



Shaftesbury Town Council

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To: All members of Shaftesbury Town Council

You are required to attend a meeting of the Council

to be held at 7.00pm on Tuesday 7th March 2017 in the Council Chamber, Shaftesbury Town Hall

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

Sue Wilthew

Interim Town Clerk

Members are reminded of their duty under the Code of Conduct

Public Participation

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

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

Agenda Item	
01. Apologies	
To receive and consider for acceptance, apologies for absence	
02. Declarations of Interest and Dispensations	
Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.	
03. Minutes	
To confirm as a correct record, the minutes of the previous meeting of the Council held on 14 th December 2016 and 24 th January 2017.	
04. Reports	p3
To receive reports from the Mayor, District and County Councillors, Representatives to Local Organisations and any other meetings held with key partners or organisations. Report 0317FC04	
05. Reports from Committees	p4
To receive the minutes of Committee meetings (for information) and to receive any reports from Committee Chairmen. Report 0317FC05	

Agenda Item	
06. Payments	p5
To consider payments for authorisation.	Report 0317FC06
07. Financial Risk Assessment	p7
To consider payments for authorisation.	Report 0317FC07
08. TOBYS	p15
To consider a recommendation from the General Management Committee regarding the loan to Toby's Young People's Project	Report 0317FC08
09. Principles of Good Practice	p16
To consider a recommendation to adopt the Principles of Good Practice incorporating A Protocol for Member / Employee Relations policy	Report 0317FC09
10. Notice of Motion 00015 – Resolution Tracker	p17
To consider a Resolution Tracker	Report 0317FC10
11. Professional Services	p20
To consider engaging LGRC	Report 0317FC11
12. Westminster Memorial Hospital Working Group	p21
To consider the future of the Westminster Memorial Hospital Working Group	Report 0317FC12
13. In Commemoration Package	p23
To consider providing a Royal Commemoration Package	Report 0317FC13
14. Officer Report and Future Meetings of the	p25
To receive any correspondence and updates relating to the work of the Council, to confirm the date of the next meeting and to identify matters for inclusion on the agenda.	Report 0317FC14
15. Confidential Information	
To consider resolving "That, in accordance with Section 2 of the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of confidential information, (as defined in the respective paragraph of Part 1 of Schedule 12a of Section 100a(4) of the Local Government Act 1972), and the public interest in maintaining the exemption outweighs the public interest in disclosing the information."	
16. Town Clerk	p26
To consider appointment of a Town Clerk.	Confidential Report 0317FC16

(End)

**Report 0317FC04 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 7th March 2017 in the Council
Chamber, Shaftesbury Town Hall**

Reports

1. Purpose of Report

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

2. Recommendation

2.1. That the reports are received and noted.

3. Civic Report

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

<u>Date</u>	<u>Event</u>	<u>Attended By</u>
6 th February	Weldmar Hospice Trust – Snowdrop Memorial Service	Cllr John Lewer and Cllr Lester Taylor
18 th February	Shaftesbury Snowdrop Lantern Parade	Cllr Lester Taylor
24 th February	Shaftesbury Town Twinning AGM	Cllr Lester Taylor
3 rd March	Hall & Woodhouse Community Chest Launch	Cllr Lester Taylor

Forthcoming Events

<u>Date</u>	<u>Event</u>	<u>Being Attended by</u>
10 th March	Shaftesbury Fairtrade Tea and Craft Sale	TBA
11 th March	Mayor of Gillingham- Charity Dinner/Dance	Cllr John Lewer
13 th March	Shaftesbury Rotary Dinner	Cllr John Lewer and Cllr Lester Taylor
2 nd April	Chairman of EDDC -Civic Service	TBA
5 th April	Mayor of Bournemouth- Civic Day	TBA
6 th April	Mayor of Lyme Regis- Civic Day	TBA
25 th April	RBL Anzac Ceremony Park Walk 10.50am	Officers and Councillors
28 th April	Mayor of Blandford- Civic Day and Thanksgiving Service	TBA

4. County and District Councillor Reports

4.1. District and County Councillors have been invited to provide a report or attend to give a verbal report. Any documents received in advance of the meeting will be circulated.

5. Representatives to Local Organisations

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

(End)

Report Author:
Claire Commons, Interim Deputy Town Clerk

**Report 0317FC05 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 7th March 2017 in the Council
Chamber, Shaftesbury Town Hall**

Reports from Committees

1. Purpose of Report

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

2. Recommendation

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

3. Committee Meetings

3.1. 7th February 2017 Planning and Highways Committee

3.2. 14th February 2017 Recreation, Open Spaces and Environment Committee

3.3. 21st February 2017 General Management Committee

3.4. 27th February 2017 Human Resources Committee

4. Financial Implication

4.1. There are no financial implications arising from this report

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report 0317FC06 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 7th March 2017 in the Council
Chamber, Shaftesbury Town Hall**

Payments

1. Purpose of Report

To consider payments for authorisation.

2. Recommendation

- 2.1. That the Council approves the payments totalling £11,916.43 from the Town Council's current account as detailed in **Appendix A**

3. Background

- 3.1. A detailed list of payments is provided at **Appendix A**. An updated list may be provided to the Council prior to or at the meeting.

4. Financial Implications

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

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

Appendix A.

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Shaftesbury Town Council

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At : 11:28

NatWest Current A/c

List of Payments made between 22/02/2017 and 07/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/02/2017	Plusnet Ltd	DirectDebi	28.20		20/02 to 19/03
28/02/2017	February Salaries	ONLINE	8,858.43		February Salaries
07/03/2017	Shaftesbury School	012925	75.00		Hire of Hall ref SOB
07/03/2017	Wessex Fire & Security Limited	012926	294.12		Maintenance of alarm
07/03/2017	British Gas	012927	7.73		Standing Charge Barton Hill
07/03/2017	Aqua cleaning Services	012928	135.49		Toilet Rolls,bleach, paper tow
07/03/2017	British Gas	012929	237.07		Electric Jan/Feb
07/03/2017	Treecare Co	012930	1,650.00		Pollarding Limes Trinity
07/03/2017	Partnership Fire and Security	012931	119.99		Replace PSU for Fire Doors
07/03/2017	Sewards Blinds	012932	194.40		1335/3449/1013
07/03/2017	Zurich	012933	36.00		LCAS Seminar BC
07/03/2017	SLCC	012934	210.00		Membership SLCC/Institute
07/03/2017	GTC- Mayors Charity	012935	70.00		Mayor of Gill. Dinner/Dance
Total Payments			11,916.43		

**Report 0317FC06 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 7th March 2017 in the Council
Chamber, Shaftesbury Town Hall**

Financial Risk Assessment

1. Purpose of Report

To consider and approve the Financial Risk Assessment for the year ending 31st March 2017.

2. Recommendation

- 2.1. That the Council reviews and adopts the Financial Risk Assessment in **Appendix B** for 2016/17

3. Background

- 3.1. The External Auditor requires that the Financial Risk Assessment be considered by the Council (and not delegated to a Committee) before the end of March 2017. An initial Financial Risk Assessment has been carried out by the Interim Deputy Town Clerk and the Council is requested to review and adopt that Financial Risk Assessment. (see **Appendix B**)
- 3.2. The Council should be able to demonstrate that it has considered the content of the Risk Assessment and make recommendations for amendments if required.
- 3.3. The level of risk is calculated by the impact of risk multiplied by frequency of risk, Low = 1, Medium = 2 and High = 3.

4. Financial Implications

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

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

Shaftesbury Town Council

Risk assessment and management (financial) for the period 1 April 2016 to 31 March 2017

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

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

Expenditure							
Topic	Risk Identified	Impact of Risk (H/M/L)	Frequency of Risk (H/M/L)	Level of Risk (1-9)	Management of Risk	Staff action	Internal Audit Checks (Every)
Salaries	Wrong salary paid	M	L	2	Check to minute & Councillors verify	RFO verify	12 months
	Wrong hours paid	L	L	1	Check to timesheet/contract	RFO verify	12 months
	Wrong rate of pay	M	L	2	Check to contract	RFO verify	12 months
	False employee	H	L	3	Check to PAYE Records & lists	RFO verify	12 months
	Wrong deductions – NI	L	L	1	Payroll software updates	RFO verify	12 months
	Wrong deductions – Spr	L	L	1	Payroll software updates	RFO verify	12 months
	Wrong deductions – Income tax	L	L	1	Payroll software updates	RFO verify	12 months
Direct Costs and overhead expenses	Goods not supplied to STC	L	L	1	Order system	Approval check	12 months
	Invoice incorrectly calculated	L	L	1	Check arithmetic	Approval check	12 months
	Cheque payable is excessive	M	L	2	Signatory initials etc Stub & Voucher	RFO and Member verify	6 months

Expenditure							
Topic	Risk Identified	Impact of Risk (H/M/L)	Frequency of Risk (H/M/L)	Level of Risk (1-9)	Management of Risk	Staff action	Internal Audit Checks (Every)
	Cheque payable to wrong party	M	L	2	Signatory initials etc Stub & Voucher	RFO and Member verify	6 months
	Stock loss	L	L	1	Point of sale info and control	Reconcile to Stock	6 months
Cllrs Allowances	Cllr overpaid	L	L	1	Claim form & minute reference	RFO verify	6 months
	Income tax deduction	L	L	1	Check to PAYE Records & lists	RFO verify	6 months
Grants & support	Power to pay	L	L	1	Minute power and GPC	Member verify	12 months
	Agreement of Council to pay	L	L	1	All grants based on approved form and supporting information, minuted and checked by IA	Member verify	12 months
	Conditions agreed	L	L	1	Use reasonable conditions Grants awarding policy	RFO check	12 months
Election Costs	Invoice at agreed rate	L	L	1	RFO check and consider budget	RFO verify	Whenever
	Unexpected by-elections	H	M	6	Adequate budgetary provision. Manage councillor training and expectations	Town Clerk	24 months

Expenditure							
Topic	Risk Identified	Impact of Risk (H/M/L)	Frequency of Risk (H/M/L)	Level of Risk (1-9)	Management of Risk	Staff action	Internal Audit Checks (Every)
VAT irrecoverable	VAT analysis	M	L	2	All items in cash book lists IA review	RFO verify	12 months
	Charged on sales	L	M	2	Consider annually IA review	RFO verify	12 months
	Charged on purchases	L	L	1	Consider all items per cash book lists	RFO verify	12 months
	Exemption properly applied	H	L	3	Consider annually – complex issue and on larger projects external advice sought	RFO verify	12 months
	Claimed within time limits	M	L	2	Agree returns submitted quarterly	RFO verify	12 months
Reserves - General	Adequacy	M	L	2	Consider at Budget setting	RFO opinion	12 months
Reserves – Earmarked	Adequacy	L	L	1	Consider at Budget setting and Final accounts	RFO opinion	12 months
	Earmarked or Contingent liability	L	L	1	Review minutes with Chair, General Management Committee	RFO/member view	12 months

Expenditure							
Topic	Risk Identified	Impact of Risk (H/M/L)	Frequency of Risk (H/M/L)	Level of Risk (1-9)	Management of Risk	Staff action	Internal Audit Checks (Every)
Assets	Loss, Damage etc	M	M	4	Annual inspection, update insurance and asset registers Annual inspection by Council and IA review		24 months
	Risk or damage to third party property or individuals	M	M	4	Annual inspection, update insurance/review asset register and report to members	Diary	12 months
Staff	Loss of key personnel (Clerk)	H	H	9	Regular meetings / appraisals	HR Committee	24 months
	Fraud by staff	L	L	1	Fidelity Guarantee Insurance Internal controls checked by Council and IA review	Council	12 months
Loss	Consequential loss due to critical damage or third party performance	H	L	3	Annual review of cover taking account of new responsibilities	Diary	12 months
Cash	Loss through theft or dishonesty	L	L	1	Training, management and Fidelity Insurance	Diary	12 months

Expenditure							
Topic	Risk Identified	Impact of Risk (H/M/L)	Frequency of Risk (H/M/L)	Level of Risk (1-9)	Management of Risk	Staff action	Internal Audit Checks (Every)
Maintenance	Poor performance of assets or amenities loss of income or performance	M	M	4	Regular maintenance inspection	Diary	12 months
Borrowing/lending	Adequacy of finances to be able to repay loans	L	L	1	Financial review and cashflow forecasting monthly	Diary	
Legal Powers	Illegal activity or payment	H	L	3	Educate Council as to their legal powers	Diary	24 months
Financial Records	Inadequate records	L	L	1	RFO/clerk check quarterly + regular internal audit	Diary	12 months
Minutes	Accurate and legal	L	L	1	Review at following meeting	Diary	12 months
Members interests	Conflict of interest	M	H	6	Training on Code of Conduct including refresher training. Update declarations of interest	Diary	12 months

Reviewed and adopted on: _____

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

**Report 0317FC08 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 7th March 2017 in the Council
Chamber, Shaftesbury Town Hall**

TOBYS

1. Purpose of Report

To consider a recommendation from the General Management Committee regarding the loan to Toby's Young People's Project

2. Recommendation

- 2.1. That the Council requests the return of the loan to Toby's Young Peoples Project and consider its allocation.

3. Background

- 3.1. At its meeting on 17th January 2017, the General Management Committee considered the request that a loan to Toby's Young People's Project not be repaid and the value provided to the Dorset Community Foundation. See report 0117GEM14 for further details.
- 3.2. The Committee recommended that Toby's be asked to return the loan and to consider its allocation (minute G59 refers)

4. Financial Implications

- 4.1. There is no expenditure identified for this item. The Council has not made any provision in its budget for use of the funds recommended to be repaid.

5. Legal Implications

- 5.1. The Town Council has the Power of General Competence.

6. Risks

- 6.1. The Council must ensure proper management of the public purse.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report 0317FC09 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 7th March 2017 in the Council
Chamber, Shaftesbury Town Hall**

Principles of Good Practice

1. Purpose of Report

To consider a recommendation to adopt the Principles of Good Practice incorporating A Protocol for Member / Employee Relations policy

2. Recommendation

- 2.1. That the Principles of Good Practice incorporating A Protocol for Member / Employee Relations policy is adopted.

3. Background

- 3.1. At its meeting on 27th February 2017, the Human Resources Committee considered the Principles of Good Practice incorporating A Protocol for Member / Employee Relations policy and recommended that it be adopted (Minute HR63 refers)
- 3.2. A copy of the proposed protocol has been provided to all members by email on 25th January 2017.

4. Financial Implications

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

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report 0317FC10 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 7th March 2017 in the Council
Chamber, Shaftesbury Town Hall**

Notice of Motion 00015 – Resolution Tracker

1. Purpose of Report

To consider a Resolution Tracker

2. Recommendation

- 2.1. That a Resolution Tracker be added to all Council and Committee agendas and possibly to the Council website to enable the updating of members and the public on the progress of all resolutions from that Council or Committee.

3. Background

- 3.1. The Notice of Motion is provided at **Appendix C** and includes legal and financial implications.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk



Report Number		NoM	00015
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NOTICE OF MOTION

To be considered by (please delete as applicable)	FC	GEM	ROSE	P&H	HR
Title of Motion	Resolution Tracker				
Proposed by	Cllr Piers Brown				
Seconded by	Cllr Lester Taylor				
Proposed Resolution	A "Resolution Tracker" to be added to all Council and Committee Agendas and possibly the Council website to enable the updating of members and the public on the progress of all resolutions from that Council or Committee				
Background (provided by the proposer)	<p>Openness and transparency is essential to the good governance of a council. A lot of projects take time and the public deserve to know how their tax money is being spent and have a firm basis on which to hold the council to account. A method of openly tracking the progress of resolutions is also essential to ensure the timely and efficient delivery of council resolutions.</p> <p>It is not current policy for the town council to be briefed on the progress of resolutions. I believe it should be.</p> <p>A "Resolution Tracker" being added to all Council and Committee Agendas would update members and the Public on the progress of all resolutions from that Council or Committee.</p> <p>I would suggest that the table should have the following headings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Resolution Number <input type="checkbox"/> Traffic Light Status – Red / Amber / Green <input type="checkbox"/> Resolution Title <input type="checkbox"/> Officer(s) Responsible <input type="checkbox"/> Date of Resolution adoption 				

	<ul style="list-style-type: none"> <input type="checkbox"/> Estimated date of Completion of Resolution (Maximum of 3 months after agreed date of Resolution; unless agreed in Meeting for a later or earlier date) <input type="checkbox"/> Date of the Completion of the Resolution <input type="checkbox"/> Status of progress to date (see next a paragraph) <p>I would suggest that Traffic Light Status - Should be split into 3 categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Red – Not yet started <input type="checkbox"/> Amber – In progress <input type="checkbox"/> Green – Completed <p>Resolutions should be kept on the “Resolution Tracker” until the meeting after their completion, or the meeting after a further resolution to scrap that resolution.</p> <p>A separate “Confidential Resolution Tracker” accessible only by Councillors and Officers to also be kept.</p>
Background (provided by the Proper Officer)	The creation of an approved strategic plan and corresponding project plans will provide clear points of progress for the work of the Council. The method of reporting is an administrative task which is the responsibility of the Town Clerk.
Financial implication (anticipated by the proposer)	<p>Access to such updates would help to eliminate some correspondence between members, the public and officers, so saving time across the board.</p> <p>Within the council’s current management system there is already a document which allows offices to track the progress of resolutions. A little time would be needed to amend this document to make it clear, concise and ready for the public viewing (including the removal of confidential resolutions).</p> <p>It is hoped that this would save a little time for officers with-out costing much if anytime extra time in the initial adaptation of the existing document.</p>
Financial implications (anticipated by the Proper Officer)	Routine reporting of progress of agreed projects will not have a financial implication on the council. Detailed additional reporting will have a financial implication borne from additional officer time.
Legal implications	
Risks	

**Report 0317FC11 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 7th March 2017 in the Council
Chamber, Shaftesbury Town Hall**

Professional Services

1. Purpose of Report

To consider engaging LGRC's professional services

2. Recommendation

- 2.1. That the Council suspends Financial Order 11.1h removing the requirement to seek comparative quotes for orders under £25,000 to provide continuation of service for this resolution only.
- 2.2. That the Council engages the LGRC for professional services to deliver an outline strategic plan and core governing documents by 23rd May 2017 and delegates to the Town Clerk to agree the contract terms with the LGRC.

3. Background

- 3.1. At its meeting on 27th February 2017, the Human Resources Committee considered the work currently underway with the LGRC and the Interim Town Clerk. It recognised the importance of completing that work and recommended the continued engagement of the LGRC. (Minute reference HR65)
- 3.2. Officer recommendation is to continue the work with the LGRC rather than seek comparative quotes to provide continuity of service and quicker delivery of a strategic plan (LGRC already having run a consultation workshop with Members) and core governing documents.

4. Financial Implications

- 4.1. Financial implications to follow.

5. Legal Implications

- 5.1. The Town Council has the Power of General Competence.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report 0317FC12 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 7th March 2017 in the Council
Chamber, Shaftesbury Town Hall**

Westminster Memorial Hospital Working Group

1. Purpose of Report

To consider the future of the Westminster Memorial Hospital Working Group

2. Recommendation

- 2.1. That the Working Group's Terms of Reference are revised to reflect the conclusion of its original objectives and accommodate the progression desired by the group on behalf of the communities it has engaged with.

3. Background

- 3.1. Councillor Austin has updated members on the work of the Working Group following the conclusion of the CCG's consultation period.
- 3.2. The current Terms of Reference are provided at **Appendix D**

4. Financial Implications

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

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

The Council and the Westminster Hospital

Terms of Reference

DRAFT

Working Group

This Working Group is established by Shaftesbury Town Council to lead the community in its determination to ensure the future of the Westminster Memorial Hospital and its beds as a major asset to Shaftesbury and the surrounding community.

The Group is asked to determine the following:

1. To make representation to save the beds at the Westminster Memorial Hospital Shaftesbury
2. To identify reasons to keep the beds at the Westminster Memorial Hospital Shaftesbury
3. To establish legal ownership of the Hospital and determine whether the hospital was gifted and whether there are any conditions of use or restrictive covenants in place.
4. To establish the terms of agreement of its use by the NHS, funding of staffing and running costs, provision and maintenance of equipment and Service Level Agreements.
5. To establish the NHS Trusts who have a direct interest in the Hospital and their understanding of their "rights" of use
6. To understand the Dorset CCG and their relationship and/or agreements with other CCG's and Social Services
7. To establish whether discussions are taking place with the other CCG's
8. To establish which Town Councils, Parishes and other stakeholders who have an expectation of a say in the future of the Hospital. Make contact and extend an invitation to join Group.
9. To keep local Members of Parliament, District and County Council portfolio holder and other local organisations informed of the Working Group's actions in order to lead a co-ordinated response to the Consultation.

**Report 0317FC13 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 7th March 2017 in the Council
Chamber, Shaftesbury Town Hall**

In Commemoration Package

1. Purpose of Report

To consider providing a Royal Commemoration Package

2. Recommendation

- 2.1. That the Council purchases the items set out in the report for a Commemoration Box in the event of a Royal death.
- 2.2. That the Council adopts a Mourning Protocol for marking the death of a Senior National Figure or Local Holder of High Office.

3. Background

- 3.1. In the event of a Royal Death, books of condolence must be made available within 24 hours of the death. The Town Council is not obligated to provide a book of condolence however it is recommended that it provides one none-the-less.
- 3.2. The contents of the boxes prepared by the County Council in accordance with Royal protocol is;

		Plain	Printed with Town Crest /or Name
Condolence Sheets (16 entries per sheet)	100 sheets	£ 196.31	£ 228.09
	200 sheets	£ 200.33	£ 232.11
	500 sheets	£ 212.37	£ 244.15
Folder for Sheets (when signing) with Town Council name on front		£ 87.50	
To bind sheets into book, block title collect and return (per volume – 200 sheets to enable books to be sent to Dorset History Museum)		£ 150.00	
Black Table Cloth		£ 25.00	
Black Neck Ribbon for Mayor's/Deputy badges of Office		£ 60.00	
2 x Fountain Pens		£ 20.00	
Black Ties (6)		£ 60.00	
Silver Photo Frame		£ 15.00	
Large Black Storage Box		£ 10.00	
Total for 200 sheets		£ 627.83	£ 659.61

- 3.3. The Mourning Protocol has been circulated to Members by email.

4. Financial Implications

4.1. Budget allocation for current year (Mayors/Civic).....	£1,230.00
Surplus from Queens 90 th Event	+ £433.00
Estimated expenditure outlined as above	- <u>£695.61</u>
Budget remaining	<u>£967.39</u>

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report 0317FC14 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 7th March 2017 in the Council
Chamber, Shaftesbury Town Hall**

Officer Report and Future Meetings of the Council

1. Purpose of Report

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

2. Recommendation

2.1. That the Council notes the report and the date of its next meeting.

2.2. That the Council identifies matters for inclusion on its next agenda(s).

3. Date of next meeting

3.1. The next scheduled meeting of the Council is 11th April 2017

4. Items for next meeting

4.1. The Council is requested to consider items for inclusion on the agenda for its next meeting to provide sufficient time for matters to be researched and reports written for issue with the agenda papers and in turn provide for greater transparency and informed decision making.

4.2. Consideration should be given to the purpose of any subject for inclusion, an indication of what is hoped can be achieved by the items will help to focus the report and subsequent debate and avoid general discussion.

5. Financial Implications

There are no financial implications arising from this report

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk