



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

e-mail:enquiries@shaftesburytowncouncil.co.uk

Website:www.shaftesburytowncouncil.co.uk

To: All members of Shaftesbury Town Council

You are required to attend a meeting of the Council

to be held at 7.00pm on Tuesday 11th April 2017 in the Council Chamber, Shaftesbury Town Hall

For the transaction of the business shown on the agenda below.

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 Item	
01. Apologies	
To receive and consider for acceptance, apologies for absence	
02. Declarations of Interest and Dispensations	
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.	
03. Minutes	
To confirm as a correct record, the minutes of the previous meetings of the Council held on 7 th March 2017 and 28 th March 2017.	
04. Reports	p3
To receive reports from the Mayor, District and County Councillors, Representatives to Local Organisations and any other meetings held with key partners or organisations.	
Report 0417FC04	

Agenda Item		
05.	Reports from Committees To receive the minutes of Committee meetings (for information) and to receive any reports from Committee Chairmen.	p5 Report 0417FC05
06.	Payments To consider payments for authorisation.	p6 Report 0417FC06
07.	Strategic Plan To receive the Town Council's draft strategic plan for adoption	p8 Report 0417FC07
08.	Grant Awards To consider the Council's Grant Awarding Policy	p9 Report 0417FC08
09.	Policies To consider the Communications and Media, Telephone Monitoring and the Comments, Compliments, Complaints policies and protocols for adoption	p20 Report 0417FC09
10.	Additional Professional Services To consider purchase of additional professional services	p21 Report 0417FC10
11.	Street Cleaning Service Level Agreement To consider a SLA with North Dorset District Council for Street Cleansing	p22 Report 0417FC11
12.	Land North East of Shaftesbury To consider the Council's position on possible developments North East of Shaftesbury	p23 Report 0417FC12
13.	Officer Report and Future Meetings of the Council To receive any correspondence and updates relating to the work of the Council, to confirm the date of the next meeting and to identify matters for inclusion on the agenda.	p24 Report 0417FC13

(End)

**Report 0417FC04 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 11th April 2017 in the Council
Chamber, Shaftesbury Town Hall**

Reports

1. Purpose of Report

To receive reports from the Mayor, District and County Councillors, Representatives to Local Organisations and any other meetings held with key partners or organisations.

2. Recommendation

2.1. That the reports are received and noted.

3. Civic Report

3.1. The table below show the recent events attended by the Mayor and Councillors and details the forth coming events.

<u>Date</u>	<u>Event</u>	<u>Attended By</u>
10 th March	Mayor of Gillingham- Charity Dinner/Dance	Cllr Jeanne Loader
11 th March	Shaftesbury Fairtrade Tea and Craft Sale	Cllr John Lewer and Cllr Lester Taylor
13 th March	Fly a Flag for the Commonwealth Day	Cllr Lester Taylor, Cllr Luke Kirton, Cllr Tim Cook and Cllr Jeanne Loader
13 th March	Shaftesbury Rotary Dinner	Cllr Lester Taylor
15 th March	Opening of the Tapper Suite at Cedars Nursing Home	Cllr John Lewer, Cllr Lester Taylor and Cllr Anthony Austin
1 st April	Opening of Shaftesbury Gold Hill Museum	Cllr John Lewer
1 st April	Opening of Shaftesbury Abbey Museum	Cllr John Lewer
1 st April	Opening of New Breast Unit- Salisbury District Hospital	Cllr Lauren Todd

Forthcoming Events

<u>Date</u>	<u>Event</u>	<u>Being Attended by</u>
23 rd April	North Dorset Scouts St Georges Day Parade	TBA
25 th April	RBL Anzac Ceremony Park Walk 10.50am	Officers and Councillors
27 th April	Launch of White Hart Link Project	TBA
28 th April	Mayor of Blandford- Civic Day and Thanksgiving Service	TBA
30 th April	Mayor of Yeovil- Civic Day	TBA

4. County and District Councillor Reports

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

4.2. District Councillor Beer writes;

Well there it is, after more than 40 years at Nordon NDDC our council has moved out of its headquarters in Blandford

From being one of the most well performing district councils in England, rated 2nd in the land not many years ago, we have gone to being homeless and penniless

Much, if not most brought about by ruthless government cuts, but in my opinion, probably controversially, but I will stand by my comments, as a result of newly elected members in the late 1990's thinking that they knew it all and sacking our fantastically professional and caring staff

We have been promised that our residents will still have access to some important services at Nordon, and that members will maintain their sovereignty

I believe that, just like the short-lived bus services that took the place of the beaching railway cuts of the 1960's we will have as member to fight like mad to defend what we have for our residents

So I have bought a new rucksack and will look forward to my more than 60 mile round trip to make sure that the councils statutory functions are carried out with respect for our rural community, and that the next round of staff cuts which are just around the corner are carried out as painlessly as possible, at the same time as maintaining services and valuable expertise

Oh happy days

4.3. Any other documents received in advance of the meeting will be circulated.

5. **Representatives to Local Organisations**

5.1. Representatives of the Town Council to local organisations have been invited to provide a report, verbal reports may be given at the meeting.

(End)

Report Author:
Claire Commons
Town Clerk

**Report 0417FC05 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 11th April 2017 in the Council
Chamber, Shaftesbury Town Hall**

Reports from Committees

1. Purpose of Report

To receive the minutes of Committee meetings (for information) and to receive any reports from Committee Chairmen.

2. Recommendation

2.1. That the minutes and any associated reports be received and noted.

3. Committee Meetings

3.1. 14th March 2017 Planning and Highways Committee

3.2. 21st March 2017 Recreation, Open Spaces and Environment Committee

3.3. 28th March 2017 General Management Committee

3.4. 29th March 2017 Human Resources Committee

4. Financial Implication

4.1. There are no financial implications arising from this report

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report 0417FC06 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 11th April 2017 in the Council
Chamber, Shaftesbury Town Hall**

Payments

1. Purpose of Report

To consider payments for authorisation.

2. Recommendation

- 2.1. That the Council approves the payments from the Town Council's current account as detailed in **Appendix A**

3. Background

- 3.1. A detailed list of payments is provided at **Appendix A**. An updated list may be provided to the Council prior to or at the meeting.
- 3.2. The list is separated into the previous financial year and new financial year.

4. Financial Implications

- 4.1. 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.

5. Legal Implications

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

(End)

Report Author:
Claire Commons
Town Clerk

Appendix A.

Printed on : 05/04/2017

Shaftesbury Town Council

Page No 1

At : 15:10

NatWest Current A/c

List of Payments made between 30/03/2017 and 31/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/03/2017	Nat West Credit Card	DirectDebi	68.40		Credit Card Payment
31/03/2017	March Salaries inc Cllr Allowa	ONLINE	10,054.35		March Salaries inc Cllr allowa
31/03/2017	Corona Energy	DD	431.54		Gas February
31/03/2017	Eon	direct deb	288.78		Electric up to 16/03
31/03/2017	Shaftesbury Snowdrops	012970	1,450.00		Shaftesbury Snowdrops
31/03/2017	J Prichard(SaveOurBeds)	012971	1,056.69		J Prichard(SaveOurBeds)
31/03/2017	Little Giants	012972	800.00		Little Giants
Total Payments			14,149.76		

List of Payments made between 01/04/2017 and 11/04/2017

Date	Chq Reference	Payee	Amount Paid	Transaction Detail
01/04/2017	DD	NDDC	45.69	Business Rates Cemetery
01/04/2017	DD	NDDC	210.70	Business Rates Bell St Toilets
01/04/2017	DD	NDDC	673.00	Business Rates Town Hall
01/04/2017	DD	NDDC	260.82	Business Rates Swimming Pool
01/04/2017	DD	NDDC	255.07	Business Rates UNit9C
03/04/2017	DD	BT	106.20	Line rental
05/04/2017	Online	DCC Pension Fund	3390.23	Ref March Salaries
05/04/2017	Online	HMRC	3365.78	Tax/Ni March Salaries
09/04/2017	DD	BT	265.93	Line Rental Mar-May
11/04/2017	012973	Local world	486.72	Advertising - By-Elections
11/04/2017	012974	Ben Jonhson	191.40	Equipment Spares
11/04/2017	102975	The IT Department	118.62	Monthly Support Charge
11/04/2017	012976	Vaughtons	62.14	Neck ribbons
11/04/2017	012977	OCS Group Uk Ltd	185.90	Sanitary disposal April 17 to March 2018
11/04/2017	012978	Cliff Skey	300.00	Town Crier Services
11/04/2017	012979	StreetMaster	1630.80	Memorial Benches- Denchfield and Ludovici
11/04/2017	012980	Michaels Robes	48.00	Robe Covers
11/04/2017	012981	RJ & KD McLean Ltd	3000.00	Bearkat Woodchippers
11/04/2017	012982	Sydenhams	152.16	Wooden stakes
11/04/2017	012983	Mole Country Stores	4.79	Bamboo Canes
11/04/2017	012984	SLCC	200.00	Membership- re-raised ref 0129345
11/04/2017	012985	ALCC	10.00	Membership- re-raised ref 0129345
Total Payments			14963.95	

**Report 0417FC07 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 11th April 2017 in the Council
Chamber, Shaftesbury Town Hall**

Strategic Plan

1. Purpose of Report

To receive the Town Council's draft strategic plan for adoption

2. Recommendation

2.1. That the Shaftesbury Town Council Strategic Plan be adopted.

3. Background

3.1. Following the Visioning event on 28th February 2017, a strategic review has been carried out.

3.2. The aim of this review was to define a clear vision of the direction the Council will take and identify its priority projects for moving the town forward.

3.3. The draft Strategic Plan has been circulated to members by email. This document should be reviewed carefully, assessing the priorities and time scales and make any recommendations for adjustments prior to adoption.

3.4. Financial Implications

3.5. There are no financial implications arising from this report.

(End)

Report Author:
Claire Commons
Town Clerk

**Report 0417FC09 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 11th April 2017 in the Council
Chamber, Shaftesbury Town Hall**

Grant Awards

1. Purpose of Report

To consider the Council's Grant Awarding Policy

2. Recommendation

- 2.1. Members are requested to approve the Community Grant application form. See **Appendix B**
- 2.2. Members are requested to approve the Grants Awarding Policy. The Council are required to provide a Grant Awarding Policy in order to comply with the criteria set down for the Quality Level of the Local Council Award Scheme. See **Appendix C**
- 2.3. Members are requested to approve the timetable for the submission and award of Community Grants for 2017/18, included in the Policy.
- 2.4. It is recommended to request recipients of grants to enter into an agreement for payment of a Community Grant and to provide an end of grant evaluation report. See **Appendix D and E**.

3. Background

- 3.1. The grants policy and process was revised in 2016 and having run the policy for a year, a review has been carried out and adjustments recommended.
- 3.2. Draft documents have been prepared and are attached in Appendices A, B, and C for approval by Council.
- 3.3. That the Committee approve the proposed dates for the application and submission of 2017/18 Community Grant applications, as below:

• Application forms sent to local organisations and published on website	w/c 10 th April 2011
• Deadline for return of application forms	30 th April 2017
• Grant applications for consideration by the General Management Committee	13 th June 2017

4. Financial Implications

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

End.
Barbara Carter
Compliance and Information Officer



Community Grant Application Form 2017/18

Please return the completed form, with supporting evidence by:

Part 1: About your Organisation

Name of Group or Organisation:	
Address for correspondence:	
email address: telephone number:	
Contact Name and Position in Organisation:	
Charity No: If applicable	

Part 2: Purpose for which Grant is sought

Please give a full description of the purpose for which funding is requested:

Cost breakdown – please give as much detail as possible about the cost of your project

Amount	What for
£	
£	
£	

Total cost of project £ _____

Amount requested from Shaftesbury Town Council £ _____

Amount(s) requested from other sources

Amount	Source i.e. Self funding; Sponsorship (by whom)
£	
£	
£	

Please give details of previous funding received from Shaftesbury Town Council

Year	Amount	Project	Office use only
	£		Satisfactory End of Grant Evaluation form received
	£		
	£		

Who will benefit from your Project?

The extent to which the project involves the members of the community, either as participants, or recipients/spectators.
The extent to which project fulfils a 'commonly' recognised need.
If your project involves young people and/or vulnerable adults, do you have policies and procedures in place to protect them?

Applications must be supported by your organisation's latest annual accounts, or if your organisation has been in existence for less than 18months, evidence that a separate bank account has been opened.

Any award is made at the discretion of the Council and subject to a funding agreement.

Failure to comply with the terms of the agreement may result in a requirement to refund all, or part of, the award made by the Council.

I/We have read and understood the criteria

Signature:	
Position in Organisation:	
Date:	

Please return your completed checklist, together with copies of relevant documents to:

**Shaftesbury Town Council
The Town Hall
High Street
Shaftesbury
Dorset SP7 8LY**

Email: enquiries@shaftesburytowncouncil.co.uk

The Council's Grant Awarding Policy is attached to this application for your information



Grant Awarding Policy

BACKGROUND

Shaftesbury Town Council serves the wards of East and West Shaftesbury and is the tier of local government closest to the community it serves. The council's income comes principally from a precept paid by local residents as part of their council tax. Some of this income is then used to give grants to support local organisations and projects that will enhance the economic, social and environmental well-being of people who live and work in the Shaftesbury Area. Grants may be given to new or on-going projects and may be for either capital or revenue funding.

CRITERIA FOR ELIGIBILITY

Shaftesbury Town Council will only support voluntary organisations or community groups based or working within the parish boundary of Shaftesbury, not individuals. Consideration will be given to projects that provide evidence that they primarily service the interests of, or are for the benefit of, Shaftesbury residents.

The total amount of Community Grant funding available in any given year is determined by Full Council as part of the annual budget setting process.

Community Grants up to £1,000: Applications for Community Grants will be considered by the General Management Committee.

Community Grants over £1,000: Applications will be considered in certain circumstances and will be considered by the General Management Committee.

Organisations may only apply for one grant in any one financial year.

It should be noted that Shaftesbury Town Council cannot be the sole source of income for an organisation or project. A significant proportion needs to be raised elsewhere or be provided in-kind. Evidence of contributions raised elsewhere to help fund the organisation or project may be requested

The maximum amount of grant aid to be available to organisations will be determined by the Council within the limits of the Councils Grants Budget. Applications for financial support from the Council are to be submitted in accordance with the timescales below. Applications received late or outside of these timescales may be considered at a later date, within budget restraints at that time.

Applicants may be contacted by Council Officers to clarify further detail if required.

REQUIREMENTS

The Council may not be participant in an application for an organisation that applies for funding, other than the elected Council representative on that organisation, if one has been appointed.

The following criteria has to be met in order to be considered for grant funding:

1. The purpose(s) for which the funding is require should be clearly identified
2. Applications for funding should demonstrate contributions applied for or received from other sources.
3. Applicants should submit their latest audited accounts, providing the organisation has been in existence for at least 18 months. If the organisation has been in existence for less that 18 months, evidence that a separate bank account has been opened should be provided.
4. Organisations applying for more than £1,000 are requested to provide the Council with a list of Officers of the Organisation, the number of active members and the number of volunteers.
5. Charities should provide their registered charity number

6. Applications for grants may be made for capital or revenue funding i.e. for the development of projects or to assist in specific running costs. Timescales for the use of the funding should be stated in your application
7. Applicants must demonstrate equality of access and opportunity
8. Equipment purchased with the grant must remain the property of the organisation
9. Organisations must advise the Council on application, or as soon as known, whether there will be any fundamental changes to their service, premises or project, within the next 12 months.
10. Organisations should provide the Council with the projected number of users, the numbers of users from Shaftesbury, and whether they make any charges to their users.

THE FOLLOWING WILL NOT BE FUNDED BY A GRANT FROM THE COUNCIL

The Council will not fund the following:

1. The Council cannot support those who aim to solely raise money for charity or to distribute money to others. Any charity that may benefit as a result of the grant application is to be listed in the application.
2. The Council cannot support or promote religious or political beliefs or interests of an individual or organisation. Applicants must demonstrate the project will be for the benefit of the wider community. ¹
3. Grant awards are not open for schools or businesses. If your project is in partnership with a school it may still be eligible. Applicants should demonstrate how it meets the Council’s criteria and explain why it is not supported through mainstream school budgets/funding.
4. Maintenance costs for buildings or equipment. However ongoing support contracts or improvements and changes may be considered
5. Food or hospitality
6. The Council may support projects that employ people, but will not fund salaries payable to project organisers. The Council may wish to fund the payment of those who take part in a project, however where core funding is applied for, and is essential to the ongoing viability of a project and addresses the needs of people who are socially or economically marginalised, the committee may choose to recommend funding having considered representations.
7. The Council will not fund retrospective applications

If an applicant is not sure whether or not they meet any of the eligibility criteria, please contact the Office before completion of the form.

In the event of over subscription to the funds available, the Council may reduce the amount of the request but will seek to support as many of those organisations as possible who meet the criteria as laid down.

NOTE ¹

Applications will be considered for organisations that benefit the wider community even though they may be on the premises of, or organised by, a particular religion, faith group or political party.

TIMESCALES

Completed application forms will be required to be submitted in accordance with the timescales on the application form. Organisations will also need to submit their latest accounts as presented and endorsed by their most recent Annual General Meeting, providing the organisation has been in existence for at least 18 months. Smaller organisations and those in existence for less than 18 months must provide evidence that a separate bank account has been opened. If audited accounts or a separate bank account do not exist the applicant may ask for the grant payment to be made to an identified supplier or nominated organisation, with the relevant authority provided by the Chairman of that organisation. Grants will not be paid to individuals.

Any applicant who cannot submit any of the required information should contact the Town Clerk for guidance.

Applications for Community Grants will be considered by the General Management Committee, twice a year.

Application Forms sent/available	December/January	September/October
Deadline for submission	January/February	October/November
Consideration by the General Management Committee	March	December

Notification to organisation	April	January
Payment of Grant	April/May	February/March

Specific dates to be determined subject to the calendar of meetings for that year

Except in exceptional circumstances, successful applicants are unable to re-apply for additional funding within the same financial year of an award and will only be able to apply once all reporting requirements for the previous award have been met.

Payment of Grants over £1,000 may be paid in two instalments of 50% each in April/May and October/November, as determined by the General Management Committee.

The second instalment would be paid following a mid-year review meeting which would be attended by the Clerk, the Council representative on that organisation and an officer.

Payment of the second instalment will only be paid if all the reporting requirements are provided and the criteria for the award of the Grant have been met to date, and as far as is practically possible.

Grants in Kind

Various charitable groups and organisations in the Town may be eligible for free hire of the Guildhall or the Council Chamber for their Annual AGM or an event being held to promote the Town and/or for the good of its residents.

Organisations or Groups that would be considered should fulfil the following criteria:

- ❖ Organisations that do not charge a subscription or membership fee
- ❖ Organisations that do not make a profit
- ❖ Organisations run solely by volunteers
- ❖ Town Council affiliated Groups

An agreement for the provision of free photocopying of leaflets may be applicable.

A written request should be made to The Clerk for consideration. Each application will be dealt with on its own merit and may not necessarily be approved.

PRIORITY APPLICATIONS

Priority will be given to applications which meeting the Criteria for Eligibility (above).

All applications will be scored against these priorities.

PAYMENT OF GRANTS

Payments will be made by cheque, payable to the organisation.

If audited accounts or a Bank account does not exist, the applicant may ask for the grant payment to be made to an identified supplier on production of an invoice, or to a nominated organisation, with the relevant authority provided by the Chairman of the organisation.

ADVICE ON APPLICATIONS

A checklist of the information required will be enclosed/attached with the application form. Applications will not be considered until all the relevant documents have been received.

FUNDING AGREEMENT

Community Grants:

Each organisation awarded a grant will be required to provide the Council with clarification that the purpose for which the grant was given has been met, by completing an End of Grant Evaluation form. Provide photographs, newsletters etc., together with a statement on how users have benefitted from the grant. The Council reserves the right to publish this information on their website.

All successful applicants of Grants will be required to:

1. Acknowledge receipt of any award
2. Credit the Council as a supporter of the organisation in promotional material

3. Community Grant recipients will be required to complete an end of grant report and evaluation form, and reserves the right to request invoice or provide receipts if required, prior to payment of the grant award.
4. Organisations receiving grants over £1,000 may be required to attend a mid-year review meeting and to provide documentation and reports to confirm that all criteria have been or will be met.

Failure to comply with the terms of the agreement may result in a requirement to refund all, or part of, the award made by the Council.

Previous approval of a grant application does not necessarily imply continued funding in consequent years.

An applicant, if previously awarded a grant, will not be able to submit a further application to be considered until monitoring of the initial grant has been completed to the satisfaction of the General Management Committee.

DATA PROTECTION ACT 1988 INFORMATION

In signing the application form, you give permission for Shaftesbury Town Council to use the information that you provide:

- for establishing your entitlement to a grant;
- inclusion on a computerised register maintained by the Town Council; and, during the life of a grant, if awarded, to administer and analyse applications and grants.

The information in these notes could change from time to time. Policy and regulations on distributing funds may also change. We reserve the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries.

CONTACT DETAILS

Please submit all enquiries and completed application forms to the offices of the Council.

You can contact the Clerk or Officers by telephone, email, in writing or visiting the Town Council Office.

Contact details are:

Shaftesbury Town Council
The Town Hall
High Street
Shaftesbury, Dorset SP7 8LY
Telephone: 01747 852420

Email: enquiries@shaftesbury-tc.gov.uk

Website: www.shaftesbury-tc.gov.uk



Community Grant Checklist

Please use this checklist to ensure all the relevant information is enclosed with your Community Grant application.

Name of Group or Organisation	
--------------------------------------	--

Documents enclosed:

	Yes	No
1. Application Form		
2. Copy of Audited Accounts or if organisation less than 18months in existence, evidence that a separate bank account has been opened		
5. Details of project on a separate sheet if necessary		

If there is a 'No' response, please provide an explanation

Any award is made at the discretion of the Council and subject to a funding agreement.

Failure to comply with the terms of the agreement may result in a requirement to refund all, or part of, the award made by the Council.

I/We have read and understood the criteria

Signature:	
Position in Organisation:	
Date:	

Please return your completed checklist, together with copies of relevant documents to:

**Shaftesbury Town Council
The Town Hall
High Street
Shaftesbury
Dorset SP7 8LY**

Email: enquiries@shaftesbury-tc.gov.uk

The Council's Grant Awarding Policy is attached to this application for your information



Shaftesbury Town Council

Community Grant Funding Agreement

BETWEEN:

1. **Shaftesbury Town Council** of the Town Hall, Shaftesbury, Dorset SP7 8LY and
2.(name of organisation).....

WHEREAS

1. This is a funding agreement between Shaftesbury Town Council and ...(name of organisation)..... made on 201...
2. The Town Council will pay ...(name of organisation)..... a Community Grant in the sum of £..... towards the cost of providing ...(project to be delivered).... for the financial year 1st April 20.. to 31st March 20.. Following a recommendation to Full Council by the General Management Committee.
3. The Community Grant will be paid in 201... / following production of receipts or receipted invoices.
4. Audited accounts of ...(name of organisation) will be made available to the Town Council providing the organisation has been in existence for at least 18 months. If the organisation has been in existence for less than 18 months, evidence that a separate bank account has been opened should be provided..
5. ...(name of organisation) will be required to provide the Council with clarification that the purpose for which the grant was given has been met, by completing an End of Grant Evaluation form. Provide photographs, newsletters etc., together with a statement on how users have benefitted from the grant. The Council reserves the right to publish this information on their website.
6. ...(name of organisation) will do all it can to deliver the services outlined in this document unless prevented from doing so by force majeure. If ...(name of organisation) is not able to meet this commitment it will seek discussions with the Town Council to do all it reasonably can to agree a solution.
7. Failure to comply with the terms of the agreement may result in a requirement to refund all, or part of, the award made by the Council.

Signed on behalf of Shaftesbury Town Council

.....Dated

Position in organisationTown Clerk.....



Community Grant Evaluation Form

As a condition of receiving a grant from Shaftesbury Town Council, you are required to complete this short evaluation form to enable the Council to assess the impact the grant has made to your project and the local community.

This form will be used to inform future applications you may submit

Year of Grant Award		Amount of Grant Awarded	£
---------------------	--	-------------------------	---

Name of Group or Organisation	
-------------------------------	--

1. Did you spend the entire amount awarded?	Yes	No
---	-----	----

If no, please explain why not and how much is remaining:

2. What did you use the grant funding for?
--

3. What difference has the funding made to the locality or to the residents of Shaftesbury?

Please include information about the number of people from Shaftesbury who participated and/or benefited from the grant.

4. How did you measure the benefits?

5. Did you spend the entire amount awarded?

Yes

No

If yes, please tell us about them:

--

6. Please tell us if there is anything we can do to improve the grant process

--

It is a condition of your grant to fill in the evaluation form. Failure to do so will affect any further grant funding applications you may make to the Council.

Form completed by : Name and address	
--	--

Position in Organisation:	
----------------------------------	--

Signature:	
-------------------	--

Date:	
--------------	--

Please return your completed evaluation form, together with copies of relevant receipts (if applicable) to:

**Shaftesbury Town Council
The Town Hall
High Street
Shaftesbury
Dorset SP7 8LY**

Email: enquiries@shaftesbury-tc.gov.uk

Further information about Shaftesbury Town Council and its grant awarding policy, is available from the office at the address above, or from www.shaftesbury-tc.gov.uk Telephone: 01747 852420

**Report 0417FC09 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 11th April 2017 in the Council
Chamber, Shaftesbury Town Hall**

Policies

1. Purpose of Report

To consider the Communications and Media, Telephone Monitoring and the Comments, Compliments, Complaints policies and protocols for adoption

2. Recommendation

2.1. That the below listed policies and protocols are adopted.

3. Background

3.1. As part of the work undertaken by the LGRC, the following policies have been prepared for consideration for adoption by the Council and circulated to members by email;

3.1.1. Communications and Media Policy

3.1.2. Telephone Monitoring Policy

3.1.3. Comments, Compliments, Complaints Protocol

4. Financial Implications

4.1. There are no financial implications arising from this report.

(End)

Report Author:
Claire Commons
Town Clerk

**Report 0417FC10 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 11th April 2017 in the Council
Chamber, Shaftesbury Town Hall**

Additional Professional Services

1. Purpose of Report

To consider purchase of additional professional services

2. Recommendation

- 2.1. That the Council engages LGRC for professional services in the delivery of elements of the Strategic Plan as directed by the Town Clerk.

3. Background

- 3.1. At its meeting on 7th March 2017, the Council resolved to commence a tender exercise for professional services to carry out work on the core governing documents.
- 3.2. Only one of the three tender requests made have returned a bid for the work at a rate of £400 per day with a range of specialist expertise being accessed depending on the need. The other providers either declined to quote as the work was too specialised or did not currently have the capacity.
- 3.3. In identifying the work for which the Council would need additional professional support, key projects from the draft Strategic Plan were identified. The priorities identified at the point where the Strategic Plan is adopted will determine the areas of work for which additional support or professional expertise is required.
- 3.4. The Council is recommended to identify a budget to delegate to the Town Clerk in consultation with the appropriate chairs to procure professional services at a rate of £400 per day in accordance with the key priorities set out in the Strategic Plan.

4. Financial Implications

- 4.1. Budget allocation for current year..... £25,000

(End)

Report Author:
Claire Commons
Town Clerk

**Report 0417FC11 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 11th April 2017 in the Council
Chamber, Shaftesbury Town Hall**

Street Cleaning Service Level Agreement

1. Purpose of Report

To consider a SLA with North Dorset District Council for Street Cleansing

2. Recommendation

2.1. There is no officer recommendation on this item, it is a political decision for the Council.

3. Background

3.1. The Council has had a Service Level Agreement with North Dorset District Council for delivering its Street Cleansing service since 2011 commencing at an annual payment of £9,000 with an annual inflationary increase in line with the UK RPI.

3.2. The contract which we had with the District Council to 31st March 2017 had a value of £10,055 and the Town Council was anticipating a value of £10,250 for 2017/18. Clause 4.1.3 specifies that “an inflationary increase in the contribution ... shall be in line with the United Kingdom’s retail Price Index”.

3.3. A request was made of the District Council to increase the starting value of the new Service Level Agreement to reflect the RPI and a response was received advising that the budget had not been increased in line with inflation therefore they were unable to increase the starting payment however as a concession, they would keep in the clause for RPI increases over the next two years (the duration of the new service level agreement)

3.4. The provision of cleansing services in the centre of Shaftesbury relate to street sweeping, litter picking, fly tipping, fly posting, clearance of graffiti, dog fouling, complementing the refuse service provided by the District Council, emptying litter and combined dog bins.

3.5. In addition to the reduction in revenue for this agreement, the Dorset Waste Partnership (DWP) has been requested to replace 10 bins which have deteriorated to the point of having been removed. The Town Council has offered to replace these bins and invoice DWP however this offer has been declined.

3.6. The Council is asked to consider if it wishes to continue with the Service Level Agreement on the reduced value for a 2 year contract or return the responsibility to the District Council.

4. Financial Implications

4.1. Revenue	£9,585
Budgeted Revenue	£10,250
Shortfall	£665

(End)

Report Author:
Claire Commons, Town Clerk

**Report 0417FC12 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 11th April 2017 in the Council
Chamber, Shaftesbury Town Hall**

Land North East of Shaftesbury

1. Purpose of Report

To consider the Council's position on possible developments North East of Shaftesbury

2. Recommendation

- 2.1. That the Council considers any action or statement it wishes to make in regard to possible developments in Wiltshire which may directly affect Shaftesbury.

3. Background

- 3.1. An agent has approached the Town Council to discuss preliminary proposals for developing land North East of Shaftesbury in Wiltshire. The agent was invited to speak to the Neighbourhood Planning Group so that the Town Council and NPG were informed at the same time of the intention.
- 3.2. The proposal is to build approximately 400 houses on land to the east of Wincombe Business Park and north of the Barratt development, most which is in Wiltshire. Access to the site would be from the A350, adjacent to the SW corner of the Solar Farm. Part of the land is reserved for the Shaftesbury Outer Bypass, but the plan does not include the bypass.
- 3.3. The current Local Plan has the bypass corridor reserved however it may be that when the plan is next reviewed, the reserved bypass corridor is removed due to the timescale for construction not being anticipated for at least 15 years. Building on this site will prevent the bypass from being able to be built on its current trajectory. It will also be contrary to the Wiltshire saved policy TR20 A350 Shaftesbury Eastern Bypass.
- 3.4. The Council is not the responsible authority for either the bypass or planning applications therefore it must consider whether it has a mandate from its electorate to be a voice either in opposition or support of this development or the bypass.

4. Financial Implications

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

(End)

Report Author:
Claire Commons
Town Clerk

**Report 0417FC13 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 11th April 2017 in the Council
Chamber, Shaftesbury Town Hall**

Officer Report and Future Meetings of the Council

1. Purpose of Report

To receive any correspondence and updates relating to the work of the Council, to confirm the date of the next meeting and to identify matters for inclusion on the agenda.

2. Recommendation

- 2.1. That the Council notes the report and the date of its next meeting and identifies matters for inclusion on its next agenda(s).

3. Updates

- 3.1. Draft Calendar of Meetings is being prepared to continue in the same manner as the previous years, a cycle of meetings with a break of one week between GEM and Full Council. Recess in August and December (except for a planning applications only meeting in each of those months). A mid-year public meeting is being scheduled in to serve as a public budget meeting and a mid-year update of progress so far including feedback from the public and local organisations.
- 3.2. The Council has received the very generous donations of a new Union Flag and Dorset Flag from Mr William Sherriff.
- 3.3. Mayoralty – The Annual Meeting of the Council is scheduled for 23rd May and at this meeting the Council's first item of business will be to elect its Chairman and Mayor and Vice-Chairman and Deputy Mayor. A paper will be circulated outlining the process and there will be an opportunity to debate and amend the process at the General Management Committee meeting on 2nd May if indicated by members.

4. Correspondence

The following items of correspondence have been received;

- 4.1. 27/02/2017, Future Dorset proposals for the reorganisation of local government. A copy is available to read in the Town Clerk's office.

5. Date of next meeting

- 5.1. The next scheduled meeting of the Council is the Annual Meeting on 23rd May 2017.

(End)

Report Author:
Claire Commons
Town Clerk