



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 18th August 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](#).

Matthew Harrison

Town Clerk, 12th August 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. [To approve the minutes of the Full Council meeting held on 21st July 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 review the Terms of Reference for Advisory Committees](#)
8. [To consider and review quotes for the repair of the Lido Glulam beams](#)
9. [To consider the recommendations from the Barton Hill Hut working group and resolve on next steps](#)
10. [Clerk's Report including correspondence and progress report on Full Council business](#)

Agenda Item No. 1

Apologies – To receive and consider for acceptance

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

Apologies received from Cllrs Brown and Salkeld.

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 – re-adopted in May 2026. 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

To approve the minutes of the last Full Council meeting held on 21st July 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 meeting held on [21st July 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 & Jeanes provided a report.](#)

Other Reports

None

Local Organisation Reports

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

[Shaftesbury Arts Centre](#) – report from Cllrs Heritage and Philpott

[North Dorset Tourism Forum, North Dorset Transport Group, Devolution Working Group, Chamber of Commerce](#) – reports from Cllr Edwyn-Jones

Recommendation

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

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

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

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

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

Minutes for the Planning & Highways Committee and Advisory Committees are provided for information using the hyperlinks below and any recommendations for Full Council to consider are noted.

Draft minutes from the Arts & Culture Advisory Committee meeting on [28th July 2026](#)

Draft minutes from the Planning & Highways Committee meeting on [4th August 2026](#)

Recommendations for STC to consider and resolve upon

Arts & Culture Advisory Committee

AC1 To elect a Chair and Vice-Chair for 2026/27

Fran Hill was re-elected as Chair of the Advisory Committee.

Cllr Barratt was re-elected as Vice-Chair of the Advisory Committee.

AC5 To receive a presentation by TrailTale

[Presentation to the committee](#)

It was **RESOLVED** to seek support in principle and funding support from Shaftesbury Town Council for the provision of a mobile phone-based town trail for Shaftesbury.

Officer Note: The initial cost for one trail with up to 25 points of interest is £2,995 + VAT, with funds taken from budget line EMR Town Branding/Signage. The cost of hosting trails on the TrailTale platform beyond the initial 2-year period is £150 + VAT.

AC9 To discuss the Terms of Reference

Members noted the proposed amendments to the Terms of Reference and it was **RESOLVED** to recommend to Full Council to approve and adopt the '[Shaftesbury Arts & Culture Working and Advisory Committee Terms of Reference 2026](#)' with the correction that committee meetings will be held every third month on the last Tuesday of the month.

Recommendation

- (1) That the A&C and P&H minutes are received and noted.
- (2) That the election of Fran Hill as Chair and Cllr Barratt as Vice-Chair of the Arts & Culture Advisory Committee is approved.
- (3) That Full Council considers supporting a mobile phone-based town trail with an initial cost of £2,995 + VAT with funds taken from budget line EMR Town Branding/Signage and considers ongoing costs.
- (4) That Full Council notes that the Arts & Culture Committee agreed to the proposed changes to the Terms of Reference. (See agenda item 7 for further approval)

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

No	Payee	Description	Cost
6.1	Farnfields Solicitor	Professional Fees Mampitts Hub	£10,839.60

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.

6.2 Bank Reconciliation

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

In Cllr Salkeld's absence, and as Cllr Smith approved the bank reconciliation for the month of June, the July bank reconciliation is to be signed by Cllr Williams.

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, balance sheet and general reserves balance and payment list for this month and raises any queries it may have
- (2) approves the payment to Farnfields Solicitor of £10,839.60

To review the Terms of Reference for Advisory Committees

Background

At the 27th January 2026 Full Council meeting it was resolved to form a Working Group consisting of Cllrs Elmendorff, Heritage and Williams to review the Terms of Reference for each of STC's advisory committees.

Information

Having carried out a review, the Working Group provided the following recommendations:

Overarching aim: To change the names from advisory committees to Working and Advisory Committees and update current Terms of References.

Chairs of these working groups can be called to speak to relevant agenda items at Full Council at the discretion of the Chair.

General note: Reference to Chairman and Vice-Chairman has been amended to *Chair* and *Vice-Chair* throughout.

Further Information

Mampitts Advisory Committee (MAC)

Members are to note that consideration to the Mampitts Advisory Committee will be given once construction of the Mampitts hub commences. This will be brought back to Full Council on a future agenda.

Sustainable Shaftesbury Advisory Committee (SuSAC)

Suggested amendments to [current Sustainable Shaftesbury Advisory Committee ToR](#) are:

2.1 The main purpose and function or remit of SuSAC is to monitor and further the Sustainable Shaftesbury Masterplan Vision Statement and Action Plan adopted by Shaftesbury Town Council (STC) on 20th February 2024. SuSAC will oversee the process of preparing, updating and researching proposals in the plan, initiating or implementing community consultation and involvement, identifying funding streams and providing recommendations to STC.

3.1 The Advisory Committee will be formed of interesting and experienced volunteer citizens regardless of geographical location and may include no more than three elected members of STC. The Advisory Committee may form working groups or sub committees at its discretion to undertake various aspects of the work involved in producing its recommendations. Working groups will report to the Advisory Committee and act under its direction.

3.2 The two co-Chairs of the committee will be decided by the membership of the committee at its first meeting. If neither is present, members will elect a chair for the meeting from their number.

4.1 The Town Council will advise on the preparation of recommendations linked to the Action Plan to ensure the plan is prepared expeditiously and that overall expenditure falls within the budget allocated by the Council for each financial year.

4.3 To allow the advisory committee to carry out its work effectively and efficiently, including provision of the town hall venue for formal meetings and the provision of secretarial and admin staff to support it, including the distribution of notes, agendas, minutes and reports.

7.1 SuSAC will meet formally every third month, on the last Tuesday of the month.

8.3 SuSAC will regularly update and report its progress to the Clerk of the Council and the Responsible Financial Officer for the Council, ensuring that both are aware of any budgetary implications of its work.

9.3 These terms shall apply from the date of this document.

9.4 These Terms of Reference will be kept under review by the Town Clerk and amended as required by resolution of the Full Council of STC.

Shaftesbury Swimming Advisory Committee (SSAC)

Suggested amendments to [current Shaftesbury Swimming Advisory Committee ToR](#) are:

3.4 to read Support the preparation of any future Lido Plans as agreed between the council and the committee.

3.5 Change organization to organisation.

9.1 Amend pronoun to they.

Arts & Culture Advisory Committee (A&C)

Suggested amendments to [current Arts & Culture ToR](#) are:

1.3 - At [council meeting date] Shaftesbury Arts & Culture Advisory Committee was renamed the Shaftesbury Arts & Culture Working and Advisory Committee/Group – added.

3.1 has been amended to read “The Advisory Committee will be formed of interested and experienced volunteers regardless of geographical location of their primary domicile. No more than three elected members of Shaftesbury Town Council may also be members of the Advisory Committee.

4.2 has been amended to read: Provide some resources to allow the advisory committee to carry out its work effectively and efficiently, including the town hall venue for meetings and limited secretarial and admin staff to support it, including distribution of notes, agendas, minutes and reports.

7.4 – The Working and Advisory Committee Chair can be called to speak to relevant agenda items at full council meetings at the discretion of the Mayor,.

8.1 has been amended to read: The Advisory Committee will usually meet formally every third month, on the last Tuesday of the month, and informally in the months between the formal meetings, organising meetings within its own membership.

Shaftesbury Neighbourhood Plan Advisory Committee (SNPAC)

Suggested amendments to the [current Shaftesbury Neighbourhood Plan Advisory Committee ToR](#) are:

8.1 The Advisory Committee will normally meet monthly during the review and upgrade of the Plan, typically over a 2-3 year period, to support timely progress. Subgroups may meet more frequently as required. Following submission of the Plan for inspection, meetings will be held on an ad hoc basis. Between adoption of the Plan and commencement of the next review cycle, the Advisory Committee will be placed in abeyance.

Recommendation

Members are requested to consider the information presented and resolve to

- (1) Change the Advisory Committees to Working and Advisory Committees
- (2) Approve the amendments to the Terms of Reference for Sustainable Shaftesbury, Shaftesbury Swimming, Arts & Culture and Shaftesbury Neighbourhood Plan.

- (3) Members are to note that consideration to the Mampitts Advisory Committee will be given once construction of the Mampitts hub commences. This will be brought back to Full Council on a future agenda.

To consider and review quotes for the repair of the Lido Glulam beams

Background

Significant splitting of one of the Lido glulam beams occurred at Christmas 2025. The beam has been supported by temporary acrow props since.

Information

Following the update provided in the 19th May Full Council agenda, three quotes for the repair works were sought. These were on the basis of the structural engineer's report. Quotes have now been received and can be viewed below.

Quotes have been sought to remove the affected beam, remove the roof on the entrance side and deep end of the Lido, construct a new roof over the pool office, to make good all affected areas, relocate and replace affected lighting and make good the shower area. Also to treat the remaining glulam beams to increase the longevity of the remaining beams.

Given the need to undertake these works at the quietest time of the trading year for the Lido – September and October – the recommendation has taken into account availability of contractors.

Financial Information

[Contractor A – Quote](#)

[Contractor B – Quote](#) This contractor is the recommended option, due to availability, experience of construction on similar projects and recommendation from neighbouring parishes.

[Contractor C – Quote](#)

Budget line to fund these works from is EMR Swimming Pool Capital with a current balance of £35,105.

Recommendation

Members are requested to commission Contractor B at a cost of £24,882 + VAT taking funds from budget line EMR Swimming Pool Capital.

To consider the recommendations from the Barton Hill store working group and resolve on next steps

Background

It was resolved to set up a Working Group, to include Cllrs Dibben, Williams and Yeo to develop a proposal for the replacement of Barton Hill store, at the Full Council meeting of 17th March 2026. An update is below.

Information

A link to a [report from Cllr Dibben](#) is here.

Cllrs Dibben, Hollingshead, Williams and Yeo have concluded there are two options formulated on the attached information, which are based on the set budget of £30,000.

Ahead of undertaking a detailed investigation into the existing concrete base, based on the specification shown, a modern metal building is the cheapest option and is industry recommended, and is likely to fit within the budget. But, it should be noted, this budget will not allow for the building to be fully kitted out.

Financial Information

Budget line to fund these works from is EMR Barton Hill hut with a current balance of £30,000.

Recommendation

Members are requested to delegate to the Town Clerk to:

- commission a structural survey of the existing concrete base of the Barton Hill Store and work up an options appraisal of either a new metal building or a new timber building on the site
- liaise with the Bowling Club and consider implications of potentially separating the building and services
- bring a detailed proposal back to Full Council for consideration

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

Report Content/Detail

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

10.1 Clerk's Report

10.1.1 Youth Club Building

A meeting has been arranged on Tuesday 18th August at the Youth Club. This will be attended by the Town Clerk, DH Chartered Surveyors (who carried out a survey of the building in January 2025), John Crompton (structural engineer) and an operative from Burfitt & Garrett Ltd who will be able to carry out the intrusive opening-up work (and subsequent making good) in the areas most affected by damp.

A verbal update will be provided at the meeting.

10.1.2 Mampitts Hub

Final legal agreements are now with Dorset Council. A pre-construction contract meeting between STC, the building contractor, the architects and the QS is scheduled for Tuesday 18th August.

A verbal update will be provided at the meeting.

10.1.3 Mampitts Hub Grant Funding

A grant application to the National Lottery Community Fund has been successful and the town council has been awarded £20,000.

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

10.2.1 Laptop

Replacement laptop for Project Support Officer

Cost: £710 including setup by 4c

Budget Line: IT equipment

10.2.2 Play Park repairs

Ongoing maintenance and repairs in play parks at Ash Close, Wincombe Recreation Ground and Barton Hill

Cost: £1,619

Budget Line: Playpark repairs/maintenance

10.2.3 New Photocopier

Lease renewal with Clarity Copiers (Dorset) including provision of new machine - first payment to be taken in October 2026. This decision was taken due to a monthly cost saving of £5.44

Cost: £63.79 per month (for 5-year lease of device and service agreement)

Budget Line: General Running Costs – Printing

10.2.4 Nissan Navara repairs

The vehicle is being prepared for sale; however, aircon service and EGR pipe replacement had to be carried out beforehand. Note: The budget line is overdrawn due to the purchase of the EV Vehicle, however as agreed the sale of the Nissan will offset this current overspend.

Cost: £1,194

Budget Line: Motor Expenses

Recommendation

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

10.3 Other Matters to resolve

10.3.1 Abbey School parking issues

Residents living near the Abbey CofE Primary School on St James Street report significant traffic disruption during school drop-off and pick-up times (Monday to Friday, 8:30-9:00am and 2:30-3:00pm during term time). The resulting congestion creates safety risks for pedestrians and has reportedly obstructed emergency vehicles. Areas of particular concern are St James Street, Foyle Hill (approximately 300 yards from its junction with St James Street), Raspberry Lane, and the B3091 St John's Hill for around 145 metres downhill from St James Street.

Following a meeting involving STC councillors, Melbury Abbas and Cann Parish councillors, the Town Clerk, Dorset councillors, residents and a Dorset Highways officer, Dorset Highways agreed to install temporary traffic cones along the affected section of the B3091 for one week from the start of the autumn term to assess parking displacement. STC and Melbury Abbas and Cann Parish councillors will also establish a rota to engage with parents and monitor the impact of the trial.

A further meeting has been arranged for the 2nd September between residents, STC councillors, Melbury Abbas and Cann Parish councillors, Dorset Highways, the Dorset Road Safety Officer, and the school's headteacher and governors to review the trial, discuss concerns, and consider longer-term solutions. It is also recommended that STC and Melbury Abbas and Cann Parish Council formally request Dorset Council to install permanent double yellow lines along the 145-metre section of the B3091. This proposal will be considered at the P&H meeting on 1 September.

Cost: £0

Budget Line: N/A

Recommendation: Members are requested to commit to supporting the rota for ascertaining the effectiveness of the temporary traffic cones.

10.3.2 Contractors' Pollution Liability Insurance – Mampitts Hub

The Town Council has been advised to take out the above insurance, during the build phase, in case any contamination is found. This is a previous greenfield site, therefore taking out insurance cover for one year only whilst the Hub with associated landscaping is constructed is deemed as being sufficient. The cover is £2m, with £10,000 deductible for a one-year term.

Cost: £9,150 (incl IPT and professional fee for consultant)

Budget Line: EMR Mampitts Hub

Recommendation: Members are requested to approve taking out the Contractors' Pollution Liability insurance at a cost of £9,150 for one year only, with funds taken from EMR Mampitts Hub.

10.3.3 To consider a request for funds to install a car park barrier at the Youth Club car park

The Town Council has [received a request from the Youth Club](#) to finance the installation of a barrier to the entrance of the car park.

Members should note that STC has not budgeted for this expenditure and should therefore consider if funds should be taken from EMR Street Furniture or if this should be deferred to the next financial year.

Cost: £1,770

Budget Line: EMR Street Furniture

Recommendation: Members are requested to consider this request and either (1) defer this to next financial year and include the expenditure in the budget OR (2) fund the installation of a barrier taking funds of up to £1,770 from budget line EMR Street Furniture.

10.3.4 Mampitts Hub S38 Agreement – Highways consultant

Following the change to the car parking layout, a S38 agreement is required to ensure that the road is still in an adoptable standard. A Section 38 agreement is a legal arrangement under the Highways Act 1980 that allows a developer-built road to be adopted by the principal council.

The architect sought three quotes which are summarised below.

Company A - £5,450 + VAT

- Commencement within three weeks from appointment and expect to issue a completed design pack within the following four weeks.
- Fee includes checking and incorporation of comments but excludes significant revisions due to design changes.
- Excludes site visits, Permit application fees, traffic sign design, TROs, utility diversions, Road Safety Audit costs and other third-party/survey fees.
- Meetings or site visits charged out at £450 + VAT per meeting (including travel costs).
- Assumes provision of current Maple Road S38 design drawing in dwg format; as discussed previously there may be an additional cost if only pdfs can be provided.

Company B - £5,500 + VAT

- Commencement as soon as instructed and sent the topographical survey.

- Includes reasonable out-of-pocket travel expenses but excludes statutory fees required by highways, local and drainage authorities.
- Excludes follow-on work after Technical Approval, construction support, specialist design, and any significant changes to the agreed layout.
- Road Safety Audit, if required, to be undertaken by a separately appointed auditor, with Company B providing the brief and design response.
- Company have advised Dorset has taken six months to approve similar applications in the past.

Company C - £5,250 + VAT

- Additional fees may apply for post-submission work and agreements.
- Quote lacks detail.

Considering the above, the architect's recommendation is to appoint Company A. Their fee and scope are similar to Company B, and they are already part of the consultant team. They understand the project which will reduce coordination time and provide continuity.

Cost: £5,450 + VAT

Budget Line: EMR Mampitts Hub

Recommendation: Members are requested to consider the above information and appoint Company A for the S38 agreement at a cost of £5,450 + VAT taking funds from budget line EMR Mampitts Hub.