

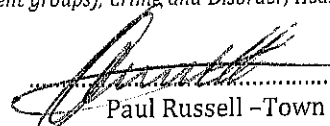


## **SHAFTESBURY TOWN COUNCIL**

### **SUMMONS**

**To: All Members of the Town Council**

You are hereby summoned to a meeting of the Town Council to be held on Tuesday 22<sup>nd</sup> April 2014 at 7.00pm in the Council Chamber. *Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: the three aims of the general duty of the Public Sector Equality Duty (eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, advance equality of opportunity between people from different groups and foster good relations between people from different groups), Crime and Disorder, Health and Safety and Human Rights.*

  
Paul Russell - Town Clerk  
15<sup>th</sup> April 2014

Members of the public are welcome to attend meetings of the Council and Committees, unless specifically excluded due to the confidential nature of the business. Enquiries to Paul Russell on 01747 852420 or email townclerk@shaftesburytowncouncil.co.uk

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## **AGENDA**

*Arrival of the Mayor*

### **2014/45 Apologies for Absence**

- a) To receive apologies from those unable to attend
- b) To consider for acceptance apologies from those unable to attend

### **2014/46 Declarations of Interests and Dispensations to participate**

- a) To receive declarations of interest in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members.
- b) To receive any dispensation requests received by the Clerk and not previously considered.

### **2014/47 Open Forum**

Members of the public are invited to address the Council. Time will be limited to three minutes per person and should relate only to matters on this agenda. If you wish to ask the Council a question(s) and receive a reply in the meeting, please submit your questions to the Clerk by Friday April 18<sup>th</sup> (midday), to allow time for your question(s) to be researched. Question(s) asked on the night may have to be given a written reply at a later date.

### **2014/48 Chairman's Announcements**

To note any announcements made by the Chairman

### **2014/49 Confidential Information**

To consider passing a resolution that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press should be excluded from Item 2014/56 As it relates to confidential

matters as detailed in category 1 of Article 2.2.7 Access to Information Rules within the town council constitution.

**2014/50 Minutes (previously circulated)**

To approve the below listed minutes for:

- Part 1) Accuracy
- Part 2) Adoption and to
- Part 3) Consider any recommendations and referrals contained therein:

A. Full Council	18 <sup>th</sup> March 2014
B. Planning and Highways Committee	25 <sup>th</sup> March 2014
C. Reconvened Full Council	25 <sup>th</sup> March 2014
D. Human Resources Committee	28 <sup>th</sup> March 2014
E. Recreation, Open Spaces and Environment Committee	1 <sup>st</sup> April 2014
F. General Management Committee	8 <sup>th</sup> April 2014

**2014/51 Correspondence**

- a) To receive and note any correspondence relating to the business of Full Council to be received but not debated.
- b) To agree any attendances required at meetings additional to those scheduled in the Council's calendar

**BUSINESS ITEMS**

**2014/52 Mayoralty 2014 – 2015 (procedure note already issued)**

- a) To receive and consider nominations for the position of Mayor 2014-2015 and to elect Mayor Elect for 2014-2015
- b) To receive and consider nominations for the position of Deputy Mayor 2014-2015 and to elect Deputy Mayor Elect for 2014-2015

**2014/53 Bank Signatories**

To confirm bank signatories for the remainder of the municipal year.

**2014/54 Draft Internal Audit Report**

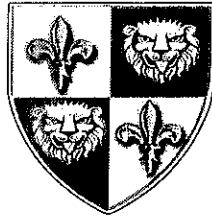
To consider the draft internal audit report for adoption.

**2014/55 Motion proposed by Cllr Madgwick and seconded by Cllr R Tippins**

That Shaftesbury Town Council commits to explore the potential to record Council meetings such that a totally accurate record is maintained as to what is said by whom in its meetings.

**2014/56 Confidential**

- a) Recommendation from General Management
- b) Staffing Matters (to be tabled)



**SHAFTESBURY TOWN COUNCIL**

**MEETING OF THE COUNCIL**

**TUESDAY 22<sup>nd</sup> April 2014**

**AGENDA ITEM 02 DECLARATIONS OF INTERESTS AND DISPENSATIONS TO PARTICIPATE**

**APPLICATION FOR A DISPENSATION TO PARTICIPATE IN A MEETING**

Under Section 33 of the Localism Act 2011 councillors and co-opted members of a council may, in limited circumstances, apply for a dispensation to speak and vote on a matter to be considered by the Council or one of its Committees despite having a disclosable pecuniary interest in it. Such a dispensation may only be granted if it fulfils one of the grounds set out overleaf.

Any member who wishes to apply for such a dispensation from the Clerk is requested to complete this form and to return it to the Clerk no later than two clear working days before the meeting in which the member wishes to participate.

**Councillor***(insert name)*

I apply for a dispensation to allow me to participate in –

*Title of meeting:* **Full Council**

*Date of meeting:* **22<sup>nd</sup> April 2014**

*Subject matter:*

I have the following disclosable pecuniary interest:

I request the dispensation for the following reasons:

I would like to speak only / speak and vote on the matter under consideration *(delete as appropriate)*

I would like the dispensation to apply to this meeting only/until *(insert date which may not be more than four years in the future or the date of the next elections whichever is the sooner)*

Date

Signed

## LOCALISM ACT 2011

### DISPENSATIONS TO PARTICIPATE IN A MEETING

A request for a dispensation must be submitted promptly if a member with a disclosable pecuniary interest is to have the request considered in sufficient time to enable participation in a meeting of the Council or a Committee. In practice this means that any request must be submitted to the Proper Officer before the meeting not at it so that the Clerk has sufficient time to consider the request.

A request for a dispensation is needed only when a member is aware that he or she has a disclosable pecuniary interest in business to be transacted at full Council, or at a Committee meeting.

A dispensation may be granted under the Act only if, after having had regard to all relevant circumstances, the authority –

- (a) considers that without the dispensation the number of persons prohibited by section 31(4) of the Act from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,
- (b) considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,
- (c) considers that granting the dispensation is in the interests of persons living in the authority's area,
- (d) if it is an authority to which Part 1A of the Local Government Act 2000 applies and is operating executive arrangements considers that without the dispensation each member of the Authority's executive would be prohibited by s.31(4) from participating in any potential business to be transacted by the authority's executive, or
- (e) considers that it is otherwise appropriate to grant a dispensation.

If there are a number of members seeking a dispensation in respect of the same matter, each member should complete and sign their own form.



**SHAFTESBURY TOWN COUNCIL**  
**MEETING OF THE FULL COUNCIL**  
**TUESDAY 22<sup>nd</sup> APRIL 2014**

**AGENDA ITEM 2014/49 Part 3 – RECOMMENDATIONS AND REFERRALS FROM  
COMMITTEE**

Report author:	Claire Commons
Purpose of report:	To provide members with the opportunity to consider recommendations from Committees
Statutory Authority:	Local Government Act 1972 s 101
Financial implication:	As listed in main report

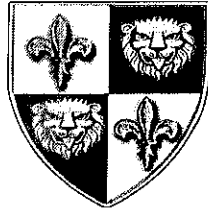
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GEM 8<sup>th</sup> April 2014  
Minute 09 refers:

**Community Grants 2014/2015**

The outcome of the process was discussed, and it was *PROPOSED* and *SECONDED* and *RECOMMENDED TO FULL COUNCIL*: That grants be awarded thus:

1 <sup>st</sup> & 3 <sup>rd</sup> Shaftesbury Brownies	s19 LGMPA 1976	£300
1 <sup>st</sup> Shaftesbury Rainbows	s19 LGMPA 1976	£100
Age Concern Gillingham & Shaftesbury	s19 LGMPA 1976	£500
Community Film Making Unit	s145 LGA 1972	£300
Dorset Blind Association	s19 LGMPA 1976	£500
Enmore Green Playing Field Association	n/a	£0
Equilibrium Skills Training	s 26 LGRA 1997	£500
Homestart	s 26 LGRA 1997	£500
Kipling Juvenile Carnival Club	n/a	£0
Little Giants	s19 LGMPA 1976	£500
North Dorset Club for the Visually Impaired	s26 LGRA 1997	£200
North Dorset Disability Information Service (NORDDIS)	n/a	£0
North Dorset Rugby Football Club	n/a	£0
Rolt Millennium Green Trust	s 19 LGMPA 1976	£227.15
Rotary Club – Gold Hill Fair Committee	s145 LGA 1972	£500
Shaftesbury Carnival Committee	s145 LGA 1972	£500
Shaftesbury & District Chamber of Commerce	s144 LGA 1972	£500
Shaftesbury Abbey, Museum and Garden	n/a	£0
Shaftesbury & District Historical Society	s144 LGA 1972	£200
Shaftesbury Arts Centre	s145 LGA 1972	£500
Shaftesbury Bowling Club	n/a	£0
Shaftesbury Cricket Club	s19 LGMPA	£229.60
Shaftesbury Day Centre	s19 LGMPA 1976	£500



**SHAFTESBURY TOWN COUNCIL  
MEETING OF THE FULL COUNCIL  
TUESDAY 22<sup>nd</sup> APRIL 2014  
2014 | 51 MAYORALTY**

Report author:	Claire Commons – Acting Committee Services Officer
Purpose of report:	To advise members of the nominations received for the posts of Mayor Elect and Deputy Mayor Elect and to provide information as to the procedure to be followed in determining those appointments
Statutory Authority:	Local Government Act 1972 s 15
Financial implication:	None
Papers attached:	Nomination forms Mayoral job description Extract from the Civic Ceremonial Handbook

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The Protocol for the Election of Mayor

The Mayor of the Town Council must, under law, be proposed, seconded and elected annually from amongst the members by the members.

The selection protocol will be as follows:

- Members of the Council will be invited to submit nominations to the Proper Officer via an official nomination form.
- The Proper Officer will ask each nominated candidate if they are willing to serve before declaring that person nominated.
- The Proper Officer will prepare a list of interview questions based on the below listed criteria which candidates will be invited to answer by the current Mayor.
- Councillors will have the opportunity to put questions to the candidates in an open forum at the start of the meeting.
- The selection of the Mayor will take place during the body of the meeting via a traditional vote – on paper and counted in public. The criteria for the vote will be as follows: a) A successful candidate must have received an absolute majority vote of those present and voting. b) It follows that if there are more than two candidates and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again. c) This process must, if necessary, be repeated until an absolute majority is obtained.

- The Mayor Elect will then attend the Annual Assembly in May to be formally introduced to the public.
- The ratification of the Mayoral Selection will take place as the first item of business at the Annual General Meeting, as prescribed by law.
- Accession of the Deputy Mayor to the Mayoralty is not automatic and the Deputy Mayor will be required to follow the same procedure as any other candidate.
- Candidates will be asked to declare, during the interview held at May's Council meeting, any other organisation in which they hold a position of influence, such as being the Chairman, Company Secretary or Director, and which they intend to continue to hold during their Mayoral year in order that such positions can be made a matter of public record.

The following criteria will apply to the selection of a Mayor:

The Council should choose a Mayor who best exhibits the following criteria, whilst recognising that the criteria should not be too prescriptive and that each candidate will bring his/her individual personality and style to the office of Mayor:

- Chairmanship skills – the candidate can run public meetings efficiently and effectively to ensure that all councillors and as many members of the public as possible are able to provide input on the Council decisions. There will be a requirement for experience of chairing formal meetings and the candidate should have had experience of chairing a Council committee for a minimum of one municipal year.
- Integrity – the candidate maintains the highest possible ethical standards, works well with other councillors and officers, has the courage to take an unpopular position if it is best for the town and adheres to all the protocols laid down for conduct and behaviour.
- Commitment – the candidate is able and willing to devote sufficient time to the role of Mayor in order to perform it properly, is supportive of and supported by the community. The candidate's past actions have been for the benefit of the Town rather than being self-serving.
- Relationships – the candidate should be able to demonstrate the confidence and willingness to meet and interact with the public and external organisations at all levels as part of the ambassadorial role.

#### Protocol for the election of a Deputy Mayor

The election of a Deputy Mayor will follow the same process as that for the election of a Mayor.

#### Interview questions

*The following questions have been prepared using Article 2.1.9 of the Town Council Constitution.*

1. What do you consider the roles and responsibilities of the Mayor/Deputy Mayor to be?
2. Can you please tell us what your vision for the town is and your goals for the year ahead?
3. What do you see are the differences between a leader and the role of a Chairman and what experience have you got in these roles.
4. Good working relationships between the Mayor/Deputy Mayor and councillors and officers are vital. Please can you tell us how you would ensure these relationships are well maintained?
5. How much time do you envisage the role taking up and how are you able to meet that requirement?
6. Can you tell us about some past projects or actions which you feel demonstrate that you have the best interests of the town at heart?

7. The Town Council's relationships with the public and with external organisations are extremely important – please can you tell us how you would meet and develop this ambassadorial role?
8. How important do you deem the civic and ceremonial aspects of the role to be?
9. The Mayor/Deputy Mayor may well be asked to assist in the resolution of conflicts – can you tell us what experience you have in this area?
10. One of the roles of the Mayor/Deputy Mayor is to uphold the constitution – please can you tell us your views on this document and confirm whether you are happy to adhere to the protocols for conduct and behaviour laid down within it?
11. What training and development are you prepared to undertake to assist you in the delivery of your responsibilities?
12. Please can you declare any organisation in which you hold - and intend to continue to hold - a position of influence during your year in post?





**SHAFTESBURY TOWN COUNCIL**

**MAYORALTY 2014/2015 - COUNCILLOR NOMINATION FORM**

**MAYOR 2014/2015**

Nominee .....

Proposer .....

Secunder .....

**DEPUTY MAYOR 2014/2015**

Nominee .....

Proposer .....

Secunder .....

## Job Descriptions

### The Mayor

**Responsible to:** Shaftesbury Town Council and local people

**Role Purpose:** To be an ambassador for the Council and to provide overall strategic and civic leadership.

**Main duties and responsibilities:**

1. To act as ambassador for the Council – to promote its work and act as the chief spokesperson for the Council representing the authority at all appropriate levels.
2. To make on behalf of the Council, in consultation with the Proper Officer, all major policy announcements and position statements.
3. To uphold and promote the purposes of the Constitution.
4. To preside over meetings of Full Council so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community. To hold the authority to regulate and control the meeting, to ensure that business is transacted, debate facilitated and clear legal decisions are made.
5. To sign the minutes of the meetings of the Council and its committees.
6. To ensure that the Council meeting is a forum for debate of matters of concern to the local community.
7. To promote public involvement in the Council's activities.
8. To participate in collective decision making and to work closely with other members to ensure the development of effective Council policies and the delivery of high quality services to local people.
9. To liaise with the Proper Officer of the Council on a regular basis in relation to the strategic vision and direction of the Council, the management roles of officers and the development of policy issues.
10. To develop and maintain a working knowledge of the Council's services, management arrangements, powers/duties and constraints and to develop good working relationships with the relevant officers of the Council.
11. To act as the Council's first citizen and to undertake such civic and ceremonial duties as he/she deems appropriate taking precedence at such events but not so as to prejudicially affect Her Majesty's royal prerogative.
12. To represent the Town Council on such other outside organisations as he/she is appointed and to hold an ex officio position on the Shaftesbury Charitable Trust and the Shaftesbury Trinity Centre Trust.
13. To sit on each committee of the Council except the General Management Committee.
14. To undertake in a constructive manner such training and development as the Council may recommend from time to time and within specified time limits.
15. To act as an authorised signatory for the Town Council, if deemed appropriate.
16. To act as Deputy Freedom of Information Officer, appointed to determine on exemptions in the absence of the Freedom of Information Officer.
17. To reprimand unruly councillors and to direct such reprimands to be minuted.
18. The Mayor will be treated as a councillor unless the law or context requires otherwise and, in particular, is subject to the same rules as any other councillor.
19. The Mayor will hold office for the term of one municipal year unless they resign from office, cease to be a councillor or are suspended or disqualified from being a councillor.

## Job Descriptions

### The Deputy Mayor

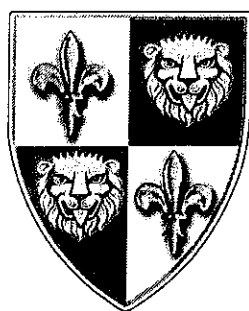
**Responsible to:** Shaftesbury Town Council and local people

**Role Purpose:** To deputise for the Mayor and to chair the General Management Committee

**Main duties and responsibilities:**

1. If required, to deputise for the Mayor in his/her absence including chairing meetings of the Council.
2. To assist the Mayor as requested and, if necessary, to assist the Mayor in the representation of the Council on state, civic or formal occasions.
3. To support and assist the Mayor in managing and leading the work of the Council.
4. To act as the spokesperson for the Council in respect of any areas of responsibility assigned to them by the Council.
5. To participate in the development of the Council's policy framework within his/her responsibility as Chair of the General Management Committee and to make recommendations to Council.
6. To uphold and promote the purposes of the Constitution.
7. To represent the Town Council on such other outside organisations as he/she is appointed and to hold an ex officio position on the Shaftesbury Charitable Trust.
8. To sit on each committee of the Council.
9. 9. To undertake in a constructive manner such training and development as the Council may recommend from time to time and within a given time-frame.
10. 10. The Deputy Mayor will be treated as a councillor unless the law or context requires otherwise and, in particular, is subject to the same rules as any other councillor.
11. 11. The Deputy Mayor will hold office for the term of one municipal year unless he/she resigns from office, ceases to be a councillor or is suspended or disqualified from being a councillor.

**SHAFTESBURY**



**TOWN COUNCIL**

**A BRIEF HISTORY AND  
GUIDE TO THE  
MAYORALTY**

*(Published– May 2011)*

1. Introduction

- 1.1. The Mayoralty is one of the most ancient offices in British history but has changed its role, importance and public perception throughout the ages.
- 1.2. The office of Mayor was brought to this country, together with the Domesday Book and the feudal system, by the Normans. It has been suggested that the word Mayor is composed of two Germanic words 'Mord' and 'Dome' meaning 'Judge of Murderers' – these words being latinised into *major domers*.
- 1.3. The first Mayor was believed to have been established in Thetford in 1199. The first recorded Burgess/Mayor of Shaftesbury is listed as 1313, following the issue of the Royal Charter. The office of Mayor in the town is therefore 700 years old.
- 1.4. During the Middle Ages the Mayor was acknowledged as the 'First Citizen' of the town, he had a Council (under differing names) to assist him and he was a 'Custodian of the Peace' – an early name for a magistrate. He would have presided in the Borough's civil and criminal courts.
- 1.5. By Tudor times the powers of the Mayor were greatly increased making magistrates the Tudor 'maid of all work'. They had powers such as – the power to make arrests, the power to regulate the size of loaves of bread and the power to compel persons to go into service. As a result their personal importance was greatly enhanced.
- 1.6. By the seventeenth century the Mayor had become all-powerful and in many instances his powers included:- Chairman of the Council, Chief Magistrate, President of the Civil and Manorial Courts (sitting with the Town Clerk), Coroner, Clerk of the Market, Keeper of the Goal and creator of the Freemen (often for a fee).
- 1.7. By the nineteenth century the legal position of the Mayor had been restricted and regulated by statute and the Mayor was left with three main roles: - constitutional monarch for the city, speaker for the Council and a kind of Council Prime Minister. Only the first two roles have continued into the present day.
- 1.8. In the nineteenth century a Mayor could be the centre of all political activity, with the term of office often lasting two to four years. The political role of the Mayor during the Victorian period was of far more importance than the social and ceremonial role – a situation which is reversed today.

- 1.9. The eventual separation of the office of Mayor and the Magistracy in the boroughs began in 1949 when Mayors were no longer permitted to remain Magistrates during the year succeeding their year of office. In 1951 they ceased to preside at the sittings of the Borough Justices, this being made absolute by the Justices of the Peace Act 1968.
- 1.10. It is interesting to note that it was not until 1974 that Mayors had to be elected from members of the Council.

## 2. The Importance and role of the Mayor today

- 2.1. There are three main important roles for the Mayor in today's local authorities and society: - as a symbol of the authority, as a symbol of open society and as an expression of social cohesion.
- 2.2. As a symbol of the authority the Mayor is invested with the insignia of the robes and chains of office and connects the present day with history acting as a symbol of continuity. The Mayor as 'First Citizen' speaks for the whole town and gives it an identity.
- 2.3. It is important to note that the office of Mayor is more important than the office-holder.
- 2.4. As a symbol of open society the Mayor can and does come from any class, gender or ethnic background. The First Citizen is no longer the privilege of the white middle/upper class male.
- 2.5. As an expression of social cohesion the Mayor undertakes social engagements that give cohesion to the life of the town. The Mayor acts a link between various bodies and organisations feeding back the views and concerns of the people into the political field. The Mayor can also take the Council's message and themes out into the community.
- 2.6. The history of the Mayoralty is important because it is the one well known and continuous factor in people's experiences. The power of the Mayor has undoubtedly reduced through the ages and today's Mayor will not have the power or authority of a Tudor or Victorian Mayor. The office however, continues to have a central part to play in modern Councils and society and this role is a result of the tradition it has inherited.

## 3. The Office of Mayor – precedence and protocol

- 3.1. The main duty of the Mayor is to preside over principal meetings of the Council and, if present, he/she must preside.

- 3.2. If the Mayor is not present the Deputy Mayor must preside. If neither is present the members must elect a Chairman for the meeting.
- 3.3. The Mayor has precedence over everyone apart from the Queen and representatives of the Royal Family – including the High Sherriff and the Lord Lieutenant. The Mayoress will customarily take precedence immediately after the Mayor although she has no legal status. It is understood that the Mayoress should rarely function independently of the Mayor.
- 3.4. Shaftesbury has a tradition which has allowed the Mayor's title to be preceded by 'Lord'. On detailed research it appears that this tradition is incorrect. The use of the word Lord can only be applied if the town has been granted a Lord Mayoralty by Letters Patent. It would appear that, at some historical point, the town has mistaken the Royal Charter for this grant. The Mayor and Deputy Mayor must not therefore include the word 'Lord' in their titles.

#### 4. The effect of being Mayor

- 4.1. Being the Mayor is most definitely different to being a councillor – it has different rules, different working hours, different restraints and is often physically and mentally tiring. It can also be hugely enjoyable and rewarding if entered into in the right spirit.
- 4.2. Being the Mayor will have an effect on friends and family – his/her personal social life will be severely disrupted and replaced with a new social life not of their own making or, perhaps, choice. In addition, the effect on the Mayor's partner can be dramatic as they are expected to play a full part in the Mayoral world and will be in a public role for their partners' term of office. It is advisable for prospective Mayors to discuss this aspect with their partners, family and friends before taking office.
- 4.3. There will also be an effect on the Mayor's career or job due to the time that may be needed to be spent away from the workplace. Candidates for the position of Mayor should consider carefully how they will manage their working life if elected to the post.
- 4.4. Becoming a Mayor could also be said to stifle a political career as the Mayor is traditionally neutral and steps back from politics for the term of his/her office. Given that the Town Council is apolitical this is not a particular issue at STC.
- 4.5. The Mayor must be seen to represent all sections of the Council and the community and it is vital to note that the office of the Mayor belongs to the public not the individual who occupies it.

- 4.6. Some Mayors may feel uncomfortable with the formality of the traditional office of Mayor – the wearing of robes and chains and the protocols which need to be followed. Yet most of the public want to see the trappings of office and these traditional links to the past history of the area are important to others even if they may not be important to the Mayor. However, it is understood that each Mayor will want to add their own personality and flair to the proceedings and uniformity and constraint are not aims of the protocols at STC.

5. Further information

- 5.1. Further information on the following aspects of the Mayoralty can be located in the Town Council's constitution: - The civic allowance and the rules for spending it, the staffing support for the Mayor, a list of fixed events which the Mayor is expected to attend, a job description for the role of Mayor and Deputy Mayor and procedures for the election of the Mayor and Deputy Mayor.