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 20th October 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, 14th October 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 15th September 2026 and the Extraordinary Full Council meeting held on 29th September 2026
4. To receive a presentation from Wincombe Recreation Ground users regarding a request to install a BMX Pump track
5. To receive a report for information to Full Council
6. To receive and note minutes of and/or to determine recommendations by committees
7. To approve payments and receive financial reports
8. To adopt an amended Scheme of Delegation that incorporates Terms of Reference for the Projects and Assets committee
9. To commission consultants to develop a Strategic Funding and Investment Plan
10. To note the update from the Grounds Contractor
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.

No apologies have been 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 – 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 15th September 2026 and the Extraordinary Full Council meeting held on 29th 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 15th September 2026 and the Extraordinary Full Council meeting held on 29th September 2026.

Agenda Item No. 4

To receive a presentation from Wincombe Recreation Ground users regarding a request to install a BMX pump track

A presentation from Wincombe Recreation Ground users will be presented.

Agenda Item No. 5

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

A report from the link councillors for the Citizens Advice Bureau is attached.

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.

Agenda Item No. 6

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 Planning & Highways Committee meeting on 6th October 2026

Draft minutes from the Shaftesbury Swimming Advisory Committee meeting on 8th October 2026

Draft minutes from the Mampitts Advisory Committee meeting on 13th October 2026

Recommendations for STC to consider and resolve upon

Mampitts Advisory Committee

MAC28 To contract the service of a tender procurement expert to assist with the café tender

It was **RESOLVED** to recommend to Full Council to engage with the procurement consultant approving expenditure of up to £2,400 + VAT for expert procurement support for the café tender taking funds from budget line EMR Mampitts.

MAC29 To consider the proposed café tender process noting amendments to the Operating Plan

It was **RESOLVED** to recommend to Full Council to approve

(1) for officers to initiate the tender process following the proposed timeline with extending the deadline to January 2027 for tender closure

(2) the evaluation panel consisting of Town Clerk and Deputy Town Clerk and two members of MAC/Mampitts Working Group to be appointed at a later stage

Recommendation

Members are requested to

(1) Receive and note the P&H, SSAC and MAC minutes.
(2) Approve to engage with the procurement consultant approving expenditure of up to £2,400 + VAT for expert procurement support for the café tender taking funds from budget line EMR Mampitts.
(3) Approve for officers to initiate the tender process following the proposed timeline with extending the deadline to January 2027 for tender closure
(4) Approve the evaluation panel consisting of Town Clerk and Deputy Town Clerk and two members of MAC/Mampitts Working Group to be appointed at a later stage

Agenda Item No. 7

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
- Earmarked Reserves
- List of Payments

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

There are no payments over £5,000 for approval.

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.

7.2 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 Yeo.

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

Agenda Item No. 8

To adopt an amended Scheme of Delegation that incorporates Terms of Reference for the Projects and Assets committee

Background

At the September 2026 Full Council meeting it was *RESOLVED 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.*

Information

The Scheme of Delegation has been amended to incorporate Terms of Reference for the Projects and Assets committee. The amended text forms section 9 of the proposed amended Scheme of Delegation:

Matters reserved for Projects and Assets Committee

The Projects and Assets Committee is a committee of the Council established under delegated powers and may determine matters within the scope of this Scheme of Delegation.

Membership and Frequency of Meetings

- Committee meetings shall be held in person once a month, unless the meeting is not required in the determination of the Clerk, the Mayor and the Chair of the Committee.
- All members of the Council are invited to sit on the Committee. Councillors can opt out of the Committee on its formation, or on an annual basis.
- The quorum shall be a third of the Committee, or at least five members.
- Delegated powers are to be given to the Clerk to execute the resolutions of the Committee.
- The Committee may approve expenditure up to £30,000 per project, contract or commitment, provided that sufficient budget provision exists and the expenditure complies with the Council's Financial Regulations and Procurement Procedures.

Matters for consideration and determination

- The Projects and Assets Committee is established to support Shaftesbury Town Council in the effective stewardship, development and enhancement of its assets and delivery of projects for the benefit of the town.
- The Committee may consider matters including:
    - Superintending the management of the Council's existing assets
    - Opportunities for acquisition or disposal of assets
    - Oversight and delivery of capital projects
    - Consideration and approval of planned maintenance strategies, and unplanned maintenance
    - The Committee may authorise urgent remedial works required to protect Council assets, public safety or business continuity, subject to reporting to the next meeting of Full Council
    - Funding opportunities and partnerships for the delivery of projects and management of assets
- The Committee will formulate and enact a standard 'way of working' for Shaftesbury Town Council to deliver projects and manage its assets
- The Committee will develop and 'Asset Management Plan' to be adopted by Full Council

- The Committee may form working groups to undertake specific tasks. Working Groups under the umbrella of the Committee will report into it at the first instance, rather than Full Council. Membership of the Working Groups will be determined by the Committee and can include members of the public. Working Groups shall have no delegated-making powers and may only make recommendations to the Committee.

Recommendation

Members are requested to adopt the amended Scheme of Delegation to incorporate Terms of Reference for the Projects and Assets committee.

Agenda Item No. 9

To commission consultants to develop a Strategic Funding and Investment Plan

Background

As part of its 2027-28 budget planning, Shaftesbury Town Council is considering long-term expenditure programmes likely to need significant capital investment. The budget 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. 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. They are likely to attract different grant opportunities.

The Council is likely to require external support to identify additional funding opportunities (such as grants) and manage the delivery of these projects.

Information

The Town Clerk had received a proposal from a specialist consultancy service involving funding strategy, business planning, grant identification and project development. The consultant set out: scope of works, deliverables, programme, fee structure, payment schedule and relevant experience.

The proposal aligned with the Council's likely forthcoming projects. Even though the service is unique, at September's Full Council it was ***RESOLVED*** *that two further quotes are being sought for this service (either as a package or individual services) and that this item is being brought back to October Full Council.*

A further three quotes have been sought for broadly similar services but only two received. A summary of their day rate costs are:

- Supplier A: £500 + VAT day rate
- Supplier B: £700 + VAT day rate

It is estimated that 9 days of work will be needed to deliver the strategic funding and investment plan.

Financial information

Funds can be met from both the Town Hall Refurbishment EMR (current balance £4,000) and Youth Club EMR (current balance £2,676).

Recommendation

Supplier A is commissioned to provide a Strategic Funding and Investment Plan with their proposal to provide 9 days of work at a total cost of £4,500 + VAT with funds being taken from the Town Hall Refurbishment EMR and Youth Club EMR.

Agenda Item No. 10

To note the update from the Grounds Contractor

Background

As part of the contract, the grounds contractor provides a six-monthly report to show the progress made in each of the open spaces they look after on behalf of Shaftesbury Town Council.

Information

The report shows each individual open space with a rating out of ten. It also details recommendations of enhancements and proposals for each space, reaching from increased bulb planting to further hedge cutting and tree planting.

Recommendation

Members are requested to receive and note the grounds maintenance progress report.

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 External Audit for 2025/26

The external auditor has completed their review of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 202, without any electors' queries. The fee note has been sent and the AGAR and Notice of Conclusion of Audit are available on the Town Council's website.

As no matters arose during the audit, no action is required from the town council.

11.1.2 CCTV update

The Police have provided an update on the performance of CCTV in Shaftesbury:

All seven CCTV cameras within the High Street network are currently operational. Any faults that arise are generally addressed promptly by the CCTV contractors, with repairs completed within a reasonable timeframe. Cameras are located at:

- NatWest
- Top of Gold Hill
- Cranborne's
- Police Station
- Ivy Cross
- Bell Street Car Park
- Shaftesbury Fire Station (covering Barton Hill and Christy's Lane)

The Fire Station camera is the only camera that cannot be viewed directly by local officers. Not all cameras have pan, tilt and zoom functionality, as these moving components have historically required more frequent maintenance. The CCTV system continues to provide valuable evidential support in some specific situations. Cameras are not routinely monitored. Footage is typically viewed either during live incidents when officers are available at the station, or retrospectively as part of criminal investigations. The Ivy Cross camera was originally installed to monitor the skate park; however, tree growth has significantly reduced visibility and it now primarily covers the roundabout. Signal quality at this location can also be affected by vegetation due to the transmission distance.

Overall, the CCTV network remains a useful tool for evidence gathering and public reassurance within the town centre, although its effectiveness is somewhat constrained by camera locations, vegetation growth and occasional signal issues.

11.1.3 Football Club sinking fund

Shaftesbury Town Council has an agreement with Shaftesbury Football Club that the club pays into a sinking fund to accrue funds for the future replacement of its artificial pitch.

- Agreed payments into the sinking fund should be £2,166 per month (£26k p.a.)
- Contributions started 1 April 2024 so that by 30 Sept 2026 sinking fund balance should be £65k
- Latest statement to end of September shows balance is £59,734, a deficit of -£5,266 to expected balance

The Clerk met with the Football Club on 18 September to discuss the financial position. The club agreed to forward a plan to address the gap to the expected balance as they move into the more profitable winter months. They will be increasing their monthly payments by £1k a month (£250 a week) until the shortfall is addressed. The latest statement has been received.

11.1.4 Lido Beams

Work has commenced at the Lido to replace the rotten timber beams and build a new roof over the reception office. The work is expected to be completed by the end of October, with the Lido due to reopen for cold water swimming on 7 November. The programme includes removing the affected beams, building a new roof over the pool office, treating the remaining wooden beams to help extend their life, and making necessary repairs to lighting, electrical items and the shower area.

11.1.5 Barton Hill Store

A structural surveyor's survey of the existing concrete slab has confirmed it is only 150mm deep and therefore not suitable for a heavy timber building but is adequate to accommodate pads on which a metal structure can be installed. Quotes are being sought for different options and these and a recommendation to take to tender will be included in November's Projects and Assets Committee meeting.

11.1.6 Mampitts Hub construction

A site meeting involving the contractor, architect, quantity surveyor, consultants and STC representatives was held on 12 October. The project remains on schedule, with site fencing and tree protection measures in place. Car park construction is nearing completion, and piling works for the building have been completed. No incidents, accidents or site-related complaints have been reported. Community engagement has included letters to nearby residents and social media updates. Key upcoming milestones are scaffold erection (week commencing 9 November) and timber frame installation (week commencing 16 November).

11.1.7 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.

11.1.8 Community Asset Transfer - Meles Mead, East Green and the Rickyard

Following the Community Asset Transfer application of these three sites to Dorset Council and their subsequent approval, proposed Heads of Terms for the asset transfer have been received. STC solicitors and DC solicitors are in contact to finalise these.

11.1.9 Town Council Maces

A one-year lease agreement with the option to have the Maces returned with one months' notice has been agreed and signed with the British Museum. A meeting with the Gold Hill Museum trustees to undertake due diligence for insurance and storage has been sought and once the implications for all parties are known, a recommendation will come to Full Council.

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 To adopt a Boundary Tree Management Policy

The town council manages around 1000 trees in Shaftesbury, with many being situated near boundaries to resident properties. The Council manages trees on the basis of risk, public safety, statutory obligations, and good arboricultural practice rather than solely on aesthetic preferences or issues such as shade, leaf fall, bird droppings, or overhanging branches. In recent months the office has received enquiries regarding overhanging trees to neighbouring properties and to ensure a consistent approach to enquiries and assist office staff in their response, the Boundary Tree Management policy has been created.

Cost: N/A

Budget Line: N/A

Recommendation: Members are requested to approve the Boundary Tree Management policy.

11.2.2 To review and consider the Town Council's Cemetery charges

In July 2024 council reviewed, considered and resolved on the charges for weddings, hall hire and allotments. It further *RESOLVED that these charges are automatically raised with the Consumer Price Index every April. This does not exclude periodic reviews of these charges.*

In line with the above resolution for other council services, the Cemetery charges should also be considered, and members are requested to consider that these are automatically raised with the Consumer Price Index every April.

Cost: N/A

Budget Line: N/A

Recommendation: Members are requested to resolve that the cemetery charges are automatically raised with the Consumer Price Index every April.

11.2.3 To consider authorising works to the Byzant

In 1973 the council resolved to give the Byzant to the Gold Hill Museum on a permanent loan.



The Byzant now requires repair to its gold coating. The museum has had an estimate of the cost at £350 although their collections care officer, in consultation with an experienced conservator, suggests that up to £500 should be allowed.

STC as owner of the artefact will need to authorise the work and cover the cost.

There is the option of STC donating the artefact to the Gold Hill Museum, which would mean that the Historical Society would fund the repair.

There is currently no budget line for this, however funds could be taken from the Civic/Ceremonial budget line, with a current balance of 1,743.21.

Cost: up to £500

Budget Line: Civic/Ceremonial budget line

Recommendation: Members are requested to consider if they wish to pay for the repairs of up to £500 taking funds from budget Civic/Ceremonial or if they wish to donate the Byzant to the Gold Hill Museum.

11.2.4 To confirm that Mulberry LAS are independent of the council and to note the internal audit

The internal auditor was appointed in December 2024 for a three-year period. In accordance with the Smaller Authorities Practitioners Guide (paragraphs 4.9 to 4.11 inclusive of the SAPPP Practitioner's Guide) guidance, the internal auditor Mulberry LAS confirmed that they are independent from the management of the financial controls and procedures of the council and has no conflicts of interest with Shaftesbury Town Council, nor do they provide any management or financial assistance to STC.

The internal auditor undertook the interim audit on 1st October 2026.

Cost: N/A

Budget Line: N/A

Recommendation: Members are requested to confirm the independence of Mulberry LAS internal auditor to Shaftesbury Town Council and to note the interim internal audit.

11.2.5 To consider a funding request from Dorset History Centre

Shaftesbury Town Council is asked to consider a request from Dorset History Centre for a contribution towards its capital investment programme. The Dorset History Centre hosts an archive of over 2400 documents relating to Shaftesbury, dating from 1331. Details can be found on the Dorset History Centre website.

There is no budget set for this activity and any funds resolved would have to be met from General Reserves.

Cost: To be resolved

Budget Line: Community Grants

Recommendation: Members are requested to resolve whether to contribute to the Dorset History Centre project, and if so by how much, taking funds from budget Community Grants noting an overspend with any overspend being met by General Reserves.