



# Shaftesbury Town Council

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**To: Members of Shaftesbury Town Council's General Management Committee**

Councillors: R Tippins (Chair), Madgwick (Vice-Chair), Hicks, Lewer, Pestell, Proctor, K Tippins

**All other members of Shaftesbury Town Council and North Dorset District Council for information only.**

You are required to attend a **Meeting** of the **General Management Committee** to be held on **Tuesday 4<sup>th</sup> November 2014 in the Council Chamber, Shaftesbury Town Hall commencing at 6.00pm** for the transaction of the business shown on the agenda below.

**Richard Chapman**

**Interim 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 council 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, Council requests that intention to record proceedings is brought to the chairman's attention prior to the start of the meeting.

Agenda Item	
1.	<b>Apologies for Absence</b> To receive apologies for absence and consider reasons for non-attendance
2.	<b>Declarations of Interest</b> To receive declarations of any pecuniary interests
3.	<b>Quarterly Accounts – 2<sup>nd</sup> Quarter</b> Report 1114/GEM/04 attached
4.	<b>CCTV</b> Report 1114/GEM/04 attached
5.	<b>Community Grant application</b> Report 1114/GEM/05 attached

	Agenda Item
6.	<b>Service Level Agreements</b> Report 1114/GEM/06 attached



**Report of the Town Clerk to  
a Meeting of General Management Committee  
to be held on Tuesday 4<sup>th</sup> November 2014  
In the Council Chamber, High Street Shaftesbury at 6.00pm**

**QUARTERLY ACCOUNTS – 2<sup>ND</sup> QUARTER**

**1.0. Purpose of Report**

- 1.1. For information, to present a summary of the Council's finances for the second quarter of the financial year (Q2)
- 1.2. Included in the report are the following details for the period July to September 2014;
  - 1.2.1. Monthly Payments schedule appendix A
  - 1.2.2. Income appendix B
  - 1.2.3. Detailed balance to date appendix C
  - 1.2.4. Budget Report to Date appendix D

**2.0. Recommendation**

- 2.1. To approve the accounts and report to the next meeting of Council.

**3.0. Background**

- 3.1. The Council approved the budget for 2014/15 in January 2014
- 3.2. Accounts for the 2nd quarter ending 30th September (Q2) are now submitted to enable the Council to review the councils expenditure against budget and the councils income and bank balance.
- 3.3. The Sage software is recommended to improve transparency and to help with budgeting and monitoring of the Council's expenditure along with producing year end accounts.
- 3.4. The Council's budget is allocated over the 4 quarters of the year and there can be surpluses or deficits in each quarter which combine to make up the overall balanced budget.
- 3.5. Members will recall that the Council has agreed to purchase the Sage accounting package and its hoped that the town clerk will be able to give better financial information from the end of q1 in 2015 when the package comes on stream.
- 3.6. Funds of £35,000 from the sale of the easement in Park walk have been received and have been put into the capital reserve. These were received in October (Q3)
- 3.7. The table below gives details of bank balances held as at 30th September 2014 by the Town Council:

<b>Account</b>	<b>Balance</b>
Natwest Current A/C	£270481.70
Natwest Reserve A/C	£89,417.24
Petty Cash	£112.43
<b>Total Balances held as at 30<sup>th</sup> September 2014</b>	<b>£360,011.37</b>

**4.0. Financial Implications**

- 4.1. The income for the quarter is just £215,656.42
  - 4.1.1. The table below gives an overview of income and expenditure for the first six months of the year. These figures exclude VAT:

	<b>Year to Date</b>	<b>Budget</b>	<b>Variance</b>
Expenditure	£250,142	£554,374	£304232
Income	£419,895	£441,230	-£21335
Net Expend/Income	£169,753	£113,144	£282897

4.2. The costs can be contained within the Town Council's budget for 2014/15

**5.0. Legal Implications**

5.1. Every local council is responsible for ensuring that financial management of the council is adequate and effective and that the Council has a sound system of internal control. Audit and Accountability Act 2014.

End.

Richard Chapman

Town Clerk

## Q2 MONTHLY PAYMENTS

The following payments were made during July, August and September 2014. Please note that VAT is included in the payments where applicable:

Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
01/07/2014	NDDC	Std Ord	240.00	Business Rates- Bell St Toilet
01/07/2014	NDDC	Std Ord	14.00	Business Rates Cemetery
01/07/2014	NDDC	Std Ord	707.00	Business Rates Town Hall
01/07/2014	Shaftesbury Trinity Centre	SO STAT 45	200.00	Trinity Centre- Parking Space
04/07/2014	Corona Energy	stat pg 46	111.06	Gas May-June
07/07/2014	Somerset Association of Local Clerks	011618	50.00	Town Clerk Advert Website
07/07/2014	Picture Frames of Shaftesbury	011619	50.00	Frame and Print information for Guild Hall Mural
07/07/2014	Society of Local Council Clerk	011620	108.00	Town Clerk Advert
07/07/2014	British Telecommunications	Stat Pg46	36.55	Mobile Phones (Grounds) June
08/07/2014	Lyreco	011621	188.14	Various items of office stationery and postage stamp
08/07/2014	Aqua cleaning Services	011622	47.40	Polish ,hand towels,broom and air freshener refills
08/07/2014	WPS Insurance Brokers	011623	1381.81	Multi Vehicle InsurancePolicy
08/07/2014	Weymouth & Portland Borough Co	011627	250.00	Civic Head Seminar WH/TM
08/07/2014	Bonhams	011628	180.00	Updating Valuation for insurance purposes of CC Clock, Railway Sign, Mayor's Insignia, Paintings, Maces and Silverware.
08/07/2014	Ben Johnson (Shaftesbury) Ltd	011630	169.12	Various equipment repairs
08/07/2014	Clarity Copiers Ltd	011631	211.61	Photocopying June
08/07/2014	Cllr Win Harvey	011632	130.60	Travel expenses attending Civic Events and training courses.
08/07/2014	Scats Countrystores Plc	011634	87.33	Padlock for Barton Hill Gate
08/07/2014	Travis Perkins	011635	32.30	Safety Boots Sam
08/07/2014	The IT Department Solutions Ltd	011638	90.00	Monthly support charge

08/07/2014	Overton Ltd	011639	60.62	New hose for pedestrain hoover
08/07/2014	Sydenhams	011636	17.46	Wood for bench repairs
08/07/2014	HMRC	011624	3360.10	HMRC TAX/NI June
08/07/2014	DCC Pensions	011625	2589.80	DCC Pensions June
08/07/2014	Gill & Shaftesbury Lions	011633	50.00	Dinner Tickets Mayor's Civic Event
08/07/2014	Post Office Ltd	011626	230.00	Road Tax Van
11/07/2014	Paul Russell	011641	257.00	Fuel Locum Town Clerk Tesco receipts
14/07/2014	British Telecommunications	Stat Pg 46	113.40	Line Rental Broadband Jun-Aug
15/07/2014	Tesco Stores Ltd	St Pg 47	244.48	Diesel/Unleaded Fuel June
22/07/2014	British Gas	011643	195.83	Electricity TH June
22/07/2014	British Gas	011644	12.88	Electricity Football Club(standing Charge)
22/07/2014	DAPTC	011645	30.00	Social Media Seminar attended by Richard Tippins
22/07/2014	Angel Springs Ltd	011646	34.74	Water Town Hall
22/07/2014	B&S Chains	011647	1143.68	Swings, Chains and Accessories for playground repairs.
22/07/2014	Dorset County Council	011648	387.17	Waste Collection July-Sept
22/07/2014	Cllr Win Harvey	011649	190.50	Accountability and Transparency course attended by WH
22/07/2014	Local World	011650	395.95	Advert BVM Town Clerk Vacancy
22/07/2014	Tracy Moxham	011651	23.24	Spray Chalk for dog mess
22/07/2014	Perry & Son Limited	011652	199.58	Repairs to Town Hall Roof
22/07/2014	Pocock Storage	011653	130.00	Storage of Monument June/July
22/07/2014	Wessex Water	011654	2823.55	Water Rates Mampitts Allotment
28/07/2014	British Telecommunications	Stat pg 47	227.92	Rental Charges Jul-Sep 852420
29/07/2014	British Telecommunications	Stat Ref48	64.80	Rental Charges 852790
30/07/2014	Corona Energy	Statpg 48	81.51	Gas Town Hall June
31/07/2014	July Salaries	CALLREF220	11370.56	
01/08/2014	NDDC	Std Ord	240.00	Business Rates- Bell St Toilet
01/08/2014	NDDC	Std Ord	14.00	Business Rates Cemetery
01/08/2014	NDDC	Std Ord	707.00	Business Rates Town Hall
06/08/2014	British Telecommunications	dd51	35.75	Mobile Phones

07/08/2014	HMRC	011655	2322.04	Tax & NI July
07/08/2014	WPS Insurance Brokers	011656	93.52	Amendments to Combined Insurance Policy
07/08/2014	lycetts Insurance Brokers	011657	100.00	Donkey Field Insurance
12/08/2014	Rutters	011658	1000.00	Legal cost ref Wincombe Unit 9c
13/08/2014	Tesco Stores Ltd	dd52	405.41	Diesel and Unleaded fuel July
18/08/2014	Alvian Limited	011659	948.00	Wet pour surface (various) repairs
18/08/2014	Angel Springs Ltd	011660	64.16	Drinking Water and sanitisation of cooler
18/08/2014	Homemaker	011721	289.00	Table Top Dishwasher for kitchenette in Council Chambers
18/08/2014	Aqua cleaning Services	011722	411.98	Cleaning supplies for Town Hall and Bell St toilets. New cleaning products following new cleaning regime of Bell Street Toilets
18/08/2014	Tracy Moxham	011723	50.00	Mobile Phone for SHT
18/08/2014	British Gas	011724	13.29	Electric Football Club (standing charge)
18/08/2014	Clarity Copiers Ltd	011725	88.94	Photocopying July
18/08/2014	Wallgate	011726	60.00	Soap for Bell St Toilets(wallgate dispensers)
18/08/2014	Lyreco	011727	165.60	Stamps and stationery
18/08/2014	The National Allotment Society	011728	66.00	National Allotment Society Annual Membership
18/08/2014	Allen's Pest Control Solutions	011729	150.00	Pest Control Services July-Oct
18/08/2014	Shaftesbury in Bloom	011730	100.00	Flowers tubs outside of the Town Hall
18/08/2014	Sydenhams	011731	21.20	Bungee cord and timber
18/08/2014	Karen Tippins	011732	28.17	Social Media Training course
18/08/2014	Richard Tippins	011733	43.20	Travel to NDDC & Fontmell Magna
18/08/2014	Whitebridge Hire Services Ltd	011735	397.06	Red Diesel and equipment hire June and July
18/08/2014	Ben Johnson (Shaftesbury) Ltd	011736	45.48	Repairs to 2 strimmers
18/08/2014	North Dorset District Council	011737	2204.75	Election Expenses Christys Ward
18/08/2014	Nomix Enviro	011738	260.94	Weed Killer x 4 and Weed Killer

				Adapter Stick
27/08/2014	WPS Insurance Brokers	011739	657.82	Ammendment to insurance following revaluation
27/08/2014	Ellis Whittam Limited	011740	450.00	Occupational Health Assesment
27/08/2014	British Gas	011741	96.10	Electric July- Town Hall
27/08/2014	The IT Department Solutions Lt	011743	90.00	Monthly Support Charge
29/08/2014	August Salaries	REFNO.0231	12301.36	
18/08/2014	DCC Pension Fund	011734	2582.76	Pension Payment July Wages
27/08/2014	S & D Carers (HOPE) Mayors Cha	011742	1293.07	Mayor's Charity Money raised 2013-14.
01/09/2014	Investec Asset Fin	PG 55 DD	214.03	Investec Asset Fin- Photocopier lease payment
01/09/2014	NDDC	Std Ord	240.00	Business Rates- Bell St Toilet
01/09/2014	NDDC	Std Ord	14.00	Business Rates Cemetery
01/09/2014	NDDC	Std Ord	707.00	Business Rates Town Hall
02/09/2014	Aqua cleaning Services	011744	87.10	Toilet rolls, hand towels, cleaning materials
02/09/2014	Wincombe MOT & Repair Centre Ltd	011745	578.88	MOT and repairs to Van
02/09/2014	Woodfields	011746	204.06	Clicker Counters for Toilets
02/09/2014	Barbara Carter	011748	23.40	Travel to NDDC for FOI Sem.
02/09/2014	Petty Cash	011749	134.16	Petty Cash
02/09/2014	DCC Pension Fund	011747	2606.78	DCC Pension Fund August
03/09/2014	Corona Energy	Pg 56	77.73	Gas TH July
04/09/2014	Lyreco	011750	121.51	Stationery, stamps and Postal Scales
04/09/2014	Travis Perkins	011752	47.24	Tarpaulin and
04/09/2014	Sydenhams	011753	25.26	Post Crete-repair St James
04/09/2014	British Telecommunications	Pg56	34.90	Mobile Phones Grounds
10/09/2014	Safe & Sound Playgrounds	011754	144.00	Timber St James Play Area
10/09/2014	Greenham	011755	113.91	Re-chargeable Batteries WC's, Cable Ties, Iron (for Weddings), Spray Grease , Plasters and Safety Boots
10/09/2014	Andy Dodd	011756	91.80	Travel Exspenses Saltex Exhibition



10/09/2014	Clarity Copiers Ltd	011757	105.11	Photocopying August
10/09/2014	Aqua cleaning Services	011758	31.20	Jumbo Mini Toilet Rolls
10/09/2014	Sydenhams	011759	24.88	Plumbing Fixings ref Kitchenette Council Chambers
10/09/2014	Whitebridge Hire Services Ltd	011760	78.16	Hydraulic Breaker Hire-ref playground repairs and Red Diesel for Equipment
10/09/2014	Rutters Solicitors	011761	609.00	Charges for setting up new lease ref Unit 9c, Wincombe Business Park
15/09/2014	HMRC	011763	4075.88	Tax & Ni Month 5
16/09/2014	Tesco Stores Ltd	pg56	297.06	Fuel used August
23/09/2014	Angel Springs Ltd	011764	14.98	Drinking Water Town Hall
23/09/2014	J & T Window Cleaning	011765	55.00	Windows cleaned on front of TH
23/09/2014	British Gas	011766	13.20	Electricity Standing Charge Football Club
23/09/2014	Toogoods Prperty Co Ltd	011767	2937.74	Rent Unit 9c 28/08-28/09 and 29/09 to 29/12/14
23/09/2014	LBS Worldwide Ltd	011768	42.66	Cleaning Fluid Weedkiller Applicator
23/09/2014	Aqua cleaning Services	011769	46.80	Toilet Rollls Bell Street (3pks)
23/09/2014	Sydenhams	011771	52.15	Alterations to Kitchenette CC
23/09/2014	British Gas	011773	141.05	Electric Town Hall August
24/09/2014	Ben Johnson (Shaftesbury) Ltd	011774	127.47	New Strimmer Head, Strimmer Cord and Strimmer Repair
24/09/2014	Proludic	011775	499.20	Replacement Platform ref Playground repairs Wincombe
24/09/2014	E Closier	011776	916.00	Carving of Coles Plinth
24/09/2014	British Telecommunications	011780	113.40	Broadband and internet Sep/Nov
24/09/2014	Shaftesbury Task Force	011777	500.00	Ref Football Club Grant (re-imbursement)
24/09/2014	Petty Cash	011779	116.00	Petty Cash
30/09/2014	September Salaries	OL PG57	13258.03	Includes Cllrs Allowances
30/09/2014	Corona Energy	pg60	82.12	Gas Town Hall Aug
30/09/2014	NatWest Reserve A/c	TM	9.02	Interest Received
		<b>Total Payments</b>	<b>85928.16</b>	

## Q2 LIST OF RECEIPTS FOR JULY, AUGUST AND SEPTEMBER

Income	Amount
Cemetery	£ 55.00
Town Hall Hire	£ 11077.40
Weddings	£ 690.00
Shop Rents	£ 4500.00
Street Cleaning Contribution NDDC	£ 9825.00
Bank Interest (Reserve Account)	£ 9.02
Precept	£ 189500.00
<b>Total Receipts</b>	<b>£ 215656.42</b>

## CONSOLIDATED BUDGET REPORT TODATE AS AT 30/09/2014

Budget heading	Actual to date 2014/2015	Current Annual Budget 2014/2015	Notes
Allotments	£227	£-1130	Allotment rents due 31/01/14
Cemetery	£-1142	£-1820	
General Grounds	£11042	£23,100	
Local Delivery Services	£-656	£1645	
Town Hall	£-16329	£-23000	
Civic	£4403	£5870	£1293.07 Income to to transferred from Mayors Charity Account (Lloyds)
Legal & Professional	£31350	£27600	
Grants & SLA	£27004	£70000	
Finance	£-376919	£-369901	
General Running Cost	£6070	£10230	
Staffing Costs	£126161	£209682	
Capital Reserves	£14256	£48268	
Capital Replacement	£4779	£113,500	
<b>Total Budget Expenditure</b>	<b>£ 250,142</b>	<b>£ 554,374</b>	
<b>Total Budget Income</b>	<b>£419,895</b>	<b>£441,230</b>	
<b>Net Expenditure</b>	<b>£-169,753</b>	<b>£113,144</b>	

## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 6 30th September 2014

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
100	Debtors	1,767	0	1,767
105	Vat Control	8,968	0	8,968
200	NatWest Current A/c	270,482	0	270,482
201	NatWest Reserve A/c	89,417	0	89,417
203	Petty Cash	112	0	112
	<b>Total Current Assets</b>	<b>370,747</b>	<b>0</b>	<b>370,747</b>
<u>Current Liabilities</u>				
500	Creditors	7,875	0	7,875
515	Net Wages	0	0	0
516	PAYE & NI Due	4,008	0	4,008
517	Superannuation Due	2,594	0	2,594
565	Holding Deposits	23	0	23
	<b>Total Current Liabilities</b>	<b>14,500</b>	<b>0</b>	<b>14,500</b>
	<b>Net Current Assets</b>	<b>356,247</b>	<b>0</b>	<b>356,247</b>
	<b>Total Assets less Current Liabilities</b>	<b>356,247</b>	<b>0</b>	
<u>Represented By :-</u>				
300	Current Year Fund	169,753	-64,711	234,464
310	General Reserve	112,225	0	112,225
320	Capital Reserve	11,768	0	11,768
321	Capital Replacement Fund	62,500	0	62,500
	<b>Total Equity</b>	<b>356,247</b>	<b>-64,711</b>	<b>420,958</b>

**Shaftesbury Town Council  
Budget Detail - By Centre**

Note: (-) Net Expenditure means Income is greater than Expenditure

**Note : Budget report Sept 2014**

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget Actual YTD	C/Fwd Budget
<b><u>101 Allotment</u></b>						
4150 Rates & Services	500	0	500	0	0	0
4165 Water Rates	0	597	0	0	500	240
4250 Repairs & Maintenac	285	0	0	0	0	8
4265 General Supplies	0	15	0	0	0	0
<b>OverHead Expenditure</b>	<b>785</b>	<b>612</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>249</b>
1104 Allotment Rent Income	995	1,610	1,630	0	1,630	21
<b>Total Income</b>	<b>995</b>	<b>1,610</b>	<b>1,630</b>	<b>0</b>	<b>1,630</b>	<b>21</b>
<b>101 Net Expenditure</b>	<b>-210</b>	<b>-998</b>	<b>-1,130</b>	<b>0</b>	<b>-1,130</b>	<b>227</b>
<b><u>102 Cemetary</u></b>						
4150 Rates & Services	150	115	180	0	135	79
4165 Water Rates	0	84	0	0	45	0
4250 Repairs & Maintenac	150	215	0	0	0	0
<b>OverHead Expenditure</b>	<b>300</b>	<b>414</b>	<b>180</b>	<b>0</b>	<b>180</b>	<b>79</b>
1105 Cemetary Income	2,000	2,027	2,000	0	2,000	1,221
<b>Total Income</b>	<b>2,000</b>	<b>2,027</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>1,221</b>
<b>102 Net Expenditure</b>	<b>-1,700</b>	<b>-1,613</b>	<b>-1,820</b>	<b>0</b>	<b>-1,820</b>	<b>-1,142</b>

Budget Detail - By Centre

Note : Budget report Sept 2014

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	C/Fwd Budget
<b>103</b>	<b>General Grounds</b>						
4020	500	609	1,000	0	1,000	0	0
4150	4,000	-5,327	4,500	0	1,700	2,448	0
4155	0	435	0	0	500	185	0
4165	0	2,271	0	0	2,300	1,039	0
4250	3,500	3,515	3,500	0	3,500	103	0
4256	0	420	1,500	0	1,500	195	0
4261	1,800	2,213	2,250	0	2,250	777	0
4265	0	1,221	0	0	0	847	0
4270	2,000	1,744	2,000	0	2,000	542	0
4271	0	438	0	0	0	1,962	0
4274	4,000	4,752	0	0	0	0	0
4275	500	588	500	0	500	560	0
4280	2,500	3,671	3,000	0	3,000	2,066	0
4281	2,000	3,693	2,000	0	2,000	763	0
4285	300	559	600	0	600	235	0
4290	350	300	400	0	400	0	0
4299	0	0	2,650	0	2,650	0	0
	<b>OverHead Expenditure</b>	<b>21,102</b>	<b>23,900</b>	<b>0</b>	<b>23,900</b>	<b>11,723</b>	<b>0</b>

Budget Detail - By Centre

Note : Budget report Sept 2014

	<u>Last Year</u>		Agreed Budget	Fwd/Rev Budget	<u>Current Year</u>		<u>Next Year</u>
	Budget	Actual			Revised Budget	Actual YTD	
1102 Contribution to Services	600	0	0	0	0	0	0
1103 Rents	800	550	800	0	800	70	0
1301 Miscellaneous Income	0	2,737	0	0	0	611	0
<b>Total Income</b>	<b>1,400</b>	<b>3,287</b>	<b>800</b>	<b>0</b>	<b>800</b>	<b>681</b>	<b>0</b>
<b>103 Net Expenditure</b>	<b>20,050</b>	<b>17,815</b>	<b>23,100</b>	<b>0</b>	<b>23,100</b>	<b>11,042</b>	<b>0</b>
<b>105 Local Delivery services</b>							
4150 Rates & Services	1,500	2,356	6,645	0	2,405	1,442	0
4155 Electricity	0	641	0	0	650	195	0
4165 Water Rates	0	1,415	0	0	1,500	655	0
4175 Car Parking Contribution	0	2,000	2,000	0	2,000	0	0
4250 Repairs & Maintenac	4,500	592	0	0	600	407	0
4260 Cleaning Supplies	0	1,258	0	0	1,300	712	0
4265 General Supplies	0	174	0	0	190	28	0
4271 Equipment Purchases	0	0	0	0	0	170	0
<b>OverHead Expenditure</b>	<b>6,000</b>	<b>8,438</b>	<b>8,645</b>	<b>0</b>	<b>8,645</b>	<b>3,609</b>	<b>0</b>
1501 Street Market Rents R'ved	6,300	7,486	7,000	0	7,000	3,924	0
1503 Parish Contributions	1,000	672	0	0	0	341	0
<b>Total Income</b>	<b>7,300</b>	<b>8,158</b>	<b>7,000</b>	<b>0</b>	<b>7,000</b>	<b>4,265</b>	<b>0</b>
<b>105 Net Expenditure</b>	<b>-1,300</b>	<b>280</b>	<b>1,645</b>	<b>0</b>	<b>1,645</b>	<b>-656</b>	<b>0</b>

**Shaftesbury Town Council  
Budget Detail - By Centre**

Note: (-) Net Expenditure means Income is greater than Expenditure

**Note : Budget report Sept 2014**

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget Actual YTD	C/Fwd Budget
<b>201</b>	<b><u>Town Hall</u></b>					
4150	13,250	6,885	18,000	0	7,065	4,237
4155	0	1,525	0	0	1,600	352
4160	0	2,149	0	0	2,200	442
4165	0	277	0	0	300	102
4200	0	530	0	0	530	435
4250	4,000	1,546	0	0	5,205	2,340
4260	750	555	0	0	600	161
4265	0	278	0	0	500	167
4271	0	180	0	0	0	270
	<b>OverHead Expenditure</b>	<b>18,925</b>	<b>18,000</b>	<b>0</b>	<b>18,000</b>	<b>8,505</b>
1201	21,000	23,491	23,000	0	23,000	14,879
1203	2,000	2,115	0	0	0	955
1204	18,000	18,000	18,000	0	18,000	9,000
	<b>Total Income</b>	<b>43,606</b>	<b>41,000</b>	<b>0</b>	<b>41,000</b>	<b>24,834</b>
<b>201</b>	<b>Net Expenditure</b>	<b>-29,681</b>	<b>-23,000</b>	<b>0</b>	<b>-23,000</b>	<b>-16,329</b>
<b>301</b>	<b><u>Civic</u></b>					
4300	0	844	0	0	0	1,056

**Shaftesbury Town Council  
Budget Detail - By Centre**

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**Note : Budget report Sept 2014**

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	C/Fwd Budget
4301 Civic Allowance	2,500	1,285	2,000	0	2,000	2,797	0
4302 Councillor Allowances	2,520	3,570	3,270	0	3,270	0	0
4310 Councillor Training	100	21	400	0	400	374	0
4311 Councillor Travel/Subsistence	150	593	0	0	0	186	0
4315 Hospitality	200	42	200	0	200	19	0
<b>OverHead Expenditure</b>	<b>5,470</b>	<b>6,355</b>	<b>5,870</b>	<b>0</b>	<b>5,870</b>	<b>4,433</b>	<b>0</b>
1301 Miscellaneous Income	0	620	0	0	0	30	0
<b>Total Income</b>	<b>0</b>	<b>620</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>	<b>0</b>
<b>301 Net Expenditure</b>	<b>5,470</b>	<b>5,735</b>	<b>5,870</b>	<b>0</b>	<b>5,870</b>	<b>4,403</b>	<b>0</b>
<b><u>302 Legal and Professional</u></b>							
4325 Audit	2,000	4,504	2,000	0	2,000	1,208	0
4326 Books & Subscriptions	1,500	3,001	1,700	0	1,700	1,382	0
4330 Insurance	14,000	17,484	15,000	0	15,000	21,545	0
4340 Legal Fees	8,000	3,902	8,000	0	8,000	2,037	0
4341 Professional Fees	0	6,262	0	0	0	3,266	0
4342 Election Costs	0	2,329	0	0	0	1,910	0
<b>OverHead Expenditure</b>	<b>25,500</b>	<b>37,481</b>	<b>26,700</b>	<b>0</b>	<b>26,700</b>	<b>31,350</b>	<b>0</b>
1301 Miscellaneous Income	0	150	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>150</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>302 Net Expenditure</b>	<b>25,500</b>	<b>37,331</b>	<b>26,700</b>	<b>0</b>	<b>26,700</b>	<b>31,350</b>	<b>0</b>



Budget Detail - By Centre

Note : Budget report Sept 2014

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	C/Fwd Budget
<b>303 Grants &amp; SLA</b>							
4350 Community Grants	10,000	11,227	10,000	0	10,000	9,007	0
4351 Section 137 Grants	2,000	772	2,000	0	2,000	500	0
4352 Service Level Agreements	51,221	34,427	41,000	10,000	51,000	17,497	0
4353 Community Chest Grant	0	3,000	7,000	0	7,000	0	0
<b>OverHead Expenditure</b>	<b>63,221</b>	<b>49,426</b>	<b>60,000</b>	<b>10,000</b>	<b>70,000</b>	<b>27,004</b>	<b>0</b>
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>303 Net Expenditure</b>	<b>63,221</b>	<b>49,426</b>	<b>60,000</b>	<b>10,000</b>	<b>70,000</b>	<b>27,004</b>	<b>0</b>
<b>304 Finance</b>							
1577 Contingency	0	1,124	3,000	0	3,000	864	0
4286 Neighbourhood Planning Group	0	201	0	6,099	6,099	1,235	0
<b>OverHead Expenditure</b>	<b>0</b>	<b>1,325</b>	<b>3,000</b>	<b>6,099</b>	<b>9,099</b>	<b>2,099</b>	<b>0</b>
1340 Bank Interest Received	0	36	0	0	0	18	0
1351 Grants Received	0	5,000	0	0	0	0	0
1352 Neighbourhood Planning Grant	0	6,300	0	0	0	0	0
1376 Precept	344,320	344,320	379,000	0	379,000	379,000	0
1377 Transitional Grant	0	18,180	0	0	0	0	0
<b>Total Income</b>	<b>344,320</b>	<b>373,836</b>	<b>379,000</b>	<b>0</b>	<b>379,000</b>	<b>379,018</b>	<b>0</b>
<b>304 Net Expenditure</b>	<b>-344,320</b>	<b>-372,511</b>	<b>-376,000</b>	<b>6,099</b>	<b>-369,901</b>	<b>-376,919</b>	<b>0</b>

**Shaftesbury Town Council  
Budget Detail - By Centre**

Note: (-) Net Expenditure means Income is greater than Expenditure

**Note : Budget report Sept 2014**

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	C/Fwd Budget
<b>401</b>	<b><u>General Running Costs</u></b>						
4265	0	251	0	0	0	197	0
4311	0	330	400	0	400	0	0
4345	500	1,088	1,000	0	1,000	855	0
4400	4,000	3,999	3,800	0	3,800	1,884	0
4401	500	723	700	0	700	212	0
4410	1,750	1,937	1,770	0	1,770	879	0
4415	1,000	3,193	2,060	0	2,060	1,817	0
4420	500	292	500	0	500	226	0
	<b>8,250</b>	<b>11,813</b>	<b>10,230</b>	<b>0</b>	<b>10,230</b>	<b>6,070</b>	<b>0</b>
	<b>OverHead Expenditure</b>						
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Income</b>						
	<b>8,250</b>	<b>11,813</b>	<b>10,230</b>	<b>0</b>	<b>10,230</b>	<b>6,070</b>	<b>0</b>
<b>401</b>	<b>Net Expenditure</b>						
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>402</b>	<b><u>Staffing Costs</u></b>						
4000	154,642	162,654	171,236	0	171,236	116,776	0
4005	10,792	11,064	15,411	0	15,411	5,798	0
4006	22,784	31,027	32,535	0	32,535	12,065	0
4010	500	487	300	0	300	295	0
4015	0	698	0	0	0	1,052	0
	<b>188,718</b>	<b>205,929</b>	<b>219,482</b>	<b>0</b>	<b>219,482</b>	<b>135,986</b>	<b>0</b>
	<b>OverHead Expenditure</b>						

**Shaftesbury Town Council  
Budget Detail - By Centre**

Note: (-) Net Expenditure means Income is greater than Expenditure

**Note : Budget report Sept 2014**

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	C/Fwd Budget
1301 Miscellaneous Income	0	-85	0	0	0	9,825	0
1360 Contribution Street Cleaning	9,800	9,585	9,800	0	9,800	0	0
<b>Total Income</b>	<b>9,800</b>	<b>9,500</b>	<b>9,800</b>	<b>0</b>	<b>9,800</b>	<b>9,825</b>	<b>0</b>
<b>402 Net Expenditure</b>	<b>178,918</b>	<b>196,429</b>	<b>209,682</b>	<b>0</b>	<b>209,682</b>	<b>126,161</b>	<b>0</b>
<b>901 Capital Reserve</b>							
4900 Capital Project Allowance	0	37,682	10,000	0	10,000	1,701	0
4901 Capital Section 137	0	4,163	0	0	0	260	0
4902 Community Project	0	0	8,000	0	8,000	0	0
4903 Notice Boards	0	0	1,500	500	2,000	0	0
4904 Toilets	0	0	4,500	0	4,500	0	0
4913 Town Centre Enhancement	0	0	0	10,000	10,000	0	0
4914 Town Planting	0	0	0	1,000	1,000	0	0
4915 Town Hall Clock	0	0	0	268	268	0	0
4919 trim Trail	0	0	0	12,500	12,500	12,295	0
<b>OverHead Expenditure</b>	<b>0</b>	<b>41,845</b>	<b>24,000</b>	<b>24,268</b>	<b>48,268</b>	<b>14,256</b>	<b>0</b>
1301 Miscellaneous Income	0	2,555	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>2,555</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>901 Net Expenditure</b>	<b>0</b>	<b>39,290</b>	<b>24,000</b>	<b>24,268</b>	<b>48,268</b>	<b>14,256</b>	<b>0</b>

Budget Detail - By Centre

Note : Budget report Sept 2014

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	C/Fwd Budget
<b>902 Capital Replacement Reserve</b>							
4905 Town Hall Building Fund	0	0	10,000	15,000	25,000	0	0
4906 Playground Equipment	0	0	12,000	30,000	42,000	4,779	0
4907 Grounds Equipment	0	0	5,000	0	5,000	0	0
4908 Public Conveniences	0	0	11,500	10,000	21,500	0	0
4909 Gold Hill Wall	0	0	5,000	0	5,000	0	0
4910 Street Furniture	0	0	500	0	500	0	0
4911 Open Spaces Building Fund	0	0	2,000	0	2,000	0	0
4912 Energy System Town Hall	0	0	5,000	500	5,500	0	0
4916 Bus Shelters	0	0	0	1,500	1,500	0	0
4917 Cycle Route	0	0	0	1,500	1,500	0	0
4918 CCTV	0	0	0	4,000	4,000	0	0
<b>OverHead Expenditure</b>	0	0	51,000	62,500	113,500	4,779	0
<b>902 Net Expenditure</b>	0	0	51,000	62,500	113,500	4,779	0
<b>Total Budget Expenditure</b>	337,694	398,664	451,507	102,867	554,374	250,142	0
<b>Income</b>	406,815	445,349	441,230	0	441,230	419,895	0
<b>Net Expenditure</b>	-69,121	-46,685	10,277	102,867	113,144	-169,753	0

**Report of the Town Clerk to  
a Meeting of General Management Committee  
to be held on Tuesday 4<sup>th</sup> November 2014  
In the Council Chamber, High Street Shaftesbury at 6.00pm**

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**TOWN CENTRE CCTV**

**1.0. Purpose of Report**

1.1. For decision.

**2.0. Recommendation**

2.1. That Shaftesbury Town Council resolves to improve the existing Town Centre CCTV system and delegates to the Town Clerk to take this forward

**3.0. Background**

- 3.1. At present the service has lapsed. Some of the equipment is not working
- 3.2. Following a complaint received on 23rd October 2014 from a member of the public that the system is not working, the Council should consider its policy on the CCTV and delegate the Town Clerk to take this forward
- 3.3. In the latter part of 2013 the chair of GEM and the Committee Clerk met with local stakeholders to discuss the requirements for CCTV provision. It was identified that the current system had been without a maintenance contract and the measures outlined in Financial Implications were recommended.
- 3.4. The Committee was informed in April 2014 that Dorset Police were looking to upgrade and consolidate CCTV and recommended that the Council put on hold any plans for upgrading the CCTV system.
- 3.5. The Police contacted the Council on 13th October 2014 to advise that Dorset Constabulary have recommended that individual towns proceed with improvements to their existing CCTV systems.

**4.0. Financial Implications**

- 4.1. The Council has a budget of £4,000 for maintenance of the Town's CCTV system.
- 4.2. Service existing system. Anticipated cost in the region of £2,000
- 4.3. Control equipment – upgrade and install high definition recorder and workstation. Anticipated cost in the region of £3,500
- 4.4. The office has obtained the specification required to seek tenders for this work and the committee is asked to approve this in readiness to receive tenders at the next meeting of the committee on 9th December 2014

**5.0. Legal Implications**

- 5.1. The Local Government and Rating Act 1997 s.31 provides the power to spend money on crime detection and prevention measures in the council's area

End.  
Richard Chapman  
Town Clerk

Author of Report  
Claire Commons  
Acting Committee Services Officer

**Report of the Town Clerk to  
a Meeting of General Management Committee  
to be held on Tuesday 4<sup>th</sup> November 2014  
In the Council Chamber, High Street Shaftesbury at 6.00pm**

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**COMMUNITY GRANT APPLICATION – SHAFTESBURY HOMEGROWN**

**1.0. Purpose of Report**

1.1. For decision.

**2.0. Recommendation**

2.1. That Council resolves payment of a grant of £300 from 2014/15 Community Grants Budget, see background below.

**3.0. Background**

- 3.1. Shaftesbury Home Grown submitted a Community Grant Application for consideration in April 2014, for an amount of £120 towards increasing their flock of chickens by 24 so that they can produce more eggs for their members to buy. Council refused this application.
- 3.2. The new Community Grant Application is for the purchase of a new henhouse, as the existing one is coming to the end of its life. The total cost for a new henhouse is between £500 & £700, the balance of which will come from their existing funds.
- 3.3. A copy of the Grant Application form is attached as Appendix A. A copy of Shaftesbury Home Grown's accounts for the year ending 31st March 2014 is available in the Office.
- 3.4. The Council's normal procedure is that grant forms will be available in September of each year, which contains information on the deadline for submission in mid February. Applications will be considered by the General Management Committee in late February/early March and recommendations made to Council at their March meeting. The budget will be revisited in October each year to ascertain whether the Council has any underspend available for further grants to be awarded.

**4.0. Financial Implications**

- 4.1. £500 from the Community Grants Budget for 2014/15.
- 4.2. There is currently an underspend of £363 in the Community Grants Budget for 2014/15.

**5.0. Legal Implications**

- 5.1. Local Government Act 1972, s137

End.  
Richard Chapman  
Town Clerk

Author of Report  
Claire Commons  
Acting Committee Services Officer

BC.

SHAFTESBURY TOWN COUNCIL  
COMMUNITY GRANT—APPLICATION FORM

1. Name of your organisation .....Shaftesbury Home  
Grown.....

Your organisation's address .....The Stable Field, Breach Lane, Shaftesbury SP7  
8LE.....

3. Company / Charity Registration No. ....

4. Contact's Name ... Diana  
Harris.....

Contact's Position Sec to the  
Committee .....

Contact's Tel. No. 01747  
811811.....

Contact's e-mail address  
.diana@samharris.us.....

4. Please give a brief description of what you want the grant for (*Confine your answer to  
the space here*)

*For the past 5 years we have been running a flock of hens at our field in Breach Lane , housed in  
a converted wendy house that was donated to us by a friendly neighbour. This structure  
has now come to the end of it life. This has coincided with us needing to invest in a new  
and extended flock of chickens, and the grant would contribute to the purchase of a new  
and enlarged hen house. Our eggs are very popular with our members, and we have sold  
surplus to the public who visit the field in order to buy them. This in turn helps create an  
interest in our project.*

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5. How much will this cost?

£ 500 - 700.....

6. How much do you want from the Town Council?

£500.....if possible.....

7. How do you intend raising the balance?

We have some existing funds of our own which you will see from the attached accounts. We would like to get the best quality hen house that we can afford, since its longevity and maintenance needs are a significant factor in the amount of work volunteers carry out at the field.

8. Write here any other brief information or comments you would like to make in support of your application, explaining how your application meets the attached criteria for the assessment of applications:

Councillors Richard and Karen Tippins visited our field on our open day on Sunday 28<sup>th</sup> September and commented that they were very impressed by what we have achieved there, and suggested that we apply for a grant as they considered we met the criteria identified.

Shaftesbury Home Grown developed out of a Transition Town initiative in 2008, and in fact is the only TT project to have maintained a presence in the town since that time. We aim to provide an opportunity for people to grow their own food within the town boundary on a collective basis, and enable people to work together on a voluntary basis, to learn about growing their own crops whilst promoting healthy living and sociability amongst the members. Membership is open to everyone of all ages, although for the most part it seems to have appealed to those of retirement and early retirement age, and has also from time to time been a place of refuge for those facing unexpected redundancy or some other major life change. Currently we have a core membership of around 20, with one of those being a young man of school age who is trying to build up his experience in animal husbandry. Beyond our core members we have a wider group of occasional supporters, with over 70 attending our spring open day last April as reported in Blackmore Vale

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magazine (copy article available if needed). We have a small herd of shetland sheep who provide fleeces that are spun and the wool is sold locally. Over the summer months we keep pigs which prove very popular with visiting children, and the meat is subsequently sold to members. We are a not for profit organisation, and all our members work in a purely voluntary capacity. The field covers a 5 acre area, a substantial part of which is cultivated for vegetables. We have a shop on site, and a polytunnel where we can grow crops over the winter months. We are in the process of making some land available to the snowdrop project, who have overwintered plants with us in the past. We are innovative in enabling people to take on responsibility for growing more of their own food without having to run an allotment on their own, so being able to benefit by learning from other volunteers, sharing skills and experience mutually.

We have in the past received a start up grant from Awards for All, and a further grant from them for the development of our shop and car park facilities. While our produce is mainly for our working volunteers, we generate additional income by selling any surplus to local people and all proceeds are ploughed back into buying tools and seeds for use by our volunteers.

9. Signature ..... *Diana Jarvis*, *See* .....

*(This must be an authorised signatory of the organisation, i.e. chairman, secretary or treasurer)*

10. Date ..... *16th October 2014* .....

Return the completed application form with supporting evidence by ~~21st March 2015~~ to: *October 2014.*

Shaftesbury Town Council  
Town Hall  
Shaftesbury  
Dorset  
SP7 8JE  
Tel. No. 01747 852420  
e-mail: [enquiries@shaftesburytowncouncil.co.uk](mailto:enquiries@shaftesburytowncouncil.co.uk)

2 0 OCT 2014

**Report of the Town Clerk to  
a Meeting of General Management Committee  
to be held on Tuesday 4<sup>th</sup> November 2014  
In the Council Chamber, High Street Shaftesbury at 6.00pm**

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**2015/2016 SERVICE LEVEL AGREEMENTS - WORKING GROUP**

**1.0. Purpose of Report**

1.1. For decision.

**2.0. Recommendation**

2.1. That members appoint 3 Councillors to form a SLA Working Group to meet and discuss applications submitted for 2015/2016 Service Level Agreements.

2.2. To agree the timetable for the submission and consideration for the 2015/2016 Service Level Agreements. (see Annexe 1)

2.3. That Council write to all SLA partners that this Council will not increase any SLA in 2015/16 financial year.

**3.0. Background**

3.1. The Council has previously agreed the SLA's during the budget setting process.

3.2. A working group consisting of 3 members selected to meet and discuss the applications received, with a report to General Management Committee on their findings, with a recommendation to Council.

3.3. Item 11 of the General Management Committee's terms of reference allows for the committee to create working groups to oversee and assist on development and delivery of Council initiatives.

3.4. Item 12 of the General Management Committee's terms of reference outlines allows for the committee to liaise with local organisations in order to ascertain and make recommendations to Council on Service Level Agreements and Grant Aid.

**4.0. Financial Implications**

4.1. None for this item

**5.0. Legal Implications**

5.1. None for this item

End.  
Richard Chapman  
Town Clerk

Author of Report  
Barbara Carter

## ANNEXE 1

**Timetable for the consideration of Service Level Agreements for 2015/2016**

Applications Forms to be sent to Local Organisations	By the end of the week following this meeting
Application Forms to be returned	By noon on Wednesday 7 <sup>th</sup> January 2015
Working Group to meet with each Organisation to discuss submissions. Working Group to agree level of SLA to be recommended to General Management Committee	Week beginning 12 <sup>th</sup> January 2015
Report to General Management Committee with Working Group recommendations	By 22 <sup>nd</sup> January 2015 for the 3 <sup>rd</sup> February 2015 meeting
Recommendation from General Management Committee to Council for Resolving the Service Level Agreements for 2015/2016	17 <sup>th</sup> February 2015
1 <sup>st</sup> payment of Service Level Agreement	After 1 <sup>st</sup> April 2015
Service Level Review Meetings with Working Group Members and	September 2015
2 <sup>nd</sup> payment of Service Level Agreement	October 2015