

Sherborne Town Council



Sherborne Town Council

Agenda and Minutes

Monday

20 July 2026

NOTICE OF MEETING OF SHERBORNE TOWN COUNCIL

To: The Town Mayor and all Members of Sherborne Town Council
Youth Advisors, the Public, and Press

Dear Member,

YOU ARE HEREBY SUMMONED to attend a Meeting of the SHERBORNE TOWN COUNCIL for the transaction of the following items. It is not lawful for the Council to consider business not on the agenda (Local Government Act 1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119). The meeting will be held in the Council Chamber, The Manor House, Newland, Sherborne, DT9 3JL at **6.00 p.m. on MONDAY, 20 JULY 2026**



Steve Shield
Town Clerk and Proper Officer
14 July 2026

AGENDA

Before considering the following Agenda, there will be a democratic half hour, which may be extended at the discretion of the Council, during which time members of the public may speak. During the meeting, members of the public and elected representatives of other Councils may indicate they wish to speak, and, at the discretion of the Mayor and with the approval of Members, they may be allowed to do so on points of information only. The Council may, on occasion, invite members of the public to comment on specific issues where points of information or their knowledge on a subject might prove beneficial to the Council. Standing Orders will need to be suspended to accommodate the above.

The Local Audit and Accountability Act 2014 allow both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). Any member of the public wishing to record or film proceedings should let the Town Clerk know prior to, or at the start of the meeting.

1. **PUBLIC SESSION (30 MINUTES MAXIMUM)**
 - 1.1 Representation from the Statutory Bodies
 - 1.2 Representation from the Community/Local Organisations – To include a report from the Patients Participation Group (PPG) representing the Grove and Apples Medical Centres.
 - 1.3 Representations from Members of the Public
2. **REPORT FROM DORSET COUNCIL – COUNCILLOR ANDREWS**
3. **REPORT FROM DORSET COUNCIL – COUNCILLOR CRABB**
4. **APOLOGIES FOR ABSENCE** (Local Government Act 1972, Section 85(1)).

To receive apologies for absence and to approve the reason(s) given.

5. **DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS** (Declarations of Interests (Localism Act 2011, Section 31(2), subject to Section 32(3); and Section 33 regarding dispensations from Section 31(4)).

Members to declare any interests, including Disclosable Pecuniary Interests, may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests made to the Proper Officer from members for Dispensations (NB this does not preclude any later declarations).

6. **MINUTES**

- 6.1 To approve the minutes of the Annual Parish Meeting held on Tuesday, 28 April 2026 and the Town Council Meeting held on Monday, 22 June 2026 as a correct record.

7. **FINANCE AND RESOURCES**

7.1 **STC Payment Schedule and Bank Balances**

To receive and approve the bank reconciliation for June 2026, along with the attached payment schedules and bank balances.

7.2 **Digby Hall and Library Payment Schedule and Bank Balances**

To receive and approve the attached payment schedules and Bank Balances for June 2026.

7.3 **Budget to Actual** – To receive and note the Budget to Actual for the period April to June 2026.

7.4 **Sustainable Project for Digby Hall and Cemetery** – To consider the introduction of Solar PV for the Digby Hall and Cemetery Mess Hut, LED lighting for the Cemetery Mess Hut and a Vehicle Charging Point for Sherborne Cemetery.

7.5 **Terrace Playing Fields Children's Play Area** – To consider a report from the Town Clerk in relation to the purchase of new children's play equipment at this location.

7.6 **Grant Funding Applications** – To consider an application from Sherborne Steam and Waterwheel Museum amounting to £216.00 for the purchase of advertising banners.

8. **STANDING ORDERS**

To approve the Model Standing Orders in line with the National Association of Local Councils (NALC).

9. **TOWN MAYOR, TOWN CLERK, WORKING GROUPS AND PORTFOLIOS**

To receive verbal reports for information if applicable from the Town Mayor, Town Clerk, Portfolio Holders and Working Groups.

10. **PLANNING APPLICATIONS**

a) **[P/LBC/2026/03273](#)**

34 Cheap Street, Sherborne DT9 3PX

Replace 2 No. 1st floor vertical sliding box sash windows to the front elevation. Existing windows are beyond repair.

b) **[P/HOU/2026/03424](#)**

11 St Swithin's Close, Sherborne DT9 3DW

Erect a two-storey side extension (Demolish existing single-storey extension).

- c) [P/HOU/2026/03425](#)
High Meadows Bradford Road Sherborne DT9 6BS
Erect first-floor extension and rear two-storey extension
- d) [P/LBC/2026/03590](#)
Bursary Sherborne School Abbey Road Sherborne DT9 3LF
Repair and minor alterations to the library roof.
- e) [P/HOU/2026/03628](#)
2 Highmore Road, Sherborne DT9 4BT
Erect a single-storey rear extension (demolish existing conservatory).
- f) [P/TRC/2026/03724](#)
The Old Coach House, South Street, Sherborne DT9 3LZ
G1 Birch x 3 - Reduce in height 2 - 2.5m down to previous cut points, prune to shape T1 Acacia - Fell to ground level

11. **EXEMPT BUSINESS**

The **Public Bodies (Admission to Meetings Act 1960 Section 1 (2))** requires that, before discussing exempt business, the meeting must pass a resolution to exclude the public and press for that part of the proceedings such that it would be prejudicial to the Public Interest by reason of the confidential nature of the business to be transacted, the meeting resolves that the public and press will be temporarily excluded’.

SHERBORNE TOWN COUNCIL

Minutes of a MEETING of SHERBORNE TOWN COUNCIL held on Monday 22 June 2026 at 6.00 pm in the Council Chamber at the Manor House, Newland, Sherborne.

Present: S Jeganathan (Mayor), Cllrs J Andrews, R Crabb, M Crossman, S Greene, J Griffen, P Jacobs, T Martin, G Patterson, R Legg and J Warburton.

In attendance: Mr S Shield (Town Clerk), Mrs K McMeiken (Civic & HR Officer).

Youth Advisors: Philippa.

28. PUBLIC SESSION

28.1 Representation from Statutory Bodies

None Present. The latest crime statistics will be circulated once available.

28.2 Representation from Community and Local Organisations

The Chairman of the local Patient Participation Group previously submitted a report, which was circulated to the Members. Sarah Parsons from Age Friendly attended to present on a pilot scheme that will soon be introduced to a number of towns including Sherborne. This pilot will provide an opportunity for people of all ages to access support and assistance.

28.3 Representations from Members of the Public

Cllr Warburton made a statement to remember Jo Cox MP murdered 10 years ago this month, and the importance of respect in democratic life.

Cllr Crossman reported that the Library of Things had opened on Saturday 20th June and will open weekly on a Saturday morning up at Tinneys. Julia Findlater was thanked for all her hard work on this matter.

A member of the public attended the meeting to present a grant application on behalf of the Sherborne Wednesday Club, a welcoming friendship group open to all. Currently, female members outnumber males. Any grant funding received will support club entertainment and provide modest honoraria for the secretary and treasurer. Without this financial support, the club is at risk of closing within the year.

It was agreed this grant funding application would be brought forward on the agenda for consideration

It was PROPOSED by Cllr Jacobs and SECONDED by Cllr Warburton and AGREED unanimously that:

Sherborne Town Council approve grant funding amounting to £200 to the Sherborne Wednesday Club.

29. REPORT FROM DORSET COUNCIL – COUNCILLOR ANDREWS

Councillor Andrews announced that new road safety signs and markings have been installed around the Coombe area. He has also requested that STC include "no waiting at any time" lines for the corner of Digby Road directly opposite the Abbey as part of any refreshed Cheap Street Traffic Regulation Order (TRO) currently being considered

Additionally, the dual carriageway will be closed for maintenance and resurfacing works from Tuesday 30th June, between 9:30 am and 3:30 pm with work hoping to be completed by Friday 10th July.

30. REPORT FROM DORSET COUNCIL – COUNCILLOR CRABB

Sherborne Library is now aiming to reopen on Monday, 3rd August, provided that the ongoing work progresses smoothly. The Summer Reading Challenge will take place at the Sherborne Arts Centre in Newland.

There are still concerns at the Barton Farm Estate regarding anti-social behaviour. A meeting was held with some residents, local councillors, and the police, during which it was agreed that the next step would be to arrange a multi-agency meeting. However, a preliminary discussion with Dorset Council will occur first. The roads at Barton Farm Estates are expected to be adopted by Dorset Council by the end of August 2026 which may create opportunities for the town council to manage additional local assets in the future.

A Place and Overview Committee has been established to review policies for rights of way and bridleways.

31. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs C Kippax, Roger Marsh, and Youth Advisors Lizzie and Rhianna.

32. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

Councillors were reminded of their obligations to declare their interests in the following items and to indicate the action they will be taking when the item is considered in accordance with the National Association of Local Councils (NALC) Model Code of Conduct, prepared to comply with the requirements of Section 27 of the Localism Act 2011.

32.1 Cllr Crabb declared an interest in Item 11 Planning.

32.2 Cllr Warburton declared an interest in Item 7.4 Grant funding request from The Rendezvous.

33. MINUTES OF THE ANNUAL STATUTORY MEETING HELD ON 11 MAY 2026.

It was PROPOSED by Cllr Jeganathan and SECONDED by Cllr Martin and AGREED (10 in favour and 1 non-vote) that:

Sherborne Town Council approves and adopts the Minutes of the Annual Statutory Meeting held on 11 May 2026 (Agenda Item 6).

34. FINANCE AND RESOURCES

34.1 STC Payment Schedule and Bank Balances

The papers were noted (Agenda Item 7.1), and it was PROPOSED by Cllr Jacobs and SECONDED by Cllr Andrews and AGREED unanimously that:

For May 2026, Credit Card Payments of £623.10, BACS Payments of £121,616.72 and Direct Debits amounting to £6,839.71 are approved.

34.2 The Digby Hall and Library Payment Schedule and Bank Balances

The paper was noted (Agenda Item 7.2, 7.2i, 7.2ii and 7.2iii) and it was PROPOSED by Cllr Jacobs and SECONDED by Cllr Griffen and AGREED unanimously that:

The Bank Balances/Reconciliations for The Digby Hall and Library for February, March, April and May 2026 are approved.

The Bank Balances/Reconciliations for The Digby Hall and Library for February 2026 along with BACS Payments of £4,215.04 and Direct Debits amounting to £0.80 are approved.

The Bank Balances/Reconciliations for The Digby Hall and Library for March 2026 along with BACS Payments of £18,957.91 and Direct Debits amounting to £1.60 are approved.

The Bank Balances/Reconciliations for The Digby Hall and Library for April 2026 along with BACS Payments of £10,111.66 and Direct Debits amounting to £2.00 are approved.

The Bank Balances/Reconciliations for The Digby Hall and Library for May 2026 along with BACS Payments of £7,475.9 and Direct Debits amounting to £0.80 are approved.

Cllr Warburton left the meeting having declared an interest with the next agenda item.

34.3 The Rendezvous Service Level Agreement (SLA)

A copy of the SLA was noted (Agenda Item 7.3), and it was PROPOSED by Cllr Jacobs and SECONDED by Cllr Andrews and AGREED (10 in favour and 1 non-vote that:

Sherborne Town Council approve the first tranche of funding (£5,000) for the current financial year.

Cllr Warburton returned to the meeting.

34.4 Grant Funding Applications and Events Budget

34.4i Sherborne Wednesday Club: As agreed earlier in the meeting.

34.4ii Mosaic Supporting Bereaved Children:

It was PROPOSED by Cllr Warburton and SECONDED by Cllr Griffen and AGREED unanimously that:

Sherborne Town Council approved £400 from the grants budget to Mosaic.

34.4iii Consideration of £2,000 from the events Budget towards the Armed Forces Day 2027.

It was PROPOSED by Cllr Jacobs and SECONDED by Cllr Jeganathan and AGREED Unanimously that:

Sherborne Town Council approves the £2,000 from the Events Budget towards Armed Forces Day in June 2027.

34.5 Purchasing Of Road Vehicle

To consider the purchase of a new electric road vehicle and a supporting vehicle charging point for the cemetery site.

It was PROPOSED by Cllr Jacobs and SECONDED by Cllr Legg and AGREED unanimously that:

Sherborne Town Council approves the purchase of a vehicle and supporting charging point for the cemetery site.

34.6 Ninja Warrior Play Equipment

To consider the purchase of Ninja Warrior Play Equipment for the Blackberry Lane Adventure and Skate Park. This scheme was first discussed by in 2024 and gained support of the Youth Town Council. The Police & Crime Commissioner for Dorset has also provided £5,000 funding towards this project. The council has discussed implementing this contractor specific equipment with Proludic for several years and has therefore waived financial regulations for this contract to allow direct price negotiation without competition.

It was PROPOSED by Cllr Legg and SECONDED by Cllr Griffen and AGREED Unanimously that:

Sherborne Town Council approve the purchase of Ninja Trail equipment from Proludic, pending the Town Clerk's circulation of a demonstration video featuring similar equipment recently installed in Calne, Wiltshire. This follows a Member's observation regarding potential noise concerns. Feedback from the Youth Council will be sought once the equipment is in place.

34.7 BDO LLP External Auditor Conflict of Interest

To confirm that there is no conflict of interest with BDO LLP.

It was PROPOSED by Cllr Jacobs and SECONDED by Cllr Jeganathan and AGREED unanimously that:

Sherborne Town Council confirm that there is no conflict of interest with BDO LLP.

34.8 Accounting Governance and Accountability Return (AGAR).

A copy of section 2 of the AGAR report (Agenda item 7.8) was received and noted.

It was PROPOSED by Cllr Jacobs and SECONDED by Cllr Andrews and AGREED unanimously that Sherborne Town Council:

Sherborne Town Council approves Section 2 of the Accounting Governance and Accountability Return (AGAR).

34.9 Internal Audit Feedback

A copy of their papers (Appendix A & Appendix B) was noted, and it was PROPOSED by Cllr Jacobs and SECONDED by Cllr Andrews and AGREED (10 in favour & 1 abstention) that:

Sherborne Town Council noted (Appendix A and Appendix B) and will take no further action on both matters.

35. SPEED LIMIT BETWEEN THE MORRISONS GARAGE (A30) TO THE JUNCTION OF HORSECASTLES LANE (A352)

To discuss the potential for a reduction in the speed limit at this location from a 40 to 30 mph.

It was PROPOSED by Cllr Crabb and SECONDED by Cllr Griffen and AGREED unanimously that:

Sherborne Town Council will request that Dorset Council consider a 30 mph speed limit for this location.

36. DORSET TOWN OF CULTURE 2027 AND UK TOWN OF CULTURE 2028

To consider an application via the Arts Development Company for the Dorset Town of Culture 2027.

It was PROPOSED by Cllr Andrews and SECONDED by Cllr Martin and AGREED unanimously that:

Sherborne Town Council establish a Working Group consisting of Cllr James Griffen and the Town Clerk, complete an application via the Arts Development Company and ring fence £30,000 from General Reserves for allocation if successful.

The Town Clerk advised that the Government would announce which towns have been shortlisted for the UK Town of Culture 2028 by the end of July. In the meantime, a postcard has been created from Sherborne and will be added to an interactive digital map showing all the towns that have entered which will be published early in July.

37. TOWN COUNCIL WORKING GROUPS AND PORTFOLIOS

Properties - Councillor Legg stated that he hoped a practical solution can be achieved for the development of Newell House following the recent fire.

Finance - Cllr Jacobs advised there was an opportunity to apply for further grant funding from Low Carbon Dorset for Solar PV for the Digby Hall and Cemetery Mess Hut, along with new LED lighting, and a car charging point for the cemetery. A report will be brought to council in July for consideration.

Cllr Richard Crabb left the meeting having declared an interest with the next agenda item.

38. PLANNING

a) [P/TRC/2026/02948](#)

111 Newland Sherborne DT9 3DU

T1 & T2 Leylandii – Remove

It was PROPOSED by Cllr Andrews and SECONDED by Cllr Warburton and AGREED (9 in favour and 1 abstention) that:

Sherborne Town Council supports this application.

b) [P/LBC/2026/02910](#)

Trinity Lodge 3 Greenhill Sherborne DT9 4EW

Install fast fibre broadband. The BT Openreach cable already installed would be replaced, and OMI box to be installed in a non-obtrusive place

It was PROPOSED by Cllr Andrews and SECONDED by Cllr Martin and AGREED unanimously that:

Sherborne Town Council supports this application.

c) [P/FUL/2026/01394](#)

64 & 66 Cheap Street, Sherborne, DT9 3BJ

Formation of an opening on the ground floor between no. 64 & 66 Cheap Street. Change of use of part of the first floor from C3 to Class E in connection with No. 64.

It was PROPOSED by Cllr Martin and SECONDED by Cllr Andrews and AGREED (7 in favour and 3 abstentions) that:

Sherborne Town Council supports this application, subject to the conservation officers' approval.

d) [P/ful/2026/02936](#)

Eastbury Hotel, Long Street, Sherborne DT9 3BY

Erect a single-storey side extension. Alterations to the façade to create a new shopfront.

It was PROPOSED by Cllr Warburton and SECONDED by Cllr Martin and AGREED unanimously that:

Sherborne Town Council supports this application.

e) [P/LBC/2026/02935](#)

Eastbury Hotel, Long Street, Sherborne DT9 3BY. Erect a single-storey extension and carry out external and internal alterations and formation of a bakery, including demolition of the existing lean-to. Alterations to the façade to create a new shopfront.

It was PROPOSED by Cllr Warburton and SECONDED by Cllr Andrews and AGREED unanimously that:

Sherborne Town Council supports this application.

g) [P/TRC/2026/03175](#)

Quarry House The Avenue Sherborne DT9 3AJ

T1 - Sycamore - Fell.

Members were unhappy with the lack of details in the application, with no reasons given for the felling.

Members supported the felling of the sycamore on the grounds that:-

- 1) They can grow to over 30m high (over 100feet)
- 2) They have aggressive root systems
- 3) They are a prolific cause of messiness.

It was PROPOSED by Cllr Crossman and SECONDED by Cllr Jacobs and AGREED unanimously that:

Sherborne Town Council can only comment on this application as not enough information was provided to make an informed decision.

Cllr Richard Crabb returned to the meeting.

39. EXEMPT BUSINESS

It was PROPOSED by Cllr Jeganathan and SECONDED by Cllr Andrews and AGREED unanimously that:

The public and press may be excluded from the meeting because publicity might be prejudicial to the public interest, as per the Public Bodies (Admission to Meetings) Act 1960.

39.1 Staffing

The Town Clerk reported that, following the most recent annual staffing appraisals, he recommends conducting job evaluations for several positions to reflect both current duties and potential additional responsibilities identified within the team.

It was PROPOSED by Cllr Andrews and SECONDED by Cllr Warburton and AGREED unanimously that:

Sherborne Town Council supports South West Councils to undertake job evaluations identified at a cost of £930+VAT per day. This is likely to be two days' work.

The Town Clerk reported that, after seeking CIPD advice and recommendations, he has concluded an informal investigation with a staff member.

39.2 Wider Plan Employee Benefits.

Papers were previously circulated to Members, and it was PROPOSED by Cllr Warburton and SECONDED by Cllr Andrews and AGREED unanimously that:

Sherborne Town Council approve the Wider Plan Employee Benefits for an initial period of 12 months from the Staffing Administration budget.

The meeting closed at 8.20 pm.

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Town Mayor

SHERBORNE TOWN COUNCIL

Minutes of the ANNUAL PARISH MEETING held in the Digby Hall, Hound Street on Tuesday 28 April 2026 at 7.00 p.m.

Present: S Jeganathan (Town Mayor), Cllrs J Andrews, R Crabb, M Crossman, S Greene, J Griffen, P Jacobs, C Kippax, R Legg, G Patterson, T Martin, and J Warburton.

In attendance: Mr Shield (Town Clerk)
Mrs K McMeiken (Civic & HR Officer)
Mrs S Berkley (Clerical Administrator)

Youth Advisors: None

Local Organisations: Representatives from the following organisations:

Abbey 104
Friends of the Yeatman
Land Trust
Sherborne Douzelage
The Eastbury Hotel
Future Sherborne
The Green Shed
Homestart Blackmore Vale
Patient Participation Group
The Rendezvous
Repair Café / Library of things
Royal British Legion / Poppy Appeal
Sherborne Arts Club
Sherborne Transport Action Group (STAG)
SAST – Ian Bartle
Sherborne Tennis Club
Sherborne in Bloom
Sherborne Boys and Girls School
Sherborne Rugby Club
Sherborne CPRE
Sherborne Gardeners Association
Sherborne Literacy Society
Wild Sherborne

1. INTRODUCTION TO THE ANNUAL PARISH MEETING

The Mayor of Sherborne welcomed everybody to the meeting, and introductions were given.

2. APOLOGIES FOR ABSENCE

Apologies were received from Councillors J Andrews and S Greene due to a holiday.

3. TOWN COUNCIL PRESENTATION

- The Town Clerk gave a presentation on the Town Council's activities during 2025/26, which highlighted the various achievements over the last 12 months, which included the following: -
- VE Day 80 May 2025: The beacon was lit in a moving ceremony to commemorate the 80th anniversary of VE Day, marking a significant moment in our nation's history. During the day, a wreath was also laid at the Abbey as a tribute to those who served during World War II. The commemorations were very

well attended, and the beacon lighting ceremony received enthusiastic support from all members of the community.

- **Swift Boxes:** Several Swift Boxes have recently been installed on various town council buildings throughout the area. This initiative aims to provide safe nesting sites for swifts, a migratory bird species whose numbers have been declining in recent years due to habitat loss. By installing these specialised boxes, the council hopes to support local biodiversity and encourage the return of swifts during the breeding season. The project is part of a broader effort to make the community more wildlife-friendly and to raise awareness about the importance of protecting native bird populations.
- **Telephone Kiosks:** The Town Council has now adopted two local telephone kiosks. One situated in Newland Gardens and the other on Cheap Street, outside the post office. A recent public consultation came up with suggestions of a green book exchange and an IT charging station. The Council is committed to ensuring that these iconic structures continue to benefit the neighbourhood in creative and practical ways.
- **Free Parking Days 2025:** The Town Council was delighted to have provided Free Parking Days, which played a significant role in supporting the local community. These initiatives encouraged residents and visitors alike to participate in a wide range of events by making parking more accessible and convenient. Free parking was available in both Dorset Council and Sherborne Town Council Car Parks during key occasions, such as the Sherborne Summer Festival, Sherborne Pride, Pack Monday, and the Festive Shopping Day. The positive feedback received highlighted the value of these Free Parking Days in making Sherborne a welcoming and vibrant town for all.
- **North Dorset Photography Competition – Sherborne Exhibition:** Sherborne participated in this competition for the very first time, marking an exciting new chapter for the team. We are enthusiastic about the opportunity to become regular contenders and look forward to representing the north of Dorset in many future competitions. Our involvement this year has set the stage for greater engagement and development, and we are eager to build on this experience in the coming years.
- **Local children celebrate 120th anniversary of Sherborne's First Pageant:** Nearly 200 children from six different schools in Sherborne came together on Friday, 13th June, as part of the vibrant Sherborne Pageant anniversary celebrations. The event began with a lively parade, as the children, dressed in colourful costumes and waving handmade banners, marched proudly through the bustling centre of town. Spectators lined the streets, applauding and cheering as the procession made its way towards Pageant Gardens. On arrival at the gardens, the atmosphere was filled with excitement as the children assembled on the main lawn, where they delighted the audience with a diverse range of performances, including choral singing, traditional dances, and short theatrical pieces celebrating the rich history of Sherborne. Parents, teachers, and members of the community gathered to support the young performers, and the event concluded with a rousing finale, leaving everyone with lasting memories of a special day dedicated to community spirit and local heritage.
- **STC was represented at the inaugural meeting of Wild Sherborne, held at Castle Gardens.** Attendees discussed various ideas and suggestions to enhance biodiversity in the town. Neil Walker expressed a strong interest in collaborating with the council, relevant local and national organisations, and residents. The group emphasised the importance of green corridors, increased tree planting, and improved connectivity, recommending that these priorities be highlighted in submissions to the Dorset Local Plan.
- **A new roof over the Wingfield Room at Digby Hall has now been completed.** This significant improvement has been a long time in the making, and the enhanced space will benefit the community for many years to come. The funding was provided by the Simon Digby (Sherborne) Memorial Trust, whose support made this project possible.

4. REPORTS FROM LOCAL ORGANISATIONS

The organisations listed and highlighted in bold gave presentations or submissions on their work and achievements over the last year.

Ian Bartle SAST

The Sherborne Area Schools Trust (SAST) takes pride in its commitment to children and families. A multi-agency group meets once a month to focus on supporting families in need by providing food and emergency vouchers.

Sherborne Primary School has implemented an intergenerational program where elderly community members visit the school to engage in activities such as bingo and arts and crafts with the students.

The motto at the SAST is "Kindness Breeds Kindness." Additionally, Sherborne Primary School now features a Community Hub, and Sherborne Abbey Primary School has formed a partnership with Sherborne Abbey.

There is the Youth Council, where all schools are invited to give a representative to speak on the school's behalf. This allows each school to have a voice. There has been some excellent work that has come out of it.

Sherborne Boys and Girls School

Sherborne School announced that Sherborne Prep, Sherborne Boys and Sherborne Girls will unify under a single Sherborne brand from September 2026, establishing a formal all-through pathway for pupils aged 3 to 18. The school is investing in a new facility for innovation, AI and entrepreneurship, and to mark the centenary of Alan Turing joining the school as a pupil, the school will host a major innovation and AI conference in October 2026. The school is keen to integrate and work more closely with organisations within the Town.

Abbey 104

The team includes 35 volunteers of all ages who broadcast every day. Last year, the transmitter was moved from the Gryphon School to Sherborne Golf Club, which gives a potential range of 25 miles. In May 2026, Abbey 104 will launch a new website. They are self-funded and cover their own membership and fees, with support from business partners in places like Wincanton and Taunton, which is helping them to grow. The radio station is now located across from Sherborne Girls School, and it raised over £30,000 to make this move possible.

Sherborne Rugby Club

Sherborne Rugby Club now has 300 children and 120 adults taking part in rugby. They ask for £1.50 per week for each child. The club has 22 qualified first aiders and has grown by a third over the past 15 years. They have invested £140,000 in the clubhouse, with £130,000 of that raised by the club. They are now fundraising for floodlights.

Royal British Legion

The Sherborne Branch, part of the Dorset County Service, was founded on June 30th, 1921. Anyone can join as a member, but you need to have served to become a beneficiary. The RBL is now officially working with the Army Cadets. VE and VJ Day events are coming up soon, and they have been raising funds for a new memorial bench, which will be placed at the memorial garden at Sherborne Abbey and unveiled on June 27th, and everyone is welcome to attend. The poppy appeal team is still working very hard in advance

of Remembrance Sunday. The RBL were pleased to note the collaborative work that has happened over the last several years with the Town Council and other groups within the town.

The St. John's AlmsHouse

2025-2026 will be recognised as one of the most consequential periods in the long history of St. John's Almshouse.

The Brethren (the formal name given to trustees that run the almshouse charity) have progressed their plan to repurpose the interior of the building that we all know so well, to provide six new units to enable independent living for local people in need.

Funds which will not only enable the project, but that will secure the future of the almshouse charity for generations to come, were secured during a dramatic evening in December when the three-panelled altarpiece from the almshouse chapel was offered for sale at Sotheby's Old Master auction.

The painting had been revealed to be an important work painted in Brussels in 1480-90, which showed, in captivating detail, the Five Miracles of Christ. The final sale price of £5.7m greatly exceeded the pre-sale estimate. The successful purchaser, a Christian foundation, has committed to building a long-term relationship which will see the triptych periodically loaned back to the town.

The almshouse will return to its core mission to help local people in need, and the legacy of the triptych lives on in the lives it helps to change.

The Green Shed

The Green Shed is part of the Men's Shed movement, which began in Australia in the 1990s mainly for men and has since grown into a global community. The Mayor, Cllr Warburton, recently opened The Green Shed. It offers more than just a workshop; it is a place where people can connect. We work with Wild Sherborne, English Heritage, and the Patient Participation Group. The Green Shed is grateful for funding from Sherborne Town Council and is now considering ways to support Armed Forces Day next year.

The Rendezvous

The Rendezvous with young people who are often not in school but need extra support. They offer tutoring in English and Maths, which is mainly volunteer-led, as well as Functional Skills. They have 61 volunteers, and their services are available to individuals aged 13 to 25. Unfortunately, there are no suitable alternative provisions for some of these young people. The Rendezvous would like to thank Cllr Jill Warburton for serving as their Patron and to thank the community for all they have done to support them. Also to thank the Town Council for the ongoing service level agreement and financial support.

Homestart Blackmore Vale

Homestart Blackmore Vale has recently moved into offices at the Manor House. For the past 15 years, this volunteer-led charity has provided friendship and practical support for families. Volunteers are recruited, trained, and supervised to work alongside parents, offering adult company, help with depression, and assistance in preparing children to be ready for school. As an early-intervention service, Homestart is receiving a growing number of referrals and anticipates being needed in the community for many years to come.

CPRE

CPRE suggested that the Dorset Local Plan is going to be of critical to the future of the town. The current proposal adds 2,000 new dwellings to Sherborne; CPRE believes this should be limited to around 600. They stressed the need for appropriate infrastructure to be in place during any development. Youth engagement – CPRE is working closely with stakeholders to support young people and is keen to see more youth involvement in local issues, including work with The Gryphon School. CPRE has played a

major role in work relating to Newell House and the town centre. Many residents have called for support to ensure Newell House is protected, and an independent assessment has been requested.

Future Sherborne

Future Sherborne consider Sherborne to be a beautiful town to live in, but is aware that it is not always attractive or welcoming for younger people. The Turing Enterprise aims to address this through cosmetic improvements and by brightening key commercial properties and working closely with the Sherborne Heritage Society. The group is exploring the creation of an Alan Turing Centre, but they believe they need to achieve charitable status in order to support this work.

On 5 May, the team plans to commemorate Alan Turing's journey to Sherborne during the General Strike in 1926; they will be picking up a bike in Southampton and having it ridden to Sherborne, with the team following the same route. On 6 May, the same group will make the journey down Cheap Street. An Alan Turing Conference is planned for 15 to 16 October as part of these wider ambitions,

To mark the 100th anniversary (1926–1931), an action-packed festival is being planned, including a pre-conference programme and two public lectures. The second Jamie Bartlett Tech Fest will be held, providing opportunities for pupils, with universities to be invited to participate. A key theme will be the question: *"What do we lose if AI wins?"* There will be Turing-themed activities during the half-term break. Discussions are underway with a range of partners and organisations, including BAE Systems, Bletchley Park (bringing an Enigma machine), GCHQ, King's College, the Open University, Bath University (outpost), Yeovil College and Screwfix. Further details will follow in due course.

Douzelage

Douzelage received £350 funding from Sherborne Town Council. They are Part of a unique partnership of 27 towns, one from each EU country, with a Strong focus on opportunities for young people. Each year a different town hosts an event and participants pay their own way. Douzelage is run by volunteers and is pleased that feedback from participating young people has always been excellent.

Recent and upcoming activity:

- March 2025 – Took part in the St Patrick's Day parade.
- June – Visiting band from Ireland.
- August – Visiting band from Austria.
- October – General meeting in Greece.
- November – Staff visit.
- March – Attended parade in Slovenia.
- May – Youth Board meeting.
- July – Visit from folk musicians. • General meeting in Luxembourg.

Tennis Club

The aim is to increase youth participation and extend tennis to all primary schools, working in partnership with the rugby, cricket and football clubs. A major charity tennis event will be held on 16 May 2026. A planning application has been submitted for paddle tennis and walking tennis has been introduced to make the sport more accessible.

Literary Society

The Literary Society is a charity that promotes literature by running monthly talks and events. It has launched a £10,000 travel-writing initiative and has just held its fourth festival, which was featured on BBC Radio 4's Front Row. Recent speakers have included Andrew Miller and Natasha Solomons, with

six more talks planned. Membership is growing, and Rory McLain the Society's Festival curator is to launch a new book in August 2026. The Society was responsible for organising Jamie Bartlett's attendance at the Future Sherborne event and is currently in discussion with The Sherborne about future collaboration.

Eastbury Hotel

The Eastbury Hotel has recently changed ownership and is now run by a commercial enterprise. A planning application is due to be submitted for a new bakery within this beautiful historic building and as with all older properties, a bat survey is required and is currently underway. Subject to planning and survey outcomes, they hope to re-open next year. The owners are committed to retaining the hotel's original character and are reinstating the restaurant. All of their properties include bars, restaurants and a bakery.

Sherborne Arts Club

Sherborne Arts Club expressed its sincere thanks to Roger, caretaker for Sherborne Town Council, for his support. The Club is keen to encourage beginners and attract more young people, while keeping entry fees low; as a result, it is operating at a loss this year, particularly following the loss of its main sponsor. An exhibition will be held from 18–26 July, during which members' work will be displayed.

Friends of the Yeatman

The Friends of the Yeatman have had a very busy year. A new website is due to launch next week. Fundraising activities, including car boot sales and coffee mornings (held wherever possible at the Yeatman), are ongoing. To mark the 75th anniversary, the Friends are working with local schools and will be celebrating with an evening of jazz in July. They continue to support workshops and have funded almost £500,000 of improvements to the Yeatman.

Community Land Trust (CLT)

The Sherborne Young Initiative, based at The Gryphon School and King Arthur's School, was established four years ago. Its aim is to provide more affordable housing so that young people can remain living in Sherborne. The CLT is working in partnership with Magna, with one potential development option located to the west of Sherborne.

Sherborne Repair Café and Library of Things

Library of Things has been introduced, allowing residents to borrow items ranging from lawnmowers to frying pans. The Library of Things has been awarded £20,000 by the National Lottery Community Fund. Its core message is borrow and not buy.

Sherborne Gardeners Association

The Gardener's Association is affiliated to the RHS and it meets at Digby Hall on the second Thursday of each month, with a speaker at every meeting. There are two main shows each year: the spring show, which is open to members only, and the summer show, featuring floral art, vegetables, cookery, and art. In May, there will be a special talk and demonstration on preparing particular vegetables. Thanks, were also given to Louise and Mike Burks for their continued support.

Sherborne Transport Action Group (STAG)

STAG campaigns for better roads and pathways in Sherborne and works closely with its supporters and partner organisations. The group successfully campaigned to Dorset Council for an improved bus route in the town and is currently piloting buses to help people get around more easily. A recent “Catch the Bus” month was organised to encourage the public to make greater use of public transport. The local MP has responded to concerns raised about the state of train services. STAG has also monitored pedestrian safety around Abbey School. The next meeting will be held on 4th June.

Wild Sherborne

The aims of Wild Sherborne were outlined, highlighting the group’s commitment to improving biodiversity in the town and encouraging all local groups to work together. He reported that there are many willing volunteers but not enough projects to engage them fully. He praised the work undertaken so far and encouraged organisations to involve Wild Sherborne more actively so that volunteers can contribute their time and skills.

Outgoing Mayor

Councillor Jill Warburton, as the outgoing Mayor, will be stepping down on 11 May. She commented that it had been an honour and a privilege to serve in the role and noted that she had attended over 250 events during her year of office. She reflected that the role is fundamentally about service throughout the year and expressed her heartfelt thanks to her daughters, to Tristan, and to Calesee, her dog. She also thanked her fellow Councillors, and everyone who had offered support during her term.

5. QUESTIONS FROM ELECTORS

A resident expressed the town’s gratitude to the firefighters for their work. He noted that there are relatively few trees in Sherborne and asked where new trees are being planted. He emphasised the importance of further tree planting in the near future and highlighted that there are many opportunities to do more.

A resident raised concerns about the crossing from Corelli, noting that fencing has just been ordered. They asked whether hardstanding could be provided and whether, between Horsecastles, a footpath could be installed in place of the existing grass verge.

A motion was proposed, seconded and supported by a majority vote recommending that the Council ban the future use of glyphosates currently used for weeding purposes across the town. It was agreed that this matter would be considered by the Council at a future meeting.

The meeting closed at 9.14 pm.

Sherborne Town Council

Summary of Payments - June 2026

Breakdown per Payee		
4C Managed Services Ltd	1,179.98	
A J Supplies Ltd	399.69	
A R Blaze	76.90	
Abel Alarm Company Limited	302.40	
Adobe	29.67	CC
Amazon	1,027.45	
Amberol Ltd	468.00	
Bradfords Building Supplies	166.29	
Bristol Road Garage	269.23	
British Gas	12.34	
Castle Gardens	4,743.96	
Chris Berwick Landscaping	1,036.80	
Citizens Advice	200.00	
Culligan (UK) Ltd	113.48	
D A Services (Yeovil) Ltd	573.39	
DC Pension	11,627.14	
Digby Hall & Library	15,108.00	
Dorchester Arts	200.00	
Dorset Association of Parish and Town Cc	2,036.95	
E G Coles & Son	573.86	
ENGIE Power Limited	3,249.38	DD
Fenland Leisure Products Ltd	276.20	
Fuel Card Services Limited	816.88	DD
G L Jones Playgrounds	634.70	
GCL	119.99	CC
Helen Furness Catering Ltd	680.00	
Hidden Needs Trust	200.00	
HMRC	12,528.25	
Hygiene Depot	346.94	CC
Jaam Design Limited	29,994.00	
James Hallam Insurance Brokers (WPS)	581.78	
Jurassic Doors Ltd	300.00	
Mark Farwell Plant Hire Ltd	912.00	
Marketing West SW Ltd	420.00	
Mrs K McMeiken	47.75	
My Local Pitch Ltd.	30.00	
NG Cleaning Services Ltd	304.00	
N-Tec Services Ltd	108.00	
O2	155.14	DD
Online Safety Supplies	228.40	CC
Phs Group plc	602.52	
RH & AJ Bateman Ltd	4,250.30	
Sage (UK) Ltd	148.80	DD
Salaries	35,905.63	
Screwfix	210.25	
Sherborne Turf Ltd	150.85	
South West Communications	477.84	DD
SSE Enterprise	77.28	DD
SVAT Ltd	194.87	
The Green Shed	100.00	
The Rendezvous Sherborne	633.39	
TrailTale Limited	1,494.00	
W&S Waste Management Ltd	888.86	
Waterplus	22.02	
Xero (UK) Ltd	102.60	CC
137,338.15		

Meeting Date 20th July 2026

Breakdown per Method	
Bank Payment	131,585.23
Direct Debit	4,925.32
Credit Card	827.60
Total	137,338.15

Breakdown per Department	
Admin	71,304.12
Abbey	12,067.27
Cemetery	501.50
Digby Hall	780.07
Manor House	1,666.44
Open Spaces	39,191.22
TPF	9,320.95
VPM	2,506.58
Total	137,338.15

Sherborne Town Council

Detailed Summary of Payments - June 2026

Meeting Date - 20th July 2026

Department	Date	Method	Payee	Value	Description
Admin	12/06/2026	BACS	4C Managed Services Ltd	48.00	Support given to Kylie McMeiken getting tablet set up
Admin	12/06/2026	BACS	4C Managed Services Ltd	580.38	Microsoft 365 Business Basic
Admin	19/06/2026	BACS	4C Managed Services Ltd	215.60	Rental of equipment & subscription
TPF	19/06/2026	BACS	4C Managed Services Ltd	42.00	SoGEA Fibre, Business Managed Connection (The Workshops)
Cemetery	26/06/2026	BACS	4C Managed Services Ltd	252.00	FibreStream SOGEA FTTC 40/10
TPF	26/06/2026	BACS	4C Managed Services Ltd	42.00	SoGEA Fibre, Business Managed Connection (Pavillion)
Manor House	19/06/2026	BACS	A J Supplies Ltd	209.06	Cleaning supplies for TPF
Digby Hall	26/06/2026	BACS	A J Supplies Ltd	131.78	Cleaning supplies DHL
Abbey	26/06/2026	BACS	A J Supplies Ltd	58.85	Toilet rolls for Tinneys Lane
Admin	05/06/2026	BACS	A R Blaze	76.90	To Investigate problem with tripping lights
Manor House	26/06/2026	BACS	Abel Alarm Company Limited	302.40	To replace damaged door sensor
Admin	26/06/2026	BACS	Amazon	25.99	Batteries
Digby Hall	26/06/2026	BACS	Amazon	28.71	Air fresheners
Manor House	26/06/2026	BACS	Amazon	9.72	Air freshener
TPF	26/06/2026	BACS	Amazon	893.07	2 x COSHH cabinets, lightbulbs, batteries, safety signs
VPM	26/06/2026	BACS	Amazon	15.98	Air freshener
VPM	26/06/2026	BACS	Amazon	44.00	Fire extinguisher vehicle
VPM	26/06/2026	BACS	Amazon	9.98	Air freshener
Open Spaces	05/06/2026	BACS	Amberol Ltd	468.00	Hanging Basket liners and wicks
Open Spaces	26/06/2026	BACS	Bradfords Building Supplies	119.81	Cement
TPF	26/06/2026	BACS	Bradfords Building Supplies	13.68	DRAINAGE FITTINGS
TPF	26/06/2026	BACS	Bradfords Building Supplies	32.80	DRAINAGE FITTINGS
VPM	19/06/2026	BACS	Bristol Road Garage	138.49	BW17 EHE - door issue
VPM	19/06/2026	BACS	Bristol Road Garage	130.74	BN13 XVW - Mirror
Open Spaces	10/06/2026	BACS	British Gas	12.34	Paddock Garden May 2026
Open Spaces	26/06/2026	BACS	Castle Gardens	4,743.96	Hanging baskets summer 2026
Open Spaces	12/06/2026	BACS	Chris Berwick Landscaping	1,036.80	May cut 1 day
Manor House	12/06/2026	BACS	Culligan (UK) Ltd	113.48	Water
Digby Hall	26/06/2026	BACS	D A Services (Yeovil) Ltd	56.18	DHL gent urinals issue
Digby Hall	26/06/2026	BACS	D A Services (Yeovil) Ltd	517.21	DHL water boiler issue
Abbey	22/06/2026	BACS	DC Pension	11,627.14	Pension Contributions
Admin	26/06/2026	BACS	Digby Hall & Library	108.00	Hire of the Main Hall - Hourly [18/05/2026] {DGB1921-2}
Admin	05/06/2026	BACS	Dorset Association of Parish and Tow	2,036.95	DAPTC Ltd annual subs

Sherborne Town Council

Detailed Summary of Payments - June 2026

Meeting Date - 20th July 2026

Department	Date	Method	Payee	Value	Description
VPM	26/06/2026	BACS	E G Coles & Son	573.86	To carry out repairs to Kubota St401 and Lx401
Open Spaces	19/06/2026	BACS	Fenland Leisure Products Ltd	276.20	Cradle swing
Open Spaces	12/06/2026	BACS	G L Jones Playgrounds	634.70	Swing spares as per Quotation 314485
Admin	12/06/2026	BACS	Helen Furness Catering Ltd	680.00	Finger buffet for 80 @ £8.50 = £680.00
Admin	22/06/2026	BACS	HMRC	12,528.25	PAYE & NIC Contributions
Open Spaces	12/06/2026	BACS	Jaam Design Limited	29,994.00	St Pauls Timber Frame
VPM	05/06/2026	BACS	James Hallam Insurance Brokers (W)	581.78	Town Council Fleet To add FV73 UUZ
Manor House	05/06/2026	BACS	Jurassic Doors Ltd	300.00	Automatic door and shutter service inspection at Manor House
TPF	05/06/2026	BACS	Mark Farwell Plant Hire Ltd	912.00	MUCK AWAY (VARIOUS LOADS)
Admin	12/06/2026	BACS	Marketing West SW Ltd	420.00	Sponsorship Best Place to Work Sherborne Business Awards
Admin	05/06/2026	BACS	Mrs K McMeiken	47.75	CIPD Membership fees
Digby Hall	04/06/2026	BACS	My Local Pitch Ltd.	30.00	June 2026 Monthly Subscription
Abbey	26/06/2026	BACS	NG Cleaning Services Ltd	304.00	Cleaning Service at SAYCC Weekday Toilet Cleaning
Open Spaces	12/06/2026	BACS	N-Tec Services Ltd	108.00	To carry out repair to Play area surfacing
TPF	19/06/2026	BACS	Phs Group plc	602.52	Sanitary bins
TPF	19/06/2026	BACS	RH & AJ Bateman Ltd	4,250.30	120t Top Dressing
Admin	26/06/2026	BACS	Salaries	35,905.63	Salaries June 2026
Cemetery	26/06/2026	BACS	Screwfix	139.98	SAFETY BOOTS (252CH)
Open Spaces	26/06/2026	BACS	Screwfix	15.29	Seat Fixings
Open Spaces	26/06/2026	BACS	Screwfix	54.98	Seat Fixings
TPF	26/06/2026	BACS	Sherborne Turf Ltd	150.85	TOP SOIL DUMPY BAGS TO BE DELIVERED TO TERRACE
VPM	26/06/2026	BACS	SVAT Ltd	194.87	FV73UUZ Hire 1 week + 5 days
Admin	05/06/2026	BACS	TrailTale Limited	1,494.00	On completion of the trails development and its publication
Open Spaces	26/06/2026	BACS	W&S Waste Management Ltd	595.20	General waste
Open Spaces	26/06/2026	BACS	W&S Waste Management Ltd	293.66	For the disposal of trade waste into Sherborne in May 2026
Open Spaces	05/06/2026	BACS	Waterplus	22.02	Westbridge Park water bill May 26
Admin	02/06/2026	BACS	Digby Hall & Library	15,000.00	STC Grant
Admin	05/06/2026	BACS	Citizens Advice	200.00	Mayor donation
Admin	05/06/2026	BACS	The Green Shed	100.00	Mayor donation
Admin	05/06/2026	BACS	Dorchester Arts	200.00	Mayor donation
Admin	05/06/2026	BACS	Hidden Needs Trust	200.00	Mayor donation
Admin	05/06/2026	BACS	The Rendezvous Sherborne	633.39	Mayor donation
Admin	05/06/2026	CC	Adobe	16.64	Adobe Pro pack

Sherborne Town Council

Detailed Summary of Payments - June 2026

Meeting Date - 20th July 2026

Department	Date	Method	Payee	Value	Description
Admin	29/06/2026	CC	Adobe	13.03	Adobe Pro pack
Open Spaces	11/06/2026	CC	GCL	119.99	
Open Spaces	26/06/2026	CC	Hygiene Depot	346.94	Compactor Sacks
Open Spaces	03/06/2026	CC	Online Safety Supplies	228.40	Hi viz clothing
Admin	02/06/2026	CC	Xero (UK) Ltd	102.60	Monthly Xero fees
TPF	11/06/2026	DD	ENGIE Power Limited	575.27	Gainsborough electric April 2026
TPF	11/06/2026	DD	ENGIE Power Limited	755.55	Gainsborough electric March 2026
TPF	11/06/2026	DD	ENGIE Power Limited	42.73	Workshop elec Apr 26
TPF	11/06/2026	DD	ENGIE Power Limited	61.32	Workshop elec Mar 26
TPF	17/06/2026	DD	ENGIE Power Limited	506.89	Workshop elec Nov 2025
Manor House	22/06/2026	DD	ENGIE Power Limited	295.48	Gas bill (non consumption charges) May 26
Cemetery	26/06/2026	DD	ENGIE Power Limited	16.28	South Chapel Elec May 26
Cemetery	26/06/2026	DD	ENGIE Power Limited	93.24	Chapel workshop elec May 26
TPF	26/06/2026	DD	ENGIE Power Limited	368.72	Gainsborough elec May 26
Manor House	26/06/2026	DD	ENGIE Power Limited	436.30	Manor House elec May 26
Open Spaces	26/06/2026	DD	ENGIE Power Limited	59.93	Pageant elec May 26
TPF	26/06/2026	DD	ENGIE Power Limited	37.67	Implement Shed elec May 26
VPM	01/06/2026	DD	Fuel Card Services Limited	220.09	Diesel
VPM	08/06/2026	DD	Fuel Card Services Limited	239.24	Fuel
VPM	15/06/2026	DD	Fuel Card Services Limited	204.49	Fuel
VPM	22/06/2026	DD	Fuel Card Services Limited	153.06	Fuel
Admin	24/06/2026	DD	O2	44.37	Mobile phone charges
Digby Hall	24/06/2026	DD	O2	16.19	Mobile phone charges
Open Spaces	24/06/2026	DD	O2	61.00	Mobile phone charges
TPF	24/06/2026	DD	O2	33.58	Mobile phone charges
Admin	16/06/2026	DD	Sage (UK) Ltd	148.80	Payroll
Admin	30/06/2026	DD	South West Communications	477.84	Service charges
Abbey	22/06/2026	DD	SSE Enterprise	77.28	AGR3588240 - Abbey Lights
Total value of payments				<u>137,338.15</u>	

SHERBORNE TOWN COUNCIL

Bank Reconciliation as at 30 June 2026

Per Bank Statement	£	31 May 26	Variance
1 HSBC Current Account	88,642.17	91,867.55	(3,225.38)
2 HSBC Business Money Manager Account	501,274.90	600,000.00	(98,725.10)
3 CCLA Public Sector Deposit Fund Account	400,000.00	400,000.00	-
4 Petty Cash	96.11	220.74	(124.63)
Total Cash and Bank at 30 Jun 2026	£ 990,013.18	£ 1,092,088.29	
Plus Cheques not cleared	1,005.00	-	
Less Unpresented cheques	-	-	
Balance to Reconcile to Xero	£ 991,018.18	£ 1,092,088.29	
Balances Per Xero			
1 HSBC Current Account	89,647.17	91,867.55	
2 HSBC Business Money Manager Account	501,274.90	600,000.00	
3 CCLA Public Sector Deposit Fund Account	400,000.00	400,000.00	
4 Petty Cash	96.11	220.74	
Total Cash and Bank per Xero	£ 991,018.18	£ 1,092,088.29	

1 HSBC Current Account	£	3 CCLA Public Sector Deposit Fund Account	
Balance per Xero at 31 May 26	91,867.55	Balance per Xero at 31 May 26	400,000.00
Plus receipts within month	36,960.27	Less transfer to Current Account	-
Less payments within month	139,180.65	Statement balance at 30 Jun 26	£ 400,000.00
Plus transfers from BMM Account	100,000.00		
Statement balance at 30 Jun 26	£ 88,642.17		
2 HSBC Business Money Manager Account		4 Petty Cash	
Balance per Xero at 31 May 26	600,000.00	Balance as at 31 May 26	220.74
Less transfers to Current Account	100,000.00	Plus cash received within month	-
Plus receipts within month	1,274.90	Less payments within month	124.63
Statement balance at 30 Jun 26	£ 501,274.90	Balance at 30 Jun 26	£ 96.11

Prepared by: Matt Worton-Warr - RFO

Approved by: Steve Shield - Town Clerk

Approved by: Cllr P.Jacobs - Finance Portfolio Holder

Bank Reconciliation as at 30 June 2026

Per Bank Statements:	A/C Number	30 Jun 2026	31 May 2026
Treasurer Accounts	71227033	10,678.97	6,126.15
Business Money Manager	21256645	2,100.07	2,093.26
		£ 12,779.04	£ 8,219.41
Plus Receipts not banked		-	166.50
Balance to Reconcile to Xero		£ 12,779.04	£ 8,385.91
Per Xero Accounts			
Treasurer Accounts	71227033	10,678.97	6,292.65
Business Money Manager	21256645	2,100.07	2,093.26
		£ 12,779.04	£ 8,385.91
<u>Treasurer Account</u>			
Balance per Xero at 31 May 26		6,292.65	
Plus receipts		20,545.23	
Less payments		16,158.91	
Less receipts not banked by June 2026		-	
Balance per statement at 30 Jun 26		£ 10,678.97	
<u>Business Money Manager Account</u>			
Balance per Xero at 31 May 26		2,093.26	
Plus interest received		6.81	
Balance per statement at 30 Jun 26		£ 2,100.07	
Total Cash and Bank per Statements		£ 12,779.04	

Detail of Payments - June 2026

Date	Method	Payee	Value	Description
12/06/2026	BACS	Engie Power Ltd	755.56	Elec bill May 26
12/06/2026	BACS	Engie Power Ltd	163.80	Gas bill May 26
12/06/2026	BACS	International Parking Solutions (UK)	89.04	Monthly Fee Meters
12/06/2026	BACS	Sherborne Town Council	2,889.18	Recharge for Salaries Paid April 2026
05/06/2026	BACS	Sherborne Town Council	4,121.61	Monthly Recharges March 2026
05/06/2026	BACS	Sherborne Town Council	2,841.49	Recharge for Salaries Paid March 2026
05/06/2026	BACS	Sherborne Town Council	1,500.00	Management Fee for the QE March 2026
05/06/2026	BACS	Sherborne Town Council	956.74	Insurance recharge
05/06/2026	BACS	Sherborne Town Council	2,841.49	Wages Recharge February 2026

Prepared by: Matt Worton-Warr - RFO

Approved by: Steve Shield - Town Clerk

Approved by: Cllr P.Jacobs - Finance PH

Budget - Income & Expenditure

Sherborne Town Council

For the 3 months ended 30 June 2026

	ACTUAL	BUDGET	VARIANCE	% OF BUDGET REMAINING
Income				
Precept	596,209	1,192,419	596,210	50%
Administration	15,626	26,000	10,374	40%
Manor House	12,067	44,356	32,289	73%
Parks & Open Spaces	25,551	55,309	29,758	54%
Terrace Playing Fields	4,948	20,245	15,297	76%
Properties	3,055	11,326	8,271	73%
V P M - Sale of Equipment	208	-	(208)	-
Total Income	657,664	1,349,655	691,991	51%
Expenditure				
Administration	39,747	200,800	161,053	80%
Section 137 Grants	18,760	45,000	26,240	58%
Manor House	13,175	94,420	81,245	86%
Parks & Open Spaces	53,200	156,350	103,150	66%
Salaries	171,817	722,000	550,183	76%
Terrace Playing Fields	20,933	57,785	36,852	64%
Vehicles, Plant & Machinery	16,692	68,000	51,308	75%
Properties	280	5,300	5,020	95%
Total Expenditure	334,604	1,349,655	1,015,051	75%
[Budget] Surplus / (Deficit)	323,061	-	(323,061)	-
Reserve Activity				
Income	7,626	-	(7,626)	-
Reserve Expenditure	(3,012)	-	3,012	-
Reserve Transfers	(4,614)	-	4,614	-
Total Reserve Activity	-	-	-	-
Digby Hall Contra				
Digby Hall - Income	12,081	-	(12,081)	-
Digby Hall - Expenditure	(11,198)	-	11,198	-
Total Digby Hall Contra	883	-	(883)	-

Sustainable Project for Digby Hall and Sherborne Cemetery

1.0 Introduction

- 1.1 The purpose of this report is for Sherborne Town Council (STC) to consider the introduction of solar panels for the Digby Hall and Cemetery Mess Hut. LED lighting for the Cemetery Mess Hut and an Electric Vehicle Charging Point for Sherborne Cemetery.

2.0 Background

- 2.1 Following the installation of Solar PV, Heat pumps and an Electric Vehicle Charging Point at the Manor House, there is an opportunity to apply for match funding from Low Carbon Dorset to assist with the installation of similar equipment at other STC properties. The installation of a charging point at the Cemetery is desirable to enable a growing electric fleet of council vehicles to be charged when not in use.
- 2.2 The Finance Portfolio Holder has met with the Town Clerk to discuss the works and recommends that STC consider these renewable energy initiatives in line with the Forward Plan and Green Sherborne.

3.0 Details of the Report

- 3.1 Bamfords have quoted for the following in relation to the Digby Hall, Hound Street: -
- to supply and install a 12.00 kW PV System with 22 Double Glass panels, along with associated works for a sum of £12,083.79 plus VAT.
- 3.2 Bamfords have quoted for the following in relation to the Cemetery Mess Hut: -
- to supply and install a 6kWh PV system with 6 JA Solar 500W panels and associated words and equipment for a sum of £4,709.35 plus VAT
 - to supply and fit a Rolex 7kW EV charging system on the side of the Mess Hut for the sum of £1,089.69 plus VAT.
 - To remove the existing lighting system and replace with new LED flood lights for the sum of £980.50 plus VAT

4.0 Conclusion

- 4.1 These proposed works will cost £18,863.33 plus VAT and members approval is sought. STC have completed a Low Carbon Dorset funding application ready for submission which if successful would provide 50% match funding towards the total works.

5.0 Recommendation

That Sherborne Town Council:

- 5.1 Notes the content of this report.
- 5.2 Approves Solar PV for the Digby Hall from the Community Infrastructure Levy (CIL). Solar PV, LED lighting and EV Charging Point for the Cemetery Mess Hut (Open Spaces Cemetery Reserve) for the

total sum of £18,863.33 plus VAT, subject to confirmation of Low Carbon Dorset 50% match funding for this project.

Steve Shield
Town Clerk
13/07/2026



26-2302-MP
Digby Hall, Hound Street, Sherborne, DT9 3AA
Solar PV System

Sent via email: 18th June 2026



Plumbing Heating Electrical Renewable Energy

Yeovil 01935 423006
Sherborne 01935 815161
hello@bamfordsservices.com
bamfordsservices.com

24 Garrett Road
Lynx Trading Estate
Yeovil
BA20 2TJ

DATE 18th June 2026
QUOTATION 26-2302-MP

Digby Hall
Hound Street
Sherborne
DT9 3AA

Dear Sirs,

REFERENCE: Digby Hall, Hound Street, Sherborne, DT9 3AA / Solar PV System

We thank you for your valued enquiry and have great pleasure in providing you with our quotation in line with your requirements as detailed below.

Description Of Works –

- Supply and install 12.00 kW PV system
- 24 x JA Solar 500w N type Double Glass Traceable panels
- Ballasted Roof mount system – A full structural design will be produced for approval by others.
- Commission of Fox ESS 12.0KW 3PH T Series Solar PV System
- Test AC& DC, certification & registration of works
- Estimated Annual generation 11652 kWh
- MCS Certification and handover documentation upon completion
- We have included a provisional sum of £1,000 for access equipment pending final site survey.

All for the sum of -

£12,083.79+VAT

The above costs are based on the following qualifications:

1. We have included to remove and dispose of our waste from site
2. All asbestos related works are excluded
3. Our quotation is based on unrestricted access during normal working hours
4. All charges in respect of public utilities are excluded
5. DNO liaison only.
6. Subject to positioning of inverter.



Should you wish to discuss the above quotation or have any questions, please do not hesitate to call on 01935 423006 or email matt@bamfordsservices.com.

We look forward to hearing from you.

Yours Sincerely

Matt Perks

All prices are subject to VAT if applicable. Estimates are valid for 30 days. A deposit will be required upon acceptance of the quotation. Terms - Nett 7 days from date of invoice; all business is subject to our standard terms and conditions.



Plumbing Heating Electrical Renewable Energy

Yeovil 01935 423006
Sherborne 01935 815161
hello@bamfordsservices.com
bamfordsservices.com

24 Garrett Road
Lynx Trading Estate
Yeovil
BA20 2TJ



26-2303-MP

**Sherborne Town Council, The Manor House, Newland, Dorset,
Sherborne, DT9 3JL**

Electrical Services

Sent via email: 18th June 2026



 Plumbing  Heating  Electrical  Renewable Energy

Yeovil 01935 423006
Sherborne 01935 815161
hello@bamfordsservices.com
bamfordsservices.com

24 Garrett Road
Lynx Trading Estate
Yeovil
BA20 2TJ

DATE 18th June 2026
QUOTATION 26-2303-MP

Sherborne Town Council
The Manor House
Newland
Sherborne
Dorset
DT9 3JL

Dear Sirs,

REFERENCE: Sherborne Town Council, The Manor House, Newland, Dorset, Sherborne, DT9 3JL / Electrical Services

We thank you for your valued enquiry and have great pleasure in providing you with our quotation in line with your requirements as detailed below.

Description Of Works –

- To isolate, disconnect and remove 5no light fitting and replace for 5no LED noncorrosive fittings
- To isolate, disconnect and remove 1no flood light and replace for an LED flood light
- Test and commission works

All for the sum of -

£980.50+VAT

The above costs are based on the following qualifications:

1. We have included to remove and dispose of our waste from site
2. All asbestos related works are excluded
3. Our quotation is based on unrestricted access during normal working hours
4. All charges in respect of public utilities are excluded

Should you wish to discuss the above quotation or have any questions, please do not hesitate to call on 01935 423006 or email matt@bamfordsservices.com.

We look forward to hearing from you.

Yours Sincerely



Matt Perks

All prices are subject to VAT if applicable. Estimates are valid for 30 days. A deposit will be required upon acceptance of the quotation. Terms - Nett 7 days from date of invoice; all business is subject to our standard terms and conditions.

Sherborne Town Council
The Manor House
Newland
Sherborne
Dorset
DT9 3JL

For the attention of Sherborne Town Council

Dear Sirs,

REFERENCE: Sherborne Town Council, The Manor House, Newland, Dorset, Sherborne, DT9 3JL / Electric Vehicle Charging Point

We thank you for your valued enquiry and have great pleasure in providing you with our quotation in line with your requirements as detailed below.

Description Of Works –

Supply & Installation

- Supply and install a Rolex 7kW EV charging on the side of the staff facilities cabin

Cable Routing

- Install cabling via a surface-clipped route through the canteen with penetration drilled to the external wall to reach the final charge point position.
- Ensure all cable runs are mechanically protected and neatly terminated in line with current regulations.

Commissioning

- Fully commission the charging point to ensure correct operation and connectivity.

Customer Handover

- Provide a full handover and demonstration of the system, including basic operation, safety guidance, and app connectivity (where applicable).

Testing & Certification

- Carry out full testing in accordance with BS 7671 (IET Wiring Regulations).
- Issue all relevant certification, including Part P notification if applicable.

- Register the installation with the manufacturer to activate product warranty.

All for the sum of -

£1,089.69+VAT

Please note upon acceptance of our quotation we will make an application to your local DNO for connection of the charging point.

We are unable to install your charging point until approval has been provided. This will be approx. 10 working days.

The above costs are based on the following qualifications:

1. We have included to remove and dispose of our waste from site
2. All asbestos related works are excluded
3. Our quotation is based on unrestricted access during normal working hours
4. All charges in respect of public utilities are excluded
5. We assume the existing electrical installation complies with current regulations
6. Any remedial works will be quoted as necessary

Should you wish to discuss the above quotation or have any questions, please do not hesitate to call on 01935 423006 or email matt@bamfordsservices.com.

We look forward to hearing from you.

Yours Sincerely



Matt Perks

All prices are subject to VAT if applicable. Estimates are valid for 30 days. A deposit will be required upon acceptance of the quotation. Terms - Nett 7 days from date of invoice; all business is subject to our standard terms and conditions.

DATE 18th June 2026
QUOTATION 26-2304-MP

Sherborne Town Council
The Manor House
Newland
Sherborne
DT9 3JL

Dear Sirs,

REFERENCE: Sherborne Town Council, The Manor House, Newland, Dorset, Sherborne, DT9 3JL / Solar PV System

We thank you for your valued enquiry and have great pleasure in providing you with our quotation in line with your requirements as detailed below.

Description Of Works –

- Supply and installation of a 6kWh PV system
 - o 6no JA Solar 500W panel
 - o 1no Solis inverter
- Supply and install new main switch and RCBO's to the existing Hager distribution board
- Commission of Solar PV System
- Test, certification & registration of works

All for the sum of -

£4,709.35 +VAT

Please note upon acceptance of our quotation we will make an application to your local DNO for connection of your Solar PV system, we are unable to install your Solar PV system until approval has been provided.

The above costs are based on the following qualifications:

1. We have included to remove and dispose of our waste from site
2. All asbestos related works are excluded
3. Our quotation is based on unrestricted access during normal working hours
4. All charges in respect of public utilities are excluded
5. We assume that the existing electrical installation is in a satisfactory condition to enable these works to be Completed



Should you wish to discuss the above quotation or have any questions, please do not hesitate to call on 01935 423006 or email matt@bamfordsservices.com.

We look forward to hearing from you.

Yours Sincerely

Matt Perks

All prices are subject to VAT if applicable. Estimates are valid for 30 days. A deposit will be required upon acceptance of the quotation. Terms - Nett 7 days from date of invoice; all business is subject to our standard terms and conditions.



Plumbing Heating Electrical Renewable Energy

Yeovil 01935 423006
Sherborne 01935 815161
hello@bamfordsservices.com
bamfordsservices.com

24 Garrett Road
Lynx Trading Estate
Yeovil
BA20 2TJ

Children's Play Equipment at the Terrace Playing Fields

1.0 Introduction

- 1.1 The purpose of this report is for Sherborne Town Council (STC) to consider the removal of existing timber play equipment at the Terrace Playing Field and to consider replacing it with new equipment along with a new mulched surface.

2.0 Background

- 2.1 The timber climbing frame and surface beneath it has reached the end of its serviceable life and it is therefore proposed to replace it with modern, safe and durable new equipment. This project will be ongoing as other aspects of this site will eventually need to be replaced and renewed in due course.

3.0 Details of the Report

- 3.1 Quotes were sought from three companies to complete the following works:
- To secure the site with appropriate fencing, provide skips and remove and dispose of the existing climber, bark surface and perimeter edging.
 - To supply and install a new vertex timber playframe with steel feet.
 - To install 58m of resin bound mulch surface to accommodate a critical fall height of 1.5m
 - To reinstate the perimeter with topsoil and seed
 - Alvian Play and Recreation - £24,000 plus VAT
 - Jaam Design - £20,500 plus VAT plus VAT
 - Ten - £27,600 plus VAT

4.0 Conclusion

- 4.1 Jaam Design are the preferred contractor as they have worked for the Town Council in the past with favourable outcomes and their proposal is cost-effective in comparison to the quotations received.

5.0 Recommendation

That Sherborne Town Council:

- 6.1 Notes the content of this report.
- 6.2 Approves the supply and fitment of a new vertex timber playframe with steel feet, the installation of 58m of resin bound mulch surface to accommodate a critical fall height of 1.5m and to reinstate the perimeter with topsoil and seed by Jaam Design for a £20,500 plus VAT from Community Infrastructure Levy (CIL) funding.

Steve Shield
Town Clerk
13/07/2026

Sherborne Town Council

The Terrace Playing Field

Sherborne, Dorset.



Ten Construction Limited (Ten Group)

Address: Unit 10, Hedging Lane Industrial Estate, Wilnecote, Tamworth, B77 5HH.
Tel: 0121 828 4828 | Email: marcus@ten-group.com | www.ten-group.com

Date: 30th June 2026

Our Reference: TEN30062026-4

To whom it may concern,

Please find attached our proposal for the removal of an existing item of equipment and its surfacing and the supply and installation of a new item of equipment and associated safety surfacing.

Should you have any questions regarding this proposal please do not hesitate to get in touch.

Sincerely,



Marcus R Reader
Managing Director
Ten Construction Limited (Ten Group)

Email: marcus@ten-group.co.uk
Office: 0121 828 4828
Mobile: 07813 643 715

Ten Construction Limited (Ten Group)

Address: Unit 10, Hedging Lane Industrial Estate, Wilnecote, Tamworth, B77 5HH.
Tel: 0121 828 4828 | Email: marcus@ten-group.com | www.ten-group.com

Quotation



Preliminaries (Site security and machinery mobilisation)	£1,500
Remove and dispose of timber frame, foundations and bark surface	£3,500
Supply and install Vertex Playframe in EvaRound 15 timber with steel feet	£10,000
Compacted MOT type 1 stone base and bonded rubber mulch surfacing to required fall height.	£8,000
Access and site reinstatement	£500
Sub Total	£23,000
VAT at 20%	£4,600
Total Inclusive of Vat	£27,600

Ten Construction Limited (Ten Group)

Address: Unit 10, Hedging Lane Industrial Estate, Wilnecote, Tamworth, B77 5HH.
Tel: 0121 828 4828 | Email: marcus@ten-group.com | www.ten-group.com

Enquiries and Ordering



When contacting us please always reference the "Our Reference Number" at the top of this quote as this will help greatly with processing any queries or orders.

When ordering written confirmation is required in all cases and Ten Construction's Terms and Conditions apply – see below

Orders can be cancelled for standard products up to 8 days after receipt of the official order, thereafter you will be charged at 30% of the order value subject to Ten Construction being able to stop the orders with their suppliers. Any goods which cannot be stopped or have already been received by Ten Construction will need to be paid for in full. Orders for special products cannot be cancelled.

Large print versions of this quotation are available by telephoning 0121 828 4828

Quotation is valid until 3 months from the date at the top of the quotation, unless the cost of the raw material and / or energy costs increase by more than 5% during this period.

Installations in General:

Prior to any installation works taking place by Ten Construction or its authorised installers, we will agree an installation date with the client or your representative. If the installation team arrive and find the site is not prepared, nor ready for installation to begin, then Ten Construction will invoice the client a wasted day of £1000 per day.

The company reserves the rights to carry out a full site survey before installation commences to ensure that no additional works are required that were not included in our original quotation.

Unforeseen and / or abnormal subsurface conditions may result in additional charges.

Any reinstatement costs are contained in the main body of the quote, where these are absent reinstatement is the responsibility of others.

Quotation based on spreading spoil on site unless specified otherwise.

All installations come under the CDM regulations therefore all sites must have adequate site security & welfare.

These costs are shown within your quote and will range upwards from £800 per site.

Ten Construction's minimum daily installation rate is £1000.00. Installation prices are based on flat grass sites with 4m wide access for a Hiab or crane. For other conditions, additional charges may be applicable.

Supply Only Orders:

Some products require the use of special tools to be assembled correctly. Please check at the time of ordering whether special tools are required.

Credit Checks:

Credit references are sought through an agency, which will keep a record of that search and will share that information with other businesses. We may also make enquiries about the principal directors with the credit reference agency.

Delivery:

Delivery costs for all elements are shown on the quotation.

Value Added Tax:

Value Added Tax at the current rate must be added to all prices. * E & O

Ten Construction Limited (Ten Group)

Address: Unit 10, Hedging Lane Industrial Estate, Wilnecote, Tamworth, B77 5HH.
Tel: 0121 828 4828 | Email: marcus@ten-group.com | www.ten-group.com



Quotation for...
Sherborne Town Council

**The Terrace Playing Field
Equipment Removal and Replacement**

Alvian Ltd, At Motors, Lower Deer Park, High Bickington, Umberleigh, Devon EX37 9BJ
Mobile: 07880 710483 Web: www.alvianltd.co.uk e-mail: kevin@alvianltd.co.uk



Quotation Ref: [ALV-021-0626](#)

26th June 2026

Mr P. Newman,

Ref: The Terrace Playing Field - Equipment Removal and Replacement

Thank you for inviting Alvian Play and Recreation to provide you with a quotation for the above project. Please find enclosed our proposal based on the information provided as requested.

I hope our proposal is of interest to you and should you require any further information or assistance, please do not hesitate to contact me on 07880 710 483.

I look forward to hearing from you in the near future.

Yours sincerely,

Kevin J Holmes
Director, Alvian Ltd
kevin@alvianltd.co.uk



Quotation

- Setup security fencing and place skips
- Remove & dispose of existing climber, bark surface and edging
- Prepare 58m base with type 1 stone and 29m channel for perimeter
- Supply and install Vertex Playframe with steel feet
- Install 58m new 1.5m fall height resin bound mulch surface
- Reinstate perimeter with topsoil and seed

£24,000 + vat



Sherborne Town Council

The Terrace Playing Fields,
Sherborne, Dorset DT9 5NS



Date: 15th June 2026

Our Reference: STC083 - Terrace PF Timber Frame

Dear Paul and Steve,

We are proud to submit our response for your project.

Jaam Design Limited are eager to collaborate with yourselves to deliver a state-of-the-art facility that aligns seamlessly with your vision and requirements.

About Jaam Design Limited

Jaam Design Limited is a reputable company with a track record in designing and delivering innovative recreational spaces. With a commitment to excellence, quality, and client satisfaction, we have successfully executed projects that reflect our dedication to delivering superior results.

Understanding Your Project:

We have carefully reviewed the information provided and are confident in our ability to provide a comprehensive solution that not only meets but exceeds your expectations. Our team is well-versed in the design and construction of play and fitness facilities, incorporating the latest industry trends, safety standards, and sustainability practices.

Key Strengths

1. **Expertise:** Our team comprises experienced professionals with a deep understanding of recreational space design, construction, and installation.
2. **Innovation:** We pride ourselves on our innovative approach to project development, integrating cutting-edge technology and creative design to deliver unique and engaging spaces.
3. **Quality Assurance:** Jaam Design Limited is committed to delivering projects of the highest quality, adhering to industry standards and safety regulations.
4. **Community Engagement:** We understand the importance of involving the community in the project development process, and our approach ensures that their input is valued and incorporated into the final design.

Tailored Solution:

Our proposal will provide a tailored solution that takes into consideration your specific needs and preferences. We are committed to delivering a facility that not only addresses functional requirements but also enhances the overall well-being of the community.



Collaboration and Communication:

Effective communication and collaboration are fundamental to the success of any project. Jaam Design Limited places a strong emphasis on maintaining open lines of communication throughout the project lifecycle, ensuring that your team is well-informed and involved at every stage.

Next Steps:

We would appreciate the opportunity to discuss this project further and address any additional questions or requirements you may have. Our team is available should you require any clarification.

Thank you for considering Jaam Design Limited as a partner for your project. We look forward to the possibility of contributing to the success of this exciting endeavour.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Thomas Freke', with a long horizontal flourish extending to the right.

Thomas Freke
Director
Jaam Design Limited

26 Coronation Avenue, Yeovil, Somerset. BA21 3DY
Tel: 01935 413 417
Mb: 07931 287 675
E-Mail: thomas@jaam-design.co.uk
Web: www.jaam-design.co.uk



Scope of works



Remove and dispose of existing timber climbing structure including all foundations.

Remove and dispose of existing bark surface and edging



Supply and install:

EvaRound 15 – Vertex Playframe with steel feet



Supply and install 100mm-125mm type 1 stone base

Supply and install 1.5m CFH Resin Bound Rubber Mulch (Choice of Colours Right)

Cut new surface into perimeter rather than hard edge so you do not have future contraction issues.

Reinstate surrounding area with topsoil and grass seed





Qty	Unit	Description	Rate	Total
PRELIMINARIES				
1	Each	Delivery of Equipment	£850	£850
1	Each	Mobilisation, Site Welfare and Security	£700	£700
REMOVALS AND SITE CLEARANCE				
1	Each	Remove and dispose of the following Timber Playframe and Associated Foundations 34m Timber Edge 75m2 Playbark @ up to 125mm Depth (TBC)	£2,350	£2,350
1	Each	12 Yard Skip for Bark	£650	£650
1	Each	8 Yard Skip for Timber and Concrete	£550	£550
PLAY EQUIPMENT				
1	Each	ER15 Timber Vertex Playframe with Steel Feet	£6,925	£6,925
1	Each	Install Playframe	£3,215	£3,215
SURFACING				
58	Sq. Mtr	Compacted MOT Type 1 Sub base 100mm	£20	£1,160
30	Lin. Mtr	Cut channel edge	£10	£300
58	Sq. Mtr	1.5m CFH Resin Bound Rubber Mulch (Colour To Be Confirmed)	£105	£6,090
4	Each	17m2 @ 200mm topsoil	£130	£520
6	Sq. Mtr	Grass Seed 4.0kg	£10	£60
Total Project Cost				£23,370
Discount				£2,870
Total Project Cost After Discount				£20,500

NOTE

SUBJECT TO FURTHER FULL SITE SURVEY

ASSUMES FLAT GRASS SITE WITH GOOD ACCESS

IF TRACKPADS ARE REQUIRED / REQUESTED TO PROTECT ACCESS THIS WILL BE AN EXTRA £1200 +VAT

WE HAVE PREVIOUSLY DISCUSSED THE ROCKING HORSE AND CAN DISCUSS ADDITIONAL WORK REQUIRED.



When contacting us please always reference the "Our Reference Number" at the top of this quote as this will help greatly with processing any queries or orders.

When ordering written confirmation is required in all cases and Jaam Design's Terms and Conditions apply – see below

Orders can be cancelled for standard products up to 8 days after receipt of the official order, thereafter you will be charged at 30% of the order value subject to Jaam Design being able to stop the orders with their suppliers. Any goods which cannot be stopped or have already been received by Jaam Design will need to be paid for in full. Orders for special products cannot be cancelled.

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Quotation is valid until 3 months from the date at the top of the quotation, unless the cost of the raw material and / or energy costs increase by more than 5% during this period.

Installations in General:

Prior to any installation works taking place by Jaam Design or its authorised installers, we will agree an installation date with the client or your representative. If the installation team arrive and find the site is not prepared, nor ready for installation to begin, then Jaam Design will invoice the client a wasted day of £1000 per day.

The company reserves the rights to carry out a full site survey before installation commences to ensure that no additional works are required that were not included in our original quotation.

Unforeseen and / or abnormal subsurface conditions may result in additional charges.

Any reinstatement costs are contained in the main body of the quote, where these are absent reinstatement is the responsibility of others.

Quotation based on spreading spoil on site unless specified otherwise.

All installations come under the CDM regulations therefore all sites must have adequate site security & welfare.

These costs are shown within your quote and will range upwards from £800 per site.

Jaam Designs minimum daily installation rate is £1000.00. Installation prices are based on flat grass sites with 4m wide access for a Hiab or crane. For other conditions, additional charges may be applicable.

Supply Only Orders:

Some products require the use of special tools to be assembled correctly. Please check at the time of ordering whether special tools are required.

Credit Checks:

Credit references are sought through an agency, which will keep a record of that search and will share that information with other businesses. We may also make enquiries about the principal directors with the credit reference agency.

Delivery:

Delivery costs for all elements are shown on the quotation.

Value Added Tax:

Value Added Tax at the current rate must be added to all prices. * E & O

SHERBORNE TOWN COUNCIL

The Manor House, Newland, SHERBORNE, Dorset, DT9 3JL
Tel: 01935 812807 Email: s.shield@sherborne-tc.gov.uk

Mr Steve Shield Town Clerk

GRANT APPLICATION FORM

SECTION A: GENERAL INFORMATION

Name and address of organisation:

Sherborne Steam and Waterwheel Centre
Oborne Road
Sherborne DT9 3RX

a) Name and address of correspondent:

b) Telephone number:

c) Email Address:

Please provide your current membership numbers

Adult:	Male - 21	Female - 1	
Junior (under 16)	Male - 0	Female - 0	

Are non-members permitted to use your facilities?	Yes	No	N/A
---	-----	----	------------

If yes, please state number of non-members using facility	Adult:	Junior:
---	--------	---------

Please briefly state the history of your organisation and its aims and objectives:

An organisation of volunteers was set up in 1980 to 'rescue' Sherborne Waterwheel, located on the Wessex Water pumping station site at Castleton, after it had been left derelict for 20 years.

Our principal objective is the restoration, preservation and upkeep of the fabric of the water wheel, associated artefacts and buildings for the benefit of persons resident in Sherborne and the surrounding district and the general public by the advancement of education, such artefacts and buildings being of historical, architectural and constructional importance.

Is your organisation a registered charity?	YES		If yes ...Number: 1099153
--	------------	--	----------------------------------

Is your organisation a limited company?		NO	If yes ...Number
---	--	-----------	------------------

On a separate sheet please provide details on the charges made for the services or activities provided by your organisation together with information of any concessions given.

SECTION B: FINANCIAL INFORMATION

Please enclose a copy of your latest audited accounts with the completed application form or for a new group a statement of your estimated Income and Expenditure for the first year.

Please provide details of:

a) The total income raised by members' subscriptions during the last financial year:

Adult £ 144	Junior £ 0
--------------------	-------------------

b) Additional income from non-members during the financial year: £ 2651							
c) How your everyday expenses are covered: <i>(Please rank in order of importance)</i>							
Local authority grant aid		<i>(please state which)</i>					
Fundraising events: Donations at Open Days - 1st				Members subscription - 4th			
Bar and other sales - 2nd		Other sources: GIFT AID - 3rd					
If your application refers to land and buildings: N/A							
a) Do you hold the freehold of the land and buildings (if yes, go to section C)						Yes	No
b) If no , who owns the freehold?							
c) If no , do you own the leasehold?						Yes	No
d) If yes , how long is the lease:		Years:		When does it expire:			
e) If no , on what terms do you use the land and buildings?							
SECTION C: PROJECT DETAILS							
Please state the purpose for which assistance is required: <i>We are seeking to purchase advertising banners. Numbers of visitors to our open days have remained static over time. Evidence of community support by increasing visitor numbers is relevant to our charitable objectives and generally sought by funders. Revenue from open days is essentially our only source of income to cover routine operating costs, increasing visitor numbers would increase our resilience.</i> <i>We presently communicate open days by various means including local free magazines, Facebook, our website (sswc.co.uk), small posters (including those that you have kindly posted for us), and signs on the Osborne Road at our location. Visitors are invited to provide information on how they came to know of the open day. All modes of communication are typically mentioned but a significant number simply refer to our signs on the Osborne Road. We think impactful advertising banners on all roads at entry to the town could be very effective. The banners would be posted only in the week before each open day and taken down at the end of the open day.</i>							
Location of project (postal address, if different to Section A):							
What is the aim of the project? <i>To increase visitor attendance at open days, thus increasing awareness and knowledge of the importance of the Centre and increasing revenue to support the Centre.</i>							
Please enclose, if applicable, one copy of plans and specifications, including site plans.							
Do you have the following consents?	N/A	Yes	No		N/A	Yes	No
Outline Planning Permission				Listed Building Consent			
Detailed Planning Permission				Fire Regulation Approval			
Building Regulation Approval				<i>No consents of this nature are necessary</i>			
Does the design of the project take into account the needs of disabled people? - N/A							
Yes	Please give details:						
No	Please state why not						

Project Dates:	Proposed starting date: August 2026	Expected completion date: August 2026
If this project is part of a larger scheme or phased development, please give details:		
Please state briefly how you feel your project will benefit the people of Sherborne Increasing visits to the Centre will increase knowledge and appreciation of local industrial heritage and its importance with respect to social history and public health.		
SECTION D: DETAILS OF PROJECT COST AND FINANCE		
Please list the capital costs associated with the project		
i)	Construction of new building	£
ii)	Adaption of existing building	£
iii)	Internal fixtures and fittings	£
iv)	Surface and pitch improvement	£
v)	Play equipment	£
vi)	Professional fees	£
vii)	Other costs (please specify) - purchase of advertising banners	£ 216.00
TOTAL PROJECT COST		£ 216.00
Please enclose copies of estimates and tenders with the application form		
Please state how you propose to finance the project:		
Applications for Grant Aid		
Body applied to	Confirmed	Rejected
	Your existing Organisation Funds	
	Proposed fund raising	
	Amount requested from Sherborne Town Council	
	£ 216.00	
TOTAL		£ 216.00
a)	Have you considered the possible increased running costs associated with the project?	
	No change necessary	Yes (Please provide details on a separate sheet/business plan)
b)	How will the increased annual costs be covered? There will be no increase in annual costs	
	Charges and subscriptions	Grant Aid
	Bar and other sales	Other

SECTION E: ADDITIONAL INFORMATION

If you would like to add any additional information in support of your application, please do so below:

Please complete the following: I would like to apply for financial assistance from Sherborne Town Council. I understand that submission of this form does not mean that a grant will be awarded automatically. I note that grant aid cannot be given retrospectively.

Signature:

Official Position:
Chair, Sherborne Steam & Waterwheel Centre

Date: **13th July 2026**

I have enclosed the following (where application):

A copy of the organisation's constitution		The latest audited accounts	√
One copy of plans and specifications	√	Copies of estimates tenders or quotations	√
Running cost projections/business plan			

NB The Data Protection Act 1998 The information provided on this application may be held on a computerised register

Please provide below your bank details to enable a prompt payment should a grant be made:

Account Name:

Sort Code:

Account Number:

If your grant application is successful, we would ask you to agree to the following:

- To use the Sherborne Town Council logo on any related literature produced.
- To post on social media (if your organisation uses it) regarding your success at receiving funding from the council tagging Sherborne Town Council.
- Send the Town Clerk, at the end of the financial year, an evaluation of how the money was used and any benefits it created.

Applications should be returned to: The Town Clerk, Sherborne Town Council, The Manor House, Newland, Sherborne, Dorset, DT9 3JL.



Sherborne Town Council

Standing Orders

Adopted by Sherborne Town Council on 20 July 2026.
Based on the National Association of Local Councils 2025
Model Standing Orders

Contents

How to Use standing order	3
Additional Information.....	3
1. Rules of Debate at Meetings	4
2. Disorderly Conduct at Meetings	6
3. Meetings Generally.....	6
4. Committees, Sub-Committees and Portfolio Holders	9
5. Ordinary Council Meetings	10
6. Extraordinary Council Meetings, Committees and Sub-Committees	12
7. Previous Resolutions.....	12
8. Voting on Appointments	13
9. Motions for a Meeting that Require Written Notice to be Given to The Proper Officer	13
10. Motions at a Meeting that do not Require Written Notice	13
11. Management of Information.....	14
12. Draft Minutes	15
13. Code of Conduct and Dispensations	15
14. Code of Conduct Complaints.....	17
15. Proper Officer	17
16. Responsible Financial Officer	18
17. Accounts and Accounting Statements	18
18. Financial Controls and Procurement	19
19. Handling Staff Matters	20
20. Responsibilities to Provide Information.....	21
21. Responsibilities Under Data Protection Legislation	21
22. Relations with the Press/Media	22
23. Execution and Sealing of Legal Deeds.....	22
24. Communicating with Dorset Councillors	22
25. Restrictions on Councillor Activities.....	22
26. Standing Orders Generally	22

How to Use Standing Orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council, but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Additional Information

Standing Orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

1. Rules of Debate at Meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting, and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

2. Disorderly Conduct at Meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregards the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings Generally

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.** All meetings associated with council business will commence at 6 pm unless stated otherwise within the calendar of meetings approved by council at the Annual Statutory Meeting. Council Meetings, including the Annual Mayor Making Ceremony, may take place in a venue that is not owned or managed by the Town Council, including consecrated church buildings.
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and

give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 30 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the**

councillors present at the meeting shall preside at the meeting.

- q **Subject to a meeting being quorate, all questions at a meeting shall**
- **be decided by a majority of the councillors and non-councillors**
- **with voting rights present and voting.**

- r **The chair of a meeting may give an original vote on any matter put**
- **to the vote, and in the case of an equality of votes may exercise**
- **their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a**
- **disclosable pecuniary interest or another interest as set out in the**
- **Council's code of conduct in a matter being considered at a**
- meeting is subject to statutory limitations or restrictions under the**
- code on their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present**

and in no case shall the quorum of a meeting be less than three.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 3 hours.

4. Committees and Sub-Committees and Portfolio Holders

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of

a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and may dissolve a committee or a sub-committee.

- e. The Town Council shall have four Portfolios, namely: - Finance, Properties, Open Spaces and Staff and Health and Safety, and may at the Annual Statutory meeting, or any other time, appoint such Portfolios as are necessary.
- f. Normally Portfolio Holders shall serve for no longer than two successive years unless a longer period is agreed at a Town Council meeting.

5. Ordinary Council Meetings

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of**

the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;

- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. Extraordinary Meetings of the Council, Committees and Sub-Committees

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee]

7. Previous Resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. Voting on Appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. Motions for a Meeting that Require Written Notice to be Given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a Meeting that do not Require Written Notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. Management of Information

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. Draft Minutes

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the (meeting details) held on [date] in respect of (abc) were a correct record but this view was not upheld by the meeting, and the minutes are confirmed as an accurate record of the proceedings.”

- e Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of Conduct and Dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of

conduct adopted by the Council.

- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of Conduct Complaints

- a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a spreadsheet for such purpose;
- xv. refer a planning application received by the Council to the [Chair or in their absence the Vice-Chair (if there is one) of the Council] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16.Responsible Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and Accounting Statements

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a

statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18.Financial Controls and Procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £60,000 or due to special

circumstances are exempt from a tendering process or procurement exercise.

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details**

19. Handling Staff Matters

- a. A matter personal to a member of staff that is being considered by a meeting of Council or the Staffing Portfolio is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Town Clerk shall notify the Staffing Portfolio at the earliest opportunity or the chair of the Council at its next meeting.
- c. The Staffing Portfolio shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the full council.

- d Subject to the Council's policy regarding the handling of grievance matters, the Town Clerk shall contact the Staffing Portfolio in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the full council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chair or vice-chair of the full council or the Staffing Portfolio, shall be communicated to another member of the council which shall be reported back and progressed by resolution of the full council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), the Town Clerk (and when deemed necessary the Assistant Town Clerk) shall have access to staff records referred to in standing order 19f.

20. Responsibilities to Provide Information

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. Responsibilities Under Data Protection Legislation

(Below is not an exclusive list). See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the Press/Media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and Sealing of Legal Deeds

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. Communicating Dorset Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of Dorset Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. Restrictions on councillor activities

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. Standing Orders Generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.