



Shaftesbury Town Council

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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

AGENDA

FULL COUNCIL MEETING OF THE TOWN COUNCIL

You are summoned to a meeting of the council for the transaction of the business shown on the agenda below. To be held at **7pm on Tuesday 16th June 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, 10th June 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 Annual Full Council meeting held on 19th May 2026 and Extraordinary Full Council meeting held on 2nd June 2026](#)
4. [To receive a report for information to Full Council](#)
5. [To receive and note minutes of and/or to determine recommendations by committees](#)
6. [To approve payments and receive financial reports](#)
7. [To consider awarding Community Grants and SLA for 2026/2027](#)
8. [To receive and consider a request to support Dorset Community Transport](#)
9. [Clerk's Report including correspondence and progress report on Full Council business](#)

Agenda Item No. 1

Apologies – To receive and consider for acceptance

The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.

No apologies received.

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 Annual Full Council meeting held on 19th May 2026 and Extraordinary Full Council held on 2nd June 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 Annual Full Council meeting held on [19th May 2026](#) and Extraordinary Full Council meeting held on [2nd June 2026](#).

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. Cllrs Beer and Jeanes provided [a report](#) in advance of the meeting.

Other Reports

None

Local Organisation Reports

Local Organisation representatives invited to provide a report at this point.

Recommendation

That the reports are received, and any points of note are identified for future meetings of the Council or its committees or for action by officers of the Council.

To receive and note minutes of and/or to determine recommendations by committees

Reports provided within this item are to be received, they provide updates on decisions already taken by the Committee(s) and actions taken under the Scheme of Delegation (where not previously reported) that need to be resolved.

Receive and note minutes of and/or to determine recommendations by committees.

When a council delegates its responsibilities to a committee, sub-committee, officer or another local authority, they are acting for and on behalf of the council. The statutory authority for a delegation is found in Local Government Act, 1972 s.101. (NALC, 2018)

Draft minutes from the Planning and Highways committee meeting on [2nd June 2026](#).

Draft minutes from the Sustainable Shaftesbury Advisory Committee meeting on [4th June 2026](#).

Recommendations for STC to consider and resolve upon

Planning & Highways

No recommendations arising from the June meeting that require a Full Council resolution.

Sustainable Shaftesbury Advisory Committee

SuS05 To review Shaftesbury Town Council's decisions from March to May and SuSAC's recommendations of 24th February 2026

It was **RESOLVED** to request for the STC Terms of Reference Working Group to review facilitating more frequent formal SuSAC meetings and extraordinary meetings if required, and that there is option for a Co-Chair.

SuS06 To consider funding proposals for 2026/27

It was **RESOLVED** that the committee recommends to Full Council for the amount of £920 to be taken from Sustainable Shaftesbury's 2026-2027 budget for funding of the following items:

- (1) Up to £500 towards Shaftesbury Home Grown pond project.
- (2) Refund Dorset Climate Action Network £120 for joint stand and tickets for Gillingham & Shaftesbury Show in August (£60 for pitch, £60 for 4no. extra tickets for volunteers).
- (3) Pay Dorset Environmental Records Centre £300 (£250 + VAT) for Green Wheel mapping options noting that this is not an additional cost and will be taken from the Green Wheel budget previously agreed.

Officer Note: 2025 11 18, FC86c: *It was RESOLVED to ring-fence £2k from SuSAC's budget for The Green Wheel digital mapping exercise with Darwin Ecology and the National Trust providing that all the data obtained will be shared with the town council.*

Therefore, this does not need to be approved again.

SuS07 To receive updates from Working Groups

SuS07a It was **RESOLVED** to formally request of STC that the Interim Town Clerk organises a meeting with Dorset Council, to include Cllr Jeanes, to clarify the situation with the SUDS, specifically on the east side of the town, and to request a copy of the agreed Management Plan produced in 2003.

SuS07b It was **RESOLVED** for a self-contained management plan for Castle Hill Green to be put to Shaftesbury Town Council at a future meeting to provide wildflower zones in tandem with an 'education' package (to include wildlife surveys) to engage the interest of members of the public.

SuS08 To consider the 'Climate Responder of the Year 2026' award

It was **RESOLVED** for the committee to put forward a formal proposal to Shaftesbury Town Council, for consideration at the next Full Council meeting on 16th June 2026, to enter Shaftesbury in the 'Climate Responder of the Year 2026' award subject to further research by Jen Hirsch on the application process.

Recommendation

- (1) That the P&H and SuSAC minutes are received and noted.
- (2) Members are requested to consider the recommendations from SuSAC:
 - a. for the Terms of Reference Working Group to review facilitating more frequent formal SuSAC meetings and extraordinary meetings if required, and that there is option for a Co-Chair.
 - b. expenditure of up to £620, taking funds from the Sustainable Shaftesbury 2026-2027 budget.
 - c. for the Interim Town Clerk to organise a meeting with Dorset Council, to include Cllr Jeanes, to clarify the situation with the SUDS, specifically on the east side of the town, and to request a copy of the agreed Management Plan produced in 2003.
 - d. for SuSAC to prepare a self-contained management plan for Castle Hill Green to be put to Full Council at a future meeting.
 - e. that Shaftesbury is entered in the 'Climate Responder of the Year 2026' award.

To approve payments and receive financial reports

Summary

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

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

[Balance Sheet](#)

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

[List of payments](#)

[Earmarked Reserves](#)

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

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

Note: This payment has already been made as part of the application process, following approval at 2nd May 2026 EFC meeting.

No	Payee	Description	Cost
6.1	SSE Energy Solutions	New electricity supply (Mampitts Hub)	£12,427.52 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.

6.4 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 June bank reconciliation is due to be signed by Cllr Philpott.

Legal Implications

Every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. *Local Government Act 1972 s.151*

Recommendation

That the Council

- (1) receives and notes the income and expenditure records, general reserves balance and list of payments
- (2) retrospectively approves the payment to SSE Energy Solutions of £12,427.52 incl. VAT.

To consider awarding Community Grants and SLA for 2026/2027

Background

A [table of grant applications received](#) has been produced to show all information in one document. The table shows the value and purpose of each application, and/or 'grant in kind', is referenced. From 2024, surplus funds from the Coppice Street car park income are used to support local organisations and projects that will enhance the economic, social and environmental well-being of people who live and work in the Shaftesbury area.

Grants

Out of the eight applications, two were non-compliant with the policy. The table of applications includes columns (G & H) which shows compliance/non-compliance with policy. Column I shows the revised figures which are subsequently aligned with the policy.

The revised value of grant applications submitted that are compliant with policy is **£4,575.00**.

The [Grant Awarding Policy](#) can be accessed for further information.

Grant applications received were as follows:

[Lindlar Community Association](#)

[North Dorset Rugby Football Club](#)

[Open House](#)

[Shaftesbury Community Choir](#)

[Shaftesbury Cricket Club](#)

[Shaftesbury Town Silver Band](#)

[Shaftesbury Town Twinning Association](#)

[Shaftesbury Youth Club](#)

Financial Information for Grants

The value of grant applications (as submitted) is £5,532.75 revised to £4,575.00 (re compliance to policy). The budget for grants is set out in the table below.

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

Service Level Agreement

Citizens Advice Bureau have confirmed that they are seeking support from the Town Council again for 2026/27 and have sent this [funding proposal](#) to support their request.

SLA budget has been set at £5,000 for 2026/27.

Recommendation

That the Council considers

- (1) providing grants to local organisations in accordance with its Grant Awarding Policy.
- (2) providing a service level agreement to the Citizens Advice Bureau for 2026/2027.

To receive and consider a request to support Dorset Community Transport

Information

The Interim Town Clerk was approached by a Dorset Council Public & Community Transport Officer following the announcement that Shaftesbury Car Link is due to close at the end of July 2026. The below information has been received.

Further Information

Communication from Volunteer Centre Dorset to Dorset Council:

I met with volunteers from Shaftesbury Car Link who operate a 100% volunteer-run community car scheme. In the past year, their volunteer drivers have done 3,550 individual car trips – 2,100 of these to medical appointments. They advised that after 7.5 years of operation, they will cease trading on 31 July (they want to retire). I am writing to tell you this, because there are obvious upstream consequences for many elderly, disabled, frail and unwell residents in North Dorset, and the health services they need to attend – as there is no like-for-like substitute for this affordable service.

Overview

- *Operating for 7.5 years*
- *Primarily servicing residents of Shaftesbury to/from medical appointments*
- *3,550 trips in the past year (average 14 trips per day for every weekday)*
- *2,100 trips to attend medical appointments*
- *Travelled 92,222 miles in the last year*
- *430 active clients*
- *They have the only wheelchair accessible vehicle in the area with one dedicated volunteer driver (reg 2010)*
- *250 wheelchair user trips in the last year*
- *One admin manages all bookings volunteering 40 hours per week*
- *22 active volunteer drivers – many drivers are aged over 70, and even into their 80s. Volunteer driver recruitment is challenging across Dorset.*
- *They have tried unsuccessfully to recruit a volunteer administrator (people who have enquired have been put off by the workload – some days there can be up to 40 phone calls)*
- *They have run this service with no grant funding – they charge clients 60p per mile, and reimburse volunteers at 45p per mile (15p per mile covers insurance, phone costs, etc)*
- *Operation will close on 31 July 2026 with no succession plan*

Many residents cannot access taxi services because of cost, them not being able to wait during appointments (or cost of 50p per minute), and lack of availability because of engagement for school transport.

Our assessment is that due to need and scale, this service has outgrown being viable as a wholly volunteer-led service. To successfully retain this service (and other similar ones), there would need to be a paid admin co-ordinator (either central or local). There are digital improvements that could be made to the service, however it is clear that their current processes are built around the needs of their elderly service users and volunteer drivers (with limited digital literacy).

This situation is not unique and there is increasing demand for volunteer drivers across Dorset, and also for admin support for community transport schemes. Some of you may be aware that another community car scheme Nordcat closed in North Dorset last year. With volunteer drivers aging, demand for community

transport services increasing, and other good alternatives unavailable – an urgent discussion would be welcome.

A meeting was held between Dorset Council, Shaftesbury Car Link, Dorset Community Transport (DCT), Volunteer Centre Dorset and Cllr Derek Beer.

It was discussed that the best option would be for DCT to take on a paid role to coordinate to arrange lifts with the drivers that already volunteer for the scheme.

DCT have sent the following proposal:

You'll recall from our various funding applications to you for our Community Engagement Support Officer role, that £5K covers such an admin. role for 10 hours/week for 6-months. Therefore, based on anticipated rates for 2026/27 we'd be seeking in the region of £21K/year funding to provide a year-round 20 hours/week (based on a 4 hours/day Mon-Fri). Approx. £16K/year, if that were reduced to 15 hours/week (3 hours/day Mon-Fri). I appreciate those are not insignificant figures.

The anticipated £.015 mile charged to users (over and above the £0.45 AMAP) would contribute to any direct costs incurred by our charity over and above this funding (i.e. workstation, IT, management/oversight resource).

As discussed in our meeting, given our established operation, there is no need to find dedicated office space, or to set up from scratch a whole new organisation/operation. This would be an affordable (and very timely) means of taking on delivery of the scheme (albeit a slightly revised format) by way of us diversifying our CT service offering for Dorset.

Note: The fuel rate has gone up for drivers, from 45p per mile to 60p, so the figure DCT will be looking for will be slightly enhanced.

Financial Information

The town council financially supported Car Link in April 2025 with £500 and in August 2025 with £3,000.

Car Link approached STC to advise that no further contributions are required due to other secured funding, which meant that STC did not budget for any such expenditure in the financial year 2026/27.

As per the internal auditor's report, the general reserve balance has increased during the year, although remains below the recommended range. A further review will take place at the next interim audit.

Therefore, officers would not recommend using General Reserves to support the request from Dorset Council/DCT in this financial year. However, members may wish to consider including this in next year's budget.

Recommendation

Members are requested to consider the information presented and if they wish to budget financial support in 2027/2028.

Clerk's Report including correspondence and progress report on Full Council business

Report Content/Detail

Reports provided within this item are to be received, they provide updates on decisions already taken by the Council and actions taken under the Scheme of Delegation (where not previously reported) that need to be resolved.

9.1 Clerk's Report

P&H Committee

Following the Annual Full Council meeting on 19th May, it has been confirmed that Cllrs Brown and Daultrey have also opted out of the P&H committee.

Therefore, members of the committee are confirmed as Cllrs Barratt (Vice-Chair), Dibben, Edwyn-Jones, Elmendorff (Chair), Hollingshead, Smith and Yeo.

Barton Hill Car Park

At the FC meeting on 17th March 2026 (FC147) - *It was RESOLVED to enquire with the company who installed the surface if they still have a specification for the work carried out and to request a quote to survey the car park and to undertake the remedial works.*

Following information received by Cllr Dibben officers contacted the architects who were supposed to hold the information. However, they do not have the relevant information. To note, the contractor who carried out the work is no longer trading. Therefore, this has not been progressed.

Shaftesbury Football Club Sinking Fund Statement

As per the Deed of Variation, £26,000 has been put into the account in 2025/26. The [latest statement](#) has been received for the period 3rd April 2026 to 5th May 2026.

Maple Road Play Area Transfer

The transfer from Persimmon directly to Shaftesbury Town Council is still 'work in progress'. The solicitors are working on this transfer, and a further update will be provided when available.

Meles Mead, East Green and The Rickyard Transfer

Following the submission of the Expression of Interest by Shaftesbury Town Council to Dorset Council, DC have confirmed they are supporting the transfer to STC, and this will be progressed by the solicitors.

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

- 9.2.1 Laptop for the new Town Clerk, sourced from the IT support company.
Cost: £695 + £80 setup
Budget Line: IT Equipment
- 9.2.2 Tracker for the new van for the safety of lone-working caretakers.
Cost: £144.15 including three-year subscription to the data service.
Budget Line: Grounds Motor Expenses
- 9.2.3 Insurance of new Caretakers' vehicle (from 9th June 2026 until renewal)
Cost: £905.69 (incl. Insurance Premium Tax)
Budget Line: Legal and Professional - Insurance

9.2.4 Bluetooth photometer for Lido to enable water testing (to replace broken machine).

Cost: £480.20

Budget Line: Swimming Pool – Equipment/Supplies Purchases

Recommendation

That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees and to **resolve** on any matters as referenced above.

9.3 Other Matters to resolve

9.3.1 To consider a consultation by Dorset Council on dogs in public spaces

At the end of May, Dorset Council launched a [consultation on a proposed dog-related Public Spaces Protection Order \(PSPO\)](#). A PSPO is a legal tool councils can use to help keep public places safe and enjoyable for everyone by setting clear rules on things like dog fouling, where dogs can go, and when they need to be on a lead.

The current PSPO has been in place since January 2024 and is due to expire at the end of this year. [The consultation is open until 7th August 2026](#) and gives people the chance to comment on:

- Where dogs should or should not be allowed.
- Seasonal or time-limited restrictions (including on beaches).
- Lead length and when dogs should be kept on a lead.

The new order will come into force on 1 January 2027 and remain in place for three years.

Recommendation: Members are requested to consider if they wish officers to collate feedback for submission to Dorset Council before 7th August 2026 or if it would be more appropriate to respond in an individual capacity.

9.3.2 20mph Speed Limit in Shaftesbury

Following the application to Dorset Council, officers have received an [email acknowledgement from Dorset Council](#) which provides an update on expected timelines for any such application.

The traffic survey in King Alfred's Way has been completed, and it has been confirmed that STC can progress the next step in this 20mph scheme. The advice from Dorset Council as to the next steps is as follows:

The speed survey results mean you can now move forward to the next stage, which is for the TC to develop a plan for local engagement. This should include a clear narrative setting out why the TC wishes to pursue reduced speed limits, alongside maps showing the proposed extent of the scheme. The scheme should also incorporate the proposal to reduce Christys Lane / Grosvenor Road to 30mph.

This can then be supported by a timeline for decision-making, aligned with scheduled TC meetings. The TC may wish to consider establishing a working group to support officers.

Dorchester TC set up a working group some months ago and has now initiated its engagement process, as highlighted in this recent article: [Proposal for 20mph limit for all of Dorchester's roads | Dorset Echo](#).

Once the TC has prepared an engagement plan, DC are able to provide advice on whether it is likely to meet the policy requirement, which specifically requires the TC to demonstrate significant community support.

Recommendation: Members are to note the update and consider if they wish to form a working group to progress this scheme or to discuss this further at a future Full Council meeting when the Working Groups will be reviewed.