

# Shaftesbury Town Council

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**To: All members of Shaftesbury Town Council**

You are hereby summoned to attend a **Meeting of Shaftesbury Town Council** to be held on **Tuesday 2<sup>nd</sup> September 2014 in the Council Chamber, Shaftesbury Town Hall commencing at 7.00pm** for the transaction of the business shown on the agenda below.

**Richard Chapman**

**Interim Town Clerk**

### **Public Participation**

The Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.

Members are reminded of their duty under the code of conduct

Agenda Item	
1.	<b>Receipt of Gift for Shaftesbury Town Council</b>
2.	<b>Apologies for Absence</b> To receive apologies for absence and consider reasons for non-attendance
3.	<b>Declarations of Interest</b> To receive declarations of any pecuniary interests
4.	<b>Minutes</b> To receive and confirm as a correct record Minutes of previous meetings of the council. a) Full Council, 24 <sup>th</sup> June 2014 b) Full Council, 15 <sup>th</sup> July 2014 c) Extraordinary Full Council, 5 <sup>th</sup> August 2014
5.	<b>Mayor's Announcements</b>

Agenda Item	
6.	<p><b>Councillor reports</b></p> <ul style="list-style-type: none"> <li>• County and District Councillor Representatives in Attendance</li> <li>• Town Councillor Ward Reports</li> </ul> <p>Receipt of Cllr reports previously circulated</p>
7.	<p><b>Appointment of Councillors to Committees and Outside bodies</b></p> <p>Mayor to ask for nominations. Report 0914/FC/07 attached.</p>
8.	<p><b>Town Clerk's report</b></p> <p>Verbal update</p>
9.	<p><b>Members' Questions.</b></p> <p>The Chairman will invite members who have written in with questions to present their concerns.</p>
10.	<p><b>Football Club Lease</b></p> <p>Report 0914/FC/10 to follow</p>
11.	<p><b>Planning and Highways Committee</b></p> <p>To receive the minutes of the Planning and Highways Committee meetings (for information and adoption) and to approve any recommendations:</p> <ul style="list-style-type: none"> <li>a) Tuesday 1<sup>st</sup> July 2014 (circulated separately)</li> <li>b) Tuesday 29<sup>th</sup> July 2014 (circulated separately)</li> <li>c) Tuesday 12<sup>th</sup> August 2014 (circulated separately)</li> </ul>
12.	<p><b>Recreation, Open Spaces and Environment Committee</b></p> <p>To receive the minutes of the Recreation, Open Spaces and Environment Committee meeting (for information and adoption) and to approve any recommendations: Tuesday 8<sup>th</sup> July 2014 (previously circulated)</p>
13.	<p><b>General Management Committee</b></p> <p>To receive the minutes of the General Management Committee meeting (for information and adoption) and to approve any recommendations: Tuesday 22<sup>nd</sup> July 2014 (previously circulated)</p>
14.	<p><b>Filming and Recording of Council Meetings</b></p> <p>Report 0914/FC/14 attached</p>
15.	<p><b>Grounds Vehicle</b></p> <p>Report 0914/FC/15 attached</p>
16.	<p><b>Grounds Tractor</b></p> <p>Report 0914/FC/16 attached</p>
17.	<p><b>Website Working Group</b></p> <p>Minutes attached</p>

## TASK FORCE UPDATE

Community Partnership Review Update- Funding from District would be cut next year from £7,000 to £4,500 which would have an effect on the Task Force being able to pay the outgoings in their present accommodation, however L Plumridge's funding would not be cut.

Community Halls – It was agreed that L Plumridge would undertake a review to find out the demand for local halls, who uses local hall, how often and when.

Bell Street Toilets – There was a meeting attended by representation from the Town Council, Chamber of Commerce and Shaftesbury District Tourism Association due to the many complaints made by visitors and residents about the cleanliness and state of the toilets and different options are to be explored.

Neighbourhood plan – Cllr Richard Tippins gave a presentation at the Task Force AGM on Thursday 3<sup>rd</sup> July 2014 and Pierre Jordaan is leading the leisure/sport/culture theme and has prepared a leaflet.

Shaftesbury Football Club – The Task Force very kindly gave a cheque for £500 to enable the club to pay for their affiliation fees and are expecting this to be reimbursed in due course.

Cllr Winifred Harvey

## SHAFTESBURY TRINITY CENTRE TRUST UPDATE

Lime Trees – There is a problem of the Hornbeams versus the Lime Trees.

Grass cutting – It is hoped to schedule grass cutting with Shaftesbury Town Council to enable the whole of the Trinity Churchyard to be kept to a high standard.

Snowdrops Arch – The arch is to be erected at the entrance to the Trinity Churchyard and the trustees have had a meeting with Pam Cruickshank to ask about insurance and public liability as it was stressed that the surrounding walls were the property of the Trust although the Arch would be owned by the Snowdrop Festival. It was suggested that it would be necessary to draw up a simple legal agreement to protect the long-term interests of the Trust.

Building Update – There are plans to convert the 1979 church into a multi-use building with a new floor installed to become the home of the 1<sup>st</sup> Shaftesbury Scout Group and to install a lift to upgrade the hall and make it accessible to all members of the community. The Project launch is to be Wednesday 22<sup>nd</sup> October at 6.30pm.

CLlr Winifred Harvey

District Councillor Report from Derek Beer.

It is with great sadness to report the sudden passing due to illness of Byron Harris the well-known and much talked about officer, who knew "his stuff" and was determined to carry out his responsibilities with the long term consequences to the District's tree population foremost. He will be missed.

It has been a quiet time for meetings of late, as with most local authorities during August, with a cluster of them coming up in the next couple of weeks.

Even licensing, which is normally varied and interesting, is in a lull.

Walking around Nordon is a depressing experience currently, with staff numbers down to half what they were a year or two ago and all the talk is about saving more money in the future, which is a daunting task as all we have done for the past twelve years is make cuts, until there is nothing left to cut.

Much talk is of yet more sharing of services with other authorities, and of course although I feel it will make my job as a councillor more difficult in the future, not really knowing who I am dealing with at officer level, and the same in reverse, I don't think I am allowed to say that because I am constantly assured that all will be as before.

I must pay tribute though to Darren Johnson and his workforce on the Waste Partnership who seem to have adopted a far more practical approach to keeping the town clean getting on with the job rather coming up with reasons not to as had happened in the past, especially in the approach to 'In Bloom' judging. The link up they have with the Shaftesbury Litter pickers is amazing.

The popular bus route 29 to Salisbury via Odstock Hospital is continuing despite the operator going into administration. Damory now operate the route and indication from users is that they are doing it well.

I will try to bring you a more cheerful report next time.

**Report of the Acting Committee Services Officer to  
a Meeting of Shaftesbury Town Council  
to be held on Tuesday 2 September 2014  
In the Council Chamber, High Street Shaftesbury at 7.00pm**

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**APPOINTMENT OF COUNCILLORS TO COMMITTEES AND OUTSIDE BODIES**

**1.0. Purpose of Report**

1.1. For decision.

**2.0. Recommendation**

2.1 The Council resolves appointment of a councillor to the ROSE committee and note that the vacancy on General Management will be filled upon election of a chairman at the next meeting of the committee.

2.2 The Council resolves appointment of councillors to outside bodies and fills the vacancies identified;

Dorset Association of Parish and Town Councils (DAPTC)  
North Dorset Citizen's Advice Bureau  
Shaftesbury Community Association  
Shaftesbury Fairtrade  
Shaftesbury In Bloom  
Shaftesbury Municipal Almshouse  
Shaftesbury Snowdrops  
Shaftesbury's Young Peoples Project (TOBY's)

**3.0 Background**

3.1 The Town Council currently has the following committee membership:

Planning and Highways:

Cllrs Lewer (chair), Proctor (vice-chair), Clinch, Harvey, K Tippins, R Tippins

ROSE:

*Vacancy*, Cllrs K Tippins (vice-chair), Clinch, R Tippins, Hicks, Harvey,

GEM:

Cllrs R Tippins (chair), Madgwick (vice-chair), Pestell, Lewer, K Tippins, *Vacancy for the chair of ROSE*

3.2 Members may wish to consider adjustment to the current committee membership in light of Simon Pritchard's and Joe Duthie's election to council.

3.3 The Town Council has not yet resolved the appointments of councillors to outside bodies for 2014 / 15 however, below is the list as it was at the end of the previous municipal year with the addition of Simon Pritchard's volunteer role for Chamber and Tourism:

Abbey Museum Trust

Cllr Proctor

Barton Hill Trust	Cllr Hicks & Cllr R Tippins
Community Land Trust	Town Clerk (ex officio)
Compton Abbas Airfield	Cllr Proctor
Dorset Association of Parish and Town Councils	Cllrs K Tippins & <i>Vacancy</i>
Motcombe United Charities	Cllr Lewer
Neighbourhood Plan	Cllrs R Tippins and K Tippins
North Dorset Citizens Advice Bureau	<i>Vacancy</i>
North Dorset Crime Prevention	Cllr R Tippins
North of Dorset Parish Group	Cllr Clinch
North Dorset Development Working Party	Cllr Lewer
Open Spaces Group	Cllr Hicks
Police & Communities Together	Cllrs Harvey, Hicks, Pestell & R Tippins
Shaftesbury & District Chamber of Commerce	Mr Pritchard
Shaftesbury & District Task Force	Cllr Harvey
Shaftesbury & District Tourism Association	Mr Pritchard
Shaftesbury & Gillingham Area Transport Forum	Cllr Pestell
Shaftesbury and District Carers (HOPE)	Cllr Harvey
Shaftesbury Carnival Committee	Cllr Clinch
Shaftesbury Charitable Trust	Mayor & Deputy (ex-officio)
Shaftesbury Community Association	<i>Vacancy</i>
Shaftesbury Community Swimming Pool	Cllr Harvey
Shaftesbury Cricket Club	Cllr Pestell
Shaftesbury Fairtrade	<i>Vacancy</i>
Shaftesbury Football Club	Cllr Clinch
Shaftesbury In Bloom	Cllr Hicks, <i>Vacancy</i> and K Tippins
Shaftesbury Municipal Almshouse	<i>Vacancy</i>
Shaftesbury Snowdrops	<i>Vacancy</i>
Shaftesbury Town Silver Band	Mayor (ex-officio)
Shaftesbury Town Twinning Association	Mayor (ex-officio)
<del>Shaftesbury Town Website</del>	<del>Consider no longer required</del>
Shaftesbury Trinity Centre Trust	Mayor (ex-officio)
Shaftesbury Young People's Project (Toby's)	<i>Vacancy</i>
Shaftesbury Youth Club	Cllr Clinch
Swans Trust	Cllr Lewer
Wessex Cross Border Working Group	Cllrs Hicks & Clinch
Wrightson Allotments	Cllr Clinch

3.4 Shaftesbury Town Website is recommended for removal as the Council as resolved to proceed with creating its own website and a working group for this is underway.

#### **4.0. Financial Implications**

4.1 There are no financial implications

#### **5.0. Legal Implications**

5.1 Local Government Act 1972 s.111 provides the power to do anything which is calculated to facilitate or is conducive or incidental to the discharge of any of its functions.

End.

Claire Commons

Acting Committee Services Officer

**A Report from the Town Clerk to  
a Meeting of Shaftesbury Town Council.  
To be held on Tuesday 2 September 2014**

**In the Council Chamber, Town Council Chamber, at 7.00 pm**

**FOOTBALL CLUB LEASE**

**1. PURPOSE OF REPORT**

1.1. For decision.

**2. RECOMMENDATION**

2.1. The Council resolves;

a) That the Council confirms that it will grant a lease for the football ground, changing rooms and the club house as agreed under Minute 2013/83 November 2013 for 15 years to Shaftesbury Football Club subject to all conditions being fully met and the conditions set out in the background of this report are met.

b) That the Council grants Shaftesbury Town Football Club a Licence to occupy the clubhouse as per the minutes of the General Management committee minutes of 22nd July 2014. Note, this recommendation is to be considered for ratification by Council under agenda item 13

2.2. Under the terms of any lease or licence for the club house The Council and the Football Club will jointly appoint an operator to run the clubhouse facilities through the STC tender process or a Licenced Property Agent. The successful applicant will be required to provide open book accounting on an annual basis.

2.3. The Council must consider the recommendation above having received the information supplied by the Football Club as attached at appendix A.

2.4. The Council resolves to operate the football ground and its facilities itself through the offices of the Town Clerk.

The Football Club have supplied substantial information relating to its affairs attached at appendix A to this report.

**3. BACKGROUND**

3.1. The Football ground in Coppice Street is owned by Shaftesbury Town Council. This site is seen as a community facility and town asset. The sports pitch and changing rooms have been refurbished however the club house is in poor condition.

3.2. The Council has resolved to give the football club a 15 year lease with break clauses at 5 year intervals to provide for any strategic alterations, provision of leisure facilities and risk mitigation clauses.

*“STC has resolved 2013/83, 26th November 2013 “That Shaftesbury Town Council offer Shaftesbury sports Club Ltd a 15 year lease for the football training and clubhouse facilities with appropriate five year break clauses, a clause to provide for any strategic alteration to the provision of leisure facilities in the town and risk mitigation clauses and that an operator for the club house be jointly appointed.”*

3.3. The General Management Committee (GEM)) further resolved on 22nd July 2014 *“Members considered and it was **RESOLVED** to **RECOMMEND** to Full Council that a 3 year licence to occupy the clubhouse and training pitch be provided to the Football Club for a period of 3 years.*



*Supporting report to include Landlord's contractual obligations relating to the condition of the building and remaining fixtures and fittings."*

Council may consider this further recommendation from GEM.

- 3.4. The Councils six month rule Standing order 7 Previous Resolutions; states that a previous resolution shall not be reversed except by special motion. The recommendation from Gem was made outside that time frame therefore the council need to consider the committees resolution as an 'either or' situation.

The football club have supplied information about their company status, company registration constitution and articles of association accounts and minutes of its meetings these are attached at appendix A to this report . Contained in the appendix A is a letter from the football club detailing their request from the Town Council .

- 3.5. The FC are registered at Companies House and are trading as Shaftesbury Sports Club Ltd. Registered on 8<sup>th</sup> March 2013 as "Private Limited by guarantee with no share capital." A company limited by guarantee does not usually have a share capital or shareholders, but instead has members who act as guarantors.
- 3.6. Normally a company's constitution requires its Directors to retire in rotation and to seek re-election if they want to continue in office.
- 3.7. If given a lease for the clubhouse SFC proposes to engage an operator for the club house. STC has resolved that the operator should be jointly appointed This should be approached through the councils tendering process.
- 3.8. The Council can resolve to send the matter back to committee for further debate if the Council are not happy with the proposals from the football club

#### **4. FINANCIAL IMPLICATIONS**

- 4.1. The lease between The Town council and the football club has been drawn up at a cost of £1,000.
- 4.2. The company's covenants under the lease are safe without a guarantor depending on the financial standing of the company. The draft lease contains a forfeiture clause which gives the Town Council some protection if the company goes into liquidation.
- 4.3. Members will be aware that the football club have an outstanding invoice from the Town Council for £866.79 regarding water bills .The Football club have informed the Town Clerk that they are unable to pay the bill as they have no funds.

#### **5. LEGAL IMPLICATIONS**

- 5.1. The Council must protect its interests through a modern lease. Normally a guarantor will be sought to cover the Councils loss if the football club goes into administration. Whilst a guarantor is not part of the present deal a guarantor can become involved at any stage
- 5.2. The directors of the football club are appointed by members of the club and the identity of the directors may change over time because the company's constitution should require them to retire in rotation and to seek re-election if they want to continue in office. A process which may lead to them being opposed and defeated in a general meeting of members.

End.

**Richard Chapman**  
**Town Clerk**

**Report of the Town Clerk to  
a Meeting of Shaftesbury Town Council  
to be held on Tuesday 2 September 2014  
In the Council Chamber, High Street Shaftesbury at 7.00pm**

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**DIGITAL RECORDING OF COUNCIL MEETINGS**

**1.0. Purpose of Report**

1.1. For decision.

**2.0. Recommendation**

2.1 The Council purchases professional equipment to carry out audio recordings of all its meetings held in public.

2.2 That Council notes the recent guidance for Parish and Town Councils with regard to filming proceedings of meetings - see Background below.

2.2. The Town Council adopts the policy on filming, blogging, tweeting and use of Facebook at Town Council meetings, as attached at Appendix A.

**3.0 Background**

3.1. In September 2012 new rules on public access to meetings of principal authorities came into force. In June 2013 the Department of Community and Local Government (DCLG) published a guide explaining how proceedings can be reported.

3.2. The guide states that blogging, tweeting and filming of Council meetings should be permitted.

3.3. Shaftesbury Town Council should therefore adopt a policy on filming, blogging and tweeting at public meetings. A draft policy is attached at Appendix A.

3.4. Although the rules do not apply to Town Councils, the prohibiting of filming, tweeting and blogging would not accord with the public's expectation or with the Government's call for greater transparency and accountability.

3.5. The rules state that elected representatives and Council officers should expect to be held to account for their comments and votes in meetings. Councils are required to provide reasonable facilities for any member of the public to report on meetings. Councils should allow filming of meetings that are open to the public.

3.6. The Council should consider adopting a policy that takes account of members of the public speaking at a meeting who object to being filmed, without undermining the broader transparency of the meeting.

3.7. Bloggers, tweeters facebook and youtube users and individuals with their own website should be able to report meetings.

3.8. The DCLG has stated that Councils should let the public see the good work that they do in championing local communities and local interests.

3.9. Meeting means all meetings of Council or its Committees held in public.

#### **4.0. Financial Implications**

4.1. The cost of purchasing a digital conference delegate system will be in the region of £3.500 in line with a system being installed at Bournemouth Council.

4.2 A more simple solution can be provided via linked delegate microphones or a central omnidirectional microphone connected to a laptop at a cost not exceeding £500.

4.3. The cost of purchasing recording equipment identified under 4.2 can be contained within the Council's 2014/15 budget.

#### **5.0. Legal Implications**

5.1. The Data Protection Act does not prohibit filming of public meetings but the Council should ask that filming should not be undertaken in such a way that it is disruptive or distracting to the good order and conduct of the meeting.

5.2. The Council is not obliged to record its own proceedings by sound or film.

5.3. Members must be aware of laws covering defamation and public order offences.

End.

Richard Chapman

Town Clerk

## APPENDIX A

### **SHAFTESBURY TOWN COUNCIL POLICY ON FILMING, VIDEOING AND PHOTOGRAPHY AND AUDIO RECORDING AT COUNCIL MEETINGS**

The Council supports the principle of transparency and encourages filming, recording and taking photographs at its meetings that are open to the public. It also welcomes the use of social networking websites (such as Twitter and Facebook) and micro-blogging to communicate with people about what is happening, as it happens.

There is no requirement to notify the Council in advance, but it should be noted that the Chairman of the meeting will have absolute discretion to terminate or suspend any of these activities if, in their opinion, continuing to do so would prejudice proceedings at the meeting.

The circumstances in which termination or suspension might occur could include:

- . public disturbance or suspension of the meeting
  - . the meeting agreeing to formally exclude the press and public from the meeting due to the confidential nature of the business being discussed
  - . where it is considered that continued recording/photography/filming/web-casting might infringe the rights of any individual, and.
- when the Chairman, considers that a defamatory statement has been made.

In allowing this, the Council asks those recording proceedings not to edit the film/ record/ photographs in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being photographed/filmed/recorded.

Those intending to bring large equipment, or wishing to discuss any special requirements are advised to contact the Council in advance of the meeting to seek advice and guidance. The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

At the beginning of each meeting, the Chairman will make an announcement that the meeting may be filmed, recorded or photographed. Meeting agendas will also carry this message.

Freedom of speech within the law should be exercised with personal and social responsibility showing respect and tolerance towards the views of others.

**Report of the Town Clerk to  
a Meeting of Shaftesbury Town Council  
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**GROUNDS TEAM VEHICLE**

**1.0. Purpose of Report**

1.1. For decision.

**2.0. Recommendation**

2.1 The Council purchases a vehicle suitable for use by the Grounds Team in their daily work up to a maximum spend of £6000 see back ground below.

**3.0 Background**

3.1. In August 2014, the rear of the Ford Ranger was damaged and a claim submitted to the insurance company for repair.

3.2. Following an Engineers visit the insurance company have written-off the vehicle as it has been damaged beyond economic repair. Taking into account the mileage and condition of the vehicle an offer of £2,900 has been made – this figure has had the policy excess of £100 deducted.

3.3. It is intended to purchase a suitable second hand vehicle to suit the needs of the council, approximately 4-6years old. The cost is likely to be in the region of £6,000.

**4.0. Financial Implications**

4.1. The cost of purchasing a replacement vehicle will be in the region of £6,000, therefore an amount of £3,100 may be required. This additional cost to be funded from the Capital Replacement reserve for Grounds Equipment.

The reserve stands at £5000 as of 31st August.

**5.0. Legal Implications**

5.1 The current vehicle is not roadworthy and therefore not insured, and should be removed from use immediately.

End.

Richard Chapman

Town Clerk

**Report of the Town Clerk to  
a Meeting of Shaftesbury Town Council  
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**GROUNDS TEAM TRACTOR**

**1.0. Purpose of Report**

1.1. For decision.

**2.0. Recommendation**

2.1 The Council keeps the recently purchased tractor but disposes of the attachments purchased.

2.2 The Council exchanges the attachments for a gang mower with wider cutting width and a faster groundspeed, at a cost of £1850.

**3.0 Background**

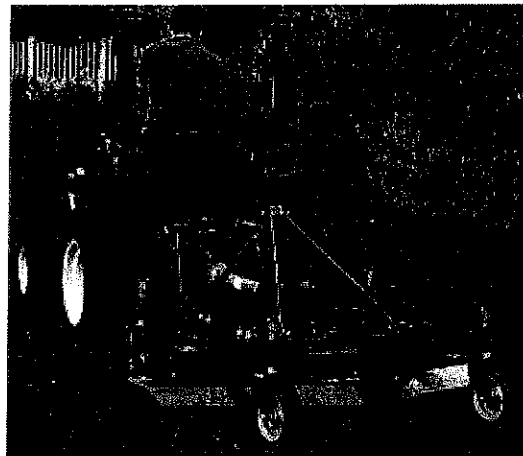
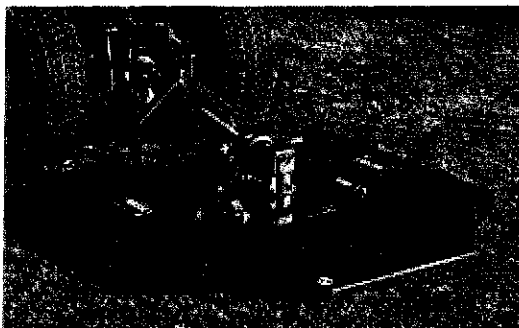
3.1 The Council and its grounds team had previously identified a tractor capable of using multiple attachments to accommodate the variety of work undertaken by the team.

3.2 The resolution was made on 11<sup>th</sup> February 2014 to approve acceptance of the quotation for £15,410 for the tractor fitted with a front end loader and bucket plus 2 tractor mounted mowers a side arm flail and a brush .

3.3 The subject of the tractor was brought back to the ROSE on 8<sup>th</sup> July 2014 as the grounds team had some concerns including the absence of a cab. It was agreed to bring back to the members for a resolution. The cost for a new cab is £3500 plus £1500 for fitting. It is very unusual to fit a new cab to an existing tractor this is an unnecessary expense.

The Council has purchased a good 2<sup>nd</sup> hand tractor fitted with a front loader and bucket the machine is in good condition and has just 500 hours on the clock

Both mowers are new but it is unnecessary for the council to purchase 2 mowing machines to fit on the tractor both do a similar job. Both mowers are of the rotary type with a cutting width of 1.2m (as pictured below)



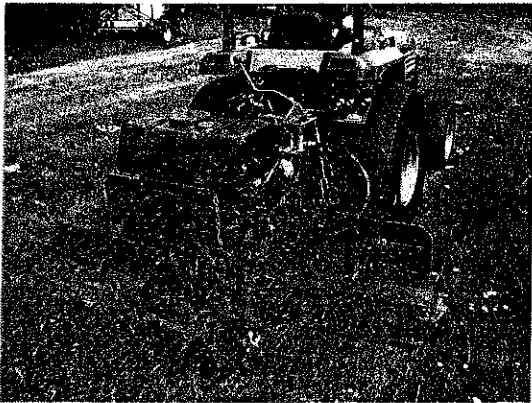
The brush is new but would be surplus to requirements.

The side arm flail is old and in poor condition and is an ex contractors machine.

The Town Clerk asked the supplier to consider taking the equipment (except the tractor and loader) in part exchange for a hydraulic powered gang mower to enable the council to cut its grass areas more efficiently.

3.4 A Ransomes 214 hydraulic powered gang mower has become available as an ex demonstrator. These machines normally retail at £11500 it is available to the Council at £1850 plus the attachments listed above.

The proposed equipment is pictured below attached to a tractor similar to that owned by STC



among its attributes are:

- Ability to distribute grass clippings finely and evenly thereby avoiding clumps.
- A cylinder cut of 7ft (2.14m) leaving an unrivalled finish
- Speed of cut 3.5 acres an hour at 5mph. cutting of all Shaftesbury Town Council areas to be completed in 1 – 1 ½ days (currently 4 days at peak growing season)
- Would free up the Councils existing Kubota F3680 for work on the smaller /rougher areas
- The life of both pieces of equipment is likely to be 5+ years

The gang mowers would free up it existing 4ft out-front rotary mower for work on small/rougher areas.

#### **4.0. Financial Implications**

4.1. The cost of the gang mowers is £7,600. Allowance on the Council's equipment, less the Tractor and Bucket £5,750, leaving a balance of £1,850.

#### **5.0. Legal Implications**

5.1 Open Spaces Act 1906 provides for a local authority to maintain and keep the open space in good order.

End.

Richard Chapman

## **Minutes of the Town Councils Web Site Working Party**

**Held at the Town Hall on**

**Tuesday 26th August at 10.30am**

**Present:** Cllr Win Harvey  
Cllr Richard Tippins  
Cllr Joe Pestell

Richard Chapman Town clerk

The Working Party discussed the proposal for a new web site for Shaftesbury Town Council it was acknowledged that the Council had received 3 quotes for a web site but only one was really of interest and the company was not local to Shaftesbury.

It was discussed that a web site along the model used by Sturminster Newton be sought with quotes from 3 local organisations to build a functional and informative web site. The site should include a place for the Shaftesbury Neighborhood Development plan.

The Working Party **RECOMMENDED** that the Town Clerk be authorised to obtain 3 quotes and develop a web site with the Councils Annual budget. The first draft to be presented to the working party for further amending and development.

The meeting ended at 11.15.am.