per annum	Top of scale		
6	£418 per annum	£418 per annum	£443 per annum	Top of scale
7	Top of scale			
8	Top of scale			
9	Top of scale			
	£2,626 total	£1,607 total	£1,703 total	£343 total

## **Recommendation**

Councillors are requested to adopt the NALC model contract for all new staff members and existing staff contracts are updated through consultation and as advised by the current STC HR provider.

**To consider setting up a Working Group for the Navigational Signage project**

**Background**

In 2019 the former NDDC awarded STC the sum of £70,000 to support the Town Navigational Signage Project (£50k) and Economic Development project namely the town market(s). This funding is contracted and must be spend within 10 years of it being issued.

As it stands the town signage directing visitors to points of interest is disjointed and a cohesive approach to modernising the visitor experience is needed.

It is now timely for STC to form a working group, made up of subject matter experts; those who have synergy with the visitor experience.

The terms of reference will be formed by the working group and will include wayfinding signage that adds value to each attraction by guiding and enlightening visitors to the points of interest.

**Recommendation**

STC considers forming a visitor experience/ navigational signage working group with its terms of reference formed at the first meeting for consideration by STC.

**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.

**11.1 Clerk's Report**

**Shaftesbury Football Club** – as per resolution FC149 from April FC It was **RESOLVED** to

1. instruct the STC solicitor to draft a Deed of Variation and this is delegated to the Town Clerk to manage, with sign off by the chairman and vice chair of council upon completion
2. update section 21.3 to include a copy of the 3G Sinking Fund bank statement confirming the ongoing accrual of the funds to be sent to the Town Council on a quarterly basis
3. update section 23.1 to include not to be unreasonably withheld or delayed *by the landlord*

The [Deed of Variation](#) has now been completed and [Sinking Fund statement](#) has been received.

**Youth Club Lease** – As per Full Council resolution from March 2024, the lease has now been renewed for another year.

**Interim External Audit** – Due to outstanding electors queries the Audit for 2023/2024 has not yet been completed. The external auditor has therefore issued an [interim audit](#) for STC to publish in line with the statutory requirements. Once the auditor has completed their review a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters, a notice of conclusion and their fee.

**Bus Gate TRO Consultation Response** – Following the Extraordinary Full Council meeting on 3<sup>rd</sup> October 2024 [a letter detailing the resolution](#) has been sent to Dorset Council.

**Staff Handbook** – An amendment to the Annual Leave [section 5.8] within the [staff handbook](#) has been made to reflect the operational requirement for caretaker staff to work requirements on Bank Holidays.

**Capital Leverage Fund Round 5** - The recent application for funding of £25,000 to round 5 of Dorset Council's Capital Leverage Fund has been successful. The project description, as part of the funding application, has two linked elements: (1) major works to replace the filtration system and associated pool pipework, a new pool liner and pool surround; (2) a project viability report and vision for the longer term development of the Lido to be commissioned using a specialist architect and quantity surveyor.

**Proposed Temporary Closure of Various Roads, Cann** – Stakeholder information relating to this [Public Notice](#) has been received. The closure has been requested to allow Openreach to carry out pole testing works. These works are programmed to commence from 09:30 – 15:30 on the 11<sup>th</sup> November 2024. This is for information only, but if there are any concerns, please direct them to Jamie Igoe by 25<sup>th</sup> October 2024.

**Staff Dismissal** - A temporary seasonal Lifeguard was dismissed for gross misconduct on 5<sup>th</sup> September 2024.

**11.2 Delegated Decisions for Information (within the Clerk's delegated spend)**

No	Delegated Decision	Comments	Cost	Budget
11.2.1	Replacement Lido Office Door	The office door was beyond repair so a replacement door with new handles, hinges and lock has been installed.	£583.00	305/4250 Lido Repairs & Maintenance
11.2.2	P&H Committee Membership	Due to work commitments Cllr Chase has resigned for the committee and will no longer be a member.	£0	
11.2.3	Landscape Architect service	Revised landscape proposal for Mampitts Planning Application	£790.50	302/4341 Legal and Professional
11.2.4	Landscape Architect service	Assisting with procurement process for proposed Grounds Maintenance Tender (outstanding invoice from 02/2024)	£1,602.50	302/4341 Legal and Professional
11.2.5	Landscape Architect service	Play space upgrades and further technical advice on Castle Hill and Gold Hill (outstanding invoice from 02/2024)	£1,540.50	302/4341 Legal and Professional
11.2.6	Zone 1 Tree Risk Assessment	Re-survey all the trees within Zone 1 of the Shaftesbury Tree Plan as well as the trees located at Gower Road Play Park. The trees will be surveyed using the Visual Tree Assessment (VTA) method and where significant defects are identified, their risk of harm will be calculated using the Quantified Tree Risk Assessment (QTRA) method. During the QTRA assessment, target occupancy, severity of impact and likelihood of tree failure are all taken into account. Where trees are identified to present a significant risk of harm to people or property, appropriate recommendations will be made.	£1,400.00	103/4256 Tree Works

### **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.

### **11.3 Other Matters to resolve**

No	Subject	Description	Cost
11.3.1	First Registration Various parcels of land	The following parcels of land have no registered owner at Land Registry at present. It is therefore appropriate to investigate the First Registration process. <ol style="list-style-type: none"> <li>1. Alley Way by Fountains Mead - starts from the end of Windmill Close and goes to Heathfields.</li> <li>2. <a href="#">Coppice Street, small area of open land</a>, just outside the Telephone Exchange. STC has been maintaining this small area for a number of years.</li> <li>3. Castle Hill access Road from Bimport.</li> </ol>	Up to £1,500
<p><b>Recommendation:</b> Councillors are requested to approve for the STC solicitor to start the process of First Registration for Alley Way, Coppice Street and Castle Hill access road up to the value of £1,500 and this is delegated to the Town Clerk.</p>			

11.3.2	STC representative for Compton Abbas Airfield Consultative Group	The group, set up in 2002 is hosted at the airfield and has in the past met twice a year to discuss any issues or concerns and upcoming events etc and to provide feedback on any news/changes at the airfield. It had not met since Covid until last year. Meetings are now taking place again and STC has been asked to provide a representative.	£0																		
<b>Recommendation:</b> Councillors are requested to consider the appointment of the STC representative to the Compton Abbas Airfield Consultative Group.																					
11.3.3	STC representative to the Fringe	The Fringe committee have expressed an interest in having a town council representative to aid communication between the committee and the town council. The appointed councillor would not be on the Fringe Committee.	£0																		
<b>Recommendation:</b> Councillors are requested to consider the appointment of the STC representative to the Fringe.																					
11.3.4	Free parking Days 2025	<p>Each year, as per the <a href="#">DC Policy</a>, the Town Council can apply for six free parking days from Dorset Council.</p> <p>The Chamber of Commerce has been consulted, and it has been agreed to present the following dates to STC for consideration.</p> <table border="1"> <tr> <td>Sun 9<sup>th</sup> February</td> <td>Snowdrop Festival</td> <td>As per 2024 commitment</td> </tr> <tr> <td>Sun 4<sup>th</sup> May</td> <td>Shaftesbury Feastival</td> <td>Usual commitment (previous Food and Drink Festival)</td> </tr> <tr> <td>Sat 19<sup>th</sup> July</td> <td>Fringe</td> <td>Usual commitment</td> </tr> <tr> <td>Sat 27<sup>th</sup> September</td> <td>Carnival</td> <td>As per 2024 commitment</td> </tr> <tr> <td>Sat 6<sup>th</sup> December</td> <td>Small Business Saturday</td> <td>As per DC policy</td> </tr> <tr> <td>Mon 22<sup>nd</sup> December</td> <td>Last Minute Shopping Day</td> <td>As per DC policy -one weekday in December -flexibility with this date, however it cannot be a Saturday</td> </tr> </table> <p>Coppice Street car park, operated by STC, will be in line with the free parking days agreed with DC and there will be no charges.</p>	Sun 9 <sup>th</sup> February	Snowdrop Festival	As per 2024 commitment	Sun 4 <sup>th</sup> May	Shaftesbury Feastival	Usual commitment (previous Food and Drink Festival)	Sat 19 <sup>th</sup> July	Fringe	Usual commitment	Sat 27 <sup>th</sup> September	Carnival	As per 2024 commitment	Sat 6 <sup>th</sup> December	Small Business Saturday	As per DC policy	Mon 22 <sup>nd</sup> December	Last Minute Shopping Day	As per DC policy -one weekday in December -flexibility with this date, however it cannot be a Saturday	£0
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<b>Recommendation:</b> Councillors are requested to consider the suggested dates and approve for these to be submitted to Dorset Council.																					
11.3.5	Grounds Vehicle – Nissan Navara	<p>The DPF (Diesel Particulate Filter) was blocked and required replacing. £2,029.32 to replace the DPF £507.10 for two new sensors £350.00 fitting (approximate)</p> <p>Background information: The Nissan is a Diesel vehicle which is more suitable to long journeys. The ground staff only drive around town, at low speed, which clogs up the filter.</p> <p><i>The filter should regularly be regenerated, which occurs when the car is running at speed on long motorway journeys which allows the</i></p>	£2,886.42																		

		<p><i>exhaust temperature to increase to a higher level and cleanly burn off the excess soot in the filter.</i></p> <p><i>So it is advised that drivers regularly give their diesel vehicle a good 30 to 50 minute run at sustained speed on a motorway or A-road to help clear the filter.</i></p> <p>Furthermore, the vehicle is a 4 seater vehicle, and this cab space is surplus to requirements now the team requires a maximum of two seats.</p>	
	<p><b>Recommendation:</b> STC retrospectively resolves to approve the expenditure of £2886.42 (including any potential in fitting costs) to replace the DPF filter with associated costs, taking funds from budget line 103/4281 Motor Expenses noting the Funds available of £862 thus causing this budget line to show as an overspend.</p> <p>STC further resolves to delegate to the Town Clerk to investigate the option to part exchange the Nissan Navara for a two-person vehicle that is more akin to shorter journeys at zero cost.</p>		
11.3.6	Shared Prosperity Fund	<p>Following the funding application for £100,000 being unsuccessful, there is potentially a smaller fund available to conduct a feasibility study for a longer term 'managed traffic' High Street Experience.</p> <p>To be considered for this funding there is a requirement for the study to be completed by February 2025 to ensure that all payments are made by the end of the 2024/25 financial year.</p>	£0
	<p><b>Recommendation:</b> STC is requested to consider a funding application to cover a feasibility study and further considers the impact of officer time with conflicting priorities.</p>		

**Confidential session**

**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 is requested to formally receive and note the confidential reports.