



SHAFTESBURY TOWN COUNCIL

**GENERAL MANAGEMENT (GEM) COMMITTEE
MEETING**

You are summoned to attend a meeting of the General Management Committee which will be held in the Mayor's Parlour, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 22nd July 2014 commencing at 7:00pm at which your attendance is required.

Wednesday 16th July 2014

TO MEMBERS OF THE GEM COMMITTEE: Councillors R Tippins (Chair), Madgwick (Vice-Chair), Lewer, Pestell, Proctor and K Tippins

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: the three aims of the general duty of the Public Sector Equality Duty (eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, advance equality of opportunity between people from different groups and foster good relations between people from different groups), Crime and Disorder, Health and Safety and Human Rights.

AGENDA

PART 1 (PUBLIC ITEMS)

1. PUBLIC RECESS

Members of the public are invited to make representations to Shaftesbury Town Council on any matters relating to the work of the Council or to raise any issues of concern. (Public Bodies (Admission to Meetings) Act 1960).

2. APOLOGIES

To receive and consider for acceptance, apologies from those unable to attend.

3. DECLARATION OF INTERESTS AND DISPENSATIONS

- a) Members are reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed.
- b) To receive any dispensation requests received by the clerk and not previously considered.

4. EXEMPT ITEMS – EXCLUSION OF PRESS AND PUBLIC

Certain items are expected to include the consideration of exempt information and the Recreation, Open Spaces and Environment Committee is, therefore, recommended to resolve "That, in accordance with Section 100a(4) of the Local Government Act 1972, 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 exempt information, as defined in the respective paragraph of Part 1 of Schedule 12a of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

Item Number	Appendix
11	10

5. OFFICER'S REPORT

To receive the Clerk's verbal report updating the committee on previous items discussed by the committee that do not appear on the agenda and any items that have been received in the office between the publication of the agenda and the day of the meeting.

6. FINANCIALS

- a) To receive the finance report April 2014 to June 2014. (*appendix 1*)
- b) To receive and adopt the revised budget report for 2014/15 (*appendix 2*)
- c) To agree the budget setting process for the 2015/16 budget and precept request. (*appendix 3*)

7. COMMITTEE MATTERS

- a) To receive verbal report on the Public Conveniences and consider any actions arising.
- b) To receive report and quotation relating to the Town Hall fire alarm and resolve accordingly. (*appendix 4*)
- c) To consider grant requests received from the Football Club and Disability Action Group (*appendix 5*)
- d) To consider options regarding the council website for recommendation to Full Council. (*appendix 6*)

8. FOOTBALL CLUB

- a) To receive referral from the ROSE committee regarding offer for the Grounds Team to temporarily use the changing room facilities at the football club. (*appendix 7*)
- b) To receive referral from the ROSE committee regarding licence to occupy the clubhouse by the football club for meeting purposes. (*appendix 8*)

9. MONUMENT REPORT (*appendix 9*)

To receive the independent report into the Park Walk monument.

10. PUBLIC RECESS

Members of the public are invited to make further representations to Shaftesbury Town Council on any matters relating to the work of the Council or to raise any issues of concern. (Public Bodies (Admission to Meetings) Act 1960).

PART 2 (TO BE CONSIDERED WITHOUT THE PUBLIC AND PRESS PRESENT)

11. FINANCIALS (*appendix 10*)

To receive the External Audit Report



Claire Commons, Acting Committee Services Officer

FINANCIAL REPORT

Author: Locum Clerk

11th July 2014

Purpose:

To provide Members with background information and details of the Town Council's Finances for the first three months of the year from 1st April 2014 to 30th June 2014.

Recommendations:

- That the report be noted;
- That the Financial Report be adopted;
- That this information is provided on a monthly basis in future to the GEM Committee.

1. INTRODUCTION

- 1.1 This Financial Report covers the first three months of Council operation from 1st April to 30th June 2014.
- 1.2 The Annual Budget for 2014/15 has been reviewed and revised to enable greater accuracy regarding the Council's income and expenditure compared to budget allocated.
- 1.3 Shaftesbury Town Council has made a commitment to become more open and transparent especially with regard to its financial reporting.

2 MONTHLY PAYMENTS

- 2.1 The following payments were made during April, May and June 2014. Please note that VAT is included in the payments where applicable:

Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
01/04/2014	NDDC	DD31	£702.00	Rates Town Hall
01/04/2014	NDDC	DD31	£9.17	Rates Cemetery
01/04/2014	NDDC	DD31	£242.10	Rates Bell St Toilets
04/04/2014	British Telecommunications	dd31	£50.72	Line Rental Jan-Mar 852790
08/04/2014	Society of Local Council Clerk	011541	£108.00	Purchase Ledger Payment
08/04/2014	Clarity Copiers Ltd	011542	£161.34	Photocopying March
08/04/2014	Travis Perkins	011544	£85.80	Trowel, post crete
08/04/2014	The IT Department Solutions Lt	011545	£90.00	IT Support December
08/04/2014	Francis Carne Associates	011546	£43.81	Dog pick up Stickers/Posters
08/04/2014	Cllr Win Harvey	011547	£45.00	Travel to meetings
08/04/2014	Tracy Moxham	011548	£23.34	Spray Chalk Paint
08/04/2014	Local World	11543	£102.72	BVM Advert- Public Budget Meet
08/04/2014	Ben Johnson (Shaftesbury) Ltd	011549	£387.38	New Chain for Chain Saw
08/04/2014	Sydenhams	011550	£72.42	Rapid Fix
08/04/2014	British Gas	011551	£31.94	Electricity Football Club
08/04/2014	Bill Harvey Associates Ltd	011552	£3,000.00	Monitoring Gold Hill Wall
08/04/2014	Whitebridge Hire Services Ltd	011553	£585.93	Gloves
08/04/2014	British Gas	011554	£277.85	Electric Bell St Toilets
08/04/2014	HMRC	011555	£3,733.10	Tax/Ni Month 12

09/04/2014	Dorset Pension Fund	011556	£3,624.68	Dorset Pension Fund Month 12
09/04/2014	ND CAB	011557	£2,000.00	SLA ND CAB
09/04/2014	S & D Task Force	011558	£3,000.00	S & D Task Force
09/04/2014	Shaftesbury In Bloom	011559	£1,000.00	Shaftesbury In Bloom
09/04/2014	S & D Carers (HOPE)	011560	£2,500.00	S & D Carers (HOPE)
15/04/2014	Tesco Stores Ltd	dd31 63562	£328.44	Purchase Ledger Payment
15/04/2014	British Telecommunications	dd32	£235.46	Call Charges 852420
23/04/2014	Wessex Fire & Security Limited	011561	£531.96	Maintenance/ Monitoring intruder
23/04/2014	Richard Tippins	011562	£160.20	Travel various meetings NDDC
23/04/2014	Whitebridge Hire Services Ltd	011563	£44.26	hyd breaker
23/04/2014	Aqua cleaning Services	011564	£31.20	Toilet Rolls Bell Street
23/04/2014	Wincombe MOT & Repair Centre	011565	£52.50	Near Head Lamp Bulb
23/04/2014	North Dorset District Council	011566	£20.00	Mayor Charity Registration Fee
23/04/2014	Cllr Win Harvey	011568	£14.40	Travel to Civic Events
23/04/2014	Barbara Carter	011569	£150.00	CILCA Registration BC
23/04/2014	J Gregory-Stevens	011570	£3,573.30	War Memorial Investigation Rep
23/04/2014	British Gas	011571	£252.50	Electricity Town Hall
23/04/2014	Sage Uk Ltd	011572	£32.40	P60 Stationery year end
23/04/2014	North Dorset District Council	011573	£2,672.33	Election cost Christys Ward
23/04/2014	OCS Group UK	011574	£63.65	Sanitary Disposal annual fee
23/04/2014	Cider Apple Trees	011576	£216.00	Fruit Trees PW 0414/ROSE/06
23/04/2014	Signwriter	011578	£45.00	Update Mayoral Details
23/04/2014	Aqua cleaning Services	011579	£41.28	Toilet Rolls Town Hall
23/04/2014	Angel Springs Ltd	011580	£8.35	Drinking Water Town Hall
23/04/2014	Scats Countrystores Plc	011581	£89.99	Gloves, socks SHT
23/04/2014	Lyreco	011582	£222.95	Stamps
23/04/2014	The Play Inspection Company Lt	011583	£359.64	Playground Inspection Report
23/04/2014	S & D Tourism	011567	£4,000.00	S & D Tourism
23/04/2014	Caloo Ltd	011575	£14,754.00	Trim Trail Equipment Wincombe
23/04/2014	DCC School Crossing Fund	011577	£2,497.42	DCC School Crossing Fund
23/04/2014	Shaftesbury Brownies	011584	£300.00	Shaftesbury Brownies
23/04/2014	Shaftesbury Rainbows	011585	£100.00	Shaftesbury Rainbows
23/04/2014	Age Concern	011586	£500.00	Age Concern
23/04/2014	Comm Film Making Unit	011587	£300.00	Comm Film Making Unit
23/04/2014	Dorest Blind Assoc	011588	£500.00	Dorest Blind Assoc
23/04/2014	Equilibrium	011589	£500.00	Equilibrium
23/04/2014	Home Start	011590	£500.00	Home Start
23/04/2014	Little Giants	011591	£500.00	Little Giants
23/04/2014	ND Club Visually Impaired	011592	£200.00	ND Club Visually Impaired
23/04/2014	Rolt Millennium Green Trust	011593	£227.15	Rolt Millennium Green Trust
23/04/2014	Rotary	011594	£500.00	Rotary
23/04/2014	Shaftesbury Carnival	011595	£500.00	Shaftesbury Carnival
23/04/2014	Shaftesbury Chamber Of Comm	011596	£500.00	Shaftesbury Chamber Of Comm
23/04/2014	S & D Historical Soc	011597	£200.00	S & D Historical Soc
23/04/2014	Shaftes Arts Centre	011598	£500.00	Shaftes Arts Centre
23/04/2014	Shaftesbury Cricket Club	011599	£229.60	Shaftesbury Cricket Club
23/04/2014	Shaftes Day Centre	011600	£500.00	Shaftes Day Centre
28/04/2014	British Telecommunications	dd33	£64.80	Rental Charges 852790
30/04/2014	Salaries April	DD33	£21,176.99	April Wages
30/04/2014	Corona Energy	20159781	£232.81	Gas Town Hall Mar-Apr
		Total April 14	£80,305.88	

Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
01/05/2014	NDDC	DD35	£707.00	Rates Town Hall
01/05/2014	NDDC	DD35	£14.00	Rates Cemetery
01/05/2014	NDDC	DD35	£240.00	Rates Bell St Toilets
05/05/2014	Shaftesbury Fringe	011661	£380.00	Shaftesbury Fringe
05/05/2014	Shaftesbury Town Band	011662	£1,000.00	Shaftesbury Town Band
05/05/2014	Shaftesbury Youth Club	011663	£500.00	Shaftesbury Youth Club
05/05/2014	Swans Trust	011664	£500.00	Swans Trust
05/05/2014	Tobys	01165	£450.00	Tobys
05/05/2014	Victim Support	011666	£500.00	Victim Support
08/05/2014	British Telecommunications	dd35	£43.27	Mobile Phones
12/05/2014	The IT Department Solutions Lt	011670	£90.00	Monthly Support Charge
12/05/2014	Aqua cleaning Services	011672	£46.80	Jumbo Toilet Rolls
12/05/2014	Lyreco	011673	£208.79	Stamps
12/05/2014	Allen's Pest Control Solutions	011674	£150.00	Pest Control Park Walk Apr/Jul
12/05/2014	Dorset County Council	011676	£389.48	Refuse April - June
12/05/2014	Wessex Fire & Security Limited	011677	£25.00	Lamps for Bell St Toilets
12/05/2014	RBS Software Solutions	011678	£593.04	Year End Close Off 2013/14
12/05/2014	Sage Uk Ltd	011679	£360.00	Annual Payroll Licence Sage
12/05/2014	British Gas	011680	£15.61	Electric Football Club
12/05/2014	Nantes Solicitors	011681	£600.00	Legal Fees
12/05/2014	Clarity Copiers Ltd	011682	£205.91	Photocopying April
12/05/2014	Travis Perkins	011683	£48.76	Work Boots AD
12/05/2014	Ben Johnson (Shaftesbury) Ltd	011684	£62.36	Nylium starline
12/05/2014	HMRC	011668	£3,127.33	Tax/NI Payment Month 1
12/05/2014	DCC Pension Fund	011669	£2,760.75	DCC Pension Fund
12/05/2014	Tobys	011675	£2,000.00	Toby's SLA
14/05/2014	Tesco Stores Ltd	dd36	£281.73	Fuel April
19/05/2014	Safe Custody Hold	DD36	£45.00	Safe Custody Hold
23/05/2014	Local World	011685	£231.12	Annual Assembly Meeting Adver
23/05/2014	The IT Department Solutions Lt	011686	£90.00	Monthly Support Charge
23/05/2014	Astech Environmental Services	011687	£354.00	Asbestos Survey- Football Club
23/05/2014	Angel Springs Ltd	011689	£25.81	Drinking Water Town Hall
23/05/2014	EG. Coles	011690	£74.26	Repairs to mower
23/05/2014	British Gas	011692	£256.99	Electricity TH
23/05/2014	Travis Perkins	011694	£63.87	Timber
23/05/2014	Scats Countrystores Plc	011695	£174.89	Grease Gun
23/05/2014	Aqua cleaning Services	011696	£40.68	Paper Towels/Toilet Rolls
23/05/2014	Ben Johnson (Shaftesbury) Ltd	011699	£21.58	Lawn Mower Blades
23/05/2014	Pocock Storage	011700	£195.00	Storage of Monument Mar-May
23/05/2014	Cliff Skey	011701	£300.00	Town Crier 2013/14
23/05/2014	Green Acre Farm Shop	011702	£218.00	Plants for Park Walk
23/05/2014	Shaftesbury & District Carers	011703	£292.50	Buffett Civic Event 5/4 SP
23/05/2014	Barbara Carter	011688	£81.90	Town Clerks Meeting NDDC
23/05/2014	Paul Russell	011691	£274.00	Travel Paul - Esso Fuel Receipt
23/05/2014	Cllr Simon Pritchard	011693	£367.70	Travel/Civi Expenses Simon
23/05/2014	Cllr Simon Pritchard	011704	£78.15	Wrapping paper for gifts
23/05/2014	DCC	011698	£35.00	Highways Search Enquiry Park W
28/05/2014	Burfitt & Garrett	011705	£336.00	Repair to door frames - Bell S
28/05/2014	Petty Cash	011706	£145.41	Petty Cash
30/05/2014	Salaries May 2014	DD38	£21,289.22	Wages May
		Total May 14	£40,879.30	

Date Paid	Payee Name	Cheque Ref	Amount Paid	Transaction Detail
02/06/2014	NDDC	DD40	£707.00	NDDC Rates
02/06/2014	NDDC	DD40	£14.00	NDDC Rates
02/06/2014	Investec Direct	DD40	£214.03	Photocopier Lease
02/06/2014	Nat West	DD40	£2.09	Safe Custody Hold
02/06/2014	NDDC	DD40	£240.00	NDDC Rates
04/06/2014	British Telecommunications	dd40	£33.04	Purchase Ledger
04/06/2014	Corona Energy	dd40.	£135.48	Gas TH /April
13/06/2014	Tesco Stores Ltd	dd41	£304.60	Purchase Ledger
18/06/2014	HMRC	011707	£3,298.62	Tax/NI Month 2
18/06/2014	DCC Pension Fund	011708	£2,594.25	Pension Fund May
24/06/2014	Cumbria Clock Company Ltd	011601	£150.00	Annual Service Town Hall Clock
24/06/2014	Banyards	011602	£234.00	To supply and plant tree
24/06/2014	Local World	011603	£231.12	Annual Assembly advert BVM
24/06/2014	Proludic	011604	£1,778.13	Replacement Equip Wincombe
24/06/2014	Russell Play	011605	£258.00	Fuel Cost 16/05-05/06
24/06/2014	Tracy Moxham	011606	£47.74	Red Bin Liners
24/06/2014	DAPTC	011607	£1,033.21	DAPTC Annual sub 14/15
24/06/2014	Perry & Son Limited	011608	£665.64	Remove Planters Park Walk
24/06/2014	British Gas	011609	£178.78	Correction to invoice
24/06/2014	Sydenhams	011709	£38.64	Repairs to benches Park Walk
24/06/2014	British Gas	011710	£26.41	Electricity Football Club
24/06/2014	Cllr Win Harvey	011711	£114.82	Hosting the Mayor of Lindlar
24/06/2014	Ben Johnson (Shaftesbury) Ltd	011712	£206.09	Chain Oil
24/06/2014	Aqua cleaning Services	011713	£126.60	Air Freshners, toilet rolls
24/06/2014	Whitebridge Hire Services Ltd	011714	£548.40	Red Diesel
24/06/2014	Travis Perkins	011715	£11.72	Fence post - St James
24/06/2014	Scats Countrystores Plc	011716	£57.04	Chain for Barton Hill Gate
24/06/2014	Lyreco	011717	£130.01	Stationery
24/06/2014	ASL (Locksmiths)	011718	£163.20	New lock fitted to store room
24/06/2014	The IT Department Solutions Lt	011719	£90.00	Monthly Support charge
24/06/2014	Ben Johnson (Shaftesbury) Ltd	011720	£28.04	New Strimmer Head
25/06/2014	The Salt Cellar	011610	£297.00	Wine & Canapes Mayor Making
25/06/2014	Cougar Computers Ltd	011611	£21.25	Ergonomic keyboard CC
25/06/2014	Clarity Copiers Ltd	011612	£213.44	Photocopying May
25/06/2014	Stannah Lift Services Ltd	011613	£188.40	Repair to Stairlift TH
25/06/2014	DAPTC	011614	£40.00	Cemetery Management course TM
25/06/2014	WPS Insurance Brokers	011615	£15,947.43	Commercial Combined insurance renew
30/06/2014	Accounts & Audit Services Ltd	011616	£1,450.05	Internal Audit 2013/14
30/06/2014	Lester Dibben	CALLREF2	£90.00	Cllr Allowance
30/06/2014	M Madgwick	CALLREF2	£72.00	Cllr allowance
30/06/2014	J Lewer	CALLREF2	£72.00	Cllr allowance
30/06/2014	M Hicks	CALLREF2	£72.00	Cllr allowance
30/06/2014	S Clinch	CALLREF2	£90.00	Cllr allowance
30/06/2014	WHarvey	CALLREF2	£72.00	Cllr allowance
30/06/2014	Salaries/Wages June	CALLREF2	£21,792.78	June Wages
		Total June 14	£54,079.05	

2.2 Please see the attached detailed income and expenditure by budget heading report for April, May and June 2014.

- 2.3 The table below gives details of balances held as at 30th June 2014 by the Town Council:

Account	Balance
Natwest Current A/C	£142,706
Natwest Reserve A/C	£89,408
Petty Cash	£91
Total Balances held as at 30th June 2014	£232,205

- 2.4 The table below gives an overview of income and expenditure for the first two months of the year. These figures exclude VAT:

	Year to Date	Budget	Variance
Expenditure	£155,529	£544,097	£388,568
Income	£205,661	£441,230	-£235,569
Net Expend/Income	-£50,132	£102,867	£152,999

- 2.5 Please note that the budget includes a sum of £113,500 representing the Capital Replacement Reserve.
- 2.6 To date for the first two months Council has spent 28.6% of its budget and received 46.6% of its income. The income figure is due to the receipt of the first of two precept instalments. Expenditure in the first 3 months included one off payments for insurance £20,694 (£5,694 over budget), £9387 grant funding and £17,497 Service Level Agreements. Hence the percentage is slightly higher than 25% expected in Quarter One.

Risk Management

Financial and Procurement Implications

- There are no immediate financial implications identified.
- Value for money will be sought by obtaining more than one quotation for capital projects.
- Any further financial implications will be reported.

Links to Corporate Plan

- There are currently no specific links to the Corporate Plan
- Shaftesbury Town Council is committed to increasing its involvement in managing and delivering local government services within the parish.

BUDGET REPORT

Author: Locum Clerk

11th July 2014

Purpose:

To provide Members with an update on the budget revisions that have been undertaken to formalise the Council's budget for 2014/15.

Recommendations:

- That the report be noted;
- That the revised budget be formally adopted subject to any amendments that may be required.

1. INTRODUCTION

- 1.1 Council set its budget and precept at the end of January 2014. However, when the original budget was assessed by the Locum Clerk there were a number of anomalies which needed to be addressed.
- 1.2 A review of the budget was undertaken and a revised budget produced. This report outlines the revised budget which Council will work with in 2014/15.
- 1.3 The amended budget has been inputted into the RBS Omega financial system and all future financial reports will be set against the revised budget.

2 THE BUDGET

- 2.1 The budget has been developed under a series of heading. Background papers acknowledged some of these headings but did not accurately reflect the layout of the Council's finances as set out in its software package.
- 2.2 The revised budget has utilised the accounts layout to help improve transparency and simplify the future reporting processes and procedures. It is recommended that all future reports will be generated via the accounts package.

- 2.3 The Personnel budget is set out below:

Personnel		2013/14	2014/15	2014/15
		Actual	Budget	Budget
402	Salary Costs			
4000	Salaries	£162,654	£154,642	£171,236
4005	Employers NI	£11,064	£10,792	£15,411
4006	Employers Superann	£31,027	£22,784	£32,535
4010	Staff Training	£487	£500	£300
	Staff Travel & Sub	£698	£0	£0
	Staff Advertising	£0	£0	£0
	Expenditure	£205,930	£188,718	£219,482

1360	Street Cleaning	£9,500	£9,800	£9,800
	Income	£9,500	£9,800	£9,800

2.4 Based on expenditure incurred in 2013/14 the increase in budget allocation for this cost centre was advisable. Council may wish to consider including a budget for staff travel and subsistence and advertising by virement from 302/4000

2.5 The revised budget for Admin and Corporate expenses is outlined below:

Administration and Corporate				
		2013/14	2014/15	2014/15
301	Civic	Actual	Budget	Budget
4301	Civic Allowance	£2,129	£2,500	£2,000
4302	Cllr Allowances	£3,570	£2,520	£3,270
4310	Cllr Training	£21	£100	£400
4315	Hospitality	£42	£200	£200
4311	Cllr Travel & Sub	£923	£150	£400
	Expenditure	£6,685	£5,470	£6,270
		2013/14	2014/15	2014/15
302	Legal & Professional	Actual	Budget	Budget
4325	Audit	£4,504	£2,000	£2,000
4326	Books/Subs	£3,001	£1,500	£1,700
4330	Insurance	£17,484	£14,000	£15,000
4340	Legal Fees	£3,902	£8,000	£8,000
4341	Professional Fees	£6,262	£0	£0
4342	Election costs	£2,329	£0	£0
	Expenditure	£37,482	£25,500	£26,700
		2013/14	2014/15	2014/15
304	Finance	Actual	Budget	Budget
1577	Contingency	£1,124	£0	£3,723
4286	Neighbourhood Plan	£201	£0	£0
	Expenditure	£1,325	£0	£3,723
1340	Bank Interest	£36	£0	£0
1351	Grants	£5,000	£0	£0
1352	NP Grant	£6,300	£0	£0
1376	Precept	£344,320	£344,320	£379,000
1377	Transitional Grant	£18,180	£0	£0
	Income	£373,836	£344,320	£379,000

		2013/14	2014/15	2014/15
401	General Running Costs	Actual	Budget	Budget
4265	General supplies	£251	£0	£0

4345	Advertising	£1,088	£500	£1,000
4400	Printing/Stationery	£3,999	£4,000	£3,800
4401	Postage	£723	£500	£700
4410	Telephone	£1,937	£1,750	£1,770
4415	IT Support	£3,193	£1,000	£2,060
4420	Office Equipment	£292	£500	£500
	Expenditure	£11,483	£8,250	£9,830

2.6 There may be some danger with overspending against budget especially with regard to insurance. Otherwise the year should come in on budget.

2.7 The revised budget for open spaces and recreation is below:

Open Spaces & Recreation				
		2013/14	2014/15	2014/15
103	General Grounds	Actual	Budget	Budget
4020	Sub Contract Labour	£609	£500	£1,000
4150	Rates & Services	-£5,327	£4,000	£1,700
4155	Electricity	£435	£0	£500
4165	Water Rates	£2,271	£0	£2,300
4250	Repairs/Maintenance	£3,515	£3,500	£3,500
4256	Treework & Fencing	£420	£0	£1,500
4261	Refuse Collection	£2,213	£1,800	£2,250
4265	General Supplies	£1,221	£0	£0
4270	Equipment Repairs	£1,744	£2,000	£2,000
4271	Equipment Purchases	£438	£0	£2,000
4274	New Grounds Unit	£4,752	£4,000	
4275	Equipment Hire	£588	£500	£500
4280	Fuel	£3,671	£2,500	£3,000
4281	Motor Expenses	£3,693	£2,000	£2,000
4285	PPE	£559	£300	£600
4290	Playground Inspections	£300	£350	£400
4299	Contingency	£0	£0	£2,650
	Expenditure	£21,102	£21,450	£25,900
1103	Rents	£550	£800	£800
1301	Misc Income	£2,737	£0	£0
	Income	£3,287	£800	£800

2.8 Adequate budget provision for open spaces and recreation has been made.

2.9 The revised budget for community services is below:

Community Services				
		2013/14	2014/15	2014/15

101	Allotments	Actual	Budget	Budget
4165	Water Rates	£612	£785	£500
	Expenditure	£612	£785	£500
1376	Allotment Rents	£1,610	£995	£1,630
	Income	£1,610	£995	£1,630
		2013/14	2014/15	2014/15
102	Cemetery	Actual	Budget	Budget
4150	Rates & Services	£330	£300	£135
4165	Water Rates	£84	£0	£45
	Expenditure	£414	£300	£180
1376	Cemetery Income	£2,027	£2,000	£2,000
	Income	£2,027	£2,000	£2,000
		2013/14	2014/15	2014/15
105	Local Delivery Service	Actual	Budget	Budget
4150	Rates & Services	£2,356	£1,500	£2,405
4155	Electricity	£641	£0	£650
4165	Water Rates	£1,415	£0	£1,500
4175	Car Parking Contribution	£2,000	£0	£2,000
4250	Repairs/Maintenance	£592	£4,500	£600
4260	Cleaning Supplies	£1,258	£0	£1,300
4265	General Supplies	£174	£0	£190
	Expenditure	£8,436	£6,000	£8,645
1376	Street Markets	£7,000	£6,300	£7,000
1503	Parish Contributions	£672	£1,000	£1,000
	Income	£7,672	£7,300	£8,000
		2013/14	2014/15	2014/15
201	Town Hall	Actual	Budget	Budget
4150	Rates & Services	£6,885	£13,250	£7,065
4155	Electricity	£1,525	£0	£1,600
4160	Gas	£2,149	£0	£2,200
4165	Water Rates	£277	£0	£300
4200	Civil Wedding Costs	£530	£0	£530
4250	Repairs/Maintenance	£1,546	£4,000	£5,205
4260	Cleaning Supplies	£555	£750	£600
4265	General Supplies	£278	£0	£500
4271	Equipment Purchases	£180	£0	£500
	Expenditure	£13,925	£18,000	£18,500
1201	Hall Hire	£0	£0	£23,000

1203	Weddings	£2,115	£2,000	£0
1204	Shop Rents	£18,000	£18,000	£18,000
	Income	£20,115	£20,000	£41,000

2.10 It appears that adequate budget provision for community services has been made.

2.11 The revised budget for Grants & SLAs is below:

Grants & SLAs		2013/14	2014/15	2014/15
		Actual	Budget	Budget
303	Grants & SLAs			
4350	Community Grants	£11,227	£10,000	£10,000
4351	Section 137	£772	£2,000	£2,000
4352	SLAs	£34,427	£51,221	£0
4353	Community Chest	£3,000	£0	£7,000
	Expenditure	£49,426	£63,221	£19,000

2.12 A breakdown of SLA provision is below. Please note that a sum for the swimming pool has been included in the revised budget:

4352	Task Force	£6,000
4352	Swimming Pool	£23,000
4352	North Dorset CAB	£4,000
4352	SDTA (Tourism)	£8,000
4352	Toby's	£4,000
4352	School Crossing Patrol	£2,500
4352	HOPE	£4,500
4352	Shaftesbury in Bloom	£2,000
	Expenditure	£54,000

2.13 The revised budget relating to the capital replacement fund is below::

Capital Replacement Fund		2013/14	2014/15	2014/15
		Actual	Budget	Budget
902	Capital Replacements			
4900	Capital Spend	£37,682	£0	£0
4901	Capital S137	£4,163	£0	£0
1301	Misc Income	-£2,555	£0	£0
4905	Town Hall Building Fund	£0	£0	£10,000
4908	Toilets	£0	£0	£11,000
4906	Play Equipment	£0	£0	£12,000
4907	Grounds Equipment	£0	£0	£5,000
4909	Gold Hill Wall	£0	£0	£5,000
4910	Street Furniture	£0	£0	£1,000
4911	Open Spaces Building Fund	£0	£0	£2,000
4912	Energy System Replacement	£0	£0	£5,000

	Expenditure	£39,290	£0	£51,000
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- 2.14 The allocations have been added to the balances outlined in 3 below for future capital projects.

3 BALANCES

- 3.1 Council has allocated the following balances to the projects below:

		Balance	Allocation	Total
4905	Town Hall Building Fund	£25,000	£10,000	£35,000
4906	Playground Equipment	£42,000	£12,000	£54,000
4907	Grounds Equipment	£5,000	£5,000	£10,000
4908	Public Conveniences	£21,500	£11,000	£32,500
4909	Gold Hill Wall	£5,000	£5,000	£10,000
4910	Street Furniture	£500	£1,000	£1,500
4911	Open Spaces Building Fund	£2,000	£2,000	£4,000
4912	Energy System Town Hall	£5,500	£5,000	£10,500
4916	Bus Shelters	£1,500	£0	£1,500
4917	Cycle Route	£1,500	£0	£1,500
4918	CCTV	£4,000	£0	£4,000
		£113,500	£51,000	£164,500

4 CONCLUSION

- 4.1 The annual budget has been revised in order to improve understanding and transparency for both Councillors and members of the public.
- 4.2 It is recommended that when developing the Council's budget for 2015/16 the format above is utilised to help achieve greater accuracy.

Risk Management

Financial and Procurement Implications

- There are no immediate financial implications identified.
- Value for money will be sought by obtaining more than one quotation for capital projects.
- Any further financial implications will be reported.

Links to Corporate Plan

- There are currently no specific links to the Corporate Plan
- Shaftesbury Town Council is committed to increasing its involvement in managing and delivering local government services within the parish.

BUDGET SETTING PROCESS

Author: Acting Committee Services Officer

14th July 2014

Purpose:

To provide members with the proposed budget setting process

Recommendations:

- That the committee consider the budget setting process and make an appropriate recommendation to Full Council for ratification.

The town council reviewed its budget setting process in 2011/2012 and the revised process achieved the council's stated aims of:

1. developing members' involvement in the budget setting process
2. providing longer 'thinking' time for councillors to digest the budget and its implications and familiarise themselves with the options
3. enhancing public involvement
4. providing a proper opportunity for councillors to consider the outcomes of the public involvement
5. re-instating the involvement of the GEM Committee

Committees carried out service efficiency reviews from July-September. The service reviews contained a 'maintain', 'improve' and 'cut' option.

Maintain – the costs of providing the service exactly as it has been provided during the current year

Improve – the costs of uplifting the service provision to a higher standard

Cut – ways in which the service cost could be reduced

Each committee then identified its preferred option for each service and these were fed into a consolidated budget by the RFO at the end of September. This information was presented to members at a Council budget workshop in mid October. At this stage members were asked which proposals they wished to take forward having considered the options and the overall impact on the budget. The outcomes of this workshop were then collated and issued to members.

A public workshop then followed in early November. The outcomes of this meeting were then be issued to members and followed by a second workshop in mid November giving members an opportunity to consider the outcomes of the public meeting.

The resulting budget was then sent to GEM for its consideration at the end of November. The recommendation from GEM was then considered by Full Council at the beginning of January and the precept request made at the end of January.

The schedule for 2014/2015 is proposed below and where changes have been made to the process, the rationale is provided:

Planning Committee review services	Tuesday 9 th September 2014
ROSE Committee review services	Tuesday 23 rd September 2014
GEM Committee review services and recommendations from committee	Tuesday 30 th September 2014
Collated budget and papers issued	Beginning of October 2014
First Council workshop	Tuesday 7 th October 2014
Full Council ¹	Tuesday 14 th October 2014
Budget considered at GEM	Tuesday 4 th November 2014
Full Council ²	Tuesday 18 th November 2014
Final alterations through GEM	Tuesday 9 th December 2014
Budget set at Full Council	Tuesday 6 th January 2015

¹ Instead of a public budget workshop, the Full Council meeting can open up to the public to receive input regarding the budget in the same manner that previous public budget workshops have. The council is then also in session to allow resolutions to be made if required,

² The opportunity for a second public meeting can be held at the Full Council meeting if required. At this meeting the council would also receive risk assessments in order that any financial implications arising from those can be fed into the budget.

Risk Management

Financial and Procurement Implications

- By considering the budget at a workshop after gathering input from all committees the council has the opportunity to ensure that all its plans for the forthcoming year are accounted for.
- By providing 2 Full Council meetings specifically advertised for members of the public to contribute, the electorate will have input into what it wishes the Town Council to spend its precept on.
- The Annual Risk Assessment has been moved to allow its incorporation into the budget setting process thereby mitigating against unexpected expenditure

Links to Corporate Plan

- The budget setting process will link to all areas of the corporate plan.
- Shaftesbury Town Council is committed to increasing its involvement in managing and delivering local government services within the parish.

TOWN HALL FIRE ALARM REPORT

Author: Acting Deputy Town Clerk

14th July 2014

Purpose:

To receive report and quotation relating to the Town Hall Fire Alarm and resolve accordingly

Recommendations:

- That the Committee resolve to carry out the works to the Fire Alarm as specified in the report

Following a routine maintenance visit for the Town Hall's Fire Alarm System, it has been identified that remedial works are required.

The scope of the works include:

- To provide a zone plan for the building fire alarm system
- To install a double pole isolation keyswitch for the fire alarm panel mains supply
- The fault buzzer on the fire alarm panel is faulty, and would recommend that the fire alarm panel be replaced.

The cost to supply, install and commission the equipment detailed above has been quoted at £892.50 +VAT

Risk Management

Financial and Procurement Implications

- Total cost of £892.50 from budget 201:4250 Town Hall:Repairs & Maintenance

Links to Corporate Plan

- There are currently no specific links to the Corporate Plan
- Shaftesbury Town Council is committed to increasing its involvement in managing and delivering local government services within the parish.

COMMUNITY GRANTS REQUESTS REPORT

Author: Acting Deputy Town Clerk

14th July 2014

Purpose:

To provide Members with information relating to two additional Community Grant Applications received

Recommendations:

- That the Committee consider supporting the grant requests to a maximum of £500 per application.

Community Grants 2014/2015

Community Grants budgets for the financial year 2014/2015 amount to £10,000 for Community Grants and £2,000 for s137 Grants. A total amount of £9,386.75 and s137 Grants of £500 has been paid to date, leaving a further £1,113.25. Of this amount £380 for Shaftesbury Fringe and £250 for Shaftesbury WW1 Legacy project are to be paid following receipt of documentation. The amount unallocated for Community Grants stands at £516.75, with £1,500 for s137 Grants.

Additional Grant Applications

A grant application was received by Shaftesbury Sport Club Ltd which was rejected at the General Management meeting held on 8th April 2014, as it was understood that the Town Council are unable to pay grants to a limited company. The application has now been re-submitted by Shaftesbury Football Club for a grant towards the cost of Affiliation to the Football Association and towards the purchase of the mower. The Football Club have requested that they would appreciate as much as the Council could award. In order for the club to affiliate within the required time, they sought interim funding from the Shaftesbury and District Task Force for the sum of £500 which is anticipated to be reimbursed. The statutory authority for this would be Local Government (Miscellaneous Provisions) Act 1976 s19.

An application has been received from Disability Action Group (North Dorset) to enable financial support in providing affordable mobility scooter hire and repair service. Their letter follows this report. The statutory authority for this would be Local Government Act 1972 s137.

Risk Management

Financial and Procurement Implications

- Should the documentation not be received from Shaftesbury Fringe and/or Shaftesbury WW1 Legacy Project, up to a further £630 may be available in Community Grants.

Links to Corporate Plan

- There are currently no specific links to the Corporate Plan
- Shaftesbury Town Council is committed to increasing its involvement in managing and delivering local government services within the parish.

TOWN COUNCIL WEBSITE REPORT

Author: Acting Deputy Town Clerk

14th July 2014

Purpose:

To request members to consider the replacement of the Town Council's website, and to become independent of shaftesburydorset.co.uk, but remain linked (as per the Tourist Information Centre)

Recommendations:

- To consider web provision for the Town Council.

Town Council Website

A number of comments have been received from the public and members in respect of the information and presentation of the Town Council's current website.

The current site is unable to support an internal intranet for Councillor and staff use, and does not enable to use of on-line forms, surveys or feedback nor formatting such as tables. The Council have also expressed an interest in using a .gov.uk domain name and email address(s).

It is recommended to form a small working group to enter into discussions with the Task Force regarding existing provision and any obligation and consideration of future provision.

Risk Management

Financial and Procurement Implications

- No financial implications at this point.

Links to Corporate/strategic Plan

- Review of the Town Council's information Technology systems and provisions
- Shaftesbury Town Council is committed to increasing its involvement in managing and delivering local government services within the parish.

GROUNDS TEAM USE OF THE FOOTBALL CLUB CHANGING ROOMS REPORT

Author: Acting Deputy Town Clerk

14th July 2014

Purpose:

To receive the referral from the Recreation, Open Spaces and Environment Committee to consider an offer from Shaftesbury Football Club to provide temporary accommodation for the Grounds Team for use of the Football Club changing rooms.

Recommendations:

- That the offer is accepted.
- That the office is delegated to make the appropriate arrangements regarding condition of use.

Grounds Team temporary use of the Football Club changing rooms

An offer from Shaftesbury Football Club was made at the Recreation, Open Spaces and Environment Committee on 8th July 2014, by Shaftesbury Football Club for the Town Council's Grounds Team to have temporary use of the changing rooms until a more permanent arrangement was in place.



Risk Management

Financial and Procurement Implications

- There is no financial expenditure to consider at this point. Costs for utilities will be reported to the committee.
- Any further financial implications will be reported.

Links to Corporate Plan

- There are currently no specific links to the Corporate Plan
- Shaftesbury Town Council is committed to increasing its involvement in managing and delivering local government services within the parish.

LICENCE TO OCCUPY FOOTBALL CLUBHOUSE REPORT

Author: Acting Deputy Town Clerk

14th July 2014

Purpose:

To consider a licence to occupy the Football Clubhouse and training pitch for Shaftesbury Football Club committee meetings

Recommendations:

- That a licence to occupy is provided for the training pitch and clubhouse, excluding the office and changing room areas, for a period of 3 years.
- Provision be offered for holding Football Club Committee meetings, without charge at the Town Hall, as an alternative

Football Clubhouse

The Football Clubhouse is currently unoccupied and has been since April 2013. The carpet in the bar area and the function room floor would need to be professionally cleaned before any licence could be issued, and quotations are currently being sought.

The committee are asked to recommend a 3 year licence to be issued for the training pitch and clubhouse (excluding the office and changing rooms which may be used by the Council for Grounds Team accommodation). The licence plan to include an internal plan of the building marking the areas included.

The committee are also requested to set the fee for the licence period.

Risk Management

Financial and Procurement Implications

- To cover the cost of cleaning carpet in bar area and function room floor.
- Insurance implications, the clerk will speak to this.

Links to Corporate Plan

- There are currently no specific links to the Corporate Plan
- Shaftesbury Town Council is committed to increasing its involvement in managing and delivering local government services within the parish.

MONUMENT REPORT

Author: Acting Committee Services Officer

14th July 2014

Purpose:

To consider the draft monument report

Recommendations:

- That the committee consider the report for adoption.

The commissioned report has been provided and the author recommends that it is issued for comment as there are number of key conclusion that have been drawn as documentation to the contrary has not been available.

Submission of documents that may affect the conclusion of the report are invited but it is stressed that these should be documents and not comments or hearsay.

Risk Management

Financial and Procurement Implications

- There are no financial implications at this point.

Links to Corporate Plan

- Shaftesbury Town Council is committed to increasing its involvement in managing and delivering local government services within the parish.