



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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Website:www.shaftesburydorset.com

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

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

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

You are required to attend a Meeting of the General Management Committee to be held on Tuesday 2nd December 2014 in the Council Chamber, Shaftesbury Town Hall commencing at 6.00pm for the transaction of the business shown on the agenda below.

Richard Chapman

Interim Town Clerk

Members are reminded of their duty under the code of conduct

Public Participation

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

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

Agenda Item	
1.	Apologies for Absence To receive apologies for absence and consider reasons for non-attendance
2.	Declarations of Interest To receive declarations of any pecuniary interests
3.	Minutes To approve the minutes of the General Management Committee meeting held on 4 th November 2014 <i>Minutes are available at the Town Council offices or www.towncouncil.shaftesburydorset.com</i>
4.	Budget and Precept 2015/16 Report 1214/GEM/04 attached
5.	Telephones Report 1214/GEM/05 attached

Agenda Item	
6.	Online Banking Report 1214/GEM/06 attached
7.	Internal Audit Visit 1 of 3 report Report 1214/GEM/07 attached
8.	NJC Agreement Report 1214/GEM/08 attached



**Report of the Town Clerk to
a Meeting of General Management Committee
to be held on Tuesday 2nd December 2014
In the Council Chamber, High Street Shaftesbury at 6.00pm**

BUDGET AND PRECEPT 2015/16

1.0. Purpose of Report

- 1.1. For recommendation.

2.0. Recommendation

- 2.1. To recommend Option 1 to Council for adoption of the Budget and Precept for 2015-2016

3.0. Background

- 3.1. Committees met during September to put their requests for the 2015-16 budget.
- 3.2. Council directed the Clerk to keep any increase to a minimum and not to exceed the rate of inflation of 2.4%
- 3.3. The budget has been prepared with 5 options, all cost implications for households are based on Band D equivalents. Outlined in Financial Implications and detailed at Appendix A.
- 3.4. Town and Parish Councils are not subject to capping this year.
- 3.5. The Town Council's budget has been consistently tight which has left no room to manoeuvre to accommodate changes through the year.
- 3.6. The Budget accommodates expenditure where there has previously been no budget allocation.
- 3.7. The Council has received communication from Shaftesbury Youth Club and Little Giants requesting a service level agreement of approximately £2,500 per annum. This has not been included in the budget setting process to date and the committee should consider if it wishes this to be included in the budget figures. Letter at appendix B of this report.

4.0. Financial Implications

- 4.1. The 5 Options are;
- 4.1.1. All requests met. 74p per week increase (£38 per annum)
- 4.1.2. No capital projects. 0.4p per week increase. Note, capital reserves for Playground equipment, street furniture and open spaces have been removed as capital projects were identified in these areas.
- 4.1.3. 2.4% increase. 6p per week increase. This allows only £8,500 for Capital Projects, 8% of the original requested amount.
- 4.1.4. No change in precept request. Achievable by reducing capital reserves by 50% (the Swimming Pool remains at £25,000 as a resolution has been passed to keep this level of funding for 3 years)
- 4.1.5. Reduced Grants and SLA budget line. 69p per week increase. This is achievable by cutting the SLA budget by 2.5% and the grant budget by 50%.

5.0. Legal Implications

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

End.

Richard Chapman
Town Clerk

Report 12/14/GM/02

APP A

SHAFTESBURY TOWN COUNCIL
COUNCIL BUDGET WORKSHOP 2015/2016

Accepted at FC

	Option 1	Option 2	Option 3	Option 4	Option 5
	2015/2016	2015/2016	2015/2016	2015/2016	2015/2016
	All requests 27.97%	No Capital projects 0.16%	Rate of inflation 2.40%	No Change in precept request 0.00%	Reduced Grants & SLA 26.18%
	2013/2014	2014/2015	2015/2016	2015/2016	2015/2016
Personnel	£177,726	£209,682	£230,505	£230,505	£230,505
Administration and Corporate	£39,720	£42,800	£59,070	£59,070	£59,070
Open Spaces and Recreation	£20,000	£23,100	£28,500	£28,500	£28,500
Community Services	-£26,000	-£26,305	-£30,673	-£30,673	-£30,673
Total net revenue expenditure	£211,446	£249,277	£287,402	£287,402	£287,402
Service Level Agreements and Grants	£63,221	£43,000	£43,497	£43,497	£36,710
Capital Reserves (was capital programme and capital replacement)	£24,000	£24,000	£47,000	£47,000	£47,000
Capital Projects	£51,000	£51,000	£0	£8,500	£105,500
Rates, Barton Hill Car park	£2,000	£2,000	£2,000	£2,000	£2,000
Community Projects Chest	£8,000	£7,000	£0	£0	£0
Available for allocation	£0	£0	£0	£0	£0
Total requirements	£359,667	£376,277	£379,899	£379,299	£478,612
General Fund Balance transfer	£0	£0	£0	£0	£0
Available for capital reallocation	£0	£0	£0	£0	£0
Contingency in light of economic climate	£3,000	£3,000	£0	£0	£0
Total Amount Required	£362,500	£379,300	£388,399	£379,299	£478,612
Band D Equiv					
2752.7					
Annual impact on households	£125.08	£137.79	£138.01	£141.10	£137.79
Weekly increase for households	£0.74	£0.24	£0.00	£0.06	£0.00
					£0.69

Personnel

SHAFTESBURY TOWN COUNCIL				

REVENUE BUDGET 2015/2016 - PERSONNEL

Heading	Budget 2010/2011	Budget 2011/12	Budget 2012/2013	Budget 2013/2014	Budget 2014/2015	Budget 2015/2016
EXPENDITURE						
Wages	123,756	156,898	139,578	154,642	171,236	190,152
N.I/PAYE	11,357	14,100	12,561	10,792	15,411	12,209
Pension Fund	20,387	29,809	26,420	22,784	32,535	37,244
Staff training	800	800	1,000	0	300	500
Staff travel & sub	150	200	200	0	0	200
Staff advertising	0	500	0	0	0	0
Sub total				188,218	219,482	240,305
Contribution ND/DC		-9,000	-9,400	-9,800	-9,800	-9800
NET EXPENDITURE	156,450	193,307	170,359	178,418	209,682	230,505

£

SHAFTESBURY TOWN COUNCIL					
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REVENUE BUDGET 2015/2016 - ADMINISTRATION

Heading	Budget 2012/2013	Budget 2013/2014	Budget 2014/2015	Predicted 2014/2015	Budget 2015/2016
	£	£	£	£	£
EXPENDITURE					
General Office Expenses	0	0	0		
Office Equipment	500	500	500	£500	750
Printing (and Stationery)	4,500	4,000	3,800	2,315	2,400
Stationery				1200	1200
Postage	500	500	700	800	800
Telephone/Fax/Internet	2,750	1,750	1,770	1,756	1,700
Website					750
Advertising	500	500	1,000	1,000	500
Public Consultation					0
IT support and provision	1,000	1,000	2,060	3,583	900
Software					2,800
Bank Charges(Bank line)					230
	9,750	8,250	9,830	£11,154	12,030
INCOME					
Photocopying	0	0	0		
Bank Interest	0	0	0		
	0	0	0		
NET EXPENDITURE	9,750	8,750	9,830	11154	12550
(To Summary)					

(public mtgs advertised on web, notices around town)

(includes Payroll £300, previously under subscriptions)

SHAFTESBURY TOWN COUNCIL

REVENUE BUDGET 2015/2016 - CORPORATE

Heading	Budget	Budget	Budget	Budget	Budget	Predicted	Budget
	2010/11	2011/12	2012/2013	2013/2014	2014/2015	2014/2015	2015/2016
	£	£	£	£	£	£	£
EXPENDITURE							
Newsletter	0	0	0	0	0		
Audit Charges	2,000	2,000	2,000	2,000	2,000	2,378	2,200
Insurance Charges	13,000	14,000	13,000	14,000	15,000	21,545	21,500
Legal & Professional Expense	6,500	6,800	8,000	8,000	8,000	10,000	7,000
Subscriptions/Books	1,200	1,250	1,500	1,500	1,700	1,500	1,200
Training - Councillors	500	135	100	100	400	675	500
Travelling - Councillors	500	150	150	150	400	400	400
Councillors Allowances	3,000	4,440	2,976	2,520	3,270	2,820	4,320
Election Costs						1,911	4,000
Hospitality costs	250	250	200	200	200	100	100
Civic allowances	2,500	2,200	2,000	2,500	2,000	2,800	2,000
	29,450	31,225	29,926	30,970	32,970	44,129	43,220
INCOME							
	0	0	0	0	0		
NET EXPENDITURE	29,450	31225	29,926	30,970	32,970	44129	46520
(To Summary)							

(Sage moved to software)

(SP £708 spend included 2014/15)

SHAFTESBURY TOWN COUNCIL		
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REVENUE BUDGET 2015/2016 - OPEN SPACES & RECREATION

Heading	Budget 2011/2012	Budget 2012/2013	Budget 2013/2014	Budget 2014/2015	Budget 2015/2016
	£	£	£	£	£
EXPENDITURE					
Overheads:					
Fuel	2450	2500	2500	3000	4000
Grass Cutting	24250	0	0	0	4000
PPE	325	900	300	600	600
Grounds repairs and maintenance	3100	5000	3500	3500	2000
Equipment Hire	0	1500	500	500	1500
Playground Inspections	300	325	350	400	350
Rates and Services	3750	4000	4000	4500	2700
Rent					3400
Refuse Collection	1250	1500	1800	2250	7250
Equipment Servicing	500	3500	2000	2000	1550
Sub Contractors	500	1000	500	1000	1200
Motor expenses	2160	2000	2000	2000	1000
Special projects	0	3175	0	0	1500
Treework and Fencing	0	0	4000	1500	4000
Contingency	0	0	0	2650	3440
	38585	25400	21450	23900	20095
					28300
INCOME					
Contribution to services	400	600	600	0	1800
Rents	800	800	800	800	600
Grass Cutting	26675	0	0	0	400
	27875	1400	1400	800	2400
					400
NET EXPENDITURE	20460	24000	20050	23100	17695
(To Summary)					28500

Rates £2704. Based on having Wincombe only, all utilities at Barton turned off.

Consideration of works ref Tout Hill

SHAFTESBURY TOWN COUNCIL					
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REVENUE BUDGET 2015/2016 - COMMUNITY SERVICES

Heading	Budget 2010/11	Budget 2011/12	Budget 2012/2013	Budget 2013/2014	Budget 2014/2015	Predicted Budget 2014/2015	Budget 2015/2016
	£	£	£	£	£	£	£
EXPENDITURE							
Overheads:							
Allotments	600	650	785	785	500	500	1000
Cemetery	250	275	290	300	180	225	575
Public Conveniences	4000	4125	5500	6000	6645	6300	6500
CCTV	4000	4125	4000	0	0		2000
Town Hall	23000	24000	23225	18000	18000	15000	14000
Community Office provision	6250	6250	0	0	0		
	38100	39425	33800	25085	25325	22025	24075
							includes £300 for Legal Stationery offset against software saving
							includes Wallgate service contract
							Operating Cost
							excludes renovations/roof/redecoration
INCOME							
Allotments	825	825	990	995	1630	1630	1676
Cemetery	2500	1875	2343	2000	2000	2500	2000
Public Conveniences	7740	6500	3600	0	0		
Street Markets	9900	8750	7900	6300	7000	7300	7500
Parish Contributions to com office	2000	2000	2000	1000	0		
Town Hall	44250	49000	46200	41000	41000	43000	44572
	67215	68950	63033	51295	51630	54430	55748
							Market Pitch increased by .50
NET EXPENDITURE	-29115	-29525	-29233	-26210	-26305	-32405	-30673
(To Summary)							

SLA's Grants

SHAFTESBURY TOWN COUNCIL								
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REVENUE BUDGET 2015/2016 - SLA'S AND GRANTS

Heading	Budget 2009-10	Budget 2010-11	Budget 2011-12	Budget 2012-2013	Budget 2013-2014	Budget 2014-2015	Budget 2015-2016	Budget 2015-2016
	£	£	£	£	£	£	Option 1	Option 2
EXPENDITURE								
Community Grants	10,000	10,000	10,000	10,000	10,000	10,000	10,000	5,000
Grants 137	3,000	2,000	2,000	2,000	2,000	2,000	2,000	1,000
Task Force	12,500	5,000	5,150	5,000	6,000	6,000	6,000	5,850
Swimming Pool	6,000	20,000	20,000	23,000	23,000	23,000	23,000	
North Dorset CAB	2,000	3,000	3,100	3,500	3,500	4,000	4,000	3,900
SDTA (Tourism)	11,100	11,100	11,100	8,000	8,000	8,000	8,000	7,800
Toby's	0	3,500	3,600	3,500	3,621	4,000	4,000	3,900
School Crossing Patrol			2,050	4,000	2,497	2,497	2,497	2,435
HOPE				2,000		5,000	5,000	4,875
Shaftesbury in Bloom						2,000	2,000	1,950
Totals	44,600	54,600	57,000	61,000	58,618	43,497	43,497	36,710

CAPITAL BUDGET 2015/2016 - CAPITAL RESERVES

CAPITAL BUDGET REQUEST

	Option 1 2015/2016	Option 2 2015/2016	
Swimming Pool (resolution 0213/EFC/104C)	£25,000.00	£25,000.00	Resolved £25k p/a for 2014/15, 2015/16 and 2016/17
Bus shelters	£0.00	£0.00	
Gillingham- Shaftesbury cycle route build fund	£0.00	£0.00	
Town Hall building fund	£10,000.00	£5,000.00	
Town Hall energy system fund	£5,000.00	£2,500.00	
CCTV	£2,000.00	£1,000.00	
Toilets	£0.00	£0.00	Earmark reserves for remaining budget 2014/15, project 2015/16
Playground equipment	£0.00	£0.00	Earmark reserves for remaining budget 2014/15, project 2015/16
Grounds works equipment	£5,000.00	£2,500.00	
Gold Hill wall	£0.00	£0.00	
Street furniture	£0.00	£0.00	
Open Spaces Building Fund	£0.00	£0.00	
Totals	£47,000.00	£36,000.00	

CAPITAL BUDGET 2015/2016 - CAPITAL PROJECTS

Planning and Highways

Grit bins	£6,000.00
Heritage style lanterns	£10,000.00
Town Entrance Signage	£2,000.00
Subtotal	£18,000.00

ROSE

Trailer for tractor	£3,000.00
Replacement Play equip St James	£30,000.00
Replacement van	£10,000.00
Self set tree removal The Hangings and Castle Hill	£6,000.00
Development of Toilets	£22,000.00
Ground cover planting St James	£2,000.00
Removal of derelict huts Barton Hill	£5,000.00
Litterbins	£8,000.00
Tree Planting	£1,500.00
Subtotal	£87,500.00

Totals**£105,500.00**

SHAFTESBURY YOUTH CLUB

AND

ITT E G A N S

Helping Children with Special Needs

Coppice Street Shaftesbury Dorset SP7 8PF
Reg. Charity No: 270589

Tel: 01747 853195

Shaftesbury Town Council
High Street
Shaftesbury, Dorset

Dear Mayor and Town Councillors

RE SERVICE LEVEL AGREEMENT

I am writing on behalf of the management committee to ask for a Service Level Agreement from Shaftesbury Town Council to help with running costs and up keep of the club.

We are voluntary run organisation and rely on rentals, fundraising and applying for grants to keep our organisation going and until recently received a small grant from DCC of £4,120.00 per annum.

As you are aware the club is used by lots of local community groups in Shaftesbury as well as having a thriving Youth Club 2 nights a week with over 65 members, and we also run Little Giants once a month on a Saturday morning, which see 18 to 25 young people attend with special needs.

We are looking for approximately £2500 per annum which will help towards paying our Youth Worker and with the up keep of our premises so that we can carry on providing a service to the young people and other members of the public who live in Shaftesbury.

We will be happy to answer any questions that you might have and look forward to hearing from you.

Yours sincerely



Mrs Heather Sanger
Treasurer

29 OCT 2014

**Report of the Town Clerk to
a Meeting of General Management Committee
to be held on Tuesday 2nd December 2014
In the Council Chamber, High Street Shaftesbury at 6.00pm**

REVIEW OF BRITISH TELECOM TELEPHONE SYSTEM

1.0. Purpose of Report

1.1. For decision.

2.0. Recommendation

2.1. That Council resolves payment of £669 from 2014/15 Telephone Budget to upgrade the current system.

3.0. Background

- 3.1. British Telecom have advised that the council's current system is out of date, and should problems occur parts are rare and expensive, and the engineers are not trained on the system. The Council could be faced with a system that is difficult to repair. The present system is thought to be 20-25 years old.
- 3.2. Following a visit by a representative for BT Local Business, a quotation has been received for a new system, BT Cloud Voice.
- 3.3. The current quarterly charges are approx £357.50 based on call charges of £39 p.qtr. The new proposal will cost £356.40 p.qtr quoting reduced call charges of £34.50. Although this does not represent a saving, the enhanced functionality of the system will provide a more efficient operating system for the Council.
- 3.4. To purchase outright and to set up the system would be a one-off charge of £669.
- 3.5. The contract would run for 2 years. At the end of that period the Council can either continue with the system or change to whatever system is then in place.
- 3.6. If the Council does not improve its system it could face having a non-functioning system.

4.0. Financial Implications

4.1. £669. The Telephone Budget for 2014-2015 is projected to have £136 underspend by the end of the year. An additional £223 is available from the Office Equipment Budget. The remaining £310 could be funded from General Reserves.

5.0. Legal Implications

5.1. Local Government Act 1972, s111

End.
Richard Chapman
Town Clerk

Author of Report
Barbara Carter

**Report of the Town Clerk to
a Meeting of General Management Committee
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In the Council Chamber, High Street Shaftesbury at 6.00pm**

BANKLINE

1.0. Purpose of Report

- 1.1. For decision

2.0. Recommendation

- 2.1. To subscribe to Natwest Bankline Lite.

3.0. Background

- 3.1. Financial Regulations adopted in October 2014 allow for payments to be effected by cheque, direct debit, bank card or other order drawn on the Council's bankers as per the Council's instructions.
- 3.2. It has been recommended by internal auditor as it will provide protection to the Council and its employees by requiring a second digital signature prior to any payment being issued.
- 3.3. Bankline provides a secure and easy way to set up supplier online payments if required.
- 3.4. In line with checkless society, it will provide the ability to set up direct debits and online payments for suppliers.
- 3.5. Payment Schedules will still be provided to signatories for authorisation prior to payments being made thereby maintaining existing financial control.
- 3.6. Will allow one off purchases from suppliers where the Council does not have an account providing increased buying power and good value for money.
- 3.7. Will reduce the need for a bank card which will increase financial governance and control
- 3.8. Recommended by other local council clerk's

4.0. Financial Implications

- 4.1. £16 monthly subscription + 43p per transaction
- 4.2. Anticipated monthly cost under £25

5.0. Legal Implications

- 5.1. Accounts and Audit Regulations 2003

End.
Richard Chapman
Town Clerk

Report Author:
Claire Commons
Acting Committee Services Officer

**Report of the Town Clerk to
a Meeting of General Management Committee
to be held on Tuesday 2nd December 2014
In the Council Chamber, High Street Shaftesbury at 6.00pm**

INTERNAL AUDIT VISIT 1 OF 3 REPORT

- 1.0. Purpose of Report**
 - 1.1. For recommendation.

- 2.0. Recommendation**
 - 2.1. To recommend the Management responses for adoption
 - 2.2. To recommend the report for adoption

- 3.0. Background**
 - 3.1. The Internal Auditor has carried the first of three scheduled visits for the year 2014/15 and the report is attached at Appendix A.
 - 3.2. Members should note the management responses included in Appendix A.

- 4.0. Financial Implications**
 - 4.1. None pertaining to this report

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

End.

Richard Chapman
Town Clerk

DRAFT FOR DISCUSSION

Report 1214/GEM/07 Appendix A

Internal audit report 2014/15
Visit 1 of 3

SHAFTESBURY TOWN COUNCIL

Date: 18 November 2014

Report author: R Darkin-Miller
Email: r.darkin@darkinmiller.co.uk

Introduction

This report contains a note of the audit recommendations made to Shaftesbury Town Council following the carrying out of internal audit testing on site on the 30th October 2014 and 17th November 2014.

The audit work has been carried out in accordance with Appendix 9 of the 'Governance and Accountability for Local Councils: A Practitioners' Guide'.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage.

The report issued after the final visit for 2014/15 (which will be in May or June 2015) will contain the audit opinion and a summary of all findings and recommendations made during the 2014/15 audit year.

The following areas were reviewed during this audit visit:

1. Proper Book-keeping
2. Risk Management
3. Payroll

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	4
Medium	2
Low	2
TOTAL	8

I would like to thank Richard Chapman, Interim Town Clerk, Tracy Moxham, Finance Officer and Claire Commons, Committee Services Officer for their assistance during this audit.

3.1	<p>Standing Orders require that Notices of Motion be put before Council in the first instance. Members did not react favourably to this confirmation, nor to the Clerk's position that his role is to follow the Council's instructions and ensure it acts legally.</p> <p>It is recommended that Members consider the effect of their governance documents before approving them and that, once the documents are approved, they support the Clerk in his role as guardian of the governance framework.</p>	L	typographical errors in standing orders. Documents are available as an audit trail on this matter.	Town Clerk	Already underway
<p>The minutes of the Town Council meeting held on 22 April 2014 contain a note that the public was to be excluded for matters referred to in 2014/57 for reasons of confidentiality. This appears to be a typographical error as the confidential item on the agenda is reference 2014/56.</p> <p>The minutes of the Town Council meeting held on 24 June 2014 record the agreement, adoption and approval of the Annual General Meeting Part 1 – Mayor Making Ceremony of 27 May 2014. The minutes refer to the date of the meeting as 28 May 2014.</p>	An extra administrative step has been included to proofread documents ahead of issue. The Town Clerk has another check the minute accuracy				

	<p>It is recommended that the accuracy of the minutes be double-checked to ensure that they are correct.</p>				
3.2	<p>Item 10 of the minutes of the Recreation, Open Spaces and Environment Committee meeting of the 6 May 2014 sets out that the Clerk is to proceed with four transfers of land as agreed at Full Council 29 April 2014. The minutes of the meeting of Full Council 29 April 2014 make no reference to any transfers of land.</p> <p>There is a risk that the transfers in question may not have been agreed in accordance with the Council's Constitution and Scheme of Delegation.</p> <p>It is recommended that the Council ensure that any transfers of land are properly approved and those decisions formally minuted.</p>	H	<p>The resolution was made during confidential session on 29th April 2014.</p> <p>A redacted set of the confidential minutes showing the resolution will be appended to the minute book and signed through resolution and adoption at Council</p>	Town Clerk	January 2015
3.3	<p>The minutes of the Human Resources Committee held on 28 March 2014 were resolved as agreed and signed as a correct record at following Committee (19 May 2014). The same minutes were also approved (and adopted) at Full Council (22 April 2014). The same</p>	L	<p>New Standing Orders and Financial Regulations have been adopted to the auditor's recommendation and action plan.</p> <p>It is the Council's wish to review terms of references before March</p>	Town Clerk	<p>Already implemented</p> <p>March 2015</p>

	<p>minutes were agreed as an accurate record, adopted and signed at Full Council on 24 June 2014.</p> <p>It is recommended that minutes are reviewed for accuracy and approved at the next meeting of the relevant committee before being adopted by Council in order to reduce duplication of effort.</p>		<p>2015.</p> <p>The confusion arose due to a change of practice by the previous interim clerk.</p>		
7.1	<p>Small overtime payments were made for two members of staff. One was made on the basis of a worksheet signed by the member of staff and the other was made without a formal claim form. The lack of a formal claim form can increase the risk of claims being made fraudulently or in error.</p> <p>It is recommended that any payments made to staff outside of their monthly salary should be made on the basis of overtime claims which show the additional hours worked, and which are signed by the staff (to certify that the hours were worked for genuine council business) and counter-signed by their line manager (to approve the hours worked).</p>	H	<p>Staff have been informed of the requirement to provide signed overtime sheets. (Staff meeting 24th November 2014)</p>	Town Clerk	Already implemented
7.2	<p>The percentage of pension contributions paid by the Council as employer and one of the members of staff as employee looks low.</p>	M	<p>Payroll software has been checked. Employee is on correct pension scheme.</p>		

	<p>It is recommended that the pension payments in relation to the member of staff concerned are checked with Dorset County Council to ensure that they are correct.</p>		DCC to be contacted to double check contributions	Town Clerk	24 th November 2014
7.3	<p>Payments of expenses are made in accordance with expense claims signed by the officer (to self-certify that the supply is for genuine council business) and approved by the Town Clerk.</p> <p>One of the expense claims reviewed was not signed by the member of staff.</p> <p>It is recommended that staff are reminded of the need to sign expense claims before submission.</p>	M	Staff members have all been advised that expense claims are to be signed before submitting (staff meeting 24 th November 2014)	Town Clerk	24 th November 2014

**Report of the Town Clerk to
a Meeting of General Management Committee
to be held on Tuesday 2nd December 2014
In the Council Chamber, High Street Shaftesbury at 6.00pm**

NATIONAL JOINT COMMITTEE FOR LOCAL GOVERNMENT SERVICES

2014-16 PAYSCALES & ALLOWANCES

1.0. Purpose of Report

For information

2.0. Recommendation

The committee is recommended to note this report and report the matter to Council.

3.0. Background

3.1. The National Joint Council (NJC) for Local Government Services have now reached agreement on rates of pay applicable from 1 January 2015. The revised scale points are attached in Appendix 1.

3.2. It has also been agreed that a one-off non-consolidated payment of £100 will be made during December 2014, for spinal column points (SCP) 11 to 49. (SCP 5-7 = £325, SCP 8-10 = £150). The non-consolidated payments are included in Appendix 1.

3.3. A graduated one-off non-consolidated payment will be made for SCP 26 to 49 in April 2015. See Appendix 1.

4.0. Financial Implications

4.1. A one-off payment of £100 for the Town Clerk, the Office Staff and Ground Team. £325 pro-rata one-off payment for the Street Orderly.

4.2. The proposed budget for 2015/2016 includes the increases agreed by the NJC.

5.0. Legal Implications

Local Government Act 1972, s112

End.
Richard Chapman
Town Clerk

Author of Report
Barbara Carter

APPENDIX 1

2013 Scale Point	2013 salary	One-off Lump Sum (December 2014)	Increase 1st January 2015-31st March 2015 (3 months)	Spinal Column Point Pay at 1st January 2015	Flat Rate or % increase 1st April 2015-31st March 2016 (12 months)	One-off Lump Sum (April 2015)	Deletion of SCP 5 October 2015 - March 31 2016 (6 months value)	% increase including deletion of scale point 5 on 1 October 2015, but exclude one-off lump sums	Total amount received December 2014 to 31st March 2016 (includes lump sums, deletion of SCP 5 and 1st January increase)	Total amount received December 2014 to 31st March 2016 (includes lump sums, deletion of SCP 5 and 1st January increase) as a percentage of 2013 pay*
5	£12,435	£325	£298	£13,500	£1,065	£0	£57	8.48%	£1,713	13.78%
6	£12,814	£325	£350	£13,814	£1,400	£0	£0	10.9%	£1,575	12.3%
7	£12,916	£325	£200	£13,716	£800	£0	£0	6.18%	£1,325	10.24%
8	£13,321	£150	£138	£13,871	£550	£0	£0	4.13%	£938	6.99%
9	£13,732	£150	£81	£14,075	£350	£0	£0	2.54%	£588	4.28%
10	£14,013	£150	£81	£14,338	£325	£0	£0	2.32%	£588	4.17%
11	£14,220	£100	£82	£15,207	£327	£0	£0	2.27%	£501	3.52%
12	£15,189	£100	£84	£15,520	£304	£0	£0	1.97%	£518	3.41%
13	£15,588	£100	£80	£15,341	£343	£0	£0	2.20%	£528	3.39%
14	£15,883	£100	£87	£16,231	£348	£0	£0	2.20%	£537	3.38%
15	£16,215	£100	£88	£16,572	£357	£0	£0	2.20%	£546	3.37%
16	£16,604	£100	£91	£16,699	£388	£0	£0	2.36%	£567	3.39%
17	£16,908	£100	£93	£17,372	£374	£0	£0	2.30%	£567	3.34%
18	£17,353	£100	£85	£17,714	£381	£0	£0	2.20%	£577	3.33%
19	£17,380	£100	£89	£18,376	£386	£0	£0	2.20%	£584	3.34%
20	£18,838	£100	£103	£19,048	£410	£0	£0	2.20%	£513	2.71%
21	£19,317	£100	£108	£19,742	£425	£0	£0	2.20%	£531	2.74%
22	£19,817	£100	£100	£20,253	£408	£0	£0	2.00%	£545	2.74%
23	£20,400	£100	£112	£20,948	£448	£0	£0	2.20%	£551	2.69%
24	£21,057	£100	£116	£21,330	£483	£0	£0	2.20%	£579	2.72%
25	£21,734	£100	£125	£22,212	£475	£0	£0	2.10%	£588	2.7%
26	£22,440	£100	£123	£22,567	£484	£0	£0	2.20%	£730	3.25%
27	£23,188	£100	£128	£23,808	£510	£7	£0	2.20%	£745	3.21%
28	£23,945	£100	£132	£24,472	£527	£10	£0	2.20%	£785	3.28%
29	£24,822	£100	£137	£25,440	£548	£14	£0	2.20%	£788	3.17%
30	£25,727	£100	£141	£26,293	£588	£18	£0	2.20%	£825	3.21%
31	£26,539	£100	£148	£27,123	£584	£22	£0	2.20%	£882	3.32%
32	£27,383	£100	£150	£27,324	£601	£26	£0	2.20%	£877	3.19%
33	£28,127	£100	£156	£28,746	£619	£29	£0	2.20%	£902	3.23%
34	£28,922	£100	£158	£29,558	£635	£33	£0	2.17%	£928	3.21%
35	£29,528	£100	£162	£30,178	£650	£38	£0	2.20%	£948	3.21%
36	£30,311	£100	£167	£30,878	£667	£38	£0	2.20%	£973	3.21%
37	£31,180	£100	£171	£31,548	£688	£43	£0	2.20%	£1,000	3.21%
38	£32,072	£100	£176	£32,778	£706	£47	£0	2.20%	£1,028	3.21%
39	£33,129	£100	£182	£33,857	£720	£52	£0	2.20%	£1,083	3.26%
40	£33,988	£100	£187	£34,746	£748	£58	£0	2.20%	£1,091	3.21%
41	£34,894	£100	£192	£35,862	£768	£60	£0	2.20%	£1,120	3.21%
42	£35,734	£100	£197	£36,571	£787	£65	£0	2.20%	£1,149	3.21%
43	£36,576	£100	£202	£37,483	£807	£68	£0	2.20%	£1,178	3.21%
44	£37,578	£100	£207	£38,406	£827	£73	£0	2.20%	£1,208	3.21%
45	£38,422	£100	£211	£39,287	£845	£77	£0	2.20%	£1,234	3.21%
46	£39,351	£100	£216	£40,217	£868	£81	£0	2.20%	£1,263	3.21%
47	£40,264	£100	£221	£41,140	£886	£85	£0	2.20%	£1,292	3.21%
48	£41,148	£100	£226	£42,089	£906	£89	£0	2.20%	£1,321	3.21%
49	£42,032	£100	£231	£42,957	£925	£93	£0	2.20%	£1,348	3.21%

* Includes one-off lump sum 1st April 2014, Flat rate or % increase 1st January 2015 to 31st March 2015, one-off lump sum 1st April 2015, Flat rate or % increase 1st April 2015 to 31st March 2016 and deletion of SCP 6 from 1st October 2015 to March 31 2016