



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 **7pm on Tuesday, 17th February 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, 11th February 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 27th January 2026](#)
4. [To receive reports 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 consider an update on the management of Castle Hill and the verge cutting in Shaftesbury](#)
8. [To consider an interim solution for Operational Play Park Inspections](#)
9. [To consider the Statement of Reasonable Expectations \(SoRE\)](#)
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 Councillor 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 27th 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 Full Council meeting held on [27th January 2026](#).

Agenda Item No. 4

To receive reports 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 & 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.

[Fringe informal meeting minutes from 9th January 2026](#) have been provided by Cllr Elmendorff.

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 town council committees are provided for information using the hyperlinks below and any recommendations for Full Council to consider are noted.

Draft minutes from the Arts & Culture Advisory Committee meeting on [2nd February 2026](#).

Draft minutes from the Planning and Highways committee meeting on [3rd February 2026](#).

Ref	Recommendations for STC to consider and resolve upon
A&C	<p>AC13 To receive further information on the proposed Shaftesbury Waters Spring feature</p> <p>It was RESOLVED to seek support in principle from Shaftesbury Town Council for this project so the group Shaftesbury Waters can develop this further.</p> <p>AC14 To discuss how to move forward with the installation of brown tourist signs</p> <p>It was RESOLVED to investigate the installation of brown signs further by seeking support in principle and funding support of £350 from Shaftesbury Town Council taking funds from EMR Navigational Signage.</p>
P&H	No recommendations arising from the February meeting that need a Full Council resolution.

Recommendation

That the

- (1) Arts & Culture and Planning & Highways minutes are received and noted.
- (2) Recommendations from Arts & Culture are considered, and that
 - a. Councillors support in principle the Shaftesbury Waters Spring feature project so this can be developed further by the Shaftesbury Waters group.
 - b. Councillors support in principle the installation of brown signs and funding of £350 taking funds from EMR Navigational Signage.

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.

[Balance Sheet](#)

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

[List of Payments](#)

[Earmarked Reserves](#)

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	Payee	Description	Cost
6.1	Vale Tree Surgeon	Tree works as per tree survey	£6,270.00 incl. VAT
6.2	Giraffe Engineering	Structural Design Services	£7,464.00 incl. VAT

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.

6.3 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.*

In view of her absence at the Full Council meeting on the 27 January 2026, when Cllr Heritage signed the bank reconciliation for December, the January 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

- (1) That the Council receives and notes the income and expenditure records, general reserves balance and raises any queries it may have.
- (2) That the council approves the invoices to Vale Tree Surgeon of £6,270.00 incl. VAT and Giraffe Engineering of £7,464.00 incl. VAT.

To receive and consider an update on the management of Castle Hill and the verge cutting in Shaftesbury

Background

At the Full Council meeting on 15th April 2025 members RESOLVED *to approve for the management of Castle Hill to be brought back in-house at a cost of £10,962 per annum.*

Following the meeting, notice was given to the Dorset Council Rangers, who requested one year's notice. Therefore, it was planned that as of 1st April 2026 the town council would be taking on the management of the whole of Castle Hill, with the grounds contractor adding this to his work programme. Additional expense would be incurred for any works outside of the maintenance, i.e. tree works, pond works or major refurbishment of the steps.

The grounds contractor already manages the Castle Green and Castle Hill Mound.

Information

In October, due to its own financial management, Dorset Council confirmed that, if STC takes on the management of Castle Hill then the verge cutting would have to be brought back to Dorset Council to make up for the loss of income from the Castle Hill SLA. Following this information being received, Officers have been in conversation with Dorset Council to find a way forward.

Roundabout and Verge Management

If Dorset Council were to take back cutting the verges, using cut-and-collect this would only happen twice a year. The current cutting scheme from the grounds contractor is far more regular but not cut-and-collect. The grass is kept short throughout the year and therefore gives a more cared-for look. Cutting it only twice a year would alter the appearance and affect resident and visitor experience.

Castle Hill Management

Dorset Council are better equipped to deal with the management of Castle Hill due to its diverse range of habitats including the herb-rich grassland, wetlands and ponds, and deciduous woodland. They know the area very well and have the team and expertise to deal with the wide variety of issues arising on such a complex piece of land.

Following conversations with Dorset Rangers on how to improve our working arrangements they reviewed and updated the [Management Plan 2026-2030](#). This now includes two on-site meetings a year (Spring and Autumn) to discuss upcoming works. Furthermore, STC will receive copies of the monthly inspection reports.

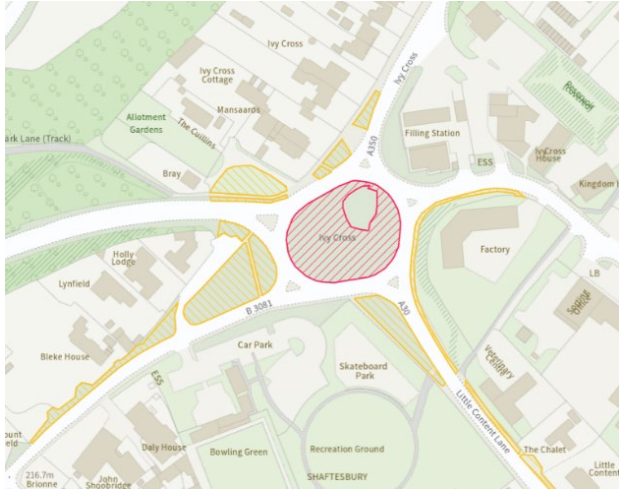
The grounds contractor has been consulted and is in agreement for Dorset Council to continue to look after Castle Hill and STC to continue with the verge cutting.

Further Information

At present, the STC grounds contractor cuts the verges highlighted in yellow. If STC is to continue with the verge cutting, DC has requested that the areas in red are also included.

Currently, the grounds contractor cuts an approximate 1m strip around the roundabouts (not shown on the map). However, going forward, it would be the whole of the roundabout apart from the tree'd area.

Ivy Cross roundabout



Royal Chase roundabout



Financial Information

Castle Hill Management Plan (DC to charge STC)

£12,974.40 for the financial year 2026/2027, this is to increase annually with CPI rate.

Verge cutting (STC to charge DC)

£10,918.16 for the financial year 2026/2027, this is to increase annually with CPI rate.

Quote from grounds contractor for the additional cutting of the roundabouts and verges

Ivy Cross – cut once in the autumn (not the strip close to the road which is being cut regularly)

Cut and Collect grass

Note, cut-and-collect is suggested as wildflowers have been planted last year and therefore the grass cannot be left.

£690 + VAT

Royal Chase – two options, cut once in the autumn (not the strip around which is being cut regularly)

Cut and collect grass plus cut and leave grass of verges of B3081 & A350

a) £890 +VAT

Or

Cut and leave grass on Royal Chase Roundabout plus cut and leave grass on verges of B3081 and A350

b) £495 + VAT

Note, the grounds contractor's preferred option is to cut and leave, as there is nowhere to put the cuttings and collecting them is hazardous.

Recommendation

Members are requested to consider the information presented in this report and to resolve

- (1) To reverse resolution FC160 from Full Council 15 April 2025 in light of new information
- (2) For Dorset Council to manage Castle Hill for the duration of 2026-2030, at a cost of £12,974.40 for financial year 2026/27 to increase annually with CPI rate.
- (3) To continue with the SLA for the verge cutting and to receive £10,918.16 for the financial year 2026/2027, this to increase annually with CPI rate from Dorset Council.
- (4) For the STC grounds contractor to take on the cutting of the longer grass area on Ivy Cross and Royal Chase roundabouts at a total cost of £1,580 (Royal Chase roundabout to be cut and collect) or £1,185 (Royal Chase roundabout to be cut and left) for financial year 2026/27 to increase annually with CPI rate.

To consider an interim solution for Operational Play Park Inspections

Background

The monthly operational play park inspections were brought in-house in September 2024. In conjunction with the use of the app this was working much better than previously and the standards across the sites were improving each month. The resignation of the caretaker/inspector has meant that these improvements have stalled. Recruitment of a caretaker has proven difficult, and officers have been relying on the assistance of Sturminster Newton Town Council to ensure inspections are carried out, with contractors performing some of the repairs.

Interim Strategy

Until the new Town Clerk is in place and can consider a holistic strategy for the caretaking/site inspections as per the staffing review, officers have investigated outsourcing the task and reducing to a bi-monthly inspection, five times per year. This excludes January as the Annual Inspection would continue to be carried out by the existing company. The minimum recommended inspection rate is quarterly. It would fulfil the responsibility for inspections and make it easier to recruit a second caretaker (which officers are seeking to fill as a temporary role). This would leave room for the new Town Clerk to phase back to in-house inspections, with a view to the external company acting as back-up.

Financial

Play Park Operational Inspection Quotes Comparison

	Total per inspection (7 sites)	Price for 11 inspections pa (monthly excl Jan)	Price for 5 inspections pa (bi-monthly excl Jan)	Price for 3 inspections pa (quarterly excl Jan)	Notes	Terms
Company A	£ 524.00	N/A	N/A	£ 1,572.00	Require 3-4 months' lead time to begin; Only offer quarterly inspections.	Can book in blocks; no contract needed; cancellation requires 30 days' notice.
Company B	£ 440.00	£ 4,840.00	£ 2,200.00	£ 1,320.00	Can start March; Is willing to carry out minor repairs at time of inspection for additional cost.	No contract; 1 month notice to cancel; 2 weeks' notice to increase frequency.
Company C	£ 640.50	£ 7,045.50	£ 3,202.50	£ 1,921.50	Quoted an individual price for each.	

This is in addition to the existing Annual Inspection carried out in January (cost approximately £600) and the specialist skate park annual inspection (cost approximately £400). None of the companies requires STC to enter into a long-term contract. All are qualified to carry out the inspections, and all have 20+ years' experience.

£6,000 was allocated in the 2026/27 budget for play inspections with this situation in mind.

Recommendation

Members are requested to note the report and resolve to appoint Company B for Operational Play Park Inspections on a bi-monthly basis (excluding January) at a cost of £440 per inspection taking funds of £2,200.00 pa from the Play Park Inspections budget line, until such time as the Town Clerk proposes a new strategy for caretaking and inspections.

To consider the Statement of Reasonable Expectations (SoRE)

Information

Dorset Association of Town and Parish Councils (DAPTC) is inviting all Parish and Town Councils within the Dorset Council area to review the draft Statement of Reasonable Expectations (SoRE) and consider it formally at a council meeting.

The draft document, together with supporting background information and a [short explanatory video](#), is now available for members to read and discuss.

Draft Document: [Statement of Reasonable Expectations](#)

Feedback from both member councils and Dorset Council has shaped the current version of the Statement. DAPTC are now asking every member council to consider whether they support the Statement as drafted, so that DAPTC has a clear mandate on the next steps.

It is important to emphasise that the SoRE is not about promoting widespread transfer of assets or services. Instead, it seeks to establish a clearer, more collaborative and partnership-driven working relationship—recognising the roles, strengths and responsibilities of each tier of local government and supporting better outcomes for Dorset’s communities.

The SoRE aims to:

- Build mutual respect and understanding between Dorset Council and local councils
- Improve communication, engagement, and responsiveness
- Support capacity-building, training, and shared learning
- Encourage earlier involvement in local priorities and projects
- Promote joint problem-solving and shared responsibility for local outcomes

To ensure transparency and collective decision-making, DAPTC will take the SoRE to its AGM in March 2026, where member councils will be invited to vote either to dismiss the idea, or to authorise DAPTC to sign the Statement on behalf of parish meetings, parish councils and town councils across the Dorset Council area.

By the time of the AGM, DAPTC expect to know whether Dorset Council itself has adopted the SoRE, meaning member councils will be able to make their decision in full view of Dorset Council’s position. DAPTC strongly encourage all councils to review the draft Statement to provide a view, either supportive, questioning, or otherwise as this will be essential in informing the decision placed before members at the AGM.

Recommendation

Members are requested to review the Statement of Reasonable Expectations between Dorset Council and Town and Parish Councils and provide feedback to DAPTC.

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.

10.1 Clerk's Report

Football Club Sinking Fund Statement

At the Full Council meeting on 27th January, it was agreed that the Interim Town Clerk would confirm if the amount paid into the Sinking Fund is correct and sufficient as per the agreement.

Following conversations with the club, it has been confirmed that SFC will not have the required £52,000 in the account by 31st March 2026. As of beginning of February, the balance was £42,951.70, and the forecasted closing balance for 31st March is £45,751.70.

A meeting with the Football Club is due to be scheduled to discuss a way forward and an update will be provided to Full Council.

Football Club accounts for the financial year 2024/2025

The final accounts for 2024/25 have been provided by the Football Club.

[Shaftesbury Football Club 3G Limited](#)

[Shaftesbury Football Club 1888 Ltd](#)

Shaftesbury Football Club Sports Bar - awaited

Castle Hill Pond Works

At the Full Council meeting on 27th January, it was agreed that the Interim Town Clerk would organise a site meeting to discuss outstanding issues raised by Cllr Dibben. This meeting was held on Monday 9th February and was attended by the contractor, Dorset Council Rangers, Cllr Edwyn-Jones (as Mayor), Cllr Dibben and Dorset Highways. A way forward was discussed, which includes finding existing pipe work underneath the road. DC Rangers will provide proposals and quotes with the works being carried out later in the year. Further information to follow once available.

Tree and Shrub Management St James Park and Castle Hill Mound

The grounds contractor has confirmed that the main work has been completed, however a few self-seeded Sycamore saplings below the Rose Garden still need to be removed.

The tree clearance works on Castle Hill Mound are complete.

Barton Hill Storage Hut notice

Following resolution at Full Council meeting on 27th January to approve the 90 days' notice to the two community groups to vacate Barton Hill store, a [letter](#) has been sent to Shaftesbury in Bloom and Fringe.

Mampitts Hub VAT implications

At the Full Council meeting on 27th January, it was resolved to opt for the option to tax on the Mampitts Hub project site before construction, and an Opting to tax land and buildings: Notification of an option to tax (VAT1614A) has been submitted to HMRC.

Police presence in Dorset

Following a resolution at the Full Council meeting on 27th January, officers requested attendance from the local PCO at a future council meeting to receive an update on policing and to be introduced to the new

officer. Unfortunately, neither were available for February and March Full Council meetings. Officers will follow up to firm up attendance at a future meeting.

Follow up letter to Police

At the January 2026 Full Council meeting it was resolved to write a joint follow up letter to Dorset Police, engaging with Gillingham and Stalbridge Town Councils. However, in light of the information that Dorset Police have increased staffing by one Police Constable each for Shaftesbury, Gillingham and Sturminster Newton this letter has not been produced. Instead, Cllr Hollingshead has written to the PCC for confirmation of this. A response is awaited.

Delay to DAPTC 2025 AGM - new date: 14 March 2026

The intention was to bring to the AGM the progress made in developing an agreement with Dorset Council over future working relations. Unfortunately, that was not possible for the previously advertised AGM date of 30 January. The new date of Saturday 14 March will hopefully allow all involved to conclude this piece of work.

The AGM will follow the same format as previous years by being online. Any councillors of member councils may attend the AGM but only one nominated delegate per council can vote on the business conducted.

10.2 Delegated Decisions for Information (within the Clerk's delegated responsibilities/ spend)

No	Delegated Decision	Comments	Cost	Budget
10.2.1	Purchase of replacement laptop	The Finance Officer's laptop was no longer fit for purpose (battery not holding charge, programs not able to open due to lack of memory, lack of hard disk space). A new laptop was purchased via the approved IT support company.	£645 + £80 setup	IT Equipment
10.2.2	Remedial work to toilet and boiler in the Town Hall	Due to one of the toilets in the Town Hall being blocked, a contractor has been engaged to carry out investigation/remedial works. Following a service of the boiler, electrodes and the condense trap required replacement and, in accordance with gas regulations, a new Carbon Monoxide alarm was also supplied and fitted.	Toilet investigation works - £60/hr Boiler remedial works and alarm - £228.80	Town Hall - Repairs & Maintenance
10.2.3	Wincombe Recreation play park - suspension bridge	The annual play inspection report considered the suspension bridge slats to be a moderate risk due to several having some rot and breakage. There has been a related ongoing issue with ensuring the fixings are secure. As these are simple oak slats and require rectifying as soon as possible, the preferred contractors has been instructed to supply and replace all 44 slats	£1,140	Playgrounds, Repairs & Maintenance

10.2.4	High Street closure application for Thursday market	Provisional approval has been received from Dorset Council for the period from April 2026 to March 2027. The Traffic Team confirmed that the application fee has increased for road closures for events which take place on a weekly basis (i.e.. markets) to £540 however, as they have not yet updated their website with this information, a fee of £330 has been charged for the current application.	£330	Legal and Professional
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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.

10.3 Other Matters to resolve

No	Subject	Description	Cost
10.3.1	Coppice Street car park Non-Domestic Rates Bill	The rates bill for this car park has been received, with retrospective charges applied. Period 01.01.2024 – 31.03.2024 £732 Period 01.04.2024 – 31.03.2025 £2944.10 Period 01.04.2025 – 31.03.2026 £2944.10	£6,620.20
Recommendation: Members are requested to note this charge. Furthermore, members should note that funds will be taken out of budget line Rates & Services / Local Services, noting an overspend on this line of £3,228. This will impact on the net profit for Coppice Street Income for 2025/26.			
10.3.2	Calendar of meetings 2026/2027	The proposed calendar continues with Planning & Highways to be on the 1 st Tuesday and Full Council on the 3 rd Tuesday of the month. Committee meetings have been set to be on the other Tuesdays, with a formal meeting once a quarter.	N/A
Recommendation: Members are requested to approve the calendar of meetings for 2026/27.			
10.3.3	Terms of Reference Working Group	At the January 2026 FC meeting it was resolved to form a working group to review the existing Terms of Reference for the Town Council's existing committees. To move this forward, members need to be selected.	N/A
Recommendation: Members select a minimum of three councillors to this working group to review the Terms of Reference for all town council advisory committees.			
10.3.4	Appointment of further councillors to advisory committees	At the Full Council meeting on 27 th January, appointing further councillors to the Shaftesbury Swimming and Sustainable Shaftesbury advisory committees was discussed however it was resolved to delay this item due to there being a number of councillors who were absent from the meeting.	N/A
Recommendation: That councillors consider if they wish to join the Shaftesbury Swimming or Sustainable Shaftesbury advisory committees.			