



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

A G E N D A

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 15th September 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, 9th September 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 18th August 2026 and the Extraordinary Full Council meeting held on 1st September 2026](#)
4. [To receive a report for information to Full Council](#)
5. [To receive and note minutes of and/or to determine recommendations by committees](#)
6. [To approve payments and receive financial reports](#)
7. [To approve placement fees for agency employees](#)
8. [To establish a Projects and Assets Committee](#)
9. [To commission the services of consultants to develop a Strategic Funding and Investment Programme](#)
10. [To approve urgent tree works](#)
11. [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 Edwyn-Jones and Philpott.

Agenda Item No. 2

To receive any Declarations of Interests and Requests for Dispensation

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct – 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 Full Council meeting held on 18th August and the Extraordinary Full Council meeting held on 1st September 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 [18th August 2026](#) and the Extraordinary Full Council meeting held on [1st September 2026](#).

Agenda Item No. 4

To receive a report for information to Full Council

Civic Report

Councillors are invited to provide a report at this point. [Mayoral Diary](#)

Dorset Council Reports

Dorset Councillors are invited to provide a report at this point – [Cllrs Beer and Jeanes have 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).

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 Sustainable Shaftesbury Advisory Committee meeting on [25th August 2026](#)

Draft minutes from the Planning & Highways Committee meeting on [1st September 2026](#)

Draft minutes from the Mampitts Advisory Committee meeting on [8th September 2026](#)

Recommendations for STC to consider and resolve upon

Sustainable Shaftesbury Advisory Committee

SuS15 To consider Committee membership

It was **RESOLVED** that the committee recommends to Full Council for Jamie Medley and Catherine Simmonds to join the Sustainable Shaftesbury Working and Advisory Committee.

SuS16 To review Funding for 2026-2027

It was **RESOLVED** that the committee recommends to Full Council that £5,000 are allocated to the Sustainable Shaftesbury Working and Advisory Committee in the 2027-28 budget.

SuS18 To discuss the Sustainable Shaftesbury Vision Statement and Masterplan 2024-2031

It was **RESOLVED** to put forward a formal proposal to Full Council that Shaftesbury declares itself to be a Butterfly Friendly Town.

SuS20 To discuss Dorset Council's Right of Way Improvement Plan 2026-2036 consultation

It was **RESOLVED** that the committee requests support from Full Council for a multi-user path/cycle way between Shaftesbury and Gillingham.

SuS21 To discuss Dorset Conference of the Parties (COP) 2026

It was **RESOLVED** that the committee recommends to Full Council to deliver a workshop and/or exhibit on the Green Wheel Project/Nature Friendly Town at Dorset COP 26 taking funds of £25 for a 6ft table from budget line Reserves & Projects – Sustainable Shaftesbury.

Recommendation

(1) That the SuSAC, P&H and MAC minutes are received and noted.

- (2) That Jamie Medley and Catherine Simmonds joining the Sustainable Shaftesbury Working and Advisory Committee is approved.
- (3) That £5,000 are allocated to the Sustainable Shaftesbury Working and Advisory Committee in the 2027-28 budget.
- (4) That Full Council considers supporting a proposal that Shaftesbury declares itself to be a Butterfly Friendly Town.
- (5) That Full Council considers supporting a multi-user path/cycle way between Shaftesbury and Gillingham.
- (6) That Full Council approves for the Sustainable Shaftesbury Working and Advisory Committee to deliver a workshop and/or exhibit on the Green Wheel Project/Nature Friendly Town at Dorset COP 26 taking funds of £25 for a 6ft table from budget line Reserves & Projects – Sustainable Shaftesbury.

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 Solicitors	Legal fees – Mampitts Hub	£6,321 + 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.

6.2 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.*

The September bank reconciliation is due to be signed by Cllr Salkeld.

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 payment lists for this month and raises any queries it may have
- (2) approves the payment to Farnfields Solicitors of £6,321 + VAT.

To approve placement fees for agency employees

Information

Shaftesbury Town Council has experienced significant turnover of caretaking staff this year. This has resulted in sporadic service delivery and increased burden on office staff having to manage short-term operational challenges and additional recruitment demands.

Since 20th July, the council has been employing two agency workers via a local recruitment agency. Both have settled in well. The Town Clerk recommends offering both workers permanent positions to continue stability of caretaking service delivery and reduce recruitment and management burden on office staff. Both job offers would be subject to successful completion of a probationary period.

Financial information

As part of the terms of business with our preferred recruitment agency, when we offer agency workers permanent employment, there is a fee due to the agency. For the two workers to become STC employees, the fee due is £4,300.20 + VAT. To be funded from the Staff Recruitment budget line. This is over the standard delegated authority spend for the Town Clerk.

Recommendation

1. Council to note the Town Clerk to make job offers to the two agency caretakers
2. Council to approve expenditure of £4,300.20 + VAT to be spent from the Staff Recruitment budget line

To establish a Projects and Assets Committee

Information

The Mampitts Advisory Committee has demonstrated the value of a dedicated forum for project delivery, enabling more detailed consideration than is possible at Full Council and benefiting from input from professional advisers. In contrast, other significant projects, including the Town Hall renovation, Youth Club review, play area improvements and Barton Hill store replacement, have progressed more slowly. There is also no consistent mechanism for strategic oversight of the Council's wider asset portfolio.

As the Mampitts project moves into the construction phase, councillors should consider redirecting the resources currently allocated to the advisory committee towards a new standing committee focused on projects and assets. Such a committee could oversee capital project delivery, asset management and maintenance strategies across the Council's estate.

It is therefore recommended that the Council establish a Projects and Assets Committee (PAC). The PAC would:

- Provide strategic oversight of Council assets and capital projects, ensuring a consistent approach to stewardship, development and enhancement.
- Be open to all councillors.
- Operate as a standing committee with delegated authority for projects and assets, similar to the Planning and Highways Committee's role in planning and highways matters.
- Replace the Mampitts Advisory Committee within the meeting cycle, with the Mampitts Advisory Committee becoming a working group reporting to PAC.
- Establish additional working groups where required.

Financial information

There are no financial implications regarding this proposal.

Recommendation

1. Members are requested to resolve to establish a new standing committee of the Council, to be called the Projects and Assets Committee. To take the calendar place of the current Mampitts Advisory Committee which would become a working group of the Projects and Assets Committee.
2. To resolve that a Terms of Reference be brought to the next Full Council for approval, that membership of the committee is agreed at next Full Council with the first Projects and Assets committee meeting taking place on 10th November.

To commission the services of consultants to develop a Strategic Funding and Investment Programme

Information

As part of its 2027-28 budget planning, Shaftesbury Town Council will review its Strategic Plan, last adopted in April 2025. The revised plan is expected to focus on investment in key assets, particularly: (i) refurbishment of the Town Hall interior; (ii) assessment and repair of the Youth Club building; and (iii) renewal and improvement of Wincombe Recreation Ground. A significant challenge is the scale of investment required across these assets, which exceeds the Council's historic capital renewal reserves.

Each project is likely to be eligible for substantial external grant funding due to its community benefits. The Town Hall serves as both the Council's headquarters and a well-used civic and community venue. The Youth Club provides important youth outreach services, while Wincombe Recreation Ground is a heavily used open space within a growing residential area. All are likely to attract different grant opportunities.

Following approval of the 2027-28 budget and updated Strategic Plan, the Council is likely to require external support to identify funding opportunities and manage the delivery of these projects.

Further information

The Town Clerk has [received a proposal](#) from a specialist consultancy service involving funding strategy, business planning, grant identification and project development. The consultants have set out:

- scope of works;
- deliverables;
- programme;
- fee structure;
- payment schedule; and
- relevant experience.

The proposal aligns with the Council's likely forthcoming projects.

Financial information

The contract value is £5,500 + VAT. This can be met from both the Town Hall Refurbishment EMR (current balance £4,000) and Youth Club EMR (current balance £5,000). Councillors should note the procurement requirements of Financial Regulation 5.8 regarding the obtaining of three fixed-price quotations for contracts over £5,000. The clerk recommends that Financial Regulation 5.13 applies; the requirement to obtain competitive prices in these regulations need not apply to contracts that relate to services that are only available from one supplier. The proposal is highly specialist and specific to the Council's need, offer low risk but potential high value and will enable us to expedite progress on the above projects.

Recommendation

1. Resolve that, due to the highly specialist and specific proposal, Financial Regulation 5.13 applies.
2. Resolve that Shaftesbury Town Council appoint the recommended consultant to undertake the Strategic Funding and Investment Programme as detailed within the proposal provided at a fixed cost of £5,500 plus VAT, with expenditure to be funded from the Town Hall Refurbishment and Youth Club EMRs (£2,250 from each), and that the Town Clerk be authorised to finalise and sign the consultancy agreement on behalf of the Council.

To approve urgent tree works

Background

At the July 2026 Full Council meeting, members received the tree risk assessment reports and -

It was **RESOLVED** to

- (1) carry out the works recommended within the next three and six months, to a value of £30,074.75 (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).
- (2) defer the works recommended within the next 12 and 24 months for the financial year 2027/28.
- (3) vire £5,000 from budget line Grounds Repair & Maintenance to budget line Tree Works.

Information

In addition to the above, four trees needed further investigation to ascertain works required -

- Tree T19 Tout Hill
- Tree T2 Pine Walk
- Tree T4 Pine Walk
- Tree T47 Pine Walk

Surveys were carried out on 6th August 2026, and costs have now been received from the tree work contractor.

1. **Tree T19 Tout Hill:** Large Beech

Recommendation from Tree Survey/Report: *This tree represents a high risk of catastrophic failure. Fell to ground level. Timescale within one month of the date of this report, or as soon as reasonably practicable.*

Cost: To section fell, leaving all brushwood and timber in long lengths on the bank at the top to avoid risk of falling into the road - £2,800 + VAT

Note: The above cost is for felling only however Tout Hill would need to be closed for two days whilst the work is carried out (due to a risk of stones, etc being disturbed and falling into the road) and there would be an additional cost for the road closure. This is currently being investigated, and a verbal update will be provided at the meeting with regard to the expected cost of the road closure.

2. **Tree T2 Pine Walk:** Beech

Recommendation from Tree Survey/Report: *The tree has a 20% lean to the East and has shed large limbs under wind loading leaving open wounds which present entry points for pathogens. The extensive historic fruiting bodies and tests results indicate aggressive decay patterns, and the root system is likely to be compromised. Monolith to above the lowest branches 6-8m from ground level.*

Cost: To section down to an 8-10m monolith, with all brushwood chipped and timber removed - £3,600 + VAT

3. **Tree T4 Pine Walk**

Recommendation from Tree Survey/Report: *No work at time of inspection.*

Cost: N/A

4. Tree T47 Pine Walk: Very large Beech

Recommendation from Tree Survey/Report: *Fell to ground level. Timescale within three months of the date of this report.*

This is a very large tree located in a difficult position. Following the tree survey/report, the tree work contractor discussed the above recommendation with the surveyor, and two options were subsequently put forward.

Option 1: To section down to a 10-15m monolith

Cost: £10,200 + VAT

OR

Option 2: To section fell to ground level

Cost: £14,800 + VAT

Both options include for all brushwood to be chipped; some on the bank where safe to do so and some timber to be stacked in a large hollow to the bottom right of the tree that, again, would be safe, with the remaining timber that cannot be stacked to be removed.

Option 1 would make the tree safe as all the weight would be removed from it and it is likely to stay standing for a considerable length of time. It would also be monitored during each survey, and it is therefore felt that this option would be preferable. It should be noted however that, although leaving the main stem as a monolith is the cheaper option, at some point it may need to be removed.

Due to budget constraints and Option 1 being a safe option, Officers would recommend to proceed with Option 1.

Additional Information

In addition to the above, trees at the rear of Jeanneau Close were missed from Dorset Council's initial risk assessments.

These assessments have now been received and 2no. Ash trees require works, within six months, at a total cost of £675 + VAT.

Recommendations

1. Members are requested to approve the urgent works to trees T19 Tout Hill at £2,800 + VAT, T2 Pine Walk at £3,600 + VAT and T47 Pine Walk at £10,200 + VAT with funds taken from budget line Tree Works.
2. Members are requested to note the urgent works to 2 Ash trees at Jeanneau Close at £675 + VAT with funds taken from budget line Tree Works.
3. Members are requested to note the overspend on budget line Tree Works.

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.

11.1 Clerk's Report

11.1.1 Lido glulam beams replacement and roof works

The contractor for the works has been commissioned, risk assessments undertaken and insurances provided. The work is due to commence on 1st October and scheduled to be complete by the end of the month.

11.1.2 Youth Club building assessment

At the time of publication of the agenda, we are awaiting the updated structural survey and building conditions report. This is expected to be provided by the meeting so a verbal update will be provided. Separately, a review of the council's (now lapsed) lease with the Youth Club trustees has started.

11.1.3 Barton Hill store

As resolved at last Full Council, a survey of the concrete plinth has been commissioned. An exploratory meeting with potential building constructors is in hand. A meeting with the bowling club has reached agreement in principle of works to separate the existing store (at point of destruction) and make good the bowling club building.

11.1.4 Mampitts Hub

All legal contracts are now in place; work will commence on site on 14th September and monthly site visits for the project team are scheduled. Organised visits for Councillors to see progress will be arranged. Councillors are reminded that any visits to the site need to be pre-arranged and with the permission of the Town Clerk and our contracts administrator.

11.1.5 Maple Road play area

A draft agreement from Persimmon has now been received and is being reviewed by STC solicitors. Agreement has been reached with Persimmon for them to replace x9 dead trees at the site. Once the draft agreement has been agreed in principle, a schedule of works to make good any defects will be established and agreed before site transfer.

11.1.6 Councillor Yeo censure notice

As per the resolution at the Extraordinary Full Council meeting of 1st September 2026, a [formal censure notice](#) has been sent to Councillor Yeo.

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.

11.2 Other Matters to resolve

11.2.1 Renew Shaftesbury Maces Loan Agreement with British Museum

Shaftesbury Town Council is the owner of two maces; historic artefacts dating from the late 1400s. The combined value of both maces is £280k. Due to there being no appropriate storage space in Shaftesbury, the maces have been on loan to the British Museum since October 2023 where they are kept on permanent display to the public. The lack of suitable storage space remains.

The loan agreement to the British Museum expires in October 2026. The Museum is happy for another loan period of 3 years be agreed and the objects remain in situ. The [proposed loan agreement](#) is provided.

Cost: There is no cost associated with this agreement

Budget Line: N/A

Recommendation: That Council delegates authority to the Town Clerk to renew the loan agreement with the British Museum.

11.2.2 Renew Health and Safety provision

The current provider of professional Health and Safety advice for STC is WireHouse. They provide an online portal to store all H&S records, they perform an annual H&S audit and provide online training materials for use with new starters or for refresher training.

We have sought alternative providers but this remains the most appropriate service for our needs and other providers are more expensive.

Cost: The current cost to Council is £1,680 + VAT a year. The renewal cost is £1,776 + VAT a year

Budget Line: Legal and Professional Fees

Recommendation: That Council delegates authority to the RFO to renew the contract with WireHouse.