



# SHAFTESBURY TOWN COUNCIL

Town Hall, Shaftesbury, Dorset. SP7 8LY

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

Invited to attend: Dorset Council Councillors Beer and Jeanes

For Information: Members of the Public and Press

## A G E N D A

### ANNUAL FULL COUNCIL MEETING OF THE TOWN COUNCIL

You are summoned to a meeting for the transaction of the business shown on the agenda below. To be held at **7pm on Tuesday, 19<sup>th</sup> May 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, 13<sup>th</sup> May 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 and 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. [Election of the Town Mayor/Chairman and Deputy Mayor/Vice Chairman](#)
2. [Apologies – To receive and consider for acceptance](#)
3. [To receive any Declarations of Interests and Requests for Dispensation](#)
4. [Minutes of the Full Council meeting held on 14<sup>th</sup> April 2026 and Extraordinary Full Council meeting held on 5<sup>th</sup> May 2026](#)
5. [To confirm the re-adoption of the Civility & Respect Pledge, the Code of Conduct and Dignity at Work Policy](#)
6. [Adoption of Standing Orders and Financial Regulations](#)
7. [Adoption of Scheme of Delegation and Terms of Reference](#)
8. [Appointment of members to the Planning & Highways committee](#)
9. [To consider delegation arrangements to sub-committees](#)
10. [To note the STC's Working Groups for 2026/2027](#)
11. [To approve the Financial Risk Assessment](#)
12. [To approve the accounts for year ending 31<sup>st</sup> March 2026](#)

13. [To approve the monthly payments](#)
14. [To review the Representatives to Community and Local Organisations](#)
15. [s.137 and the General Power of Competence](#)
16. [Review of Assets and Land](#)
17. [Freedom of Information, Data Protection legislation and Website Accessibility Statement](#)
18. [To note the Calendar of Meetings for 2026/27](#)
19. [To review the Bank Signatories](#)
20. [To approve the Town Hall Key Holders](#)
21. [Members' Allowances and Attendance](#)
22. [To approve Subscription Charges for 2026/27](#)
23. [Review and Confirmation of Arrangements for Insurance Cover in respect of all Insured Risks](#)
24. [Clerk's Report including correspondence and progress report on Full Council business](#)
25. [To receive a report for information to Full Council](#)

## **Agenda Item No. 1**

### **Election of the Town Mayor/Chairman and Deputy Mayor/Vice Chairman**

To elect the Mayor/Chairman for the council year 2026-2027 and formally ask the member elected to sign the Declaration of Office following the election.

To elect the Deputy Mayor/Vice Chairman for the council year 2026-2027 and formally ask the member elected to sign the Declaration of Office following the election.

The Civic Protocol, the process for Election of Mayor, is outlined in [Standing Order 27](#) (page 25). Councillors have the option to ask the nominees questions as outlined on page 27.

The Mayor of the Town Council must, under law, be proposed, seconded and elected as the first item of business of the annual council meeting, from amongst the members by the members.

The Chairman/Vice Chairman must confirm his/her acceptance of this special office at the meeting at which he/she is elected or by a later date if this is agreed by the council. LGA 2003, Schedule 1, para 2 (4).

Councillors have been invited to submit nominations for the STC Mayor and Deputy to the Interim Town Clerk/Proper Officer via an official nomination form.

[Town Mayor/Chairman nomination form Cllr Andy Hollingshead.](#)

## **Agenda Item No. 2**

### **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 Philpott.

## **Agenda Item No. 3**

### **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, 2021).

**Minutes of the Full Council meeting held on 14<sup>th</sup> April 2026 and Extraordinary Full Council meeting held on 5<sup>th</sup> May 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**

To confirm the accuracy of the Minutes of the Town Council meetings held on [14<sup>th</sup> April 2026](#) and [5<sup>th</sup> May 2026](#).

**To confirm the re-adoption of the Civility & Respect Pledge, the Code of Conduct and Dignity at Work Policy**

**Background**

In October 2022 STC signed up to the [Civility & Respect Pledge](#) and members signed the pledge individually to show support to abide by the guidance provided by NALC (National Association of Local Councils).

**Further Information**

Civility and Respect should be at the heart of public life, and good governance is fundamental to ensuring an effective and well-functioning democracy at all levels. The [roles and responsibilities are clearly set out](#).

The signed pledge is displayed in the council chamber. Furthermore, following this meeting councillors are requested to sign the [this document](#) individually to confirm that they will abide by the pledge and show good conduct amongst each other and to members of staff and residents. The individually signed document is displayed in the office and is not on public display.

It is also timely with the start of the new mayoral year that the [Code of Conduct](#) and [Dignity at Work Policy](#) are re-adopted.

**Recommendation**

It is recommended that the Civility & Respect Pledge, the Code of Conduct and Dignity at Work Policy are re-adopted.

## Adoption of Standing Orders and Financial Regulations

### Background

In 2018, The National Association of Local Councils (NALC) published revised Model Standing Orders. The Town Council adopted the Standing Orders and numerous amendments have since been made.

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review and adopt appropriate Standing Orders and Financial Regulations.

### Further Information

#### Standing Orders

The Standing Orders were formally adopted in May 2025. NALC have published a [new set of Standing Orders](#), for the town council to adopt. The changes from the 2022 to 2025 version are as follows (also shown in blue in the Standing Orders):

- 13e: *“and that decision is final”* added.
- 14a,b&c replaced with *“Upon notification by Dorset Council that a councillor or non-councillor with voting rights has breached the Council’s code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.”*  
This amendment is in bold type and contains legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning.
- 15b vii: *“hold a copy of every councillor’s register of interests;”* added.
- 18c: Deleted.
- 18d iii: Deleted.
- 18f&g replaced with *“Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC’s procurement guidance contains further details”.*  
This amendment is in bold type and contains legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning.

Furthermore, the following amendment has been proposed by Cllr Hollingshead for consideration.

In 1.(b) the wording *“A motion (including an amendment) shall not be progressed unless it has been moved and seconded.”* to be amended as follows:

*(b) A motion (including an amendment) shall not be progressed unless it has been moved and seconded. An amendment therefore cannot be progressed until the original motion has been moved and seconded.*

#### Financial Regulations

The Financial Regulations were formally adopted in May 2025 and these were based on the March 2025 updated NALC published Model Financial Regulations

[STC’s Financial Regulations](#) follow the guidance of the National Association of Local Councils – NALC. The Financial Regulations are adopted by STC at the Annual Full Council meeting in May.

The following amendments from the March 2025 Financial Regulations were not presented at the May 2025 meeting and members should consider if they wish to adopt these changes (shown in blue in the document).

- 4.5: *“Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year”* added.
- 6.9 IV: *“Fund transfers within the council’s banking arrangements up to the sum of £10,000 provided that a list of such payments shall be submitted to the next appropriate meeting of council”* added.
- 7.5: *“In the prolonged absence of the Service Administrator the most senior and qualified member of staff shall set up any payments due before the return of the Service Administrator”* added.
- 7.7: *“A full list of payments made in a month shall be provided to the next council meeting”* added.
- 7.8: *“pension contributions and HMRC”* added.

STC has maintained a preferred suppliers list since 2023, ensuring a fully compliant and efficient process for managing its day-to-day service requirements. These contractors serve as the primary choice for day-to-day operations, streamlining the service delivery.

Working with a consistent group of suppliers fosters uniformity in advice, health and safety standards, and overall service quality.

Officers recommend retaining the current preferred suppliers for Electrical and Tree Works, with two changes, as below.

Plumbing & Heating - During 2025/26 the contractor did not have capacity to act upon issues in a timely manner. Therefore, officers engaged with a different contractor throughout the year. This contractor is recommended to be used throughout 2026/27 due to their excellent service.

Groundworks - The back up supplier has been used as the main supplier throughout 2025/26 as the preferred supplier did not have capacity.

Officers continually monitor the service received from its suppliers, taking a holistic approach evaluating the cost, service and availability.

### **Recommendation**

Members are requested to receive and note the content of the report, and to

- (1) Approve the amendments listed in the agenda prior to adopting the Standing Orders for 2026/27 mayoral year
- (2) Approve the amendments listed in the agenda prior to adopting the Financial Regulations for the 2026/27 mayoral year.
- (3) Approve the retention of the preferred suppliers for Electrical and Tree works and add the suppliers for Plumbing & Heating and Groundworks that the council worked with in 2025/26.

**Adoption of Scheme of Delegation and Terms of Reference**

The Scheme of Delegation, including the Planning & Highways Term of Reference, was last adopted at the Full Council meeting held on the 20<sup>th</sup> May 2025.

The Scheme of Delegation has been updated to reflect the split of the Responsible Finance Officer role from the Town Clerk role.

No further changes to the [Scheme of Delegation and Terms of Reference](#) are proposed.

**Recommendation**

To adopt the Scheme of Delegation including the Planning and Highways Terms of Reference for the mayoral year 2026/27.

## **Appointment of members to the Planning & Highways committee**

### **Background**

Every councillor is automatically a member of the Planning and Highways (P&H) committee unless they opt out. Membership of this committee will be ratified at the Annual Meeting.

### **Further Information**

Nominations for Chair and Vice Chair of Planning and Highways committee will need to be proposed and seconded at this meeting as part of the election process.

The following criteria will apply to the selection of Committee Chairs and Vice-Chairs and nominees should be able to demonstrate.

- Leadership and Chairmanship skills
- Good communication and interpersonal skills
- Good presentation skills
- The ability to effectively address and resolve conflict
- The ability to work well with members, officers, the public and outside organisations
- The willingness to actively encourage the involvement of others
- The willingness to be open to new ideas and new ways of doing things

Membership of the P&H committee in the mayoral year 2025/2026 was:

Cllr Elaine Barratt

Cllr Lester Dibben

Cllr Virginia Edwyn-Jones

Cllr Justine Elmendorff (Vice-Chair)

Cllr Andy Hollingshead (Chair)

Cllr Conor Smith

Cllr Peter Yeo

### **Recommendation**

To resolve on the committee membership and elect the Chairman and Vice Chairman for the Planning and Highways committee for the mayoral year 2026/27.

**To consider delegation arrangements to sub-committees**

The Town Council currently has five formal sub-committees:

1. Shaftesbury Swimming Advisory Committee
2. Neighbourhood Plan Committee
3. Sustainable Shaftesbury Advisory Committee
4. Mampitts Advisory Committee
5. Arts and Culture Advisory Committee

A review of the Terms of Reference and membership needs to be undertaken on an annual basis. A chair and vice will be elected at the first meeting of each committee.

Note: A working group consisting of Cllrs Elmendorff, Heritage and Williams was formed in February 2026 to review the Terms of Reference. The review has been carried out, however due to the volume of items on this agenda the outcome of the review will be brought back to a future Full Council meeting for discussion and consideration.

**Shaftesbury Swimming Advisory Committee**

[Terms of Reference](#)

**Membership 2025/26**

Stuart Edwards (Chair)  
Janice Jackson  
Cllr Nigel Heritage  
Cllr Justine Elmendorff  
Harriet Green (Pool Manager)  
Julie Jobling (Vice-Chair)  
Helen Wilmshurst  
Youth Council reps are invited on an ad-hoc basis

**Proposed Membership 2026/2027**

Cllr Justine Elmendorff  
Cllr Nigel Heritage  
Stuart Edwards  
Harriet Green (Pool Manager)  
Janice Jackson  
Julie Jobling  
Helen Wilmshurst  
Youth Council reps are invited on an ad-hoc basis

**Neighbourhood Plan**

[Terms of Reference](#)

**Membership 2025/2026**

Cllr Virginia Edwyn – Jones (Chair)  
Rachel Bodle  
Cllr Dibben  
Stuart Edwards

**Proposed membership 2026/2027**

Cllr Lester Dibben  
Cllr Virginia Edwyn-Jones  
Rachel Bodle  
Stuart Edwards

## **Sustainable Shaftesbury**

### [Terms of Reference](#)

#### **Membership 2025/2026**

Richard Thomas (Chair)  
Jenny Morisetti (Vice-Chair)  
Sue Clifford  
Mike Cummings  
Cllr Lester Dibben  
Bernard Ede  
Amber Harrison  
Joe Hashman  
Jen Hirsch  
Angela King  
Gideon King  
Andy Mintram  
John Nelson  
Christina Strickland  
Lucy Young

#### **Proposed membership 2026/2027**

Cllr Lester Dibben  
Cllr Edwyn-Jones  
Cllr Annie Philpott  
Sue Clifford  
Mike Cummings  
Bernard Ede  
Amber Harrison  
Jen Hirsch  
Angela King  
Gideon King  
Jenny Morisetti  
John Nelson  
Christina Strickland  
Richard Thomas  
Lucy Young

## **Mampitts Advisory Committee**

### [Terms of Reference](#)

#### **Membership 2025/2026**

Cllr Greg Williams (Chair)  
Ann Glennon (Vice-Chair)  
Cllr Piers Brown (resigned)  
Cllr Jade Salkeld  
Cllr Conor Smith  
Cllr Lorah Wild (resigned)  
Paul Glennon  
Malak Hammoud  
Ann Taylor

#### **Proposed Membership 2026/2027**

Cllr Jenny Daultrey  
Cllr Jade Salkeld  
Cllr Conor Smith  
Cllr Greg Williams  
Ann Glennon  
Paul Glennon  
Malak Hammoud  
Ann Taylor

## **Arts and Culture Advisory Committee**

### **Terms of Reference**

#### **Membership 2025/2026**

Fran Hill (Chair)  
Cllr Elaine Barratt (Vice-Chair)  
Cllr Virginia Edwyn-Jones  
Cllr Conor Smith  
Rachel Diment  
Charlie Hamilton-Saul  
Amber Harrison  
Deborah Jones  
Julia Markus  
Tim Royle  
Janet Swiss  
Mark Thistlewood  
Peter Wildman  
Karen Wimhurst

#### **Proposed Membership 2026/2027**

Cllr Elaine Barratt  
Cllr Virginia Edwyn-Jones  
Cllr Conor Smith  
Rachel Diment  
Charlie Hamilton-Saul  
Amber Harrison  
Fran Hill  
Deborah Jones  
Julia Markus  
Tim Royle  
Janet Swiss  
Mark Thistlewood  
Peter Wildman  
Karen Wimhurst

### **Recommendation**

Members are requested:

(1) To approve the membership for 2026/27 and adopt Terms of Reference noting that these will be considered at a future Full Council meeting

- (1) Shaftesbury Swimming Advisory Committee
- (2) Neighbourhood Plan Advisory Committee
- (3) Sustainable Shaftesbury Advisory Committees
- (4) Mampitts Advisory Committee
- (5) Arts and Culture Advisory Committee

(Local Government Act, 1972 s.101) a local authority may arrange for the discharge of any of their functions by a committee Local Government Act 1972, s.102(3).

**To note the STC Working Groups for 2026/2027**

**Background**

STC currently operates a variety of working groups, each designed to address specific areas of interest. These groups may include non-councillors, ensuring a broader perspective that harnesses the special interests, skills, and expertise of their members. This inclusive approach strengthens informed decision-making and enhances community engagement.

The 2025–2029 Strategic Plan was adopted at the Full Council meeting in April 2025. Since then, due to staffing related matters, some of these items have not been progressed.

The current working groups and councillor membership are detailed below. A future review should assess whether the groups remain relevant and beneficial.

<b>Title</b>	<b>Councillors</b>	<b>Purpose/ Terms of Reference</b>
<b>Play Masterplan</b>	Cllrs Brown, Edwyn-Jones, Williams and Yeo	To develop the next steps associated with the Play Masterplan namely Wincombe Rec and draft options appraisal for Barton Hill and Cockram’s
<b>Visitor Experience</b>	N/A	This is now linked to the Arts & Culture Advisory Committee.
<b>High Street Working Group</b>	Cllrs Hollingshead and Smith	To work with key stakeholders to develop the High Street experience to include the development of markets and other areas of economic development that are focussed on the long-term sustainability of the High Street.
<b>East Shaftesbury Open Spaces</b>	Cllrs Brown and Dibben	To develop the next steps in collaboration with the S106 team at Dorset Council to bring the ownership of these open spaces under the management of STC.
<b>Future Youth Provision</b>	Cllrs Dibben, Edwyn-Jones, Elmendorff and Salkeld	To support the Youth Club trustees to develop youth provision in the club and beyond.
<b>Dorset Council Devolution Plans Working Group</b>	Cllrs Dibben, Edwyn-Jones and Williams	To start conversations of which assets and liabilities the town council would like to take on and what is feasible for the town council.
<b>Barton Hill Hut</b>	Cllrs Dibben, Williams and Yeo	To develop a proposal for the replacement of the current Barton Hill hut to turn it into a workspace for the caretakers.

**Recommendation**

Councillors are requested to note the current STC working groups and that a review of these will be brought back to a future Full Council meeting.

**To approve the Financial Risk Assessment**

**Background**

The [Financial Risk Assessment](#) has been reviewed and updated for 2026.

The Council should be able to demonstrate that it has considered the content of the Risk Assessment and make recommendations for amendments if required.

Section 5 of the Annual Governance Accounting Review states:

We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

**Further Information**

The level of risk is calculated by the impact of risk multiplied by the frequency/likelihood of risk, Low = 1, Medium = 2 and High = 3.

**Recommendation**

That the Financial Risk Assessment for the financial year 2026/2027 is approved and signed by the Chairman of Council.

## To approve the accounts for year ending 31st March 2026

### **Background**

To report on the financial position of the Town Council's accounts for the year ending 31<sup>st</sup> March 2026 and to adopt the Internal Auditor's report, the Annual Governance Statement and the Statement of Accounts for the year ending 31<sup>st</sup> March 2026. (Local Government Act, 1972 s.151)

The Council must approve its Annual Return by 30<sup>th</sup> June 2026. Part of the Annual Return is to approve the Annual Governance Statement at Section 1 of the AGAR. The Council must confirm for each of the nine points in Section 1 whether it agrees or not with the statement.

The [year-end Internal Audit](#) was completed on 28<sup>th</sup> April 2026, with only one recommendation relating to next year's audit 2026/27 - *The council ensures that a data audit is completed during 2026/27 to comply with GDPR regulations. This may be an audit test under Governance Assertion 10 next year.*

2025/2026 Year-end financial reports:

- [Balance Sheet](#)
- [Summary Income and Expenditure](#)
- [Detailed Income and Expenditure](#)

AGAR – Annual Governance and Accountability Return 2025/26 Form 3 (Appendix A).

After approving Section 1, the Council must approve the Accounting Statements as shown at section 2 of the Annual Return. The bottom line of the balance sheet corresponds to line 7 of the accounting statements balances carried forward. The total value of cash and short-term investments corresponds to the bank reconciliation.

All smaller authorities must include the first 10 working days of July within the 30-working day period they set for the exercise of public rights for 2025/26.

### **Recommendation**

That the accounts be considered and noted as per the Annual Internal Audit Report 2025/2026.

The council resolves to:

1. adopt the Internal Auditor's report and notes there are no recommended actions for the year ending 31<sup>st</sup> March 2026.
2. adopt Part 1 of the AGAR: That the Annual Governance Statement for the year ending 31<sup>st</sup> March 2026, approve and duly sign it.
3. adopt Part 2 of the AGAR: That the Statement of Accounts for the year ending 31<sup>st</sup> March 2026 is approved and duly signed thereby approving the Council's Annual Return.
4. confirm the dates for exercise of public rights as 3<sup>rd</sup> June – 14<sup>th</sup> July 2026.
5. confirm there are no conflicts of interest with BDO LLP.

*(Local Government Act, 1972 s.151) Every local authority shall make arrangements for the proper administration of their financial affairs.*

## Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

### Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2026
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2025/26Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

### Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection ( this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO); on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2026</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2025/26

Shaftesbury Town Council

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During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			<input checked="" type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>		
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	<input checked="" type="checkbox"/>		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

NO CASH

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

15/07/2025 28/04/2026 DD/MM/YYYY

ABEAMUS MULBERRY LAS LTD

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

28/04/2026

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Shaftesbury Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.				<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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## Section 2 – Accounting Statements 2025/26 for

### Shaftesbury Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures <b>must</b> agree to underlying financial records.</i>
1. Balances brought forward	379,794	326,665	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	590,965	764,403	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	327,145	324,543	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	344,372	317,283	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	16,237	16,237	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	610,630	716,123	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	326,665	365,968	<i>Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	317,646	345,680	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	3,366,661	3,484,831	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	320,460	311,575	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

*[Signature]*

Date 12/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## **To approve the monthly payments**

### **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.

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

### **List of payments**

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

As per Financial Regulations section 1.7 there are no payments over £5,000 for approval.

### **13.1 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 March and April bank reconciliations are due to be signed by Cllr Loader.

### **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 payments list for this month and raises any queries it may have.

## To review the Representatives to Community and Local Organisations

### Summary

To determine the Appointments to other organisations and outside bodies.

Representatives to local community organisations have been listed below and the information is based on the most up to date records. To support the meeting efficiency please inform the clerk of any amendments beforehand including those members wanting to be a representative and those who may want to step aside.

Representatives will be confirmed during the meeting.

	2025/2026	2026/2027
Abbey Museum Trust	Cllr Daultrey	
Arts Centre	Cllrs Heritage and Philpott	<i>Cllr Philpott</i>
Carnival	Cllr Smith and Philpott	
Chamber of Commerce	Cllr Edwyn-Jones	
Compton Abbas Airfield Consultative Group	Cllr Jade Salkeld	
Cricket Club	Cllr Brown	
Crime Prevention	Cllr Hollingshead	
DAPTC Northern Area Committee* DAPTC Deputy (2 reps)	Cllr Dibben Cllr Edwyn-Jones	
Fairtrade	Cllr Loader	
Football Club	Cllr Brown	
HOPE	Cllr Smith	
Lindlar Hall	Cllr Yeo	
Municipal Almshouse	(ex-officio Mayor)	(ex-officio Mayor)
North Dorset Citizens Advise Bureau	Cllrs Brown and Philpott	<i>Cllr Philpott</i>
Royal British Legion	Cllr Loader and Yeo	
Shaftesbury in Bloom	Cllr Hollingshead	
Silver Band Club	(ex-officio Mayor)	(ex-officio Mayor)
Snowdrops	Cllrs Barratt and Salkeld	
Transport Forum	Planning and Highways committee	Planning and Highways committee
Trinity Trust	(ex-officio Mayor)	(ex-officio Mayor)
Town Twinning	Cllr Loader	
William Williams**	Cllr Hollingshead	
Wrightson Allotments	(ex-officio Mayor)	(ex-officio Mayor)
Youth Club	Cllrs Brown and Dibben	

\*[DAPTC Info Pack for Members - Roles](#) , [DAPTC Representatives & Area Committees](#)

\*\* Note: excerpt from the Williams Williams charity governing statement:

#### ***Recruitment and appointment of trustees***

The Board of Trustees comprises of three nominative Trustees who are appointed for a period of four years. One each is appointed by Blandford Forum Town Council, Shaftesbury Town Council and Sturminster Newton Town Council. Seven further “co-opted” Trustees are appointed for a fixed term of five years. All “co-opted” Trustees are eligible for re-appointment at the end of their term.

### Recommendation

That the list for representatives relating to local organisations is agreed and resolved upon.

### **s.137 and the General Power of Competence**

This item of business is to review the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the General Power of Competence and confirm that the Town Council still meets the criteria of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

Both these agenda items are combined because they are so closely linked.

#### **Expenditure**

The Town Council used to apply s137 for its expenditure authority prior to the General Power of Competence and Councillors will be aware that s137 has not been applied for some time (note, this is the legislation used when GPC criteria is not met).

During the last financial year, the Town Council only used the General Power of Competence (Prescribed Conditions) Order 2012.

#### **Eligibility**

Section 28 of the Town Council's Standing Orders confirms the eligibility requirements, which this council has been approving on an annual basis, which are as follows:

1. The General Power of Competence (GPC) is a power of first resort, giving a local authority "the power to do anything that individuals generally may do" where permitted by the Localism Act 2011 s1-8.
2. Before exercising the General Power of Competence, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
3. To be eligible, the number of councillors elected at the last election (or subsequent by-election) must equal or exceed two thirds of the total number of seats on the council and the council must have a qualified clerk. It must confirm it remains eligible at every annual meeting of the council after ordinary elections and can use the GPC as long as it does not break other laws.

#### **Recommendation**

That the Town Council notes its expenditure incurred under the General Power of Competence and confirms that it continues to meet the criteria of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

## Review of Assets and Land

### **Summary**

The Town Council has responsibility for various parcels of land and buildings in Shaftesbury, and these are all included in the assets register. If any Member would like to see the Land Registry titles, please contact the Town Clerk.

### **Inspection of the Town Council's Deeds and Trusts**

A review of all deeds and documents was last undertaken in July 2024 by the then mayor and deputy. They were not reviewed in the mayoral year 2025/2026.

The Land Registry, or Her Majesty's Land Registry, was established in 1862. Initially, registration of land was voluntary, but the Land Registration Act 1925 made it compulsory in certain areas, gradually extending to the rest of the country. Since December 1, 1990, compulsory registration has covered the entire of England and Wales.

Whilst in STC ownership, some of STC land has never been registered with Land Registry as the ownership pre-dates 1990. First registration with the Land Registry occurs when land or property is registered for the first time and this process is underway for those areas that are un-registered as shown on the table above.

All deeds and trusts should be reviewed on an annual basis. This is also considered valuable information for newer members as it provides an interesting background to the land and properties that are owned by the Town Council.

The [Asset Register](#) references all the items listed have an asset code description, original cost, current value, and insurance value (where appropriate).

The review is usually undertaken by the Mayor and Deputy Mayor; however, it might be useful for newer members of the town council to undertake this review to understand the Shaftesbury Town Council assets.

### **Recommendation**

To receive and approve the Asset Register and Land Inventory for the mayoral year 2026/2027 and to nominate two councillors to undertake the annual review of the Land Registry Titles in 2026.

**Freedom of Information, Data Protection legislation and Website Accessibility Statement**

**Summary**

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review the procedure for handling requests under the General Data Protection Regulations 2018 and the Data Protection Act 2018.

In 2022, the review of the council's website accessibility statement was added to this annual item due to its importance.

**Further Information**

All Councils should produce a paper that details the information it holds and where the information can be located under the [Model Publication Scheme](#).

The council's website accessibility, privacy statement and Freedom of Information policy are also available to view on the council's website: [Website Accessibility](#) , [Privacy Statement](#) and [Freedom of Information Policy](#)

**Recommendation**

That the Town Council's Privacy Statement, Freedom of Information Policy and Website Accessibility Statement are approved for the 2026/2027 mayoral year.

**To note the Calendar of Meetings 2026/27**

**Introduction**

The Calendar of Meetings 2026/27 was approved at the February 2026 Full Council meeting.

By having this agenda item featured as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review and note the Council Diary for 2026/27.

[Calendar of Meetings 2026/27](#)

**Further information**

A second Full Council meeting has been scheduled for January 2027 to finalise the Budget and Precept for the 2027/2028 year, should it be deemed necessary at that time.

The Mayor Making date has been provisionally booked for Thursday 11<sup>th</sup> June.

**Recommendation**

To consider any amendments and to note the calendar of meetings for the 2026/2027 mayoral year and approve the date for the Mayor Making ceremony.

**To review the Bank Signatories**

**Background**

In addition to the Clerk, the signatories for 2025/26 were Councillors Barratt, Brown and Hollingshead.

The Council is required to appoint at least three signatories for the coming municipal year. The signatories will be responsible for inter-bank transfers. Note: Generally, the Clerk authorises online payments once approved by Full Council.

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.*

Proposed schedule for 12 Councillors covering the 12 months (in alphabetical order).

June Cllr Philpott	July Cllr Salkeld	August Cllr Smith	September Cllr Williams	October Cllr Yeo	November Cllr Barratt
December Cllr Brown	January Cllr Budd	February Cllr Daultrey	March Cllr Dibben	April (Year-End)	May Cllr Edwyn-Jones

Councillors Elmendorff, Heritage, Hollingshead and Loader will be allocated a month on the 2027/2028 schedule.

**Recommendation**

To confirm the bank signatories for the mayoral year 2026/27.

**To approve the Town Hall Key Holders**

**Background**

The Town Council is obliged to appoint four key holders for the Town Hall. Details of the key holders are lodged with the intruder and fire alarm monitoring service and key holders are contacted in the order listed in the event of an out of hours event.

Key holders are expected to attend the site and training will be provided for any new members appointed as key holders at which point the exact duties and procedures will be explained.

Both Caretakers hold responsibility for being the first emergency contacts and are thereby listed first for the monitoring company. Three additional appointments should be made to ensure someone is always able to be reached in the event of an emergency.

Key holders need to be local to the Town Hall.

The key holders in 2025/2026, in addition to the STC caretakers, were Cllrs Elmendorff, Heritage and Hollingshead.

**Recommendation**

To confirm the key holders to be both caretakers, plus Cllrs Elmendorff, Heritage and Hollingshead for the mayoral year 2026/27.

## Members' Allowances and Attendance

### Summary

To receive a report on members' allowances and expenses claimed in the year ending 31<sup>st</sup> March 2026 and their attendance at Council and Committee meetings for the municipal year ending 30<sup>th</sup> April 2026.

Members allowances, expenses and attendance is provided below.

Provided that the expenses have been necessarily incurred or losses suffered, payments may be made for approved duties, and official and courtesy visits in the following cases.

- Travelling expenses outside the community
- Attendance allowance to councillors for performing any approved duty
- Expenses incurred by Councillors acting in the capacity of Mayor are allocated to the civic budget.
- Members attendance relates to formally convened Council meetings and meetings of its committees. Informal meetings, workshops and training are not shown.

COUNCILLOR	ALLOWANCE	TRAVEL/SUBSISTENCE	TRAINING	FC/EFC ATTENDANCE	COMMITTEES ATTENDANCE
BARRATT	£520.08			94%	94%
BROWN	£520.08			35%	25%
BUDD	0.00			50%	
CHASE (RESIGNED DEC 2025)	£390.06			13%	
DAULTREY	£169.17		£70.00	88%	100%
DIBBEN	£520.08			94%	82%
EDWYN-JONES	£996.82		£180.00	100%	94%
ELMENDORFF	£520.08		£35.00	71%	77%
HERITAGE	£520.08			76%	86%
HOLLINGSHEAD	£520.08			76%	83%
LOADER	£520.08			65%	
PHILPOTT	£520.08			65%	
SALKELD	£520.08			88%	100%
SMITH	£520.08			76%	67%
WILD (RESIGNED MARCH 2026)	£520.08			43%	0%
WILLIAMS	£520.08			94%	100%
YEO	£520.08			100%	83%
<b>TOTAL</b>	<b>£8317.09</b>	<b>£0.00</b>	<b>£285.00</b>		

### Recommendation

To receive and note the allowance and attendance report.

## To approve Subscription Charges for 2026/27

### Information

This agenda item provides an overview of the town council's subscription charges to outside bodies.

Annual subscription charges for 2026/27 are listed below, with funds taken from budget line Legal and Professional – Books & Subscriptions (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

- |   |                    |
|---|--------------------|
| a. DAPTC (including NALC membership)  | £2,036.95 annually |
| The Town Council annually takes out Membership of the Dorset Association of Parish and Town Councils (DAPTC). BFTC automatically obtains the support services and guidance offered to Town Council from the National Association of Councils (NALC) once it has joined its County Association. The Membership of DAPTC is through the Annual Subscription scheme and the total cost for the subscription in 26/27 is £2,036.95.   |                    |
| b. SLCC (Clerk's membership)  | £399.00 annually   |
| The Town Council takes out Membership of the Society of Local Council Clerks (SLCC) for the clerk on an annual basis. This provides the Town Clerk with training events, seminars and a Dorset and national network for Clerks to share and exchange ideas and experiences. The subscription was not renewed due to there not being a permanent clerk. The new Town Clerk will continue with a membership. The SLCC provides valuable information on various subject matters and is a very useful resource, which other staff members also benefit from with online training courses. |                    |
| c. National Allotment Society membership  | £70.00 annually    |
| d. AHGTC Membership<br>Ancient and Honourable Guild of Town Criers  | £50.00 annually    |
| e. Wirehouse Health & Safety Provider   | £140.00 per month  |
| f. Peninsula HR Support   | £171.10 per month  |

### Recommendation

That members note the information presented in this report.

**Review and Confirmation of Arrangements for Insurance Cover in respect of all Insured Risks**

**Introduction**

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its insurance cover.

**Insurance Cover in Respect of All Insured Risks**

At the meeting of Full Council on 15<sup>th</sup> April 2025 members approved a three-year contract with Zurich. If members wish to view the insurance schedule they are requested to contact the Finance Officer.

**Recommendation**

That the Town Council notes that its Insurance Cover in respect of all insured risks has been approved for the 2026/2027 mayoral year.

## 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.

### 24.1 Clerk’s Report

#### **Castle Hill Management Plan**

The management Plan has now been signed by both parties and a meeting with Dorset Council and relevant parties is scheduled for June to discuss any upcoming works.

#### **Town Clerk recruitment**

At the EFC meeting on 5<sup>th</sup> May 2026, STC resolved to appoint Matthew Harrison as the new Town Clerk. He has accepted the job offer and will commence on Monday 29<sup>th</sup> June 2026.

#### **STC Grants for 2026/27 using surplus income from Coppice Street car park**

As of 2024, the grants awarded by STC are linked to the income from Coppice Street car park, as per the Grant Award Policy. Officers prepared a calculation of the funds available for Community Grants in 2026/27.

<b>Expenses</b>	<b>Amount</b>	<b>Vat</b>	<b>Total</b>
<b>Electricity</b>	£ 2,015.30		
<b>SLA DC</b>	£ 1,938.00		
<b>Card transaction Fees</b>	£ 1,199.00		
<b>IPS SLA</b>	£ 390.00		
<b>Rates</b>	£ 6,620.20		
<b>Total</b>	<b>£ 12,162.50</b>		
<b>Car Park Income</b>	<b>£ 16,536.08</b>	£ 3,307.22	£ 19,843.29
<b>Net Profit</b>	£ 4,373.58		
<b>Community Grants</b>	£ 3,499.00		
<b>Trees (20%)</b>	£ 874.58		
<b>Total</b>	<b>£ 4,373.58</b>		

After taking out annual expenses and allowing for the stipulation by Tesco that 20% is to be allocated to trees and shrubs, the remaining profit to go into the Community Grants fund from 2025/26 budget year was £3,499.

As it is usual to receive approximately 20 applicants for Community Grants, at the 17<sup>th</sup> March FC meeting members were requested to consider options and it was resolved to advertise grant application forms as per the usual process. The grant window will open following this meeting and applications need to be received by 2<sup>nd</sup> June, so they can be assessed by Full Council at the June meeting.

## **Contemporary Art Event alongside Fringe**

At the FC meeting on 14<sup>th</sup> April, members noted the [proposed contemporary art installations](#) which will be in place from the 10<sup>th</sup> to 20<sup>th</sup> July 2026 to run alongside the Fringe and requested that The Shaftesbury Tree Group be consulted with regard to the chairs in the trees at the bottom of St. James. The Tree Group was contacted for comment, but this has not been received as of yet.

Natural England was also contacted regarding this installation; however their response was that they are not the correct body to contact and a tree surgeon would be better placed to advise.

Risk assessments for the three events have been provided.

## **Proposed Temporary Closure Of Various Roads, Shaftesbury**

Application received from SGN to close Various Roads, Shaftesbury as listed: [i] Old Boundary Road between

Salisbury Street and St Rumbolds Road; [ii] St Rumbolds Road in two phases [a] between Old Boundary Road and St Georges Road, [b] between St Georges Road and Christys Lane; [iii] Coppice Street in three phases [a] between High Street and St Martins Lane, [b] between St Martins Lane and 41 Coppice Street, [c] between 41 Coppice Street and Christys Lane. The closures have been requested to allow SGN to carry out essential gas main replacement works.

These works are programmed to commence from 22nd June 2026 until 7th August 2026. Residents access will be maintained. Only one closure will be in place at any one time.

For information only, however if you have any concerns about this proposal, please contact Jamie Igoe, (trafficteam@dorsetcouncil.gov.uk) by 1st June 2026. – [Link to Public Notice](#).

## **Breach Common Pond Survey Permission**

Freshwater Habitats Trust (a freshwater conservation charity) has requested permission to collect some water samples to test for the presence of Great Crested Newts from a pond within Shaftesbury Town Council land and this will take place in May this year. The site name is Breach Common and location reference ST 85509 22561. Please read their [permission letter](#) for more information. The survey is based on a random selection of ponds identified by looking at the ordnance survey map and contact made with the landowners after a land registry search. This allows an unbiased sample of negative and positive results for great crested newts and the habitats where they are found/not found, to generate a heat map of the likely occurrence of newts at a landscape scale. The surveys are on behalf of NatureSpace and the Newt Conservation Partnership who Freshwater Habitats Trust work in partnership with.

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

### **24.2.1 Shaftesbury Youth Club**

The Structural Engineer has been appointed to advise on the youth club building. He visited on 30<sup>th</sup> April to carry out a visual structural survey concentrating on any signs of structural damage due to water ingress. Officers informed him that the aim is to save the building for renovation and extension if possible.

A more detailed report will be produced once further work has been carried out.

**Cost:** £523.30 plus £94-£282 per additional visit/meeting to inspect opening-up work, attend meetings and/or give further structural advice

#### **24.2.2 Memorials**

Two very heavy and potentially dangerous memorials were laid down by a specialist stonemason as soon as was possible.

**Cost:** £140 **Budget:** Cemeteries

Nine further memorials at Mampitts Cemetery and eight further memorials at Trinity Cemetery identified as high risk were laid down by the specialist stonemason.

**Cost:** £850 **Budget:** Cemeteries

#### **24.2.3 Damage to Caretakers' Vehicle**

On 2<sup>nd</sup> April there was an incident whereby one of the market signs being transported in the Nissan Navara hit the rear window breaking the glass.

Insurers were contacted and the rear window was replaced by Autoglass on 23<sup>rd</sup> April.

The invoice for this work will be covered by insurers with the exception of an excess on the policy.

**Cost:** £150 **Budget:** Grounds - Motor Expenses

#### **24.2.4 Lido Collapsing Timbers**

The Structural Engineer visited the Lido on the 28<sup>th</sup> April to carry out a visual structural survey concentrating on the areas of the roof that are of concern. He has prepared a report with recommendations. Final cost was lower than anticipated in the previous Clerk's Report.

**Cost:** £570.75 **Budget:** Swimming Pool - Repairs & Maintenance

Officers are assessing options to be considered at the next formal meeting of SSAC on the 9<sup>th</sup> July so that a recommendation can be put forward to the 21<sup>st</sup> July FC meeting. It is hoped that remedial work will be able to commence in September 2026.

#### **24.2.5 Extension of proposed 20mph area on the eastern side of the town**

At the Full Council meeting on 14<sup>th</sup> April, it was resolved that the whole of Shaftesbury is to have a 20mph speed limit, except for main roads, and that two speed surveys would be commissioned; one in Pound Lane and one in King Alfred's Way, as recommended by Dorset Council, but that the Interim Town Clerk would check with DC about surveying Pound Lane in view of the Shaftesbury bus gate and the survey commissioned by the town council previously.

Dorset Council confirmed that, having reviewed the i-Transport document, there is existing speed data available for Pound Lane and therefore an additional survey at this location does not need to be undertaken. On this basis, the cost (below) will be for a single survey only.

**Cost:** £295.00 **Budget:** Legal and Professional

## **24.3 Other matters to resolve**

### **24.3.1 Barton Hill Hut**

Following the council's commitment to improve Barton Hill store and for this to be the base for the grounds team, and in accordance with Full Council resolution on 27th January, officers wrote to Shaftesbury in Bloom and Shaftesbury Fringe giving 90 days' notice that items belonging to them needed to be removed from the hut.

Both groups were subsequently contacted to ensure that this request would be undertaken by the deadline of 13th May 2026.

Shaftesbury Fringe have responded that, although they have found an alternative space, they have not yet been able to confirm a date to gain full access to this and they have requested an extension to the deadline allowing them to vacate Barton Hill hut after Fringe weekend (17<sup>th</sup>-19<sup>th</sup> July 2026).

**Recommendation:** Members are requested to consider the request from Shaftesbury Fringe to extend the deadline for vacating Barton Hill hut until after Fringe weekend (17<sup>th</sup> – 19<sup>th</sup> July 2026).

### **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.

**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 - No report has been provided.

**Other Reports**

[Shaftesbury Arts Centre Link Councillors Report April 2026](#) - provided by Cllrs Heritage and Philpott.

**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.