



Shaftesbury Town Council

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To: All members of Shaftesbury Town Council

You are required to attend an extraordinary meeting of the Council
**to be held at 7.30pm or directly following the reconvened meeting on Tuesday 25th
October 2016 in the Council Chamber, Shaftesbury Town Hall**
For the transaction of the business shown on the agenda below.

Claire Commons

Interim Deputy Town Clerk

Members are reminded of their duty under the Code of Conduct

Public Participation

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

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

Agenda Item	
01. Apologies	To receive and consider for acceptance, apologies for absence
02. Declarations of Interest and Dispensations	Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.
03. Audit Report	To approve and accept the External Audit Report for year ending 31st March 2016. Report 1016EFC0
04. Payments	To consider payments for authorisation Report 1016EFC04

Agenda Item	
05. Representatives to Organisations	
To consider representatives to local organisations and establish the Council's position in relation to the Shaftesbury and District Task Force.	Report 1016EFC05
06. Working Groups	
To consider the membership and status of all current and dormant working groups.	Report 1016EFC06
07. Neighbourhood Plan	
To receive recommendations from the Planning and Highways Committee on the terms of reference and report from the Neighbourhood Planning group and consider those items for adoption.	Report 1016EFC07
08. Recommendations from the Human Resources Committee	
Error! Reference source not found.	Report 1016EFC08

(End)

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.30pm or directly following the reconvened
meeting on Tuesday 25th October 2016 in the Council
Chamber, Shaftesbury Town Hall**

Audit Report

1. Purpose of Report

To approve and accept the External Audit Report for year ending 31st March 2016.

2. Recommendation

- 2.1. That the Council approves and accepts the External Audit report
- 2.2. That the Council agrees an action plan to address the issues raised.

3. Background

- 3.1. The external audit for the year ending 31st March 2016 has been completed. Attached at **Appendix A** is the Annual Return showing an unqualified audit.
- 3.2. At its meeting on 11th October 2016, the Council agreed to defer the External Audit report pending further information from the Auditor. The response has been received and circulated to members of the Council.
- 3.3. Attached at **Appendix B** is a proposed action plan to address some of the smaller matters raised by the internal auditor. Members are asked to agree the action plan.

4. Financial Implications

- 4.1. There are no financial implications to this report

5. Legal Implications

- 5.1. The Accounts and Audit Regulations 2011 s.16 requires the Town Council to publish the notice of conclusion of audit in a conspicuous place for at least 14 days and the relevant accounting statements are available for inspection by local government electors.

6. Risks

- 6.1. There are no risks arising directly from this report however there is a risk of qualified accounts in future years if issues raised are not addressed.
- 6.2. There is a risk to the budget for unexpected expenditure if future years incur additional elector questions. Appropriate budgeting will address this risk however additional questions should not be expected as the accounts are made available for inspection by the public prior to submission to the external auditor and therefore any questions may be addressed at that point.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

SHAFTESBURY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
			✓	

This annual governance statement is approved by this smaller authority and recorded as minute reference:

FC08
dated 31st May 2016

Signed by:

Chair

[Signature]

dated

31 May 2016

Signed by:

Clerk

[Signature]

dated

31st May 2016

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

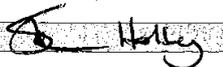
Enter name of smaller authority here:

SHAFTESBURY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	186,494	260,723	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	379,000	443,791	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	140,294	122,114	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	217,631	226,185	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	227,434	263,585	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	260,723	336,858	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	252,879	309,260	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,597,339	2,647,018	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date: 31st May 2016

I confirm that these accounting statements were approved by this smaller authority on this date:

31st May 2016

and recorded as minute reference:

FC08

Signed by Chair of the meeting approving these accounting statements.



Date: 31 May 2016

Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

SHAPTESBURY TOWN COUNCIL

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

Please see enclosed report

BDO LLP Southampton
United Kingdom

(continue on a separate sheet if required)

External auditor signature

BDO LLP

External auditor name

BDO LLP Southampton
United Kingdom

Date

27/2/16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

SHAFTESBURY TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) -- The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit ELIZABETH S. GREENE

Signature of person who carried out the internal audit [Signature] Date 2/5/16

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
 **Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (**Section 2 on page 3**). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
6. Explain fully significant variances in the accounting statements on **page 3**. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	N/A
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	N/A
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk

Appendix B.

Audit Action Plan

Control area	Issue	Recommended Action	Action taken	Date Completed
Bank balances and reconciliation	It is good practice when approving the payments list to also minute the balance on the bank reconciliation and for each member in turn to check the reconciliation back to the statement	This has been raised in each of my interim reports and should be implemented from the May meeting onwards	September bank statement checked.	Ongoing
Credit Card	The credit card should be recorded in the accounts system as a separate bank account and its reconciliation also checked		This has been done and is reported with the Council's accounts	Ongoing
Petty Cash	The amount of petty cash used by the council is small but there is no evidence of member oversight	At the half year and year end a member should carry out a spot check of the records and tin	Spot check carried out September 2016. Checks scheduled at the end of Q2 and Q4	Ongoing
Budget Setting	With the accounting system now stable on Omega, the officers should be able to start calculating the draft budget figures from October.	The budget process should start at the half year, based on the figures in the system so that the budget can be approved by the precept deadline.	Committee budget considerations commenced. TM and CC attending budgeting course with reference to Omega in October	October 2016
Standard Documents	Over the summer the officers should check all of the standard documents against current guidance	All of the documents should be reviewed and approved by members to be published on the website in advance of the Transparency Code coming into force.	Review currently underway	1 st November 2016
Bank Balances	Most of the council's reserves are held in the current account earning	All but two or three months costs should be transferred to the reserve	Investigation into alternatives being made.	Ongoing

Control area	Issue	Recommended Action	Action taken	Date Completed
	no interest at all. This limits what little interest can be obtained and increases the risk to the council's funds.	account and the possibility of term deposit for longer timescale reserves investigated in advance of budget setting.		
Total cost of wages	The terms and costs of employment of all staff should be minuted each year at the full council	From 2016/17 this should be done as part of the budget setting process in the autumn.	Scheduled for Full Council 15 th November 2016	15 th November 2016
Fixed asset register	The fixed asset register document has much of the information needed to make it a key document in long term planning of capital expenditure	The Grounds and Office staff should review the lifespan expectations of all significant assets and from that build a capex plan to feed into the budget setting process	Budget expectations to be put to council as a first draft on 15 th November 2016	15 th November 2016
Income receipts	To aid cashflow and reduce potential bank charges, all customers should be encouraged to pay by electronic means.	The invoice template should be updated to include the bank details of the Council.	The invoices have been updated	May 2016
Earmarked reserves	The Council has a large number of small reserves which will likely be spent during 2016/17. Any that are not should be reviewed for compliance with the guidance	At the start of budget setting a full review of earmarked reserves should be undertaken and again in advance of year end.	This process has started with committee reviews and will continue through the budget setting process and at year end	Ongoing

Control area	Issue	Recommended Action	Action taken	Date Completed
Staffing review	A staffing review has been carried out but its implementation appears to have been deferred.	The council and officers should work together to ensure that the decision made is implemented for the benefit of the officers, members and electors.	The HR Committee resolved on 4 th August 2016; Nothing to be progressed until new Town Clerk appointed. All relevant resolutions to be allowed to time lapse. New Town Clerk to be asked to make the reorganisation and associated new roles a priority.	Ongoing
Office Hours	The office of the council is open to the public from 9am to 4pm most days	It may be worth reducing the hours so that each officer has at least two hours of every day when they are free from telephone calls and visitors	Office hours to remain as they are until the new Clerk is in place.	Early 2017
VAT	The council has now registered for VAT and will receive its number very shortly. From that date all taxable supplies should be correctly billed, including the swimming pool.	The Finance officer should set up the VAT defaults for each of the activities and cost centres to allow transparent reporting.	This has been done	June 2016

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Payments

1. Purpose of Report

To consider payments for authorisation

2. Recommendation

That the Council resolves to approve the payments from the Town Council's current account.

3. Background

3.1. A detailed list of payments for authorisation is provided at **Appendix C**.

3.2. An updated list may be provided to the Council prior to or at the meeting.

4. Financial Implications

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

5. Legal Implications

There are no legal implications arising from this report.

6. Risks

There are no identified risks arising from this report

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

Appendix C.

Printed on : 20/10/2016

Shaftesbury Town Council

Page No 1

At : 13:50

NatWest Current A/c

List of Payments made between 11/10/2016 and 25/10/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/10/2016	Perry & Son Limited	012277	117.00		Inspection of roof and report
11/10/2016	EG. Coles	012772	208.18		Credit of bearings
11/10/2016	David Witcher	012773	590.00		Painting ash close play equip
11/10/2016	Toogoods Prperty Co Ltd	012774	440.34		Insurance Unit 9c
11/10/2016	Ben Johnson (Shaftesbury) Ltd	012775	25.00		Stimmer head
11/10/2016	Shaftesbury School	012776	50.00		hire of hall for public meetin
11/10/2016	Wessex Fire & Security Limited	012778	81.82		Ann. main. alarm Unit 9C
11/10/2016	Shaftesbury Bowling Club	012779	500.00		Shaftesbury Bowling Club
11/10/2016	Tincknell Fuels	012780	207.69		Fuel for mowers
11/10/2016	Travis Perkins	012781	38.74		Warning tape
11/10/2016	Hampshire Assoc. of Local Cler	012786	180.00		Budget course TM,CC
13/10/2016	Eon	dd	239.60		Electric pool
13/10/2016	Fuel Genie	dd	156.29		Fuel September
13/10/2016	Sage Uk Ltd	DD	67.20		Payroll subscription
17/10/2016	Wincombe MOT & Repair Centre L	012795	999.45		Service, repairs,MOT DFSK van
25/10/2016	Aqua cleaning Services	012782	108.00		Cleaning toilets for Carnival
25/10/2016	Dorset County Council	012783	414.09		Waste Coll Oct to Dec
25/10/2016	S J Aplin Playground Ltd	012784	1,362.00		Repairs to Springers and Ssaw
25/10/2016	EG. Coles	012785	39.90		Bush
25/10/2016	The IT Department Solutions Lt	012787	99.54		IT monthly support
25/10/2016	Tracy Moxham	012788	55.70		Travel for Budget Course Eastl
25/10/2016	Mole Countrystores	012789	12.54		WD 40, plastic funnel
25/10/2016	Sydenhams	012790	108.88		post
25/10/2016	T F Plant & Tool Hire	012791	420.00		Skip re plot clearance St Jame
25/10/2016	Richard Tippins	012792	291.35		TraveCivic Events,CPACC member
25/10/2016	Screw fix (Trade UK)	012793	29.99		Allumin. platform
25/10/2016	Wessex Fire & Security Limited	012796	648.63		Annual Maintance Fire Alarm
25/10/2016	Travis Perkins	012794	77.73		Slabs, washers, bolts
Total Payments			7,569.66		

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Representatives to Organisations

1. Purpose of Report

To consider representatives to local organisations and establish the Council's position in relation to the Shaftesbury and District Task Force.

2. Recommendation

- 2.1. That the council resolves to appoint a representative to Shaftesbury Fair Trade
- 2.2. That the Council establishes its position in relation to the Shaftesbury and District Task Force

3. Background

- 3.1. At its Annual Meeting, the Council resolves representatives to local organisations. The position of representative to Shaftesbury Fairtrade has become vacant and the Council is asked to consider selecting a representative to that group.
- 3.2. A representative is usually, but does not have to be, a member of the Council. Their responsibility is to act as a link between the organisation and the Council so that both entities are aware of the work of the other and can provide information, support and collaborative working as required.
- 3.3. As part of his role as representative to the Shaftesbury and District Task Force, Cllr Lewer has asked the Council to agree the Council's position regarding the future of Shaftesbury and District Task Force, in the light of its expected closure, due to withdrawal of funding by NDDC.

4. Financial Implications

There are no financial implications arising from this report.

5. Legal Implications

The Town Council has the Power of General Competence.

6. Risks

- 6.1. There are no risks identified within this report.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report to a Meeting of Shaftesbury Town Council
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Working Groups

1. Purpose of Report

To consider the membership and status of all current and dormant working groups.

2. Recommendation

That the Council reviews all its working groups, establishing clear direction, lifespan and membership and dissolve expired groups.

3. Background

3.1. Working groups are most effective when they are formed for a specific short term purpose, complete the purpose and then disband. It is recommended that, overall, a working group does not sit for longer than 6 months unless the remit is clear about its reason to do so.

3.2. The table below shows the list of current working groups / parties and their membership and remit. The table demonstrates that many

Name	Resolution	Date	Membership	Remit
Service Level Agreement Working Group	2014/110	25.11.2014	Cllrs R Tippins, Hicks & Duthie	Working Group to meet with each Organisation to discuss submissions. Working Group to agree level of SLA to be recommended to General Management Committee
Swimming Pool Working Group	2014/148	24.03.2015	Cllrs Dibben, K Tippins, R Tippins, Proctor David Shepherd	
Website Working Group	G21	14.07.2015	Cllrs Taylor and Lewer Officer (BC) Richard Thomas Austin Billington	to review the website for appearance, format, layout, content and its general fitness for purpose.

Name	Resolution	Date	Membership	Remit
Freedom of Information Working Group	FC55	28.07.2015	Cllrs Taylor, K Tippins, Perkins, Austin, R Tippins, Jackson	to discuss with the Clerk a policy or agreed process to address this matter to report to the General Management Committee.
Strategic Cycleways Group	FC 109 b	01.12.2015		the working group would be a combined working group with the Gillingham to Shaftesbury Cycle Group.
Portfolio Working Group	FC135	26.01.2016		Deferred for six months then deferred again pending the appointment of a new Town Clerk.
Dinah's Hollow Working Party	FC131	23.02.16	Councillor Lewer as chair and with membership to comprise members of Shaftesbury Town Council, Melbury Abbas and Cann Parish Council and other interested persons.	
A350 Corridor Working Group	PH36	09.08.2016	Members of P&H Cllrs Kenealy & Hughs MA&CPC	Shaftesbury Town Council and Melbury and Cann Parish Council joint working group as a formal response to the County Council in relation to the impact on Melbury Abbas resulting from large vehicles being diverted along the C13

- 3.3. Council is asked to consider which of the working groups are still required or if any additional ones are needed, agree the membership, remit, and life-span of the group.
- 3.4. Membership of working groups is not limited to elected members of the Council and can include subject specialists, stakeholders and members of the public as deemed appropriate.
- 3.5. Council may wish to consider a policy for working groups, a recommended example is given from Biddenden Parish Council at **Appendix D**.

4. Financial Implications

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

5. Legal Implications

5.1. Working groups have no authority to make decisions or spend money, their remit is to discuss and explore options, bringing information back to the Council or Committee for a decision to be made within the confines of a convened meeting of the Council or its Committees.

6. Risks

6.1. There is a risk if a working group assumes authority which it does not have.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

BIDDENDEN PARISH COUNCIL

WORKING GROUPS POLICY Adopted 10 May 2011

The Role of Working Groups for Biddenden Parish Council

The Role of the Working Group is to tackle specific issues as directed by the Council or any of its Committees. This will include:

- To examine an issue in detail, read reports and related materials, examine options, and obtain specialist advice for the Council
- To acquire specialist knowledge and/or liaise with specialist experts
- To make recommendations to the Council or the instructing Committee
- To provide specialist support to the Council or instructing committee by explaining their recommendations in layman's terms
- To answer questions from the Council or Committee in their delegated area of specialist knowledge
- **Working Groups do not have any delegated powers to make decisions binding on the Parish Council.**

Council/instructing Committee: Working Group relationship:

- The Council/instructing Committee must direct the Working Group and set clear terms of reference for them regarding objectives, scope and outcome
- The role of the Council or instructing Committee is to question and challenge the recommendations of the Working Group, in order to be satisfied of the correct decision

Operations of the Working Groups:

- Leader appointed by the Council or Committee
- Minimum of 2 Councillors
- Work priorities and co-option of Working Group members who are not parish councillors will be agreed by the Council or the instructing Committee
- Organise themselves for meetings or alternative working arrangements. Working Groups do not need meet in public.
- Prepare approved notes of any meetings or alternative working arrangements and inform the Council/instructing Committee of activity and Progress. These notes will include a list of the individuals involved.
- The Chair and Vice-Chair of the Council are ex-officio members of all Working Groups.
- Councillors can attend any meetings of Working Groups on request even if they are not members of the Working Group.

Parish Council Standing Order 1 will not apply to Working Groups.

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.30pm or directly following the reconvened
meeting on Tuesday 25th October 2016 in the Council
Chamber, Shaftesbury Town Hall**

Neighbourhood Plan

1. Purpose of Report

To receive recommendations from the Planning and Highways Committee on the terms of reference and report from the Neighbourhood Planning group and consider those items for adoption.

2. Recommendation

- 2.1. That the Council adopts the Neighbourhood Plan Consultant report.
- 2.2. That the Council approves the Neighbourhood Plan Terms of Reference

3. Background

- 3.1. At its meeting on 11th October 2016, the Council deferred the Neighbourhood Plan Terms of Reference and Report pending consideration by the Planning and Highways Committee. Please refer to your papers of that meeting for the appendices.
- 3.2. The Planning and Highways Committee provided its response to the consultation which is detailed at **Appendix E**.
- 3.3. The Neighbourhood Plan Group has subsequently met on 20th October 2016 and will provide a further update to the Council.
- 3.4. The Internal Auditor has provided the following advice;

The key principle is that STC sets a budget for the Neighbourhood plan that it monitors. So long as the spending stays within that budget and is all properly authorised then Clerk's delegated authority should cover most stuff.

The Neighbourhood Plan group cannot "spend" anything. It can request that services and goods are provided - under the oversight of STC - but at the end of the day, all providers and suppliers must be made aware that their "customer" is STC and that public sector spending rules will apply.

So long as every member of the group is reminded that they may not head off on their own to commission work it should be OK. The TOR document looks like several others I've seen.

4. Financial Implications

- 4.1. There is no financial implication arising from this report.

5. Legal Implications

Legal implications are outlined in the auditor's advice above

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

Appendix E.

The email provided to the Neighbourhood Plan Group from the Planning and Highways committee read;

At the P&H Committee last night, the Committee considered the Neighbourhood Planning Group's Terms of Reference. The Committee was very mindful of the need to expedite this matter and get full agreement at the next Full Council meeting.

The Neighbourhood Plan Group Terms of Reference have been re-drafted (attached) by the P&H Committee for consideration, to reflect the following concerns:

- Although STC made the application on behalf of itself and MACPC to NDDC for a Designated Neighbourhood Area, it is stated quite clearly within the application letter that MACPC wanted the plan to be developed jointly by both STC and MACPC, so all policies should reflect this. If STC is to be the designated lead then this should be fully agreed and minuted etc by both STC and MACPC.
- The lack of reference to the responsibilities of both STC and MACPC (Please see: <http://planningguidance.communities.gov.uk/blog/guidance/neighbourhood-planning/who-leads-neighbourhood-planning-in-an-area/>)
- The fact that the Chairman of MACPC had not had sight of the draft ToR, which were as far as we can see, drafted in Jun 2016.
- The apparent lack of an agreement between MACPC and STC over the form of the ToR.
- The placing of the ToR before the STC Full Council for a resolution to accept them before a properly minuted agreement in principle by the Neighbourhood Plan Group (NPG) and both STC and MACPC.
- If this is the first draft of the group ToR then the Committee was also concerned that STC and/or grant money may have been spent without a proper audit trail.
- There appears to be a lack of minuted approval from both councils to delegate spending authority to the NPG.
- The ToR need to be signed by the Chairmen of both councils to indicate Full Council approval has been obtained.

In the Committee's view, the first move of the NPG should be to agree the ToR and recommend they be put to respective councils for ratification, vote on it, minute it. Then pass on to STC and MACPC. STC could then agree this on Tuesday with the proviso that MACPC also sign up to them unamended.

The Committee suggests that this be done as first order of business by the Group on Thursday (tomorrow).

Shaftesbury and Melbury Abbas & Cann Neighbourhood Plan Group

Terms of Reference

Shaftesbury Town Council (STC) and Melbury Abbas & Cann Parish Council (MACPC) have agreed to form a combined Designated Neighbourhood Area for the purpose of formulating a Neighbourhood Plan in accordance with current legislation.

STC and MACPC are jointly responsible bodies for the preparation of the Neighbourhood Plan, although the communities concerned will ultimately decide through the referendum procedure whether the plan should be adopted or not.

STC and MACPC have formed a joint Neighbourhood Planning Group (NPG) to help manage the process and to prepare the Neighbourhood Plan for the Designated Neighbourhood Area.

Responsibilities:

The NPG will be responsible to both STC and MACPC for the following:

1. Conducting fully accountable meetings, with properly publicised agendas and minutes which include all recommendations and resolutions.
2. Keeping both STC and MACPC fully informed.
3. Preparing a programme for producing the Neighbourhood Plan.
4. Applying for, and using, grant funding in compliance with all relevant legislation.
5. Any funds received, on behalf of STC and MACPC, will be held by STC, and all expenditure of the NPG must be agreed by both STC and MACPC within their respective council rules.
6. Liaising with officers of relevant councils and other statutory bodies likely to have an interest in the neighbourhood plan.
7. Informing and consulting as necessary with the local community and other interested bodies, to progress the Neighbourhood Plan and with the aim of making sure that all members of both communities within the Designated Neighbourhood Area are able to be involved in the process.
8. Gathering the evidence required with which to formulate the Plan.
9. Appointing professional advisers as necessary to assist with preparation of the plan.
10. Preparing a draft Neighbourhood Plan as informed by the results of public consultation(s).

NPG Membership:

1. The NPG will include at least one member of each council (STC and MACPC), together with volunteers living and/or working within the Designated Neighbourhood Area. There must be at least one volunteer from the STC area and one from the MACPC area.

2. All members of the NPG should live or work in the Designated

Neighbourhood Area, or otherwise be able to demonstrate that they have the skills and/or knowledge that would be of use to the process.

3. The NPG should normally consist of at least four and up to 12 members.

New members can join the group at any time, having made contact with the Chairman, although a temporary cap may need to be imposed if there would be more than 16 people active on the NPG.

4. The NPG members will elect the Group's Chairman and Secretary.

5. Members who miss three consecutive meetings with no reason may be assumed to have left the group.

6. A list of people on the NPG will be published and updated as appropriate.

NPG Members are expected to:

1. Operate in a democratic, transparent and fair fashion
2. Treat other members of the group with respect and dignity
3. Allow opinions and ideas to be put forward by all
4. Work constructively with all sectors of the community
5. Look positively for solutions to enable development that is needed locally to come forward, whilst protecting those features that are most valued.

Any person joining the NPG is deemed to have agreed to these terms of reference.

NPG Meetings

Meetings of the NPG will normally be held in the Shaftesbury Town Hall on the second Thursday of each month. These arrangements however, may be subject to change dependant on the work programme and the availability of sufficient NPG members.

Members of the public or representatives from relevant organisations with an interest in the Neighbourhood Plan may attend to observe the meeting (and can join in debates at the invitation of the Chairman) but are advised to contact the Chairman in advance to check that the meeting is being held and the likely agenda.

The Secretary will take notes of the meeting and record main decisions and action points. The minutes will be circulated to STC and MACPC as well as being published on the NPG website (<http://www.shaftesburyplan.co.uk>).

Declarations of Interest

Members of the NPG will complete a register of interests form on joining the group, which will be held by the Secretary with copies passed to both STC and MACPC. These may be made available to the public on request.

At NPG meetings members will be expected to declare any personal, prejudicial or fiduciary interests and withdraw from discussions or voting where decisions or recommendations on a particular issue could potentially result in any advantage or disadvantage to them personally or to family or close associates.

Authorising and Reviewing these ToR

STC and MACPC will jointly approve these ToRs via resolution by their respective full councils and will review them from time to time to ensure they remain compliant with legislation and fit for purpose.

Signed:

.....
Chairman of STC

.....
Chairman of MACPC

Date

**Report to a Meeting of Shaftesbury Town Council
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Recommendations from the Human Resources Committee

Report to follow.