



# Shaftesbury Town Council

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To: Members of Shaftesbury Town Council, all other recipients for information only.

You are summoned to the Annual Meeting (AM) for the transaction of the business shown on the agenda below.

To be held at 7.00pm on Tuesday 01 May 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 ELECTION OF CHAIRMAN AND TOWN MAYOR AND VICE CHAIRMAN AND DEPUTY MAYOR.....3**  
To elect a Chairman and Town Mayor, to receive the Chairman and Town Mayor's Declaration of Acceptance of Office and to elect a Vice Chairman and Deputy Town Mayor.
- 2 APOLOGIES .....5**  
To receive and consider for acceptance, apologies for absence
- 3 DECLARATIONS OF INTEREST .....5**  
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.
- 4 MINUTES .....5**  
To confirm as a correct record, the minutes of the previous meeting of the Council.
- 5 STANDING COMMITTEES.....6**  
To appoint the Council's Standing Committees for the municipal year 2018/19 and review their terms of reference
- 6 COUNCILLOR ROLES .....9**  
To appoint lead councillors and representatives to local organisations for the municipal year 2018/19

<b>7</b>	<b>CATTLE MARKET .....</b>	<b>11</b>
	To consider Shaftesbury's requirements in relation to the sale of the Cattle Market.	
<b>8</b>	<b>PAYMENTS .....</b>	<b>14</b>
	To consider payments for authorisation	
<b>9</b>	<b>ASSET REGISTER AND INSPECTION OF DEEDS .....</b>	<b>18</b>
	To receive inventory of land and assets including buildings and office equipment and to confirmation of inspection of deeds	
<b>10</b>	<b>ANNUAL SUBSCRIPTIONS .....</b>	<b>35</b>
	To resolve the Annual Subscriptions for the municipal year 2018/19	
<b>11</b>	<b>BANK SIGNATURES.....</b>	<b>36</b>
	To confirm the Town Council's Bank Signatories for the municipal year 2018/19	
<b>12</b>	<b>MEMBERS ALLOWANCES / EXPENSES AND ATTENDANCE .....</b>	<b>37</b>
	To receive a report on members' allowances and expenses claimed in the year ending 31 <sup>st</sup> March 2018 and their attendance at Council and Committee meetings for the municipal year ending 30 <sup>th</sup> April 2018.	
<b>13</b>	<b>TOWN HALL KEYHOLDERS .....</b>	<b>39</b>
	To appoint keyholders for 2018/19	
<b>14</b>	<b>REPORTS .....</b>	<b>40</b>
	To receive and note reports from the Mayor, Committee Chairmen, Lead Councillors District and County Councillors and Local Organisations.	

(End)

**Report 0518AM1 to a meeting of the Annual Meeting**  
**To be held at 7.00pm on Tuesday 01 May 2018 in the Council Chamber, Shaftesbury**  
**Town Hall**

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**1 Election of Chairman and Town Mayor and Vice Chairman and Deputy Mayor**

To elect a Chairman and Town Mayor, to receive the Chairman and Town Mayor's Declaration of Acceptance of Office and to elect a Vice Chairman and Deputy Town Mayor.

**1.1 Summary**

- 1.1.1 The retiring Chairman will call for nominations for the position of Town Mayor and Chairman of the Council, upon appointment, the newly elected chairman will take the seat and then call for nominations for Deputy Mayor and Vice Chairman. Details for this procedure are set out in the detail below.
- 1.1.2 The Chairman is also the Town Mayor, these roles cannot be carried out by two individuals. Likewise, the Vice Chairman is also the Deputy Mayor and this role also cannot be split.
- 1.1.3 The newly elected Mayor may choose to hold a Mayor Making ceremony and will make such arrangements with the Town Clerk and Mayor's Secretary accordingly.

**1.2 Financial Implication**

- 1.2.1 The Council provides a civic budget for the Town Mayor to undertake civic duties. This is *not* an additional allowance.

**1.3 Legal Implication**

- 1.3.1 The Local Government Act 1972 s 15.2 states that *'The election of a chairman shall be the first business transacted at the annual meeting of the parish council'*
- 1.3.2 The Local Government Act 1972 s 15.1 states that *'The chairman of a parish council shall be elected annually by the council from among the councillors'*.
- 1.3.3 The Local Government Act 1972 s 15.6 states that *'The parish council may appoint a member of the council to be vice-chairman of the council.'*

**1.4 Recommendation**

- 1.4.1 That the Town Council selects its Chairman and Town Mayor for the municipal year 2018/19
- 1.4.2 That the Town Council selects its Vice Chairman and Deputy Mayor for the municipal year 2018/19

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**STRATEGIC PLAN AREA:** Choose an item.

**LEAD COUNCILLOR:** Choose an item.

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**1.5 Detail**

- 1.5.1 The Council should choose a Mayor who best exhibits the following criteria, whilst recognising that the criteria should not be too prescriptive and that each candidate will bring his/her individual personality and style to the office of Mayor:
  - Chairmanship skills – the candidate can run public meetings efficiently and effectively to ensure that all councillors and as many members of the public as possible are able to provide input on the Council decisions. There will be a requirement for experience of

chairing formal meetings and the candidate should have had experience of chairing a Council committee for a minimum of one municipal year.

- Integrity – the candidate maintains the highest possible ethical standards, works well with other councillors and officers, has the courage to take an unpopular position if it is best for the town and adheres to all the protocols laid down for conduct and behaviour.
- Commitment – the candidate is able and willing to devote sufficient time to the role of Mayor in order to perform it properly, is supportive of and supported by the community. The candidates past actions have been for the benefit of the Town rather than being self-serving.
- Relationships – the candidate should be able to demonstrate the confidence and willingness to meet and interact with the public and external organisations at all levels as part of the ambassadorial role.

1.5.2 Cllr Lewer will ask for the nomination for the position of Mayor via a traditional proposer and seconder process, all proposed candidates will be asked if they would accept the role. Selection will then take place via paper ballot as set out in 'Criteria for Voting'.

## 1.6 Criteria for voting

1.6.1 The criteria for the vote will be as follows:

- A successful candidate must have received an absolute majority vote of those present and voting.
- It follows that if there are more than two candidates and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again.

1.6.2 This process must, if necessary, be repeated until an absolute majority is obtained. The Proper Officer will formally announce the elected Mayor at the end of the process.

1.6.3 At this point the newly elected Mayor will take the place of the retiring Mayor and the Chain of Office will be handed to the newly elected Mayor.

1.6.4 Those present will be asked to stand to receive the new Mayor's Declaration of Acceptance of Office.

1.6.5 The new Mayor will then give a vote of thanks to the retiring Mayor for 2017/2018 who will give their retiring speech for the municipal year 2017/2018.

1.6.6 The new Mayor will then give his/her Mayoral Address for 2018/2019.

1.6.7 The Mayor will then ask for the nomination for the position of Deputy Mayor 2018/2019 via a traditional proposer and seconder process.

1.6.8 The above procedure will be repeated for the selection of Deputy Mayor.

1.6.9 The newly elected Deputy Mayor will then take the place of the retiring Deputy Mayor and the Badge of Office will be handed to the newly elected Deputy Mayor.

(End)

Report Author:  
Claire Commons, Town Clerk

**Administration for the Annual Meeting**  
**To be held at 7.00pm on Tuesday 01 May 2018 in the Council Chamber, Shaftesbury**  
**Town Hall**

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**2 Apologies**

To receive and consider for acceptance, apologies for absence

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**STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT**

**LEAD COUNCILLOR: CLLR JACKSON**

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The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.

**2.1 Apologies received to date**

2.1.1 There have been no apologies received at the point of papers being issued.

**3 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.

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**STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT**

**LEAD COUNCILLOR: CLLR JACKSON**

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**3.1 Declarations of Interest received to date**

3.1.1 There have been no declarations received at the point of papers being issued.

**4 Minutes**

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

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**STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT**

**LEAD COUNCILLOR: CLLR JACKSON**

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**4.1 Minutes to be adopted**

4.1.1 14<sup>th</sup> November 2017, 28<sup>th</sup> November 2017 (3 sets), 12<sup>th</sup> December 2017, 6<sup>th</sup> March 2018 and 10<sup>th</sup> April 2018.

**Report 0518AM5 to a meeting of the Annual Meeting  
To be held at 7.00pm on Tuesday 01 May 2018 in the Council Chamber, Shaftesbury  
Town Hall**

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**5 Standing Committees**

To appoint the Council's Standing Committees for the municipal year 2018/19 and review their terms of reference

**5.1 Summary**

- 5.1.1 The Council will elect the membership of its Planning and Highways, ROSE, HR and General Management Committees
- 5.1.2 The membership of the General Management Committee consists of the chairman and vice chairman of P&H, ROSE and HR plus at least one other member independent of chair/vice chair position
- 5.1.3 The membership of the Council's Advisory Committees shall be resolved.

**5.2 Financial Implication**

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

**5.3 Legal Implication**

- 5.3.1 Section 101 of the Local Government Act 1972 - the statutory power to arrange for the delegation of a Council's functions to a committee, sub-committee or an officer of the authority (or to any other local authority, under agency agreements).

**5.4 Risk**

- 5.4.1 There is a risk that delegated functions provide less democratic process, this is countered by open and transparent papers and debate and welcoming input from non-committee members.
- 5.4.2 There is a risk of inefficient decision making if all decisions are taken to meetings of the Full Council

**5.5 Recommendation**

- 5.5.1 That the Council appoints members to its standing and advisory committees for the municipal year 2018/19 and adopts their terms of reference.

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**STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT**

**LEAD COUNCILLOR: MARK JACKSON**

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**5.6 Protocol for the election of Chairpersons and Vice-Chairpersons to Committees of the Council**

- 5.6.1 Following resolution of Committee membership, the Council will adjourn briefly to allow the HR Committee, P&H Committee and ROSE Committee to elect their Chairs and Vice-Chairs. This will take place in public session.
- 5.6.2 On resuming, the Council will know the Chairs and Vice-Chairs of its Standing Committees (automatically members of GEM) and it can appoint at least one 'independent' member to GEM.
- 5.6.3 The Council will then adjourn briefly again for GEM to elect its Chair and Vice-Chair.

- 5.6.4 Members of each Standing Committee will be able to propose a candidate from within their number, who must then receive a Secunder.
- 5.6.5 The Clerk to the meeting will record the nominations and each candidate will then be invited to speak to his/her nomination and discuss their willingness and ability to undertake the role.
- 5.6.6 A vote will then be taken from amongst the members of the Committee concerned following the same process as outlined in the vote for the selection of the Mayor. Committees should not elect members to serve as Chairman or Vice-Chairman in their absence, unless the absent member(s) have previously indicated their willingness to serve. If the only nominations are for absent member(s) and no previous indication of willingness has been received, the election should be deferred until the next substantive meeting of the Committee concerned.

## **5.7 Criteria**

- 5.7.1 The following criteria will apply to the selection of Committee Chairs and Vice-Chairs and nominees should be able to demonstrate:
- Leadership and Chairmanship skills
  - Good communication and interpersonal skills
  - Good presentation skills
  - The ability to effectively address and resolve conflict
  - The ability to work well with members, officers, the public and outside organisations
  - The willingness to actively encourage the involvement of others
  - The willingness to be open to new ideas and new ways of doing things

## **5.8 Nominations**

- 5.8.1 To enable a more efficient process, councillors should submit nominations for committee membership and chairman/vice chairman roles to the Town Clerk by midday on Friday 27<sup>th</sup>.
- 5.8.2 Nominations will be taken in advance and at the meeting.

## **5.9 Terms of Reference**

- 5.9.1 The terms of reference for each committee are presented without amendment. The Council may propose amendments or refer debate to Committee. Any amendments recommended by committee must be brought back to the Council for adoption.

(End)

Report Author:  
Claire Commons, Town Clerk

Appendix A. Current committee and advisory committee membership:

<b><u>GEM</u></b>		
	Austin	
	Brown	
	Cook	Chair
	Hall	
	Kirton	
	Perkins	Vice-Chair
	Todd	
	<b>7</b>	

<b><u>PH</u></b>		
	Austin	
	Brown	Chair
	Lewer	
	Proctor	
	Taylor	
	Todd	Vice-Chair
	<b>6</b>	

<b><u>HR</u></b>		
	Austin	Vice-Chair
	Lewer	
	Loader	
	Perkins	Chair
	Todd	
	<b>5</b>	

<b><u>Reserve</u></b>		
	Taylor	
	Proctor	
	Hall	

<b><u>ROSE</u></b>		
	Cook	
	Hall	Chair
	Jackson	
	Kirton	Vice-Chair
	Loader	
	Proctor	
	<b>6</b>	

<b><u>Neighbourhood Plan Advisory Committee</u></b>		
	Sue	Allatt
	Rachel	Bodle
	Stuart	Edwards
	Tim	Edwyn-Jones
	Virginia	Edwyn-Jones
	Natalie	Evans
	Brendon	Fisher
	Lee	Hennessy
	Mick	Hicks
	Keri	Jones
	Kris	Martin
	Robin	Miller
	<b>12</b>	



**Report 0518AM6 to a meeting of the Annual Meeting  
To be held at 7.00pm on Tuesday 01 May 2018 in the Council Chamber, Shaftesbury  
Town Hall**

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**6 Councillor Roles**

To appoint lead councillors and representatives to local organisations for the municipal year 2018/19

**6.1 Summary**

6.1.1 The Council must resolve its lead councillor and representative roles and understand the responsibilities of holding those roles.

**6.2 Financial Implication**

6.2.1 There are no financial implications

**6.3 Legal Implication**

6.3.1 The position of councillor does not bestow any power to act on behalf of the Council.

6.3.2 The role of Lead Councillor allows a specific focus for the Councillor to become more knowledgeable in a particular field of work of the Council.

6.3.3 The role of Representative holds great value in representing the Council to local organisations and representing local organisations' needs to the Council.

**6.4 Risk**

6.4.1 There is a risk of not representing the local needs and views if representatives are not appointed.

**6.5 Recommendation**

6.5.1 That the Lead Councillors resolved in the municipal year 2017/18 continue with the same areas of expertise to the end of their term (municipal year 2018/19)

6.5.2 That the representatives for 2018/19 are appointed.

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***STRATEGIC PLAN AREA: EXTERNAL ENGAGEMENT***

***LEAD COUNCILLOR: PHIL PROCTOR***

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**6.6 Detail**

6.6.1 The following table details the local organisations and the representatives from the previous municipal year.

<b><u>Organisation</u></b>	<b><u>Representative</u></b>
<i>Abbey Museum Trust</i>	<i>Proctor</i>
<i>Arts Centre</i>	<i>Taylor</i>
<i>Barton Hill Trust</i>	<i>Kirton</i>
<i>Carnival</i>	<i>Mrs T Moxham</i>
<i>Chamber of Commerce</i>	<i>Proctor</i>
<i>Charitable Trust</i>	<i>Mayor and Deputy Mayor (ex-officio)</i>
<i>Compton Abbas Airfield</i>	<i>Proctor</i>
<i>Cricket Club</i>	<i>Hall</i>
<i>Crime Prevention</i>	<i>Taylor</i>
<i>DAPTC</i>	<i>Mayor and Deputy Mayor</i>
<i>Fairtrade</i>	<i>Loader</i>
<i>Football Club</i>	<i>Brown</i>
<i>HOPE</i>	<i>Lewer</i>
<i>Municipal Almshouse</i>	<i>Cook</i>
<i>NDCAB</i>	<i>Taylor</i>
<i>Neighbourhood Plan</i>	<i>Lead councillor for Neighbourhood Plan (ex-officio)</i>
<i>Open Spaces</i>	<i>Chair/Vice ROSE</i>
<i>SCA (Lindlar Hall)</i>	<i>Taylor</i>
<i>Shaftesbury in Bloom</i>	<i>Hall</i>
<i>Silver Band</i>	<i>Mayor (ex-officio)</i>
<i>Snowdrops</i>	<i>Cook</i>
<i>Swans Trust</i>	<i>Lewer</i>
<i>Tourism Association</i>	<i>Brown</i>
<i>Transport Forum</i>	<i>P&amp;H Committee</i>
<i>Trinity Centre</i>	<i>Mayor (ex-officio)</i>
<i>Town Twinning</i>	<i>Mayor (ex-officio)</i>
<i>Youth Club</i>	<i>Brown</i>

<b><u>Lead area</u></b>	<b><u>Councillor</u></b>
<i>Shaftesbury Domain</i>	<i>Cook</i>
<i>Facilities for the elderly</i>	<i>Austin</i>
<i>Bringing old and new together</i>	<i>Todd</i>
<i>Visitor Experience</i>	<i>Hall</i>
<i>Residents Lifestyle Outdoor</i>	<i>Kirton</i>
<i>Residents Lifestyle Indoor</i>	<i>Loader</i>
<i>Town Landscape and Aesthetics</i>	<i>Brown</i>
<i>Asset Acquisition</i>	<i>Taylor</i>
<i>Asset Management</i>	<i>Perkins</i>
<i>External Engagement</i>	<i>Proctor</i>
<i>Internal Engagement</i>	<i>Jackson</i>
<i>Neighbourhood Plan</i>	<i>Lewer</i>

(End)

Report Author:

Claire Commons, Town Clerk

**Report 0518AM7 to a meeting of the Annual Meeting  
To be held at 7.00pm on Tuesday 01 May 2018 in the Council Chamber, Shaftesbury  
Town Hall**

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**7 Cattle Market**

To consider Shaftesbury's requirements in relation to the sale of the Cattle Market.

**7.1 Summary**

- 7.1.1 It is anticipated that there will be s.106 monies available through the process of developing the Cattle Market site.
- 7.1.2 The Council should carefully consider the requirements of the Town to ensure the continued growth and enhancement of Shaftesbury, identifying what can be achieved through planning conditions and what can be achieved through s.106 money.
- 7.1.3 The Council should identify the community groups and hard-to-reach groups to ensure comprehensive engagement with and representation of the Shaftesbury Community.

**7.2 Financial Implication**

- 7.2.1 There are no financial implications arising from this report, the level of s.106 is managed by the District Council.

**7.3 Legal Implication**

- 7.3.1 There is no legal implication for the town council arising from this report, the legal responsibility for s.106 rests with the planning process at the District Council.

**7.4 Risk**

- 7.4.1 There is a risk that the town does not, or incorrectly, identifies the needs for the town and therefore does not maximise the benefit from s.106 contributions.

**7.5 Recommendation**

- 7.5.1 That the Council starts discussions and supporting evidence for s.106 money arising from the development of the Cattle Market site, Christy's Lane

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**STRATEGIC PLAN AREA: ASSET ACQUISITION**

**LEAD COUNCILLOR: LESTER TAYLOR**

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**7.6 Detail**

- 7.6.1 The representations made to the District Council at the Overview and Scrutiny meeting are shown at Appendix B.
- 7.6.2 A further very quick engagement was made with the Visitor Experience Advisory Committee, a copy of the information that this provided was sent to Overview and Scrutiny and Cabinet members.
- 7.6.3 It is very important to keep a positive and engaged relationship with the District Council to best serve the Shaftesbury Community and put forward its requirements as the detail of the development is discussed. Engagement with key organisations such as (but not limited to) the Chamber of Commerce, Tourism Association, Civic Society, schools and the Council's own Advisory Committees as well as hard-to-reach groups will provide strong data and evidence of the community's requirements.

7.6.4 All councillors have a responsibility to engage positively and effectively to maximise the opportunity from this development.

(End)

Report Author:  
Claire Commons, Town Clerk

Appendix B. Shaftesbury Town Council's submission to the Overview and Scrutiny Meeting relating to the sale of the Cattle Market.

- It is absolutely key that the Cattle market site irrespective of defined use joins up with the Town centre and we would want to see clear links in terms of thoroughfare. It is of vital importance that if Retail is identified as the most commercially viable partner that this is not in direct competition with the High Street and complements the offer in the Town and does not compete. We agree with the principle that with the growing housing stock that a second supermarket would support the growing need for an alternative option however key to note that the Budgen's site is being marketed as a 12K sq.ft supermarket so would 3 be overkill?
- Our residents have to travel to Gillingham for leisure/ gym/ health facilities so any commercial partner willing to consider this option would be favourable in terms of linking to the Neighbourhood plan which is currently under construction and will more than likely feature as a need.
- Whilst we appreciate the Cattle Market is currently unsightly we see this development as an opportunity to develop the aesthetics in this area as the position is central to the gateway to the town and needs to be welcoming and in line with our aspirations to drive our Visitor experience which heavily features in the strategic plan.
- Parking in the town has been identified as a key consideration following a recent engagement exercise however we do not have any quantifiable data to back this potential opportunity up at this stage. I have made a note to follow up with the Weymouth Parking team in respect of the previous parking study to serve as a benchmark from which the town council can carry out a further study taking into consideration the impact of the development east of Shaftesbury. The parking study will need to take into consideration commuter parking versus shopper/visitor parking.
- What does the Strategic Land Allocation Assessment show in terms of usage for the Cattle market land site?
- Have the Planners considered the need for this land to be for community use?
- To keep the current parking terms and conditions in force until the works to develop the land commences.

**Report 0518AM8 to a meeting of the Annual Meeting  
To be held at 7.00pm on Tuesday 01 May 2018 in the Council Chamber, Shaftesbury  
Town Hall**

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## **8 Payments**

To consider payments for authorisation

### **8.1 Summary**

- 8.1.1 A detailed list of payments is provided at Appendix C. An updated list may be provided to the Council prior to or at the meeting.
- 8.1.2 The list is separated into the previous financial year and new financial year.
- 8.1.3 There is a payment identified for the Rifles Monument, Persimmon had provided funds for a monument on its land and have requested the transfer of outstanding monies to the Friends of the Rifles War Memorial. As the money held for this project was used for storage of the monument while a new location was sought, the identified funds have been taken from the cemetery maintenance budget line.

### **8.2 Financial Implication**

- 8.2.1 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.
- 8.2.2 Payment for the Rifles Monument takes the cemetery maintenance budget over by £450, the income for 2017/18 is £1200 over budget therefore the net budget is still up by £780.

### **8.3 Legal Implication**

- 8.3.1 Section 101 of the Local Government Act 1972 - the statutory power to arrange for the delegation of a Council's functions to a committee, sub-committee or an officer of the authority (or to any other local authority, under agency agreements).

### **8.4 Risk**

- 8.4.1 There is a risk that delegated functions provide less democratic process, this is countered by open and transparent papers and debate and welcoming input from non-committee members.
- 8.4.2 There is a risk of inefficient decision making if all decisions are taken to meetings of the Full Council

### **8.5 Recommendation**

- 8.5.1 That the Council approves the payments from the Town Council's current account as detailed in Appendix C.
- 8.5.2 That the Council approves the payment of £2450 to the Friends of the Rifles War Memorial.

## 8.6 Detail

### 8.6.1 Extract from correspondence from Persimmon:

*“I believe the spirit of the Persimmon donation was to create a memorial on the Persimmon Land. I understand there is a group called “The Friends of the Rifles War Memorial”. I feel the balance of monies not spent on the War Memorial on Persimmon’s land (£ 2,450) should be passed to the Friends group for future maintenance /enhancements as they deem fit. I would be grateful if you would confirm this arrangement.”*

(End)

Report Author:  
Claire Commons, Town Clerk

## Appendix C. Payments

### Payments between 30/3/2018 and 31/3/2018

Printed on : 24/04/2018

Shaftesbury Town Council

Page No 1

At : 09:14

NatWest Current A/c

List of Payments made between 30/03/2018 and 31/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/03/2018	NDCC	013143	231.00		Planning App Bowling Club
31/03/2018	Shaftesbury Snowdrops	013144	1,171.00		Shaftesbury Snowdrops
31/03/2018	Shaftes Charitable Trust	013145	2,450.00		Upkeep Rifles Monument
Total Payments			3,852.00		

### Payments of March invoices made in April

Date	Payee	Description	Amount	Reference
03/04/2018	O2	Grounds Mobile Phones	£ 70.16	D/D
03/04/2018	NDCC	Rates Town Hall	£ 696.00	D/D
03/04/2018	NDCC	Rates Cemetery	£ 45.17	D/D
03/04/2018	NDCC	Rates Bell St	£ 210.00	D/D
03/04/2018	NDCC	Rates Swimming Pool	£ 281.70	D/D
04/04/2018	BT	Line Rental	£ 140.04	D/D
05/04/2018	DCC Pension Fund	March Salaries	£ 4,450.81	Online
05/04/2018	HMRC	Tax/Ni March Salaries	£ 4,199.96	Online
09/04/2018	Firmsites	.Gov domain name renewal	£ 50.00	Online
09/04/2018	BT	Quarterly Phone Bill	£ 305.12	D/D
09/04/2018	Eon	Electric Swimming Pool	£ 142.87	D/D
11/04/2018	Hitachi Capital	Mower payment	£ 849.20	D/D
13/04/2018	Fuel Genie	Fuel March	£ 196.42	D/D
16/04/2018	Sage Software	Monthly Payroll	£ 77.40	D/D
17/04/2018	NatWest	Safe Custody Hold	£ 45.00	D/D
20/04/2018	Crown Gas	Gas March TownHall	£ 125.31	D/D
24/04/2018	Aqua Supplies	Cleaning supplies	£ 126.86	Online199
24/04/2018	Clarity Copiers	Printing March	£ 167.33	Online200
24/04/2018	A Dodd	Travel to meetings	£ 35.10	Online201
24/04/2018	DAPTC	Annual Conference	£ 70.00	Online202
24/04/2018	ECO Solutions	Playbark	£ 3,876.60	Online203
24/04/2018	Imprint Graphics	Receipt Books	£ 168.00	Online204
24/04/2018	Ben Johnson	Rotary Mower	£ 160.00	Online205
24/04/2018	Mole Countrystores	Grounds repair and maintenance	£ 274.09	online206
24/04/2018	Serve U Right	Battery for van	£ 95.94	Online207
24/04/2018	TF Plant	Skip x 2	£ 420.00	Online208
24/04/2018	Travis Perkins	Grounds repair and maintenance	£ 88.43	Online209
24/04/2018	Whitebridge Hire	Mini Excavator	£ 147.40	Online210
24/04/2018	Zoe Moxham	Travel GPDR Training	£ 24.08	Online211
Total			£ 17,538.99	



#### April invoices for approval

Payment Date	Payee	Description	Amount
03/05/2018	IT Department	Monthly Support April & Laptop	£ 1,079.88
03/05/2018	E G Coles	Mower Blades	£ 210.00
03/05/2018	Equiptest	Portable Appliance Testing	£ 112.80
03/05/2018	Cannon Hygiene	Annual contract sanitary disposal	£ 232.94
03/05/2018	DCM Tyres	New tyres for van	£ 139.99
03/05/2018	Motcombe Park Sports Club	Life Guard Training	£ 90.00
03/05/2018	DCC	Quarterly Waste collection	£ 429.80
03/05/2018	British Gas	Electric Toilets	£ 84.86
03/05/2018	British Gas	Electric Town Hall	£ 343.00
03/05/2018	British Gas	Electric Barton Hill	£ 7.66
03/05/2018	Vale Tree Surgeons	Tree works QMG	£ 288.00
03/05/2018	Partnership Security	Alarm servicing Town Hall and Wincombe	£ 462.00
03/05/2018	Aqua Supplies	Cleaning Supplies	£ 51.11
03/05/2018	Partnership Security	CCTV Hardware and Cameras	£ 10,140.00
		<b>Total</b>	<b>£ 13,672.04</b>

**Report 0518AM9 to a meeting of the Annual Meeting  
To be held at 7.00pm on Tuesday 01 May 2018 in the Council Chamber, Shaftesbury  
Town Hall**

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**9 Asset Register and Inspection of Deeds**

To receive inventory of land and assets including buildings and office equipment and to confirmation of inspection of deeds

**9.1 Summary**

- 9.1.1 It is a requirement for the Council to receive its Asset Register. A copy of the Asset Register is provided for information at Appendix D.

**9.2 Financial Implication**

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

**9.3 Legal Implication**

- 9.3.1 Long-term investments are assets and must be shown on the asset register.  
9.3.2 Once recorded on the asset and investments register, the recorded value of assets and investments must not change from year to year until disposal.

**9.4 Risk**

- 9.4.1 If assets are not being managed properly, the council is exposed to the risk of financial loss.

**9.5 Recommendation**

- 9.5.1 That the Council notes the Asset register and confirms that the Town Council documents have been inspected and complies with the list of documents for which the Council has custody.

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**STRATEGIC PLAN AREA: ASSET MANAGEMENT**

**LEAD COUNCILLOR: ANDY PERKINS**

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**9.6 Detail**

- 9.6.1 The Mayor and Deputy Mayor will carry out an inspection of the deeds held by the Council and report on this to the Council on 1<sup>st</sup> May 2018.  
9.6.2 The asset register shown at Appendix D is in the process of being transferred to a sector specific asset management software which will provide enhanced reporting and asset management.  
9.6.3 Assets gifted to the council should be assigned a nominal one pound value as a proxy for the zero cost. Any costs of bringing gifted assets into productive use should be expensed as revenue items.

(End)

Report Author:  
Claire Commons, Town Clerk

Appendix D. Fixed Asset Register to 31<sup>st</sup> March 2018

Item	Date of Acquisition	Location	Type of value	Due for Replacement	Insurance Value 1 June 2015	Value	Current Year additions/d isposals	
Park Walk 7.32 acre			)					DT409413
St James 1.68 acre			)					DT373926
Castle Hill 1.87 acre			)					DT374229
Coppice St 1.85 acre			)					
Barton Hill 3 acre			)					
Ash Close .67 acre			)					DT108591
Legg (St James) Allotments 2.3 acre			)					
Mampitts Allotments .74 acre			)			NIL		DT373968
Ivy Cross (Bray) Allotments .23 acre			)					
Enmore Green Allotments 1.3 acre		Enmore Green	)					DT374209
Enmore Green Play Area 55ft x 50ft			}					
Donkey Field .83 acre			)					
Mampitts Cemetery 2.03 acre			)					DT373967
Wincombe Lane recreation area - 6 acres	Transfer from NDDC		)					DT260438
Land on the south side of Love Lane	Jun-12	Love Lane	)					DT374377
Land on the south side of Love Lane			)					DT391844
Leases - Band Hall 1.46 acre			)					
Boys Club			)					
Cricket Field 2.46 acre			)					
Cricket Field St James - 10 acre			)					DT288412
Enmore Green Playing Field 100yds x 60yds			)					
Football Club 4.25 acre			)					
Land at Tout Hill (corner Yeatmans Lane)			)					DT373975
Land South of Tout Hill	Transfer from NDDC		)					DT361604
Land South of Church Hill - Castle Hill	Transfer from NDDC		)					DT275734
Land at The Sycamores - Rutter Close & Chrity's Lane Buffer Strip	Transfer from NDDC		)					DT202798
Land South West side of Linden Park	Transfer from NDDC		)					DT191534

Item	Date of Acquisition	Location	Type of value	Due for Replacement	Insurance Value 1 June 2015	Value	Current Year additions/d isposals	
Land North East Christy's Lane - Jeannau Close	Transfer from NDDC		)					DT231188
Land at New Road - Drinking Trough		Bleke St/New Rd	)					DT373925
Land at St Lawrence House, Bleke Street								DT331480
Land South side Breach Lane								DT373957
Swimming Pool	Transfer from NDDC - April 2015	Barton Hill	Insurance Value		978,000.00	Nil		DT357416 Valuation wef 1 April 2015 £978,000
Town Hall incl Shop Units			Ins Value		3,221,949.00	1,563,879.00		DT 386597 Re-valuation Nov 2014
Groundsmans Hut		Barton Hill	Ins Value		21,219.00	14,911.00		
Street Furniture					85,362.00			
Lamp Posts/Street Furniture			Ins Value			21,975.00		
Covered Shelter		Park Walk	Ins Value			2,269.00		
Seats & Benches (18 no.)			Ins Value			9,491.00		
Clifton Cantilever Shelter	Oct-97	Lower B'ford Rd	Ins Value			1,798.00		
Bus shelters Sweetmans Road		Sweetmans Road	Act Cost			8,124.00		
Gates, Fences & Barriers					47,737.00			
Gates & fencing	Jun-99	Enmore Green						
Gates & fencing	Aug-00	Castle Hill						
Gates & fencing		Ash Close						
Swimming pool fencing	Jun-01	Barton Hill				29,949.24		
Swimming Pool cover	Jun-01	Barton Hill				4,508.00		
Swimming Pool cover	Apr-16	Barton Hill	Scrapped			(4,508.00)	(4,508.00)	
Speed Restriction Signs (Longcross)	May-97					1,326.00		
Park Walk Irrigation System	Mar-98		Act Cost		1,116.00	1,000.00		
3 Litter Bins	Jul-98	Park Walk	Act Cost			1,686.00		
Swing Barriers	Sep-02	Ash Close				1,349.00		

Item	Date of Acquisition	Location	Type of value	Due for Replacement	Insurance Value 1 June 2015	Value	Current Year additions/d isposals	
CCTV System, Mel Secure System	Oct-02	Various	Ins Value		31,332.00	15,433.00		
Additions to CCTV System	Oct-03	Ivy Cross	Act Cost			7,600.00		
Digitilise CCTV system	Feb-04	Various	Act Cost			4,000.00		
3 no. Victorian Lighting Columns	2002-3	Park Walk				3,000.00		
War Memorials					45,283.00			
War Memorial		Park Walk	Historical value			16,536.00		
War Memorial		Enmore Green	Historical value			7,488.00		
War Memorial		Cann	Historical value			7,800.00		
Monument	2013	In Storage	Act Cost			11,683.50		
Monument	Jul-16	Cemetery	T/ferred to Shaftesbury Charitable Trust			(11,683.50)	(11,683.50)	
Memorial Stones	Aug-13	Eastern Development	Act Cost			2,750.59		
Bell Str Public Convenience	Oct-08	Bell St Shaftesbury	Replacement		102,646.00	86,800.00		
Bench	Mar-11	Brionne Garden	Act Cost			385.00		
Steel shutters for public conveniences	Jun-11	Bell St Shaftesbury	Act Cost			1,800.00		
Bench	Jul-11	Wincombe Rec	Act Cost			244.00		
3 Litter Bins	Jul-13	Park Wlk + Other	Act Cost			698.64		
Click Counters for public conveniences	Aug-14	Bell St Shaftesbury	Act Cost			170.05		
4 Litter Bins	Feb-15	Various locations	Act Cost			476.00		
4 Litter Bins	Feb-15	Play Areas	Act Cost			476.00		
Road Sign Set	Mar-15	Various	Act Cost			515.40		
4 Town Entrance Signs	Jul-15	Sherborne Rd/ Warminster Rd/ Salisbury Rd/ Blandford Rd	Act Cost			1,295.00		
Bollard	May-17	High St (Chaffers)	Act Cost			200.00	200.00	New Bollard

Item	Date of Acquisition	Location	Type of value	Due for Replacement	Insurance Value 1 June 2015	Value	Current Year additions/d isposals	
Solar World 250w Photovoltaic system	Dec-15	Swimming Pool	Act Cost			13,260.00		
Bow-top fencing	Mar-16	Coppice St	Act Cost			1,000.00		
Bench	Mar-16	Jubilee Steps	Act Cost			324.00		
Grit Bins	Mar-16	Various	Act Cost			940.85		
Thermal Pool Cover	Apr-16	Swimming Pool	Act Cost			11,031.14		
Airspace Solutions - Pump up the Volume	May-16	Swimming Pool	Act Cost			4,400.00		
J P Lennard - Vendiplas Poolside Storage Trolley	May-16	Swimming Pool	Act Cost			288.00		
Broxap - Cast Iron Litter Bin x 3	May-16	Various	Act Cost			1,917.00		
Flower Planters	Sep-16	Various	Act Cost			890.20		
Topsy Royal Litter Bins x 2	Feb-17	Various	Act Cost			341.36		
Fencing	May-16	Cemetery	Act Cost			221.34		
Excel - Dyson Hand Driers x 2	Mar-17	Swimming Pool	Act Cost			1,038.00		
Direct- Hair Dryer	Mar-17	Swimming Pool	Act Cost			104.70		
Commercial Pool Cleaner	Mar-17	Swimming Pool	Act Cost			2,082.50		
Plumbware- Showers x 2	Mar-17	Swimming Pool	Act Cost			414.00		
Proaudio- Sound System inc 10x Speakers	Mar-17	Swimming Pool	Act Cost			547.50		
Floats, poolside toys	Apr-17	Swimming Pool	Act Cost			987.58	987.58	
			<b>Total</b>		<b>4,534,644.00</b>	<b>1,855,213.09</b>		
	<b>PLAYGROUND EQUIPMENT</b>							
<b>Playgrounds Equipment &amp; Surfaces</b>					<b>326,841.00</b>			
Balance beam and stepping stones	Jul-06	Cockrams	Act Cost	5-10 yrs		499.00		<b>Skateboard Alliance/TO BYs - Purchased with s106 money and grant</b>
Roundabout	Jul-06	Cockrams	Act Cost	5-10 yrs		930.00		
Freestanding slide	Jul-06	Cockrams	Act Cost	5-10 yrs		2,269.00		
Skatepark 3000 wide large quarter pipe		Barton Hill	Ins Value}	5-10 yrs				
Skatepark 3000 wide jump box		Barton Hill	Ins Value}	5-10 yrs		11,694.00		
Skatepark 3000 small quarter pipe		Barton Hill	Ins Value}	5-10 yrs				
Skatepark Fun Box FB4		Barton Hill	Act Cost	5-10 yrs		6,995.00		

Item	Date of Acquisition	Location	Type of value	Due for Replacement	Insurance Value 1 June 2015	Value	Current Year additions/d isposals	
Fun Box		Barton Hill		5-10 yrs	Playground Equip Audit Dec 2015			funding 2010
Spine Ramp		Barton Hill		5-10 yrs	Playground Equip Audit Dec 2015			
Ledge		Barton Hill		5-10 yrs	Playground Equip Audit Dec 2015			
Grind Box		Barton Hill		5-10 yrs	Playground Equip Audit Dec 2015			
Platform Bank		Barton Hill		5-10 yrs	Playground Equip Audit Dec 2015			
Grind Rail		Barton Hill			Playground Equip Audit Dec 2015			
Grind Rail - Removed as broken		Barton Hill			Playground Equip Audit Dec 2015			
Grind Bench		Barton Hill		5-10 yrs	Playground Equip Audit Dec 2015			
21ft Slide		Barton Hill	Ins Value	5-10 yrs		2,797.25		
Junior/Toddler 4 seat Swing		Barton Hill	Ins Value	5-10 yrs		2,189.00		
Junior 2 Seat Swing		Barton Hill	Ins Value	5-10 yrs		1,216.00		
Funtrail (Rotating Beam/Suspension Bridge/Swinging Steps/Balance Beam)	Jun-01	Barton Hill	Act Cost	3-5 yrs		5,622.00		
Funtrail (Rotating Beam/Suspension Bridge/Swinging Steps/Balance Beam)	Mar-16	Barton Hill				(5,622.00)	(5,622.00)	Removed as broken/unsafe
Funtrail (Suspension Bridge)		Barton Hill		1-3 yrs	Playground Equip Audit Dec 2016			

Item	Date of Acquisition	Location	Type of value	Due for Replace ment	Insurance Value 1 June 2015	Value	Current Year additions/d isposals	
<b>Funtrail (Rotating Beam/Swinging Steps/Balance Beam)</b>		<b>Barton Hill</b>		<b>3-5 yrs</b>				
<b>Stepping Posts</b>		<b>Barton Hill</b>		<b>3-5 yrs</b>	<b>Playground Equip Audit Dec 2016</b>			
Junior 2 Seat Swing		Ash Close	Ins Value	5-10 yrs		1,216.00		
Toddler 2 seat Swing		Ash Close	Ins Value	5-10 yrs		1,216.00		
Activity Unit		Ash Close	Ins Value	<b>5-10 yrs</b>		9,729.00		
Jupiter Roplay Unit	May-01	Ash Close	Act Cost	5-10 yrs		14,389.00		
Cargo Net (replacement)	Feb-08	Ash Close	Act Cost			400.00		
<b>Freestanding slide</b>		<b>Ash Close</b>		<b>3-5 yrs</b>	<b>Playground Equip Audit Dec 2016</b>			
Timber & Chain Fitness Course		St James	Ins Value	3-5 yrs		5,516.00		
<b>Car Spring Rocker</b>		<b>St James</b>		<b>5-10 yrs</b>	<b>Playground Equip Audit Dec 2015</b>	<b>875.00</b>		
<b>Elephant Spring Rocker</b>		<b>St James</b>		<b>5-10 yrs</b>	<b>Playground Equip Audit Dec 2015</b>	<b>875.00</b>		
Igloo Climbing Frame		St James	Ins Value	5-10 yrs		1,945.00		
Gull Wing See Saw		St James	Ins Value	5-10 yrs		1,459.00		
<b>Junior 2 Seat Swing</b>		<b>St James</b>		<b>5-10 yrs</b>	<b>Playground Equip Audit Dec 2015</b>	<b>1,854.00</b>		
Toddler 2 seat Swing		St James	Ins Value	5-10 yrs		1,216.00		
Double Slide		St James	Ins Value	5-10 yrs		20,404.00		
Junior 2 seat Swing		Enmore Green	Ins Value	5-10 yrs		1,216.00		
<b>Toddler 2 seat Swing</b>		<b>Enmore Green</b>		<b>5-10 yrs</b>	<b>Playground Equip Audit Dec 2015</b>	<b>1,824.00</b>		
Motorbike Spring Toy		Enmore Green	Ins Value	5-10 yrs		875.00		



Item	Date of Acquisition	Location	Type of value	Due for Replacement	Insurance Value 1 June 2015	Value	Current Year additions/d isposals	
<b>HorseSpring Toy</b>		<b>Enmore Green</b>		<b>5-10 yrs</b>	<b>Playground Equip Audit Dec 2015</b>	<b>875.00</b>		
Multi-Unit	Jun-00	Enmore Green	Act Cost	5-10 yrs		12,931.00		
Safety Surfacing-Section 2		Enmore Green	Act Cost			56,845.00		
Terma Aquatica Multi Play	Jan-07	Wincombe Lane	Act Cost	5-10 yrs		4,883.00		
Calypso Boat		Wincombe Lane	Act Cost	5-10 yrs		2,424.00		
Speed Gyro		Wincombe Lane	Act Cost	5-10 yrs		1,687.00		
Duckling springer		Wincombe Lane	Act Cost	5-10 yrs		1,079.00		
Baby seal springer		Wincombe Lane	Act Cost	5-10 yrs		435.00		
Cradle seat swings		Wincombe Lane	Act Cost	5-10 yrs		1,042.00		
Multiplay unit		Wincombe Lane	Act Cost	5-10 yrs		6,566.00		
Aerospeed		Wincombe Lane	Act Cost	5-10 yrs		4,954.00		
Pod swings		Wincombe Lane	Act Cost	5-10 yrs		2,678.00		
Stamina course		Wincombe Lane	Act Cost	5-10 yrs		5,825.00		
Kanope Bridge		Wincombe Lane	Act Cost	5-10 yrs		5,043.00		
Wooden bench x 2	May-07	Wincombe Lane	Act Cost			244.00		
Gyrospiral		Wincombe Lane	Act Cost	5-10 yrs		1,443.00		
Balancing circuit		Wincombe Lane	Act Cost	5-10 yrs		1,163.00		
Twinfly		Wincombe Lane	Act Cost	5-10 yrs		4,720.00		
Rodeoboard		Wincombe Lane	Act Cost	5-10 yrs		2,131.00		
Cableway x 2		Wincombe Lane	Act Cost	5-10 yrs		10,076.00		
Aeroskate with metal posts		Wincombe Lane	Act Cost	5-10 yrs		3,756.00		
Cradle seat	Jun-11	Wincombe Lane	Act Cost	5-10 yrs		139.00		
Elephant Springer	Mar-12	Cockrams	Act Cost	5-10 yrs		620.00		
Access whirl	Mar-12	Cockrams	Act Cost	5-10 yrs		2,995.00		
Swing	Mar-12	Cockrams	Act Cost	5-10 yrs		5,079.00		
Grass matting	Mar-12	Cockrams	Act Cost			3,502.00		
Acquito Q	Mar-12	Cockrams	Act Cost	5-10 yrs		9,250.00		
Caloo - Skier (CW-08)	Apr-14	Wincombe Lane	Act Cost	)				
Caloo - Rower (CW-32)	Apr-14	Wincombe Lane	Act Cost	)				
Caloo - Air Walker (CW-12A)	Apr-14	Wincombe Lane	Act Cost	)				
Caloo - Cross Ridger (CW-32)	Apr-14	Wincombe Lane	Act Cost	)				
Caloo - Leg Press (CW-06)	Apr-14	Wincombe Lane	Act Cost	)				

Item	Date of Acquisition	Location	Type of value	Due for Replacement	Insurance Value 1 June 2015	Value	Current Year additions/d isposals	
Caloo - Rider (CW-14)	Apr-14	Wincombe Lane	Act Cost	)		11,550.00		
Caloo - Body Twist (CW-15A)	Apr-14	Wincombe Lane	Act Cost	)				
Caloo - Fixed Angle Cycle (CW-28B)	Apr-14	Wincombe Lane	Act Cost	)				
Caloo - Fixed Handle Cycle (CW-28B)	Apr-14	Wincombe Lane	Act Cost	)				
Caloo - Exercise Bars (CW-07)	Apr-14	Wincombe Lane	Act Cost	)				
Caloo - Chest/Shoulder Press Combi (CW-57)	Apr-14	Wincombe Lane	Act Cost	)				
Proludic - Vitality Rower Seat	May-14	Wincombe Lane	Act Cost			737.97		
Wicksteed - 40mm Eco Tumble Surfacing	Mar-16	Ash Close	Act Cost			5,916.00		
Wicksteed - Little Bo Peep Multi-play System	Mar-16	Ash Close	Act Cost			9,244.00		
Wicksteed - Pixie sit-in Springy	Mar-16	Ash Close	Act Cost			850.00		
Wicksteed - Pair of Talking Flowers	Mar-16	Ash Close	Act Cost			495.00		
Wicksteed - Five-a-side Goal Frame	Mar-16	Ash Close	Act Cost			259.00		
Wicksteed - Surfer - FLZ	May-16	Barton Hill	Act Cost			2,494.00		
Wicksteed - Step Box Multi-Gym/Body Twister - FLZ	May-16	Barton Hill	Act Cost			1,943.00		
Wicksteed - Hand and Pedal Cycle - FLZ	May-16	Barton Hill	Act Cost			2,048.00		
Wicksteed - Horseback Rider - FLZ	May-16	Barton Hill	Act Cost			1,958.00		
Wicksteed - Safety Grass	May-16	Barton Hill	Act Cost			736.00		
Wicksteed - Double Leg Press	May-16	Barton Hill	Act Cost			2,704.00		
Wicksteed - Chest Press/Pull Down Combinaion Unit - FLZ	May-16	Barton Hill	Act Cost			3,623.00		
Wicksteed - Skier - FLZ	May-16	Barton Hill	Act Cost			2,494.00		
Wicksteed - Sit Up Bench - FLZ	May-16	Barton Hill	Act Cost			1,339.00		
Wicksteed - Outdoor Tennis Tables x 2	May-16	Barton Hill	Act Cost			2,750.00		
Wicksteed- Slide	Feb-17	Ash Close	Act Cost			6,270.00		
			<b>Total</b>	-	<b>326,841.00</b>	<b>303,394.22</b>		
	<b>GROUNDWORK EQUIPMENT</b>							
Garden Machinery					<b>57,925.00</b>			
Generator 2.8kVa	Apr-00	Wincombe Unit	Act Cost	2017		289.00		

Item	Date of Acquisition	Location	Type of value	Due for Replacement	Insurance Value 1 June 2015	Value	Current Year additions/d isposals	
Generator 2.8kVa	Feb-18	Wincombe Unit	Act Cost			(289.00)	(289.00)	Part exchanged against new generator
SDS Hammer Drill & Bits	May-00	Wincombe Unit	Act Cost	2019		250.00		
Aluminium ladders	Dec-05	Town Hall Balcony	Act Cost			721.00		
Echo blower	Oct-06	Barton Hill	Act Cost	2015		209.00		Scrapped
Echo Blower		Barton Hill	Act Cost			(209.00)	(209.00)	
Stihl power washer	Nov-07	Wincombe Unit	Act Cost	2019		136.00		
Sealey jack	Nov-09	Wincombe Unit	Act Cost	2019		70.00		
Stihl blower	Jan-10	Wincombe Unit	Act Cost	2015		400.00		
Fire proof cabinets	Jan-10	Wincombe Unit	Act Cost			340.00		
Assorted hand tools	Jan-10	Wincombe Unit	Act Cost	2014		1,500.00		
Grinder	Jan-10	Wincombe Unit	Act Cost	2014		80.00		
Bench vice	Jan-10	Barton Hill	Act Cost			50.00		
Long reach hedgetrimmer	Sep-09	Wincombe Unit	Act Cost	2015		400.00		
Echo hedgecutter	Sep-09	Wincombe Unit	Act Cost	2015		400.00		
Filing cabinet x 2	Dec-09	Wincombe Unit	Act Cost			150.00		
Stihl brishcutter/strimmer	Mar-11	Wincombe Unit	Act Cost	2015		856.00		
Pedestrian Gritter	Dec-11	Wincombe Unit	Act Cost	2015		500.00		
Grit Bins		Various	Act Cost			2,000.00		
Rat Bins		Various				640.00		
KFC Bins x 3		Barton Hill						
Pedestrian Hoover	Dec-11	Bell St Toilets	Act Cost			750.00		
Knap Sack Sprayer (2)	Jul-12	Wincombe Unit	Act Cost			53.62		
Echo Combi Pole saw	Jan-12	Wincombe Unit	Act Cost			664.17		
Husqvarna Chain Saw	Jan-12	Wincombe Unit	Act Cost			165.83		
Stihl Blower	Jan-12	Wincombe Unit	Act Cost			162.50		
DeWalt Compact Battery Drill	Feb-12	Wincombe Unit	Act Cost			125.00		
Rover Lawn Mowers	Jan-12	Wincombe Unit	Act Cost			1,168.00		
HD Aluminium Step Ladder	Apr-12	Wincombe Unit	Act Cost			314.00		

Item	Date of Acquisition	Location	Type of value	Due for Replacement	Insurance Value 1 June 2015	Value	Current Year additions/d isposals	
Step Ladder	Apr-12	Town Hall Cleaning Cupboard	Act Cost			71.84		
Toyota Hilux Pick-up	Jul-13	Wincombe Unit	Act Cost			3,999.00		
Toyota Hilux Pick-up	Jul-05	Wincombe Unit	Act Cost			(3,999.00)	(3,999.00)	Sold 2015
Chemical Safe	Audit of Equipment Apr 14	Bell St Toilets	Est replacement Cost			175.00		
Wheeled DR Strimmer	Audit of Equipment Apr 14	Wincombe Unit	Act Cost					
Trailer	Audit of Equipment Apr 14	Wincombe Unit	Est replacement Cost			500.00		
Wheelbarrow	Audit of Equipment Apr 14	Wincombe Unit	Act Cost			35.82		
Black & Decker Workmate	Audit of Equipment Apr 14	Wincombe Unit	Est replacement Cost			90.00		
Bolt Croppers 24"	Audit of Equipment Apr 14	Wincombe Unit	Est replacement Cost			115.00		
Road Sweepers Barrow	Audit of Equipment Apr 14	Bell St Toilets	Est replacement Cost			650.00		
Kubota B3030 Tractor with LA403 Loader	Apr-14	Wincombe Unit	Act Cost			8,315.00		
Tree Lopers	Jun-14	Wincombe Unit	Act Cost			27.49		
CDA Weedkiller Applicator	Aug-14	Wincombe Unit	Act Cost			125.00		
DFSK Load Hopper 1.3 - WU63 UZL	Sep-14	Wincombe Unit	Act Cost			5,800.00		
DFSK Load Hopper 1.3 - WU63 UZL	Dec-17	Wincombe Unit	Part Exchanged			(5,800.00)	(5,800.00)	
3 way Combination Ladder	Oct-14	Wincombe Unit	Act Cost			111.99		
Weights & brackets for Tractor	Oct-14	Wincombe Unit	Act Cost			500.00		
Road Sweeper	Dec-14	Barton Hill	Act Cost			1,750.00		
Lawnflite Brush Cutter	Mar-15	Wincombe Unit	Act Cost			258.34		
Roller Mower MJ70-190	Jun-15	Wincombe Unit	Act Cost			4,100.00		

Item	Date of Acquisition	Location	Type of value	Due for Replacement	Insurance Value 1 June 2015	Value	Current Year additions/d isposals	
Nissan Cabstar WD65 XAM	Jan-16	Wincombe Unit	Act Cost			16,400.00		
SMW600 Workman 600E Water Bowser	Jan-16	Wincombe Unit	Act Cost			1,000.00		
RD & KD Mclean Bearcat Woodchipper	Mar-17	Wincombe Unit	Act Cost			2,500.00		
Ben Johnson - Hedge Trimmer	Mar-17	Wincombe Unit	Act Cost			158.83		
E G Coles- Ransomes MP653 Ride on Mower	Dec-16	Wincombe Unit	Act Cost			32,500.00		
Russell French - Mitsubishi L200 Double Cab 4WD	Dec-17	Wincombe Unit	Act Cost			8,495.00	8,495.00	
Danarm TLE Brush Cutter x 2	Oct-17	Wincombe Unit	Act Cost			550.00	550	
Ifor Williams Trailer	Feb-18	Wincombe Unit	Act Cost			1,750.00	1750	
Generator LC8000d-AS 6kw Generator	Feb-18	Wincombe Unit	Act Cost			787.50	787.5	
Webb 16" Mower	Mar-18	Wincombe Unit	Act Cost			133.33	133.33	
Yardmaster Metal Shed 8 x 6ft	Mar-18	Mampitts Allotments	Act Cost			202.45	202.45	
Notice Boards x 3	Mar-18	Allotment Sites	Act Cost			312.00	312	
			<b>Total</b>		<b>57,925.00</b>	<b>93,198.71</b>		
	<b>TOWN HALL &amp; OFFICE EQUIPMENT</b>							
Town Hall Contents					<b>23,697.00</b>			
Hot water boiler	Jun-09	Town Hall Kitchen	Actual Cost			673.75		
Hot water boiler	Sep-17	Town Hall Kitchen				(673.75)	(673.75)	Replaced
Flagpole	Apr-99	T/Hall	Actual Cost			706.00		
Flagpole	May-03	T/Hall	Actual Cost			877.00		
Loop System	Jul-98	T/Hall	Actual Cost			2,318.60		
Stair Lift	Jul-00	T/Hall	Act Cost			5,590.00		
Wall mounted Projection Screen	Jul-00	Guildhall	Act Cost			300.00		
Ladders x 2		Balcony	Est Cost			350.00		
Hot water boiler	Sep-17	Town Hall Kitchen	Act Cost			577.00	577.00	
Window Boxes	Dec-17	Balcony TH	Act Cost			473.00	473.00	

Item	Date of Acquisition	Location	Type of value	Due for Replacement	Insurance Value 1 June 2015	Value	Current Year additions/d isposals	
Hearing Loop	Jan-18	Council Chamber	Act Cost			749.73	749.73	
Hearing Loop and PA System	Jan-18	Guildhall	Act Cost			3,250.00	3,250.00	
New Computer Screen		Office	Actual Cost			122.10		
Sage A/C Software	Mar-98	Office	Actual Cost			500.00		
Sage A/C Software	Mar-18	Office	Actual Cost			(500.00)	(500.00)	Obsolete
Cemetery software	Jun-10	Office	Actual Cost			1,490.00		
Cemetery software	Mar-18	Office	Actual Cost			(1,490.00)	(1,490.00)	Obsolete
Computer P233MMX	Jun-98	Office	Actual Cost			835.40		
Laser Printer	Jun-98	Office	Actual Cost			246.00		
Planning Ord Survey Maps	Jun-99	Office	Actual Cost			680.00		
6 no. Decorated Pillars	May-00	Council Chamber	Act Cost			170.00		
3 desks, 4 drawer units, 6 wall units	Oct-01	Office	Act Cost			1,218.00		
Fire & Security Safe	Oct-01	Office	Act Cost			895.00		
Carpet	Jun-01	Mayors Parlour	Act Cost			555.00		
Office Carpet	Sep-01	Office	Act Cost			711.00		
Laminating Machine	Oct-02	Office	Act Cosr			93.00		
Samsung ES75 Digital Camera	2011	Office	Est Cost			265.00		
Acer computers x 4	Dec-05	Office	Act Cost			1,924.00		
Scanner	Dec-05	Office	Act Cost			69.00		
Data projector	Dec-05	Office	Act Cost			456.00		
Laptop computer	Dec-05	Office	Act Cost			493.00		
HP PSC 1410 printer	Dec-06	Office	Act Cost			69.99		
Vista computer and printer Zoostorm ST85705 / Viewsonic VS11353	Jan-08	Office	Act Cost			964.00		
2 x oil filled heaters	Jan-09	Office	Act Cost			150.00		
2 x oil filled heaters	Mar-18	Office	Act Cost			(150.00)	(150.00)	
Zoostorm base unit	Oct-09	Office	Act Cost			300.00		
(NW) Zoostorm ST664053 / Samsung E1720NR	Apr-11	Office	Act Cost			500.00		
(CC) Zoostorm ST169032 / Dell 1907FPT	Apr-11	Office	Act Cost			500.00		
Server	Nov-11	Office	Act Cost			2,780.00		12,921.49

Item	Date of Acquisition	Location	Type of value	Due for Replacement	Insurance Value 1 June 2015	Value	Current Year additions/d isposals	
Solar Panels	2011					12,600.00		
UPS 1000/1500VA	Feb-13	Office	Act Cost			390.00		
New Boiler and Heating System (inc Airforce Heat Pumps		Office	Act Cost			35,758.00		
Lenovo Docking Station x 2	Jul-13	Office - ND	Act Cost			178.00		
Phillips 23.5" LED TFT Screen	Jul-13	Office - ND	Act Cost			102.00		
Nobo Projector/Multi-media Trolley	Nov-13	Office - ND	Act Cost			149.00		
Nobo Projector/Multi-media Trolley						(149.00)	(149.00)	Replaced
Samsung 23.5" Monitor - Model S24B150BL S/No. 0254H4MDA02842N	Nov-13	Office - CC	Act Cost			125.00		
Samsung 23.5" Monitor - Model S24B150BL S/No. 0254H4MDA0284Z	Nov-13	Office - BC	Act Cost			125.00		
Samsung 23.5" Monitor - Model S24B150BL S/No.	Nov-13	Office - TM	Act Cost			125.00		
Big-Dug Shelving Units x 3	Apr-14	Attic	Act Cost			292.00		
Table Top Dishwasher	Aug-14	Council Chamber	Act Cost			240.83		
Microwave	Aug-14	Council Chamber	Act Cost			29.17		
Office Chair	Sep-14	Office - CC	Act Cost			125.00		
Pedestal	Sep-14	Office - CC	Act Cost			125.00		
Shredder	Dec-14	Office	Act Cost			116.66		
Big-Dug Shelving Unit	Dec-14	Stationery Cupboard	Act Cost			159.00		
Desk	Dec-14	Mayors Parlour	Act Cost			55.00		
Canon Legria HF R606 Camcorder	Jun-15	Office	Act Cost			244.54		
Intel Server S1200V3RPS	Jun-15	Office	Act Cost			1,950.00		
Bush 2.1 Bluetooth Wireless Speaker	May-16	Office	Act Cost			35.00		
Lyreco - 2m Paperflow Cupboard	May-16	Office	Act Cost			485.99		
Lyreco - 1m Paperflow Cupboard	May-16	Office	Act Cost			264.99		
IT Department- Lap Top Computer	Jun-16	Office	Act Cost			512.50		
IT Department- 2 x New PC's, Monitors, Keyboards and Mouses	Feb-17	Office	Act Cost			1,832.71		
Lyreco- 2 x Flipchart Easels	Feb-17	Office	Act Cost			137.98		
Sewards- Blinds Town Hall	Feb-17	Town Hall	Act Cost			162.00		

Item	Date of Acquisition	Location	Type of value	Due for Replacement	Insurance Value 1 June 2015	Value	Current Year additions/d isposals	
ProAudio-Portable PA System	Mar-17	Office	Act Cost			154.17		
CCTV Camera and Monitor	Dec-16	TownHall/Office	Act Cost			465.00		
Intercom and access system	Feb-16	TownHall/Office	Act Cost			570.00		
Ergonomic Keyboard	May-17	Town Clerks Office	Act Cost			62.27	62.27	
Projector Trolley	Jul-17	Office	Act Cost			127.99	127.99	
2 x Office Desks	Aug-17	Office	Act Cost			404.00	404.00	
Office Chair	Sep-17	Office	Act Cost			129.00	129.00	
Wire Tray Desk Set	Dec-17	Office	Act Cost			79.99	79.99	
Carpet Tiles	Aug-17	Office	Act Cost			228.17	228.17	
Add CCTV Screen	Dec-17	Office	Act Cost			120.00	120.00	
Laminating Machine	Jul-16	Office	Act Cost			220.00	220.00	
	<b>COUNCIL CHAMBER/MAYORS PARLOUR</b>							
Contents of Mayors Parlour & Council Chamber					<b>20,421.00</b>			
Hand crafted display cabinet	Dec-99	Council Chamber	Act Cost			6,228.00		
Council Benches		Council Chamber	}					Re-valuation July 2014
Mayors Parlour Table		Mayors Parlour	}			10,000.00		
Mayor & Cllrs Chairs (16)		Mayors Parlour	}					
Banqueting chairs (79)		Council Chamber	Act Cost			1,999.00		Re-valuation July 2014
Honours board	Feb-10	Council Chamber	Act Cost			557.50		
6 collectors plates of Shaftesbury	Jul-12	Council Chamber	Gift			0.00		
								Re-valuation July 2014
Artwork	<b>OTHER PROPERTY</b>				<b>7,820.00</b>			
Clocks		Council Chamber	Value as per Mar 14			1,300.00		



Item	Date of Acquisition	Location	Type of value	Due for Replacement	Insurance Value 1 June 2015	Value	Current Year additions/d isposals	
Portraits and Paintings		Stairs/Guildhall	Value as per Mar 14			7,820.00		
BR Locomotive Shaft Sign		Museum	Value as per Mar 14		15,000.00	10,000.00		
Robes		Office	Ins Value			867.00		
Guildhall Window Crest		Above Main Doors	Ins Value			1,000.00		
Regalia					727,400.00			
Mayoress's Lapel Badge			Value as per Mar 14			1,500.00		
Deputy Mayor Badge			Value as per Mar 14			900.00		
Mayor & Mayoresses Chains		Safe	Value as per Mar 14			50,000.00		
Mace No. 1		Bank vault	Value as per Mar 14			250,000.00		
Mace No. 2		Bank vault	Value as per Mar 14			2,000.00		
One Loving Cup		Safe	Value as per Mar 14			3,500.00		
Print on loan from Mansbridge family	Jan-03	Council Chamber	Nom Value Only			25.00		
Map on loan from Mansbridge family	Jan-03	loft above ladies	Nom Value Only			25.00		
Buckingham Palace model (gift)	Apr-07	Council Chamber	Nom Value Only			100.00		
Shaftesbury locomotive (gift)	Dec-07	Mayor Parlour	Nom Value Only			100.00		
Cycle stands x 8	Feb-10	Park Walk	Act Cost			443.00		
Bins x 5	Sep-10	Barton Hill	Act Cost			1,055.35		
Notice boards	Feb-12	Various	Act Cost			3,920.00		
			<b>Total</b>		<b>770,641.00</b>	<b>441,109.63</b>	<b>(15,234.24)</b>	
					<b>5,690,051.00</b>	<b>2,692,915.65</b>		

Item	Date of Acquisition	Location	Type of value	Due for Replacement	Insurance Value 1 June 2015	Value	Current Year additions/d isposals	
<b>FIXED ASSET REGISTER TOTALS</b>								
	<b>Ins Cover</b>	<b>FAR</b>						
Community Assets	£4,534,644.00	£1,855,213.09						
Playground Equipment	£326,841.00	£303,394.22						
Groundwork Equipment	£57,925.00	£93,198.71						
Town Hall and Office	£770,641.00	£441,109.63						
<b>Fixed Asset Register Total 17/18</b>	<b>£5,690,051.00</b>	<b>£2,692,915.65</b>						
Addition of loans at £15,000 as per external auditor		£15,000.00						
<b>Part Repayment of Loan</b>		<b>-£10,000.00</b>	<b>Repaid Oct 2017</b>				<b>(10,000.00)</b>	
<b>As per report to Council 6th July 2010</b>								
<b>CCLA Property Fund</b>		<b>50,000.00</b>					<b>50,000.00</b>	
<b>Total FAR 2017-2018</b>	<b>£5,690,051.00</b>	<b>£2,747,915.65</b>						

**Report 0518AM10 to a meeting of the Annual Meeting  
To be held at 7.00pm on Tuesday 01 May 2018 in the Council Chamber, Shaftesbury  
Town Hall**

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**10 Annual Subscriptions**

To resolve the Annual Subscriptions for the municipal year 2018/19

**10.1 Summary**

- 10.1.1 The current list of annual subscriptions is detailed below in 'Financial Implication' below.
- 10.1.2 Approving the annual subscriptions provides transparency on the expenditure of this budget line, all items fall within the Clerk's delegated authority to spend.
- 10.1.3 The associations provide valuable sector specific information and updates to the Council. The membership of the DAPTC includes 'direct access' to the National Association of Local Councils which includes free sector specific legal advice.

**10.2 Financial Implication**

	<b>2017/18</b>	<b>2018/19</b>
Dorset Association of Parish and Town Councils (DAPTC)	£1,205	£1230
Society of Local Council Clerks (SLCC)	£305	£308
National Association of Allotments	£70	£70
*Dorset Community Association	-	£0
	<b>£1580</b>	<b>£1608</b>

- 10.2.1 The Council may wish to consider an annual subscription to the Chamber of Commerce at £40 per annum.

**10.3 Legal Implication**

- 10.3.1 There are no legal implications arising from this report

**10.4 Risk**

- 10.4.1 There is a risk to Council process and decisions if it is not kept up-to-date with sector specific information.

**10.5 Recommendation**

- 10.5.1 That the subscriptions outlined at 9.2 are approved.

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**STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT**

**LEAD COUNCILLOR: MARK JACKSON**

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(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0518AM11 to a meeting of the Annual Meeting  
To be held at 7.00pm on Tuesday 01 May 2018 in the Council Chamber, Shaftesbury  
Town Hall**

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## **11 Bank Signatures**

To confirm the Town Council's Bank Signatories for the municipal year 2018/19

### **11.1 Summary**

- 11.1.1 In addition to the Clerk, the signatories for 2017/18 were Councillors John Lewer, Lester Taylor, Piers Brown and Philip Proctor
- 11.1.2 The Council is required to appoint at least three signatories for the coming municipal year. The signatories will be responsible for signing cheques and online payment authorisation.
- 11.1.3 The Council's financial regulations require a cheque signatory to sign the bank reconciliation quarterly, in addition the Internal Auditor recommends that each member in rotation agree the bank reconciliation each month. A rota has been provided below.

### **11.2 Financial and Legal Implications**

- 11.2.1 Financial Regulation 2.2 requires that; On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 11.2.2 Financial Regulation 5.1 requires that; The council shall seek credit references in respect of members or employees who act as signatories.

### **11.3 Risk**

- 11.3.1 If finances are not being managed properly, the council is at risk of financial loss.

### **11.4 Recommendation**

- 11.4.1 That the bank signatories and reconciliation rota are resolved for 2018/19

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**STRATEGIC PLAN AREA: ASSET MANAGEMENT**

**LEAD COUNCILLOR: ANDY PERKINS**

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<b><u>Bank &amp; P. Cash Reconciliation</u></b>	<b><u>Cllr</u></b>	<b><u>Bank &amp; P. Cash Reconciliation</u></b>	<b><u>Cllr</u></b>
<i>May</i>	Austin	<i>November</i>	Lewer
<i>June</i>	Brown	<i>December</i>	Loader
<i>July</i>	Cook	<i>January</i>	Perkins
<i>August</i>	Hall	<i>February</i>	Proctor
<i>September</i>	Jackson	<i>March</i>	Taylor
<i>October</i>	Kirton	<i>April</i>	Todd

(End)

Report Author:

Claire Commons, Town Clerk

**Report 0518AM12 to a meeting of the Annual Meeting  
To be held at 7.00pm on Tuesday 01 May 2018 in the Council Chamber, Shaftesbury  
Town Hall**

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**12 Members Allowances / Expenses and Attendance**

To receive a report on members' allowances and expenses claimed in the year ending 31<sup>st</sup> March 2018 and their attendance at Council and Committee meetings for the municipal year ending 30<sup>th</sup> April 2018.

**12.1 Summary**

12.1.1 Members allowances, expenses and attendance is provided at Appendix E

12.1.2 Provided that the expenses have been necessarily incurred or losses suffered, payments may be made for approved duties, and official and courtesy visits in the following cases;

- Travelling expenses outside the community
- Attendance allowance to councillors for performing any approved duty

12.1.3 Expenses incurred by Councillors acting in the capacity of Mayor are allocated to the civic budget.

12.1.4 Members attendance relates to formally convened Council meetings and meetings of its committees. Informal meetings, workshops and training are not shown.

**12.2 Financial and Legal Implications**

12.2.1 Councillors are required to attend at least one meeting of the Council or its committees in any six month period or have apologies for absence accepted by the Council or its committee of the relevant meeting.

**12.3 Recommendation**

12.3.1 That the report be received and noted

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***STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT***

***LEAD COUNCILLOR: MARK JACKSON***

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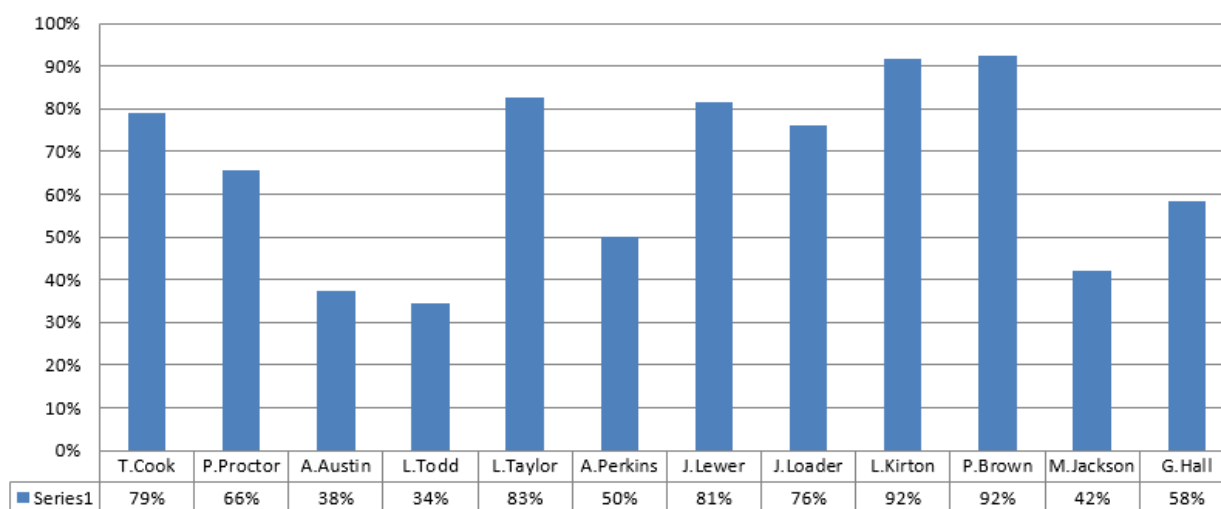
(End)

Report Author:  
Claire Commons, Town Clerk

## Appendix E. Members Allowances and Expenses

Councillor	Allowance	Travel/Subsistence	Training
Lester Taylor	£ 360.00		£ 60.00
Philip Proctor	£ 360.00		
George Hall	£ 360.00		
John Lewer	£ 360.00	£ 50.80	£ 60.00
Piers Brown	£ 360.00	£ 49.73	
Luke Kirton	£ 360.00		£ 35.00
Tim Cook	£ 360.00		
Anthony Austin	£ 360.00	£ 122.40	
Jeanne Loader	£ 270.00		
Mayor civic duties		£ 461.05	
D. Mayor civic duties		£ 76.01	
<b>Total</b>	<b>£ 3,150.00</b>	<b>£ 759.99</b>	<b>£ 155.00</b>

### Councillor Attendance



**Report 0518AM13 to a meeting of the Annual Meeting  
To be held at 7.00pm on Tuesday 01 May 2018 in the Council Chamber, Shaftesbury  
Town Hall**

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**13 Town Hall Keyholders**

To appoint keyholders for 2018/19

**13.1 Summary**

- 13.1.1 The Town Council is obliged to appoint four key holders for the Town Hall. Details of the Key Holders are lodged with the intruder and fire alarm monitoring service and key holders are contacted in the order listed in the event of an out of hours event.
- 13.1.2 Key Holders are expected to attend the site, training will be provided for any new members appointed as Key Holders at which the exact duties and procedures will be explained.
- 13.1.3 Senior Groundsman Mike Wakely holds responsibility for being the emergency caretaker contact and is thereby listed as first contact. Three additional appointments should be made to ensure someone is always able to be reached in the event of an emergency.
- 13.1.4 It is helpful if the key holders are local to the Town Hall.
- 13.1.5 Current Keyholders are Mr Mike Wakely, Councillors Cook, Lewer, Taylor and Proctor.

**13.2 Financial and Legal Implications**

- 13.2.1 There are no financial or legal implications arising from this report

**13.3 Risk**

- 13.3.1 There are risks associated to responding to an alarm call. All keyholders will be trained appropriately.

**13.4 Recommendation**

- 13.4.1 That the keyholders are identified for 2018/19

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**STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT**

**LEAD COUNCILLOR: MARK JACKSON**

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(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0518AM14 to a meeting of the Annual Meeting  
To be held at 7.00pm on Tuesday 01 May 2018 in the Council Chamber, Shaftesbury  
Town Hall**

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**14 Reports**

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

**14.1 Summary**

- 14.1.1 The Council invites reports from external partners (District and County Councillors, local organisations and other public bodies) and internal reports from the Mayor, committee chairmen, lead councillors, representatives to organisations.
- 14.1.2 These reports are to inform and give the opportunity for topics of note to be addressed at a later date by the Council or its committees.
- 14.1.3 Reports and minutes provided in advance are taken as 'read'.

**14.2 Financial Implication**

- 14.2.1 There are no financial implications arising from this report as the item is not specific enough to give advance notice of a decision to be taken.

**14.3 Legal Implication**

- 14.3.1 There are no legal implications arising from this report for the reasons identified in Financial Implications.

**14.4 Risk**

- 14.4.1 There is a risk of decisions being taken on items not clearly identified on the agenda. This is mitigated by clear agendas and deferring items not notified in advance.

**14.5 Recommendation**

- 14.5.1 That the reports are received and noted and any actions arising identified for future meetings of the Council or its committees.

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**STRATEGIC PLAN AREA: EXTERNAL ENGAGEMENT**

**LEAD COUNCILLOR: PHIL PROCTOR**

**STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT**

**LEAD COUNCILLOR: MARK JACKSON**

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**14.6 Detail**

- 14.6.1 **County and District Councillor** reports have been invited, any received will be tabled at the meeting.

(End)

Report Author:  
Claire Commons, Town Clerk