



Shaftesbury Town Council

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To: Councillors Barratt, Brown, Daultrey, 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 for the transaction of the business shown on the agenda below. To be held at **7 pm on Tuesday, 27th January 2026** 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](#).

Ms Billy Maddock

Interim Town Clerk, 21st January 2026

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 20th January 2026](#)
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 approve the Arborist carrying out tree management risk assessments for the council](#)
8. [To review and consider the setup of the Advisory Committees](#)
9. [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 Councillor Philpott.

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 20th January 2026

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 [20th January 2026](#).

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 report - an update will be provided at the meeting.

Dorset Council Reports

Dorset Councillors are invited to provide a report at this point. [Cllr Beer & Cllr Jeanes provided a report in advance of this 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 [6th January 2026](#).

Draft minutes from the Mampitts Advisory Committee meeting on [13th January 2026](#).

Draft minutes from the Shaftesbury Swimming Advisory Committee meeting on [15th January 2026](#).

| Ref | Recommendations for STC to consider and resolve upon | | | | | | | | | | | | |
|-----------------------|---|--------------------|-----|-----|-----------------|-------|-----|----------------------|-------|-----|-----------------------|--------------|--|
| P&H | No recommendations arising from the January meeting that need a Full Council resolution | | | | | | | | | | | | |
| MAC | <p>MAC49 To consider the appointment of a new member to the committee</p> <p>It was RESOLVED to recommend to Full Council for Cllr Daultrey to join the Mampitts Advisory Committee.</p> <p>MAC51 To receive information on procurement support for this project</p> <p>It was RESOLVED that members would engage with this consultant and approve expenditure of up to £3,000 for expert procurement support for this project, taking funds from the Mampitts EMR budget line (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).</p> <p>MAC52 To receive a report in relation to VAT implications for this project</p> <p>It was RESOLVED to present Parkinson Partnership’s report to STC for consideration, opting for the option to tax on the Mampitts Hub project site before construction.</p> | | | | | | | | | | | | |
| SSAC | <p>SS51 To discuss the pricing for the 2026 summer</p> <p>The committee discussed the pricing and agreed on the following price increases. Adult, Parent & Toddler and 50+ – from £6.00 to £6.50 Naked Swimming – from £8 to £9 Keep children and Aqua as is. Change the charge for Pool Hire to be up to 20 people £80, between 21-45 people £100 Loyalty Swim – from £60 to £65.00</p> <p>Additional data following the Full Council meeting on 20th January 2026.</p> <p>Map of Unique Lido usage postcodes</p> <p>Lido usage postcode analysis, by booking:</p> <table border="1"> <tbody> <tr> <td>SP7 8... postcodes</td> <td>211</td> <td>3%*</td> </tr> <tr> <td>Other postcodes</td> <td>4,554</td> <td>69%</td> </tr> <tr> <td>No postcode provided</td> <td>1,870</td> <td>28%</td> </tr> <tr> <td>Total bookings</td> <td>6,635</td> <td></td> </tr> </tbody> </table> <p>* The data is unreliable for the purpose of ascertaining the percentage of local bookings due to the large number of people who did not provide a postcode; it cannot be determined what</p> | SP7 8... postcodes | 211 | 3%* | Other postcodes | 4,554 | 69% | No postcode provided | 1,870 | 28% | Total bookings | 6,635 | |
| SP7 8... postcodes | 211 | 3%* | | | | | | | | | | | |
| Other postcodes | 4,554 | 69% | | | | | | | | | | | |
| No postcode provided | 1,870 | 28% | | | | | | | | | | | |
| Total bookings | 6,635 | | | | | | | | | | | | |

percentage of the blank responses might be local customers. Essentially the local bookings could be anything from 3% to 31%.)

Additional Officer comments:

The grant received from Dorset Council in 2022 was for all Dorset residents under the age of 16 to receive free swimming. This was not Shaftesbury resident restricted.

It should be carefully considered what impact it would have to the income if STC is providing discounts to residents.

The current booking system does not allow to set restrictions for post codes when making a booking.

Consideration should be given to the buy 10 get 12 session pass and how this would complement a discount scheme.

Recommendation

That the

- (1) P&H, MAC and SSAC minutes are received and noted.
- (2) Recommendations from MAC are considered, and that
 - a. Cllr Daultrey joins the Mampitts Advisory Committee.
 - b. Expenditure of up to £3,000 for expert procurement support, taking funds from the Mampitts EMR budget line is approved.
 - c. Parkinson Partnership's report is considered, and Full Council agrees to opt for the option to tax on the Mampitts Hub project site before construction.
- (3) Recommendations from SSAC are considered, and that the proposed price increases for the Lido 2026 summer are approved.

To approve payments and receive financial reports

Summary

The Council should have a clear understanding of the Council’s financial position throughout the year. Every local council must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions.

The following summaries are for the committee to receive and note:

[Balance Sheet](#)

[Summary Income and Expenditure by budget heading](#)

[Earmarked Reserves](#)

[List of payments](#)

[List of payments of over £5,000 for approval](#)

| No | Payee | Description | Cost |
|-----|----------------------|-----------------|-----------------|
| 6.1 | SLCC Enterprises Ltd | Staffing Review | £4,795.20 + VAT |

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

5.1 Bank Reconciliation

As per the Council’s financial regulations (2.2) (as resolved in February 2023) state - *On a monthly basis, including financial year end, a member shall be appointed, on a rota basis to include twelve members, to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by Full Council.*

The December bank reconciliation is due to be signed by Cllr Elmendorff.

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 payment list and approves the payment of £4,795.20 + VAT to SLCC Enterprises Ltd.

To approve the Arborist carrying out tree management risk assessments for the council

Information

The current arborist has been carrying out annual and bi-annual tree risk assessment for STC since 2018. Following contact made to arrange a date for the 2026 assessment, officers were informed that he no longer has capacity to carry out the tree risk assessments for the town council.

Financial Information

Three contractors were contacted and quotes were sought. All three contractor were sent the previous tree risk assessment plus maps of all the STC trees.

[Zone Plan](#)

[Tree Map 1](#)

[Tree Map 2](#)

Contractor A – Quote

This contractor is well established and has carried out assessments for STC previously. They are familiar with Shaftesbury and STC has worked with this contractor on an ad hoc basis.

Contractor B – Quote

This contractor has carried out the actual tree works outlined in the risk assessments for several years and therefore also has a good understanding of Shaftesbury.

Contractor C – Declined to quote

Recommendation

As both contractors are familiar with Shaftesbury and the council, the recommendation is based on value for money, and therefore officer recommendation is to engage with Contactor A at a cost of £2,582.25 + VAT taking funds from budget line Tree Works.

To review and consider the setup of the Advisory Committees

Background

The Staffing Review carried out at the end of 2025 included looking at the administrative burden of the Shaftesbury Town Council Advisory Committees.

Information

Currently, Shaftesbury Town Council has the following advisory committees.

- Arts & Culture – [Terms of Reference](#)
- Mampitts – [Terms of Reference](#)
- Neighbourhood Plan – [Terms of Reference](#)
- Shaftesbury Swimming – [Terms of Reference](#)
- Sustainable Shaftesbury – [Terms of Reference](#)

Excerpt from the Staffing Review Report:

As well as monthly Council meetings, there are five standing committees which meet on a monthly basis. This equates to a maximum of six formal meetings a month. Even if this is an over-estimation, it is an enormous administrative burden on staff. Formal meetings require reports to be written, agendas to be constructed and published, meetings clerked by Council staff who then draft the minutes and write any further reports to Council for approval. This is an inefficient use of Council resources and little wonder that the current staff feel overwhelmed.

The Planning and Highways Committee cannot be changed and should continue to meet monthly. This is because STC is a statutory consultee on planning applications.

The other four committees, however, could be changed. They have unusual governance arrangements and composition. Usually, a committee comprises mainly or solely of Cllrs, has delegated authority to deliver specific areas of work within set budgets but most of these functions appear to be carried out at monthly STC Council meetings. This raises a question about the function of these advisory committees. Should they, for example, instead become advisory groups that are appointed by Council (ideally with at least two Cllrs), given a set remit and asked to report back to Council with recommendations and updates on their work on a twice-yearly basis.

By being more informal, a significant administrative burden on staff (and in particular the current acting Town Clerk) would be reduced and it would increase capacity significantly.

The recommendation from the staffing report is as follows.

Explore whether the administrative burden on Council staff could be reduced by changing some or all of the current Advisory Committees into informal working groups.

Further Information

Committee membership

Arts and Culture Committee – Cllrs Barratt, Edwyn-Jones and Smith

Mampitts Advisory Committee - Cllrs Brown, Daultrey (tbc agenda item no.5), Salkeld, Smith and Williams

Neighbourhood Plan Committee – Cllrs Dibben and Edwyn-Jones

Shaftesbury Swimming – Cllr Heritage

Sustainable Shaftesbury – Cllr Dibben

Consideration should be given if Shaftesbury Swimming and Sustainable Shaftesbury should have an increase in councillor membership.

Governance

At present it works well for these advisory committees to include members of the public, as they bring varying expertise and interests to the committee. The Shaftesbury community has a lot to offer, and this should be valued, encouraged and channelled.

Therefore, officers would not recommend for these committees to mainly comprise of councillors.

Meeting Schedules

It should be noted that changes to the meeting schedule for some committees has already been made recently to relieve some of the administrative burden and time spent in meetings for officers.

- Sustainable Shaftesbury and Shaftesbury Swimming meet formally every second month.
- The Neighbourhood Plan committee only meets as and when required.
- Mampitts Advisory Committee is a live project and therefore the meeting schedule should not be altered.

Meeting less frequently, especially for committees where the members produce proposals for the council to consider, would allow for more time for these proposals to be worked up so reports can be presented to Council for consideration. The Arts and Culture Committee could also move to a less frequent meeting schedule.

There is the option for some committees to meet formally once a quarter.

Recommendation

Members are requested to consider if they wish

- (1) To appoint further councillors to the Shaftesbury Swimming and Sustainable Shaftesbury advisory committees.
- (2) To adjust the frequency of formal meetings for the Arts & Culture, Shaftesbury Swimming and Sustainable Shaftesbury committees.
- (3) To form a working group to review the Terms of Reference for each committee to ensure they are still relevant and fit for purpose.

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.

9.1 Clerk's Report

Joint letter to Dorset Police

A [response](#) was received on 19th January 2026.

Football Club Sinking Fund Statement

The [latest statement](#) has been received for the period 6th December 2025 to 2nd January 2026 and shows the accumulation of funds in line with the lease and Deed of Variation.

Castle Hill Pond Works

[The contractor who carried out the works has provided a follow up report.](#) The Interim Town Clerk will organise a site meeting to discuss outstanding issues raised by Cllr Dibben. Meeting invitees will be the contractor, Dorset Council Rangers, Cllrs Edwyn-Jones (as Mayor) and Dibben.

High Street Shop Fronts

Following feedback received at the public budget meeting on 5th January 2026, a [letter](#) has been prepared encouraging shop owners to regularly clean and maintain their shop fronts. It is proposed to deliver the letters by hand to businesses in and around the High Street this week.

Funding Requests for Shaftesbury Lido

[Letters](#) requesting support for the Lido in 2026 have been sent to local parishes and William Williams Trust.

Speed Indicator Device at Sweetmans Road

At Planning & Highways in October and December 2025 it was agreed to install a SID on the corner of Sweetmans Road and Springfield Close. DC have requested for the town council to advise nearby residents of the installation and a [letter](#) will be delivered this week.


Insurance Claim

A claim was put into STC due to a fall on Castle Hill, which in turn has been passed onto STC's Insurance company. The insurance company has confirmed that *no further pushbacks on the redirect for this claim was received, and they have now closed the file.*

Proposed Tree and Shrub Management

Following receipt of the Section 211 Notice from Dorset Council in December, the grounds contractor has advised that he will be commencing tree work in St. James Park and on Jubilee Steps on 22nd January 2026. As requested, officers have advised Dorset Council of this.

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

| No | Delegated Decision | Comments | Cost | Budget |
|-------|--|---|--------|---|
| 9.2.1 | Mampitts Community Hub Building Regulations Application and associated costs | Dorset Council Building Control provided a fee quotation which has been accepted | £1,190 | Mampitts EMR |
| 9.2.2 |  Barton Hill Barrier | In November someone drove into the new Barton Hill car park barrier, bending the arm in the middle, and damaging the sign, leaving it hanging off. The sign bent back into shape and fitted it again immediately as a temporary measure. The arm cannot be bent back into shape and re-welded, and a replacement is not cost-effective (£780) as the arm still works. The split means that over time it will deteriorate, however officers consider it to be more viable to monitor it and to try and get as much use out of it as feasible. A replacement sign has been ordered. | £59.11 | Street Furniture |
| 9.2.3 | Play Area Repairs – Wincombe Recreation Ground | In line with the play inspection report, some items require repair at Wincombe Play area. Therefore, the following parts have been ordered - new deck for wobble board, seat for gyro spiral, bearings and shackles for Twingly, replacement collars and caps for junior multiplay unit, and bearing for aeroskate. It is expected that one of our preferred contractors will fit the items (cost not included). | £1,852 | 4291 Playgrounds, Repairs & Maintenance |

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

9.3 Other Matters to resolve

| No | Subject | Description | Cost |
|---|---|--|------|
| 9.3.1 | Representative to Local Organisations | Cllr Daultrey wishes to take over from Cllr Williams as the town council representative for Shaftesbury Abbey. | £0 |
| Recommendation: Members are requested to approve Cllr Daultrey as the new town council representative to the Shaftesbury Abbey, replacing Cllr Williams. | | | |
| 9.3.2 | High Street closure application for Thursday market | Each year the town council applies to Dorset Council for the closure of the High Street on a Thursday. The closure is between 8am and 1pm for the Thursday weekly Market. The closure application is from April to March the following year. | £260 |

| | | | |
|-------|---|---|--------------|
| | Recommendation: Members are requested to approve the application to Dorset Council for the period from April 2026 March 2027 at a cost of £260.00 taking funds from budget line 4341 Professional & Legal. | | |
| 9.3.3 | MG Cleaning | MG Cleaning has been attending to the Bell Street toilets and emptying the bins around Shaftesbury when the caretaker is off. Unfortunately, despite numerous times chasing, monthly invoices were not received as requested. Therefore, this is now over the Interim Clerk's expenditure authority. | £2,850 + VAT |
| | Recommendation: Members are requested to retrospectively approve the expenditure of £2,850 + VAT taking funds from budget line Sub Contract Labour. | | |
| 9.3.4 | DAPTC Membership | DAPTC's charges for 2026/2027 for STC are proposed as £1,791.14 (category 19). | £1,791.14 |
| | Recommendation: Members are requested to approve the DAPTC charges of £1,791.14 for 2026/27 taking funds from budget line 4326 Books & Subscriptions. | | |
| 9.3.5 | Barton Hill Storage Hut notice | Following the council's commitment to improve Barton Hill store and for this to be the base for the grounds team, a letter to two community groups giving 90-days' notice to vacate Barton Hill store will have to be sent. | £0 |
| | Recommendation: Members are requested to approve the 90 days' notice to the two community groups to vacate Barton Hill store. | | |