



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

Town Clerk: Mrs Claire Commons

e-mail:enquiries@shaftesbury-tc.gov.uk

Website:www.shaftesbury-tc.gov.uk

VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council's Full Council (FC), all other recipients for information only.

You are required to attend a meeting of the Full Council for the transaction of the business shown on the agenda below.

To be held at 7.00pm on Tuesday 06 March 2018 in the Council Chamber, Shaftesbury Town Hall

Claire Commons, Town Clerk

Members are reminded of their duty under the Code of Conduct

Public Participation

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

Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business. Out of courtesy to those present, the Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

Agenda

1	APOLOGIES	3
	To receive and consider for acceptance, apologies for absence	
2	DECLARATIONS OF INTEREST	3
	Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.	
3	MINUTES	3
	To confirm as a correct record, the minutes of the previous meeting of the Full Council.	
4	PLANNING APPLICATIONS	4
	To consider responses to planning applications identified for return to the Planning Authority, to include but not be limited to: Langdale Farm, 19 Old Boundary Road, 9 Love Lane, The Priory House and Chubbs House	
5	PAYMENTS	6
	To consider payments for authorisation	
6	GENERAL DATA PROTECTION REGULATIONS (GDPR)	8
	To receive a report on GDPR and consider any implications arising	
7	COMMUNITY GRANTS	10

	To consider Community Grant requests	
8	DEMENTIA AWARENESS	11
	To consider an awareness session to work towards being a dementia friendly town	
9	FINANCIAL RISK ASSESSMENT	17
	To consider and approve the Financial Risk Assessment for the year ending 31 st March 2018	
10	TREASURY MANAGEMENT	27
	To consider investment of Council funds and a Treasury Management Policy	
11	MAMPITTS SQUARE COMMUNITY LAND	33
	To consider offer of land at Mampitts Lane from North Dorset District Council	
12	ROSE MINUTES OF 24TH OCTOBER 2017	34
	To clarify minute R37 to show authority to carry out repairs to the swimming pool	
13	REPORTS	35
	To receive and note reports from the District and County Councillors, Mayor, Committee Chairmen and Local Organisations	

(End)

Administration for a meeting of the Full Council
To be held at 7.00pm on Tuesday 06 March 2018 in the Council Chamber, Shaftesbury
Town Hall

1 Apologies

To receive and consider for acceptance, apologies for absence

1.1 Apologies received to date

1.1.1 . Councillor George Hall due to work commitments.

2 Declarations of Interest

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.

2.1 Declarations of Interest received to date

2.1.1 Councillor Cook has declared an interest in item 7 'Community Grants' as a member of Shaftesbury Snowdrops

2.1.2 Councillor Proctor has declared an interest in item 4 'Planning Applications' as a Director of Charles Higgins Ltd and a Director of Charles Higgins Primary Care Ltd

3 Minutes

To confirm as a correct record, the minutes of the previous meeting of the Full Council.

3.1 Minutes to be adopted

3.1.1 Full Council of the 30th January 2018

Report 0318FC4 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 06 March 2018 in the Council Chamber, Shaftesbury
Town Hall

4 Planning Applications

To consider responses to planning applications identified for return to the Planning Authority, to include but not be limited to: Langdale Farm, 19 Old Boundary Road, 9 Love Lane, The Priory House and Chubbs House

4.1 Recommendation

- 4.1.1 That the Council provides its observations on the below mentioned applications and any further applications received before the date of the meeting.

4.2 Background

- 4.2.1 Shaftesbury Town Council is a statutory consultee for planning applications which is provided with the opportunity to make observations on planning applications within its parish boundary. These observations are reported back to the planning authority in order that it can make an informed decision when determining the applications.
- 4.2.2 The Committee may request that an application be considered by the planning authority's development management committee if there are matters of particular concern or which would be better considered during debate.
- 4.2.3 Members are asked to consider for each application shown at Appendix A (page 5), whether they support the application or object to it. Consideration should be given to matters relating to planning law and to local knowledge.
- 4.2.4 More guidance on how to comment on planning applications can be found at <http://planninghelp.org.uk/improve-where-you-live/how-to-comment-on-a-planning-application>. Applications can be viewed online at <http://planning.north-dorset.gov.uk/online-applications/>, or the relevant link in the Appendix.
- 4.2.5 Shaftesbury Town Council is not a statutory consultee for tree applications and is no longer automatically advised of applications being considered. The Council may still make comments on those it is aware of in the planning system.

4.3 Financial Implications

- 4.3.1 There are no financial implications arising from this report.

4.4 Legal Implications

- 4.4.1 There are no legal implications arising from this report.

4.5 Risk

- 4.5.1 There is a risk to the Council of members commenting or remaining in the meeting for discussion on any application where they have a pecuniary interest

(End)

Report Author:

Zoe Moxham, Office Administrator

Appendix A. Planning Applications

[2/2018/0085/OUT Land At Langdale Farm Mampitts Lane Shaftesbury Dorset](#)

Develop land by the erection of 20 No. dwellings, form vehicular access. (Outline application with all matters reserved).

Applicant Name Charles Higgins Primary Care Limited

Agent Name Battens Solicitors Ltd

[2/2017/1984/HOUSE 19 Old Boundary Road Shaftesbury SP7 8ND](#)

Erect single story extension to the side and rear (demolish existing). Erect car port to the rear (demolish existing garage).

Applicant Name Miss Kelly Trowbridge

Agent Name N/A

[2/2018/0071/VARIA The Priory House 10 Church Lane Shaftesbury SP7 8JT](#)

Erect conservatory (demolish existing conservatory). Variation of Condition No. 2 of Planning Permission 2/2017/0905/HOUSE to modify the roof construction.

[2/2018/0076/VALBC The Priory House 10 Church Lane Shaftesbury SP7 8JT](#)

Demolish existing conservatory. Erect conservatory and carry out associated external alterations - Variation of Condition No. 2 of Listed Building Consent No. 2/2017/0906/LBC to modify the roof construction.

Applicant Name Mr John Clevely

Agent Name Brimble Lea & Partners

[2/2018/0061/VARIA 9 Love Lane Shaftesbury SP7 8BG](#)

Erect 1 No. dwelling with double car port. Form new vehicular access from Love Lane, erect double garage, porch and conservatory extensions to existing bungalow (retrospective). (Variation of Condition Nos. 5 and 6 (relating to landscaping) of Planning Permission No. APP/N1215/W/17/3175397 (LPA Ref. 2/2016/1842/FUL)).

Applicant Name Mr P Harding

Agent Name Mr R Roff

[2/2017/1727/FUL Chubbs House Salisbury Street Shaftesbury Dorset](#)

(NDDC Planning called in regarding this on to inform us it was the same planning application that we consulted at the 02/01/18 FC meeting- no objection was the comment. The reason for it coming up again was that the application stated it was a renewal of planning permission which was in correct.)

Report 0318FC5 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 06 March 2018 in the Council Chamber,
Shaftesbury Town Hall

5 Payments

To consider payments for authorisation

5.1 Recommendation

5.1.1 That the Council approves the payments from the Town Council's current account and minutes the resulting bank balance as detailed in Appendix B (Page 7)

5.2 Background

5.2.1 A detailed list of payments is provided, and an updated list may be provided to the Council prior to or at the meeting.

5.3 Financial Implications

5.3.1 Financial Regulation 5.2 requires the RFO to prepare a schedule of payments requiring authorisation to be presented to the council or finance committee. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of contract of employment) may be summarised to remove public access to any personal information.

(End)

Report Author:
Claire Commons, Town Clerk

Appendix B. Payments

Printed on : 27/02/2018

Shaftesbury Town Council

Page No 1

At : 13:04

NatWest Current A/c

List of Payments made between 02/02/2018 and 08/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/02/2018	British Telecommunications	DD	95.04		Broadband Line Rental
11/02/2018	Hitachi Capital	Std Ord	849.20		Hitachi Capital
13/02/2018	Fuel Genie	DDdebit	212.15		Diesel January
16/02/2018	Sage Uk Ltd	dd	67.20		Purchase Ledger Payment
19/02/2018	Crown Gas & Power (Easy Utilit	Ddebit	410.73		Gas Town Hall January
28/02/2018	Plusnet Ltd	dd	28.20		Purchase Ledger Payment
28/02/2018	Febraury Salaries	ONLINE	12,541.89		Febraury Salaries
08/03/2018	Hawes Arborists	online138	600.00		Tree work St Johns Hill
08/03/2018	Dorset Planning Consultant Ltd	online139	241.14		NHPG Meeting 19/02/18
08/03/2018	Dorset County Council	online140	4,779.85		2800147468/4066/Dorset County
08/03/2018	Firmsites Ltd	online141	165.00		Quarterly hosting charge
08/03/2018	Travis Perkins	online142	179.48		Paint, varnish,bolts
08/03/2018	British Gas	Online143	60.72		Electric Jan/Feb Bell St Toile
08/03/2018	Aqua cleaning Services	Online144	101.92		Cleaning supplies
08/03/2018	Sydenhams	online144	124.81		Post
08/03/2018	Wessex Water	online146	392.36		Bray Allotments
08/03/2018	Office Depot (UK) Ltd	online147	22.68		Storage Boxes
08/03/2018	RBS Software Solutions	Online148	918.00		Omega Licence 1 year
08/03/2018	The IT Department Solutions Lt	online149	181.08		365 Monthly & Spam Filtering
08/03/2018	Kew Electrical	online150	48.35		Lights for toilets Town Hall
08/03/2018	Pear Technology	online151	40.82		Printing Map A0
08/03/2018	EG. Coles	online152	270.85		Repair to starter Road Sweeper
08/03/2018	Bourne-Romsey Fire Protection	online153	117.00		Annual Fire Extinguisher inspe
08/03/2018	Clarity Copiers Ltd	online154	239.65		Printing January
08/03/2018	Wessex Water	online155	56.07		St James Allotment
08/03/2018	EC Electricals	online156	4,799.68		Install Hearing loop/PA System
08/03/2018	Lyreco	online157	141.50		Display books, pockets, pad
08/03/2018	British Gas	online158	8.10		Barton Hill Dec-Jan
08/03/2018	British Gas	online159	344.34		Electric Town Hall
Total Payments			28,037.81		

Report 0318FC6 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 06 March 2018 in the Council Chamber,
Shaftesbury Town Hall

6 General Data Protection Regulations (GDPR)

To receive a report on GDPR and consider any implications arising

6.1 Recommendation

6.1.1 That the Council carries out a data audit and health-check to ensure compliance with the General Data Protection Regulations coming in to effect on 25th May 2018.

6.2 Background

6.2.1 The GDPR replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by councils. Local councils and parish meetings must comply with its requirements, just like any other organisation. The GDPR applies to all local councils.

6.2.2 The GDPR's main concepts and principles are very similar to those contained in the current Data Protection Act 1998 and Shaftesbury Town Council is already familiar with them.

6.2.3 The Clerk has undertaken training in this area and identified process which can improve the data handling at the Council, to include data mapping to identify where and what data is collected physically and digitally, how long it is held and what permissions are granted for the extent of its use.

6.2.4 Regulations require that a Data Protection Officer (DPO) is appointed. At the point of writing, the regulations allow that person to be an existing employee but the Society for Local Council Clerks and the National Society for Local Councils are not yet clear whether the Clerk should be the DPO, partly as there must be independence and must not lead to a conflict of interests and also by virtue of the additional time required to carry out the role.

6.2.5 For the time being, therefore, the Clerk as Proper Officer will continue to carry out the role, and in doing so recommends carrying out a data audit and health-check and prepare any adjustments to processes to ensure that the Council is fully compliant by 25th May 2018. The Clerk will also instigate the possibility of engaging an external person to carry out this role in collaboration with other local councils thereby maintaining independence and sharing the cost.

6.3 Financial Implications

6.3.1 There are no financial implications arising from this report, any financial implications arising from buying external services will be brought back to the Council or General Management Committee for debate.

6.4 Legal Implications

6.4.1 The Council is already compliant with most of the regulations by virtue of being a public body and conforming to the Data Protection Act 1998

6.4.2 The Council must fully conform to the incoming regulations by 25th May 2018.

6.5 Risk

6.5.1 There are risks to personal data if correct processes are not put in place. This in turn will present a reputational and potentially financial risk to the Council

(End)

Report Author:
Claire Commons, Town Clerk

Report 0318FC7 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 06 March 2018 in the Council Chamber,
Shaftesbury Town Hall

7 Community Grants

To consider Community Grant requests

7.1 Recommendation

7.1.1 That the Community Grant requests for Shaftesbury Snowdrops and Shaftesbury Tree Group are considered for award from the remaining community grant pot fund for 2017/18

7.2 Background

7.2.1 At its meeting on 30th January 2018, the Council received a request for a grant from the Shaftesbury Tree Group. It was agreed to defer this decision to ascertain whether there was any merit in collaborative working with other similar initiatives in the Town.

7.2.2 Officers have considered the timescale for producing a co-ordinated tourism and outdoor mapping approach and recommend that grant support is given to the Tree Group for a quick production. See

7.2.3 An additional grant application has been received from Shaftesbury Snowdrops. It is noted that this is a retrospective application, but timescales did not allow advance request for funding support.

7.2.4 Officers have been made aware of a request for grant funding from the Shaftesbury Fringe. Details of this are awaited and will be forwarded to members as soon as they are received.

7.3 Financial Implications

7.3.1 Shaftesbury Tree Group. £433 for printing 3,000 A3 full colour and folded map and information guide.

7.3.2 Shaftesbury Snowdrops. Amount unidentified at the point of writing. To support the promotion of Shaftesbury Snowdrops at the RHS Early Spring Show.

7.3.3 Shaftesbury Fringe. Details awaited.

7.4 Legal Implications

7.4.1 The Town Council has the power to provide grant funding to support initiatives which benefit Shaftesbury

7.5 Risk

7.5.1 The Council has a duty to give careful regard to use of the public purse.

(End)

Report Author:

Claire Commons, Town Clerk

Report 0318FC8 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 06 March 2018 in the Council Chamber,
Shaftesbury Town Hall

8 Dementia Awareness

To consider an awareness session to work towards being a dementia friendly town

8.1 Recommendation

8.1.1 That the Town Councillors and staff attend an awareness session to help towards Shaftesbury becoming a dementia friendly town.

8.2 Background

8.2.1 Dementia Friendly Charities in Shaftesbury have been chosen as the Mayors Charities to support this year. In parallel to this, research has been done to find out how Shaftesbury can work towards becoming a Dementia friendly Community.

8.2.2 It has been recommended by officers in the Alzheimer's society that a free awareness session be organised for all members of the council to attend. Appendix C (page 12) contains information and an application form for organising one of these sessions.

8.2.3 There is also an option to organise an official training session through the Alzheimer's Society. It is called Step inside and builds skills and confidence to support people living with dementia, this is a 1 day course from £595 for up to 16 people with an additional £29 per person for an optional Foundation Certificate in Dementia Awareness exam. Appendix D (page 15) provides more information regarding this.

8.3 Financial Implication

8.3.1 As outlined within the report and within the Councillor and Staff Training Budget.

8.4 Legal Implications

8.4.1 The Council has the power to undertake this initiative if it wishes

8.5 Risk

8.5.1 There are no risks identified within this report.

(End)

Report Authors:

Claire Commons, Town Clerk and Zoe Moxham, Office Administrator

Dementia Friends Information Session Request

Thank you for contacting us to request a Dementia Friends Information Session. Before continuing, it is important that you and your group understand a little more about what the Information Session will entail:

What is Dementia Friends?

Dementia Friends aims to give people a better understanding of dementia and the small things we can all do to make a difference to the lives of people affected by dementia. Dementia Friends is led by Alzheimer's Society and is one strand of its work to create Dementia Friendly Communities. By attending a Dementia Friends Information Session, you have the opportunity to join this national social action movement to change the way the nation thinks, acts and talks about the condition.

What is an Information Session?

A Dementia Friends Information Session is a fun, interactive way to learn a little about dementia and how it can affect people's lives. Led by a volunteer Dementia Friends Champion, the Session lasts 45-60 minutes and covers five key messages that everyone should know about dementia, through activities and discussion. At the end of the Information Session, participants have the opportunity to turn their understanding into action by committing to a dementia-friendly action. No action is too big or small – from wearing a Dementia Friends badge to spreading the word on social media.

NB: The Dementia Friends Information Session is not training; volunteer Champions are not dementia experts, will not be able to provide further information or advice and are not DBS-checked.

What will happen next?

After making your request, you will be matched with a volunteer Champion who will contact you to finalise the Information Session details. You will need to keep in touch with this volunteer and confirm any changes to the details below with them.

You will also need to ensure your full group is ready at the agreed start time and that the Champion is given the full duration to run their Session (45-60 minutes).

You will also need to provide a safe venue for the Information Session and should ensure it has public liability insurance. Champions will not be able to deliver an Information Session in a venue without this.

Please be aware:

- Dementia Friends cannot guarantee that a Dementia Friends Champion will be available to deliver the Information Session. If we are unable to provide a volunteer Champion for the requested date, we may ask you to provide alternative dates for the Session.
- Dementia Friends and/or Champions retain the right to cancel or end the Information Session at any time.
- Any compliments, complaints or feedback should be provided to dementiafriends@alzheimers.org.uk not the volunteer Champion.

Your details - please type (do not write) and attach the form as a Word document

Name:	
Organisation:	
Job Title:	
Telephone No:	
Email Address:	

Venue Details

Venue address (including postcode)					
Does the venue have... (tick all that apply)					
<input type="checkbox"/>	Public liability insurance? (mandatory)	<input type="checkbox"/>	Wheelchair access?	<input type="checkbox"/>	Hearing loop available?
<p>Will someone be available on the day to explain the fire evacuation and general housekeeping procedures to the Dementia Friends Champion?</p> <p><i>If so</i>, please provide name and contact details opposite.</p> <p><i>If not</i>, please use the space opposite or attach a document to provide this information.</p>					

<p>Is there anything else the Dementia Friends team should be aware of? <i>E.g., the audience includes young people or children, you wish to take photographs</i></p>

Information Session details

This session is... (tick one)	
<input type="checkbox"/>	A private session for my group.
<input type="checkbox"/>	Open to members of the public, as well as my group.

NB. Please complete one row per session requested. Dates should be at least 3 weeks away. If flexible, please insert multiple dates. If requesting more than three sessions, please continue on a separate sheet	
	(Example: 3 Sessions)

Number of Sessions required:								
<i>Please fill in the proposed dates and times...</i>								
1	Date		Start time		End time		Group size	
2	Date		Start time		End time		Group size	
3	Date		Start time		End time		Group size	
Notes:								

Further information

<p>If you would like to receive information on your local dementia-friendly community, local services, fundraising or training with Alzheimer’s Society then please tick the boxes below and a member of the Dementia Friends team will be in touch with further information:</p>			
	<p>My local dementia-friendly community Local organisations working together to make the community more dementia-friendly.</p>		<p>Local Alzheimer’s Society services Services available to people with dementia and their carers, e.g., Singing for the Brain, Memory Cafes.</p>
	<p>Fundraising for Alzheimer’s Society Find out how you can raise money to support the work of Alzheimer’s Society.</p>		<p>Training available from Alzheimer’s Society Alzheimer’s Society offers in-house and public courses to provide further information about dementia.</p>

Please return your completed form to the Dementia Friends team at vicki.simmons@alzheimers.org.uk

Appendix D.

Step inside dementia is a skills-based course suitable for anyone who comes into contact with people living with dementia. Delegates will understand what is happening to a person with dementia and learn how to build positive relationships using increased knowledge, empathy and practical skills.

Made up of four different modules, participants will learn how to apply evidence-based practical tools to build positive relationships and confidently support people with dementia to live well. Step inside dementia also contains the latest information on sight loss and dementia.

Key information

Prices: Our training is flexible and cost-effective - we do not charge VAT.

Our pricing is dependent on your sector:

Social care, health care, statutory and third sector organisations: £595 excluding expenses

Private sector organisations: £695 excluding expenses

Who should attend?

This course is suitable for anyone who comes into contact with people living with dementia.

Course level: Introductory

Course duration: One full day

Delivery style: Interactive face-to-face training

Pre-course requirements: There are no pre-course requirements

Delegate numbers: 8 - 16 people. Additional delegates may attend (up to a maximum of 20) for an additional charge of £49 per person.

Step inside dementia is also available for individuals to attend through our [public access courses](#) for £99 per person. For more information and to book on to an upcoming course, please contact the team on 01904 567909 or email dementiatraining@alzheimers.org.uk.

Learning outcomes

Made up of 4 modules, the course will equip participants to:

Module 1 - What's happening?

- Recognise that dementia affects people in different ways
- Explain how the physical damage within the brain may cause everyday functional difficulties

Module 2 - Who am I?

- Explore how our memory works
- Appreciate how our past can shape our future

Module 3 - A strange new world

- Understand how difficulties with perception can have an impact on people's well-being and responsive behaviours
- Understand how our senses can be affected by dementia and how this can alter our experiences

Module 4 - Connect with me

- Appreciate ways of connecting with a person living with dementia
- Recognise how our own actions can affect the way a person connects with us
- Understand how methods of communication can be affected by dementia

Foundation certificate in dementia awareness exam

There is also the option for delegates to sit our Foundation certificate in dementia awareness exam which can be taken at the end of the course for an additional £29 per person. This multiple choice exam tests participants' knowledge of dementia, attitudes towards people living with dementia and understanding of person-centred approaches to caring for and supporting people living with the condition.

Report 0318FC10 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 06 March 2018 in the Council Chamber,
Shaftesbury Town Hall

9 Financial Risk Assessment

To consider and approve the Financial Risk Assessment for the year ending 31st March 2018

9.1 Recommendation

9.1.1 That the Council reviews and adopts the 2017/18 Financial Risk Assessment in Appendix E (page 18)

9.2 Background

9.2.1 The External Auditor requires that the Financial Risk Assessment be considered by the Council (and not delegated to a Committee) before the end of March 2018. An initial Financial Risk Assessment has been carried out by the Town Clerk and the Council is requested to review and adopt that Financial Risk Assessment shown at Appendix E (page 18)

9.2.2 The Council should be able to demonstrate that it has considered the content of the Risk Assessment and make recommendations for amendments if required.

9.2.3 The level of risk is calculated by the impact of risk multiplied by frequency of risk, Low = 1, Medium = 2 and High = 3.

9.3 Financial Implications

9.3.1 There are no financial implications arising from this report.

9.4 Risk

9.4.1 Risk is identified within the Risk Assessment

(End)

Report Author:
Claire Commons, Town Clerk

Appendix E. Risk assessment and management (financial) for the period 1 April 2017 to 31 March 2018

Income							
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
Precept	Not submitted	3	1	3	Full TC Minute – RFO follow up with District Council (DC)	Diary	12 months
	Not paid by DC	3	1	3	Check & Report to Council	Diary	12 months
	Adequacy of precept	2	1	2	Quarterly review by RFO and Councillors - budget to actual. Major variances identified and reported Internal Audit (IA) Review	Diary	12 months
Charges – Leisure Pool	Cash emptying	1	2	2	Segregate duties. Check to bank rec.	Reconcile to takings	6 months
	Cash transport	1	1	1	Segregate duties. Check to bank rec.	Reconcile to takings	6 months
	Cash banking	1	1	1	Segregate duties. Check to bank rec.	Reconcile to takings	6 months
Charges – Cemetery	Grave allocation	1	1	1	Burial Register update with each change	Ensure	12 months
	Invoices to undertakers	1	1	1	Monthly check of burial register	Number issued	12 months

Income							
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
	Memorial fees	1	1	1	Monthly check of burial register	Number issued	12 months
Charges – Allotments	Rental invoices	1	1	1	Register to Invoice	Reconcile to register.	24 months
	Cash handling	1	1	1	Cash through receipt book and accounting software	Reconcile to bank.	12 months
	Cash banking	1	1	1	Segregate duties. Check to bank	Reconcile to bank	24 months
Charges – Other	Rental invoices	2	1	2	Bookings linked directly to account software	Reconcile to bookings	24 months
Hall Hire/Markets/ Rents	Cash handling	1	1	1	Cash through receipt book and accounting software	Reconcile to bank	12 months
	Cash banking	1	1	1	Segregate duties. Check to bank rec	Reconcile to bank	24 months
Grants – District	Claims procedure	3	1	3	Clerk/RFO check quarterly	RFO verify	12 months
	Receipt of grant when due	2	1	2	Check & Report to General Management Committee	Diary	12 months
Grants – Other	Claims procedure	1	1	1	Clerk/RFO check quarterly	RFO verify	12 months

Income							
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
	Receipt of grant when due	2	1	2	Check & Report to General Management Committee	Diary	12 months

Expenditure							
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
Salaries	Wrong salary paid	2	1	2	Check to minute & Councillors verify	RFO verify	12 months
	Wrong hours paid	1	1	1	Check to timesheet/contract	RFO verify	12 months
	Wrong rate of pay	2	1	2	Check to contract	RFO verify	12 months
	False employee	3	1	3	Check to PAYE Records & lists	RFO verify	12 months

Expenditure							
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
	Wrong deductions – NI	1	1	1	Payroll software updates	RFO verify	12 months
	Wrong deductions – Spr	1	1	1	Payroll software updates	RFO verify	12 months
	Wrong deductions – Income tax	1	1	1	Payroll software updates	RFO verify	12 months
Direct Costs and overhead expenses	Goods not supplied to STC	1	1	1	Order system	Approval check	12 months
	Invoice incorrectly calculated	1	1	1	Check arithmetic	Approval check	12 months
	Cheque payable is excessive	2	1	2	Signatory initials etc Stub & Voucher	RFO and Member verify	6 months
	Cheque payable to wrong	2	1	2	Signatory initials etc Stub & Voucher	RFO and Member verify	6 months

Expenditure							
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
	Stock loss	1	1	1	Point of sale info and control	Reconcile to Stock	6 months
Cllrs Allowances	Cllr overpaid	1	1	1	Claim form & minute reference	RFO verify	6 months
	Income tax deduction	1	1	1	Check to PAYE Records & lists	RFO verify	6 months
Grants & support	Power to pay	1	1	1	Minute power and GPC	Member verify	12 months
	Agreement of Council to pay	1	1	1	All grants based on approved form and supporting information, minuted and checked by IA	Member verify	12 months
	Conditions agreed	1	1	1	Use reasonable conditions	RFO check	12 months
Election Costs	Invoice at agreed rate	1	1	1	RFO check and consider budget	RFO verify	Whenever

Expenditure							
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
	Unexpected by-elections	3	2	6	Adequate budgetary provision. Manage councillor training and expectations	Town Clerk	24 months
VAT irrecoverable	VAT analysis	2	1	2	All items in cash book lists	RFO verify	12 months
	Charged on sales	1	2	2	Consider annually	RFO verify	12 months
	Charged on purchases	1	1	1	Consider all items per cash book lists	RFO verify	12 months
	Exemption properly applied	3	1	3	Consider annually – complex issue and on larger projects external advice sought	RFO verify	12 months
	Claimed within time limits	2	1	2	Agree returns submitted quarterly	RFO verify	12 months

Expenditure							
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
Reserves - General	Adequacy	2	1	2	Consider at Budget setting	RFO opinion	12 months
Reserves – Earmarked	Adequacy	1	1	1	Consider at Budget setting and Final accounts	RFO opinion	12 months
	Earmarked or Contingent liability	1	1	1	Review minutes with Chair, General Management Committee	RFO/member view	12 months
Assets	Loss, Damage etc	2	2	4	Annual inspection by Council and IA, update insurance and asset registers.		24 months
	Risk or damage to third party property or individuals	2	2	4	Annual inspection, update insurance/review asset register and report to members	Diary	12 months
Staff	Loss of key personnel (Clerk)	3	2	6	Regular meetings / appraisals	HR Committee	24 months

Expenditure							
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
	Fraud by staff	1	1	1	Fidelity Guarantee Insurance	Council	12 months
Loss	Consequential loss due to critical damage or third party performance	3	1	3	Annual review of cover taking account of new responsibilities	Diary	12 months
Cash	Loss through theft or dishonesty	1	1	1	Training, management and Fidelity Insurance	Diary	12 months
Maintenance	Poor performance of assets or amenities loss of income or performance	2	2	4	Regular maintenance inspection	Diary	12 months
Borrowing / lending	Adequacy of finances to be able to repay loans	1	1	1	Financial review and cashflow forecasting monthly	Diary	
Legal Powers	Illegal activity or payment	3	1	3	Educate Council as to their legal powers	Diary	24 months

Expenditure							
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
Financial Records	Inadequate records	1	1	1	RFO/clerk check quarterly + regular internal audit	Diary	12 months
Minutes	Accurate and legal	1	1	1	Review at following meeting	Diary	12 months
Members interests	Conflict of interest	2	3	6	Training on Code of Conduct including refresher training. Update declarations of interest	Diary	12 months

Reviewed and adopted on _____

Note: Risk assessment must be reviewed and adopted by the Council annually during the financial year and before 31st March.

**Report 0318FC10 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 06 March 2018 in the Council Chamber,
Shaftesbury Town Hall**

10 Treasury Management

To consider investment of Council funds and a Treasury Management Policy

10.1 Recommendation

10.1.1 That the Council selects additional savings accounts for short term investments.

10.1.2 That the Council adopts a Treasury Management Policy.

10.2 Background

10.2.1 During the Interim audit report, the Internal Auditor has identified that there are still significant funds held in the current account offering 0.01%, the recommendation was that the Council should aim to hold no more than three months of revenue expenditure in the current account (around £100,000) and make use of term deposit accounts to gain some return on the funds that are not needed in the short term.

10.2.2 Officers have investigated the following;

Credit Union	This is only available to individuals and only to a maximum deposit of £15,000		
Nationwide	Instant Saver		0.5%
	1 Year Saver		0.75%
United Trust	100 day notice account		1.25%
	1 year bond		1.5%
	2 year bond		1.7%
Cambridge & Counties	3 year bond		1.7%

10.2.3 Officers have reviewed the allocation of funds and recommend the following:

NatWest	Current Account	£130,000	3 months running cost
Nationwide	Instant Access Saver	£130,000	Additional 3 months running cost
Nationwide	100 day notice account	£136,500	Capital Reserves, long timescale
CCLA	Deposit	£10,498	Bringing the balance to £50,000
United Trust	2 year term deposit	£50,000	Reserves
Current account funds allocated		£456,998	

10.2.4 A Treasury Management Policy has been prepared to set out the framework within which the council borrows and invests, this is provided at Appendix F (page 29).

10.3 Financial Implications

10.3.1 Financial Regulation 5.1: The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The council shall seek credit references in respect of members or employees who act as signatories.

10.3.2 Financial Regulation 5.5c: The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances: fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.

10.4 **Legal Implications**

10.4.1 The Council has a duty under the Local Government Act 2003 to prudently manage the public purse.

10.5 **Risk**

10.5.1 There is always risk with investment, the Council has a duty to take all prudent precautions in its treasury management.

(End)

Report Author:
Claire Commons, Town Clerk

Appendix F. **TREASURY MANAGEMENT POLICY**

1. OVERVIEW

This document gives guidance on borrowing and investments by Shaftesbury Town Council in accordance with ‘the Local Government Act 2003’.

It highlights that the Council is committed to professional Treasury Management practices to ensure that:

- Capital expenditure plans are affordable
- All external borrowing and other long-term liabilities are within prudent and sustainable levels, and
- Treasury Management decisions are taken in accordance with good professional practice.

The CIPFA Treasury Management Code of Practice defines Treasury Management as:

‘The management of the Council’s cashflows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.’

2. INVESTMENT STRATEGY

2.1. Introduction

The Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community. This Strategy complies with the revised requirements set out in the Department for Communities and Local Government’s (formerly the Office of the Deputy Prime Minister) Guidance on Local Government Investments and Chartered Institute of Public Finance and Accountancy’s Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes and takes account of Section 15(1)(a) of the Local Government Act 2003.

2.2. Investment Objectives

In accordance with Section 15(1) of the 2003 Act, the Council will have regard to

- (a) such guidance as the Secretary of State may issue, and
- (b) to such other guidance as the Secretary of State may by regulations specify.

The Council’s investment priorities are the security of reserves and liquidity of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity. All investments will be made in sterling.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

Where external investment managers are used, they will be contractually required to comply with the Strategy.

2.3. Specified Investments

Specified Investments are those offering high security and high liquidity, made in sterling and which mature in no more than a year. Such short term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Shaftesbury Town Council will use:

- Deposits with banks, building societies, local authorities or other public authorities
- The debt management agency of HM Government
- CCLA Public Sector Deposit Fund.

2.4. Non-Specified Investments

These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainties surrounding such investments, Shaftesbury Town Council will not use this type of investment.

2.5. Liquidity of Investments

The Town Clerk, as Responsible Finance Officer, will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity. Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

2.6. Long Term Investments

Long term investments are defined in the Guidance as greater than 36 months. The Council currently holds investments in the CCLA Property Fund and this is recorded on the Council's Asset Register.

2.7. End of Year Investment Report

Investment forecasts for the coming financial year were accounted for when the budget was prepared. At the end of the financial year, the Town Clerk will report on investment activity to the General Management Committee.

3. EXTERNAL BORROWING STRATEGY

3.1. Introduction

The Council acknowledges the importance of borrowing funds and the financial impact on the Council and the local community. The Council will agree borrowing for specific capital projects (as defined in section 16 of the 2003 Act), and gain approval for borrowing by sending an application to the National Association of Local Councils (NALC).

All borrowings must be approved by full council.

3.2. Principles

Before a council can borrow a sum of money, it must first receive an approval to borrow (loan sanction) from the Secretary of State by way of the Department for Communities and Local Government (DCLG), unless it is for a temporary loan or overdraft from a bank or otherwise of sums which the council may temporarily require to meet revenue expenditure.

The process to be followed and the criteria applied in deciding whether or not approval should be forthcoming, are detailed in the Guide to Parish and Town Council Borrowing in England, jointly published by NALC.

The Council is only authorised to borrow a maximum of £500,000 in any single financial year for any single purpose.

The Council will ensure the following criteria when considering requesting a borrowing approval:

- The borrowing should be only be used for the purpose of Capital expenditure as defined by Section 16 of the Local Government Act 2003.
- The borrowing amount should not be less than £5 multiplied by the number of local government electors in the area of the Council on the first day of the current financial year (1 April)
- Any unallocated balances including, where appropriate capital receipts beyond those required for the prudent financial management of the council, should be used in the project for which the borrowing is required.
- The Council should have a realistic budget for the servicing and repayment of the debt, taking into account the future effect on the council's precept and cashflow.
- The Council must not mortgage or charge any of its property as security for money borrowed.

3.3. Interest Rates

The Council will look around for the best possible terms when borrowing but will usually use the Public Works Loan Board (PWLB). The Council feels that the fixed term rates offered by the PWLB are relatively cheap and that PWLB loans are most likely to offer stability for the financial planning of the council.

3.4. Period of Loan

The Council will determine the period of each loan which should not exceed the period for which the expenditure is forecast to provide benefit to the Council i.e. useful life of the asset.

The maximum period will begin on the date on which the money is borrowed, and will be;

- 50 years for acquisition of, or work on or to, land, buildings, roads or structures or
- 10 years in all other cases.

3.5. Current External Borrowing

The Town Council currently has no external borrowing.

3.6. Further Anticipated External Borrowing

The Council has no plans currently to incur capital expenditure which will require a loan sanction or external borrowing.

4. REVIEW AND AMENDMENT OF REGULATIONS

This Strategy will be reviewed annually.

The Annual Strategy for the coming financial year will be prepared by the Town Clerk and presented for approval to the General Management Committee.

The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the full Council. Any variations will be made available to the public.

5. DISABILITY DISCRIMINATION ACT 1995

Copies of this document in large print (A3 Format) or larger font size, or recorded as a 'talking book' can be made available for those with sight impairment on request from the Council Office or by telephoning 01747 852420 or e-mailing

enquiries@shaftesbury-tc.gov.uk

The Council can also arrange to provide versions in other languages.

6. FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website.

Report 0318FC1 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 06 March 2018 in the Council Chamber,
Shaftesbury Town Hall

11 Mampitts Square Community Land

To consider offer of land at Mampitts Lane from North Dorset District Council

11.1 Recommendation

11.1.1 That the Council resolves to accept the offer of land at Mampitts Square.

11.2 Background

11.2.1 In 2014, the Council resolved to continue negotiations with North Dorset District Council for the transfer of land at the Eastern Development.

11.2.2 The Council has been approached by North Dorset District Council offering the community land at Mampitts Lane which the Town Council has been referring to as Mampitts Square.

11.2.3 The Clerk has provided an initial response affirming the Council's intention to receive the land, in accordance with the 2014 resolution and subsequent meetings discussing use of the land in question.

11.2.4 Formal correspondence providing the offer of land is awaited and will be forwarded to members on receipt.

11.3 Financial Implications

11.3.1 There are no financial implications arising from this report.

11.4 Legal Implications

11.4.1 The Council has the power to acquire, own and dispose of land.

11.5 Risk

11.5.1 There are no risks identified in this report.

(End)

Report Author:
Claire Commons, Town Clerk

Report 0318FC9 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 06 March 2018 in the Council Chamber,
Shaftesbury Town Hall

12 ROSE Minutes of 24th October 2017

To clarify minute R37 to show authority to carry out repairs to the swimming pool

12.1 Recommendation

12.1.1 That a minute is recorded clarifying R37 to show authority for repairs to be carried out to the swimming pool to the value of £1,454

12.2 Background

12.2.1 At its meeting on 24th October 2017, the ROSE Committee in discussion regarding the budget for the following financial year, agreed to expenditure from the current Swimming Pool reserves.

12.2.2 The minute does not provide clarity about the intention of the committee to instruct these works and therefore the Council is asked to ratify the expenditure of £1,454 from the Swimming Pool reserve budget for maintenance ahead of the new pool season and to record a formal minute providing clarity of that minute.

12.3 Financial Implication

12.3.1 £1,454 Swimming pool reserves

12.4 Legal Implication

12.4.1 Minute form the legal record of decisions taken by the Council and its Committees. The Council should take steps to ensure that there is clarity and transparency in the minutes.

12.5 Risk

12.5.1 There is a risk that the decision of the Committee will not be recognised as instructing works to be carried out.

(End)

Report Author:
Claire Commons, Town Clerk

Report 0318FC13 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 06 March 2018 in the Council Chamber,
Shaftesbury Town Hall

13 Reports

To receive and note reports from the District and County Councillors, Mayor, Committee Chairmen and Local Organisations

13.1 Recommendation

13.1.1 That the reports are received and noted and any actions arising are noted for future meetings of the Council or its committees or for action by officers of the Council.

13.2 County and District Councillor Reports

13.2.1 County and District Councillors have been invited to provide a report or attend to give a verbal report.

13.3 Civic Report

13.3.1 The table below shows the recent events attended by the Mayor and Deputy Mayor.

<u>Date</u>	<u>Event</u>	<u>Attended By</u>
12/02/18	Weldmar Hospicecare Snowdrop Memorial	Cllr Lewer
17/02/18	Shaftesbury Snowdrop Parade	Cllr Lewer
23/02/18	Shaftesbury Town Twinning AGM	Cllr Brown
25/02/18	Bournemouth Symphony Orchestra Concert	Cllr Lewer

13.4 Representatives to Local Organisations

13.4.1 Council representatives to local organisations are invited to provide a brief report on their organisations.

13.5 Committee Reports

13.5.1 The Committee minutes listed below are provided for information and the respective chairmen are invited to provide a brief report or summary if desired.

13.6 Officer Reports

13.6.1 Local Government Reorganisation Plans – It was announced yesterday that the Secretary of State Sajid Javid has agreed to support the Future Dorset proposal for unitary councils in Dorset, subject to parliamentary approval.

The Minister's announcement is set out in full at the following link

<http://www.parliament.uk/business/publications/written-questions-answers-statements/written-statement/Lords/2018-02-26/HLWS473/>

There are two Joint Committees of representatives from Dorset principal authorities to consider future service delivery: The Bournemouth, Christchurch & Poole Joint Committee and the Dorset Area Joint Committee for the rest of the county. These Joint Committees will take the key decisions needed locally to create the possible two new

councils. At present they are concentrating on the legal procedures required to set up the Future Dorset proposals for unitary councils.

More information has been circulated to members in the DAPTC newsletter

13.6.2 Enmore Green Land – A request has been received to acquire a piece of Council land at Enmore Green. As this is currently part of the Donkey Field and an agreement is in place between the Donkey Field and the Council, the Clerk is not recommending that the Council considers this request. If the Council indicates a different view, a full report will be provided to the General Management Committee for consideration.

13.6.3 Strategic Plan – The Business Manager has provided a Strategic Plan update at Appendix G below

(End)

Report Author:
Claire Commons, Town Clerk

The initial engagement session(s) gave members of the community information about the relevant Advisory Committee and provided an overview on how they can be involved in shaping our approach to the Strategic Plan. To date there have been 4 Advisory Committee information sessions:

Neighbourhood Plan (lead Councillor John Lewer) – 12 members now on the main Advisory Committee and 9 in the periphery group. First ‘working group’ meeting is on 15th March and the first public meeting is on 8th May. It is expected that the detailed project plan will be in place by the end of May 2018

The **Economic Development** (lead Councillor Piers Brown) information session took place on Monday 12th February and 12 people attended. I am awaiting responses from half of the group therefore do not have confirmed names as yet. It is likely there will be 8 people in the Advisory Committee and I am expecting the number to grow once the group gets more established.

The Shaftesbury Experience ‘**Welcome our Visitors**’ Advisory Committee (lead Councillor George Hall) information session took place on Friday 23rd February and 14 people attended. The first meeting will take place on Friday 23rd March where a Chair and Vice will be selected by the group. It is likely that there will be 10 people in the Advisory Committee and names will be published once I have confirmed with all the interested parties.

The ‘Community Communication Development’ otherwise known as the **Shaftesbury Domain** (Councillor Tim Cook) information session took place on Friday 23rd February and 5 ‘subject matter experts’ attended. A plan is in the process of being developed with the likely aim that it will be published by the end of April 2018.

Not all work streams at this stage will have Advisory Committees; for example:

Asset Management (Andy Perkins), Internal Stakeholder management (Mark Jackson) and External Stakeholder management (Phil Proctor) will be managed internally in the short term via the Council Officers and at this point there is no requirement at this stage to set up an Advisory Committee in these areas.

Bringing the Old and the New together (Lauren Todd) and Facilities for the elderly (Antony Austin) will be linked in initially with the Shaftesbury Domain in terms of community mapping and engagement and an Advisory Committee will be formed at a later date if needed. Similarly Outdoor Lifestyle (Luke Kirton) already has momentum as we already have the OSG and ROSE Committee working together on many outdoor related projects. Indoor lifestyle (Jeanne Loader) will be linked in initially with the Shaftesbury Domain and Economic Development in terms of community mapping and engagement and an Advisory Committee will be formed at a later date if needed.

Finally Asset acquisition (Lester Taylor) is being managed internally by the Council Officers in collaboration with NDDC and at this point there is no requirement to set up an Advisory Committee.

In terms of the STC website a bespoke training session has taken place and we can now take ownership of updating our website internally.