



**To: All members of Shaftesbury Town Council**

You are hereby summoned to attend a **Meeting of Shaftesbury Town Council** to be held at **7.30pm on Tuesday 26<sup>th</sup> January 2016 in the Council Chamber, Shaftesbury Town Hall** for the transaction of the business shown on the agenda below.

Note later start time  
than previously  
scheduled

**Stephen Holley**

**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	
<b>01. Apologies</b>	To receive and consider for acceptance, apologies for absence
<b>02. Declarations of Interest and Dispensations</b>	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.
<b>03. Minutes</b>	To confirm as a correct record, the Minutes of the Council, 1 <sup>st</sup> December 2015.
<b>04. Reports</b>	<ul style="list-style-type: none"><li>a. To receive a verbal report from the Mayor. Report 0116FC04a</li><li>b. To receive reports from District and County Councillors. Report 0116FC04b</li><li>c. To receive reports from representatives to Local Organisations</li><li>d. To receive reports from other meetings held with key partners or organisations.</li></ul>
<b>05. Payments</b>	If required, to receive a list of payments for authorisation. Report 0116FC05 to be tabled

Agenda Item	
<b>06. Reports from Committees</b>	<p>To receive the minutes of Committee meetings (for information) and to receive any reports from Committee Chairmen:</p> <ul style="list-style-type: none"> <li>a. Planning and Highways Committee – Tuesday 15<sup>th</sup> December 2015</li> <li>b. Recreation, Open Spaces and Environment Committee – Tuesday 5<sup>th</sup> January 2016</li> <li>c. Planning and Highways Committee – Tuesday 12<sup>th</sup> January 2016</li> <li>d. General Management Committee – Tuesday 19<sup>th</sup> January 2016</li> </ul>
<b>07. Financial Report – Quarter 3, 2015/16</b>	<p>To receive a financial report on the Town Council's accounts for the third quarter of the Financial Year 2015/16 including significant variances and to receive schedules of payments already approved/issued for monitoring purposes. Report 0116FC06 attached</p>
<b>08. Swimming Pool</b>	<p>To consider taking the direct operation of the Swimming Pool in Barton Hill and to recommend the carry forward of unspent Revenue and Capital funding into the Budget for 2016/17. Report 0116FC08 to follow</p>
<b>09. Appointment of Internal Auditor</b>	<p>To consider a recommendation from the General Management Committee for the appointment of an Internal Auditor for 2016/17. Report 0116FC10 attached</p>
<b>10. The Queen's 90<sup>th</sup> Birthday – Beacon Lighting Event</b>	<p>To consider making allowance in the Budget for 2016/17 to fund a celebratory beacon lighting event to mark the Queens 90<sup>th</sup> Birthday on 21<sup>st</sup> April 2016. Report 0116FC10 attached</p>
<b>11. Remembrance Sunday Parade Costs</b>	<p>To consider a request from Shaftesbury and District Branch of The Royal British Legion to undertake to pay the £100 cost of Marshalls to undertake traffic control at Remembrance Sunday Parades. Report 0116FC11 attached</p>
<b>12. Budget and Precept Setting</b>	<p>To consider budget proposals for 2016/17. Report 0116FC12 to follow</p>
<b>13. Freedom of Information</b>	<p>To consider an update report on Freedom of Information requests received. Report 0116FC13 attached.</p>
<b>14. Working Party to Investigate Portfolio Working</b>	<p>To consider setting up a Working Party to investigate the possible benefits of moving the Council from management by Committee to Portfolio Holder system, in the light of a previous Council resolution. Report 0116FC14 attached</p>

## Agenda Item

### **15. Member Motion**

Standing Order 9 – No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting. Motions at a meeting that do not require written notice are set out in Standing Order 10.

NoM00011/0116/FC15 – Facelift for the Jubilee Path in St James Recreation Ground

### **16. Neighbourhood Plan**

To receive an update on the progress of the Neighbourhood Plan Group. Oral report by Cllr Richard Tippins.

### **17. Officer Report**

To receive any correspondence or updates relating to the work of the Council. Report 0116FC17 attached.





**Report to a Meeting of Shaftesbury Town Council  
to be held at 7.30pm on Tuesday 26<sup>th</sup> January 2016  
in the Council Chamber, High Street Shaftesbury**

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**FINANCIAL REPORT – QUARTER 3, 2015/16**

**1. Purpose of Report**

To receive a financial report on the Town Council's accounts for the third quarter of the Financial Year 2015/16 including significant variances and to receive schedules of payments already approved/issued for monitoring purposes.

**2. Recommendations**

That the report on the Town Council's accounts for Quarter 3 of 2015/16 be considered and noted.

**3. Background**

**3.1. Balance Sheet (Appendix A)**

On 31<sup>st</sup> December 2015 (end of Q3) the General Reserves stood at £102,542.

**3.2. Income and Expenditure (Summary and Detailed Spreadsheet at **Appendix B**)**

3.2.1 Members with queries on specific budgetlines are requested to contact the Office in advance of the meeting, as it may not be possible to provide an answer during the meeting.

3.2.2 Key variances on the summary sheet (over 10% plus or minus)

**INCOME**

Capital Project Receipts - £22,359 unbudgeted capital receipts in respect of the Swimming Pool (insurance from NDDC, grants received, donation)

Cemetery – Against budgeted income of £2,000, the Council has received £2,680. The Council has little control over this income, which arises from burials and memorials.

Civic - £91 received against an income budget of nil. Arising from monies raised by the previous Mayor as public donations made during Civic events.

Finance - £552 against budgeted income of £36. Unbudgeted rents received (Football Club) and leases on recreational land (Cricket Club, Bowling Green, Donkey Orchard etc).

General Grounds - £542 against budgeted income of £400. Monies paid by the Fair as contribution towards electricity and water used while occupying Barton Hill Recreation Ground.

Legal and Professional - £1005 against budgeted income of nil. Insurance rebate in respect of low claims.

Local Delivery Services – Street market rental income. To date £5977 against budgeted income of £7,500. Target income anticipated to be met by year end

Town Hall – Weddings and room hire, Salt Cellar rent. To date £37,653 against budgeted income of £48,030 – roughly 75% of income at the end of Q3. Predicted outturn of £45,434 is within 10%.

Miscellaneous Income - £4,000 against budgeted income of nil. Money received in respect of the Neighbourhood Plan Group, £3,000 transferred from Task Force and grants received.

Vehicles and Equipment - £800 received against budgeted income of nil. Sale of old pick-up truck.

## EXPENDITURE

Allotments - £513 against £1,000 in budget. Closer to 50% than 75% at end of Q3 but anticipated to be around budget by year end

Capital Programme and Replacements - £37,144 against budgeted expenditure of £80,650. Key underspends are that the Council decided not to replace the Swimming Pool roof (£35,000), and has not yet spent the £10,000 allocated to heritage street lanterns (in hand). Note: the timing of the purchase of a replacement Grounds Team vehicle was a Q4 activity.

Cemetery - £393 against amended budget expenditure of £10,374 (following transfer of £9,800 income from Personnel/Salaries). Improvement works are expected to start and complete in Q4,

Civic and Councillors - £4,330 against budgeted expenditure of £7,440. Anticipated outturn of £6,696 is approximately 90%, i.e. an underspend/saving is expected.

Finance – Covers Contingency and Bank charges. £302 against budgeted expenditure of £3,240. Currently, the anticipated outturn of £860 is entirely storage costs for the Rifles Monument.

General Grounds - £13,381 against budgeted expenditure of £22,385. Tree work and fencing at £4,000 is anticipated in Q4.

Grants and SLAs - £52,797 against budgeted expenditure of £68,497. The Council made a grant of £10,000 to SCSP Ltd in respect of the Swimming Pool, against a predicted grant of £25,000 to a community management organisation.

Legal and Professional - £33,816 against budgeted expenditure of £31,600. The Election in November costs £4,000 rather than the £2,000 expected and the Council's insurance premium was £1,742 higher than budgeted.

Staffing Costs – £173,433 against budgeted expenditure of £234,897. Anticipated outturn at year end is £226,475 – a saving of £8,422. Mid-year savings have allowed the virement of £4,900 and the re-allocation of £9,800 income to the Cemetery allowing an extra £14,700 to be spent on service delivery. Total savings therefore amount to £23,122 (£8,422 end of year saving plus £4,900 virement to Town Hall cleaning and £9,800 income reallocated to the Cemetery)

Toilets - £9,665 against budgeted expenditure of £12,500. Anticipated outturn of £13,567 is within 10%, but may not reach that figure anyway as repairs and maintenance in Q4 may be less than previously anticipated.

Town Hall - £16,104 against budgeted expenditure of £21,740 – but, even with the unplanned purchase of Christmas Lights, the predicted year figure of £21,342 is very close to target.

- 3.3. Payments - Cheque payments, Direct Debits and online payments, schedule for Q3 at **Appendix C** for authorisation.

**4. Reserves**

- 4.1. A statement of movements against earmarked Reserves is provided at **Appendix D**.
- 4.2. Bank Balances at 31<sup>st</sup> December 2015 (end of Q3) were:

	<b>Balance as per Bank Statement</b>	<b>Unpresented Cheques</b>	<b>Balance</b>
NatWest Current A/c	£354,109.92	£5,883.89	£348,226.03
NatWest Reserve A/c	£89,462.02	-	£89,462.02
Petty Cash	£11.90	-	£11.90

**5. Financial Implications**

This report is provided for monitoring purposes.

**6. Legal Implications**

Every Local Authority is required to make arrangements for the proper administration of its affairs and to ensure that one of its Officers has responsibility for those affairs (Section 151 of the Local Government Act 1972). The Responsible Financial Officer for this Council is the Clerk.

End.

Stephen Holley  
Town Clerk and Responsible Financial Officer





	<u>Period</u>	<u>Year to Date</u>	
<b>Current Assets</b>			
Debtors	500.55	4980.07	
Prepayments	-9690.20	0.00	
Holding Deposits	65.00	-203.00	
Bank Reserve Account	26.95	89462.02	
Petty Cash	134.62	150.00	
Bank Account	184797.01	348226.03	
VAT Liability	1819.14	12064.50	
		177653.07	454679.62
<b>Current Liabilities</b>			
Creditors : Short Term	13046.33	20553.51	
Payroll Taxation	-644.49	3987.12	
Wages	-80.90	4083.39	
		12320.94	28624.02
<b>Current Assets less Current Liabilities:</b>		165332.13	426055.60
<b>Total Assets less Current Liabilities:</b>		165332.13	426055.60
<b>Capital &amp; Reserves</b>			
Notice Boards	1000.00	1000.00	
Town Centre Enhancement	10000.00	10000.00	
CCTV	4000.00	4000.00	
Cycle Routes	1500.00	1500.00	
Playground Equipment	30000.00	30000.00	
Toilets Re-building Fund	21500.00	21500.00	
Swimming Pool (Capital)	56958.47	21958.47	
Town Hall Building Fund	35000.00	35000.00	
Gold Hill Wall	5000.00	5000.00	
Town Hall Energy Fund	5000.00	5000.00	
Grounds Works Equipment	3440.20	3440.20	
Grit Bins	1000.00	1000.00	
Heritage Style Lanterns	10000.00	10000.00	
Town Entrance Signage	705.00	705.00	
Replacement Van	10000.00	10000.00	
Tree Removal Hangs/Castle Hill	2000.00	2000.00	
Ground Planting	1810.25	1810.25	
Street Furniture	4150.00	4150.00	
Tree Planting	1500.00	1500.00	
Toilets Refurbishment	3000.00	3000.00	
Swimming Pool Expenditure	-10605.03	24394.97	
Neighbourhood Planning Grant	2600.00	3010.20	
Community Chest Fund	-1500.00	2500.00	
Mayors Charity Account	-321.02	0.00	
General Reserves	-135450.00	120542.25	
P & L Account	103044.26	103044.26	
		165332.13	426055.60



## Q3 REPORT

## CAPITAL EXPENDITURE

## SHAFESBURY TOWN COUNCIL

Report 0116FC07 Appendix B

CAPITAL		Budget 2015/16	Actuals 31/12/2015	Predicted out turn	Notes
7103	Grit Bins	£ 1,000.00	£ -	£ 1,000.00	
7104	Heritage Style Lanterns	£ 10,000.00	£ -	£ -	
7107	Toilet Improvement Fund	£ 3,000.00	£ -	£ -	Unlikely to be spent this financial year anticipate c/fwd
7108	Ground Cover Planting	£ 2,000.00	£ 289.00	£ -	£5000 t/ferred to Toilet Repair and Maintenance
7110	Town Centre Signage	£ 2,000.00	£ 1,295.00	£ 1,295.00	
7112	Tree Planting	£ 1,500.00	£ -	£ 1,500.00	
7113	Tree Removal Hangings/Castle Hill	£ 2,000.00	£ -	£ 2,000.00	
7203	Town Hall Energy Fund	£ 5,000.00	£ -	£ -	Unlikely to be spent this financial year anticipate c/fwd
7205	Ground Equipment	£ 5,000.00	£ 1,560.00	£ 5,000.00	
7209	Street Furniture	£ 4,150.00	£ -	£ 4,150.00	
7210	Swimming Pool Capital	£ 25,000.00	£ 21,955.00	£ 22,000.00	
7211	Town Hall Building Fund	£ 10,000.00	£ -	£ -	Unlikely to be spent this financial year anticipate c/fwd
7212	Vehicles	£ 10,000.00	£ -	£ 16,500.00	Purchase of new vehicle as agreed FC 97
7670	Swimming Pool Set Up/Running costs	£ -	£ 12,045.00	£ 13,000.00	
Total		£ 80,650.00	£ 37,144.00	£ 66,945.00	



Q3

24/11/2015	012342	Fideleti	£ 127.72	Childcare Vouchers November
01/12/2015	012343	Aqua Supplies	£ 24.00	Cleaning mops/mopheads Bell St
01/12/2015	012344	British Gas	£ 223.93	Electricity Town Hall Oct/Nov
01/12/2015	012345	British Gas	£ 7.83	Electricity standing charge Barton Hill
01/12/2015	012346	British Gas	£ 141.05	Electricity Bell St Toilets Sept to Nov
01/12/2015	012347	DAPTC	£ 60.00	Chairmans seminar attended by 2 Councillors
01/12/2015	012348	Richard Chatfield Plumbing Ser.	£ 116.02	Repairs to Bell St Toilets
01/12/2015	012349	Newlands Training	£ 234.00	Pest Control training course attended by groundsman
01/12/2015	012350	Travis Perkins	£ 153.12	Materials for repairs to St James & Bell St Toilets
01/12/2015	012351	Petty Cash	£ 124.40	Petty Cash re-imburement
01/12/2015	012352	Re-imburement - Town Clerk	£ 60.00	Christmas trees for Town Hall balcony
01/12/2015	012353	Whitebridge Hire Services	£ 97.95	Equipment hire
01/12/2015	012354	Wessex Fire & Security	£ 73.20	To attend to faulty test box in the Town Hall
01/12/2015	012355	Darkin Miller Ltd	£ 654.99	Internal Audit 1st visit and providing misc. Advice
01/12/2015	012356	Aqua Supplies	£ 36.40	Toilet rolls for Town Hall and Bell St Toilets
01/12/2015	012357	Aqua Cleaning	£ 24.00	Laundering and supplying mop heads for Bell St Toilets
01/12/2015	012358	Travis Perkins	£ 147.62	Painting materials for Bell St Toilets
01/12/2015	012359	Ben Johnson	£ 38.75	To carry out repairs to chainsaw
01/12/2015	012360	E C Electrical	£ 143.82	To carry out repairs to lights in Bell St Toilets and to attend to electrical fault in the Town Hall
01/12/2015	012361	Clarity Copiers	£ 182.65	Photocopying November
01/12/2015	012362	HMRC	£ 3,144.96	Tax/Ni November Salaries
01/12/2015	012363	DCC Pension Fund	£ 3,683.47	Pension contributions November Salaries
01/12/2015	012364	E-on	£ 94.37	Electricity Bill Swimming Pool
15/12/2015	012365	Toogood Property Co Ltd	£ 2,175.00	Quarterly rent Unit 9c, Wincombe
15/12/2015	012366	Shaftesbury Cricket Club	£ 1,500.00	Community Chest Payment ref FC114
15/12/2015	012367	The Helping Hand Co	£ 196.43	Litter picking equipment for Hilltop Litter Pickers as agreed R50
15/12/2015	012368	Whitebridge Hire Services	£ 114.04	Small tools, box of gloves
15/12/2015	012369	Tincknell Fuels	£ 171.36	Red diesel for Tractor and equipment
15/12/2015	012370	Anne Crane	£ 98.75	Spring bulbs for Queen Mothers garden
15/12/2015	012371	Lyreco	£ 261.53	Stamps and stationery November
15/12/2015	012372	BT	£ 154.56	New broadband line ref new telephone system
15/12/2015	012373	The IT Department	£ 90.00	Monthly support charge
15/12/2015	012374	Busy Bee,s	£ 221.00	Town Hall cleaning December
15/12/2015	012375	Spaldings	£ 11.58	Bag of rags
15/12/2015	012376	ASL	£ 87.60	Replace faulty lock at Swimming Pool
15/12/2015	012377	Richard Tippins	£ 118.80	Travel claim for attending various Civic Events
15/12/2015	012378	E G Coles	£ 45.00	Light assembly for tractor
15/12/2015	012379	NDDC	£ 4,441.20	Expenses for By-Election
15/12/2015	012380	Fideliti Childcare Vouchers	£ 127.72	Childcare Vouchers December

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15/12/2015	012381	Newlands Training	£ 354.00	Chainsaw course for DB
15/12/2015	012382	Owen Brockway Electricians	£ 1,110.60	Supply and fix Christmas lights to front of Town Hall
15/12/2015	012383	SLCC	£ 284.00	Annual subscription
15/12/2015	012384	Spoilt Cheque	£ -	Annual software support for Allotments, Cemetery and Bookings
<b>Total Cheque Payments</b>			<b>£ 60,631.05</b>	

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Date	Chq No	Supplier/Payee	Amount	Description
01/10/2015	12269	Windscreen Insurance Excess	£ 50.00	Broken window on van
20/10/2015	012270	Ben Johnson Ltd	£ 741.60	Purchase of 2 new strimmers and new strimmer head
20/10/2015	012271	IT Department	£ 219.12	Repair to laptop and monthly support charge
20/10/2015	012272	ServiceUrite	£ 12.00	Puncture Repair to wheelbarrow
20/10/2015	012273	Clairity	£ 75.38	Photocopying September
20/10/2015	012274	DAPTC	£ 100.00	Clerks Seminar attended
20/10/2015	012275	Travis Perkins	£ 237.56	Decorating materials for Guild Hall, safety boots for grounds and materials for bench repairs.
20/10/2015	012276	Cannon	£ 64.79	Sanitary bin contract Town Hall
20/10/2015	012277	R Baker	£ 58.00	Lifeguard manual and RLSS membership
20/10/2015	012278	R Tippins	£ 261.00	Travel expsenses ref Civic Events
20/10/2015	012279	Aqua Cleaning	£ 1,390.80	Cleaning of Bell St Toiles 3 weekends and polishing/resealing Guild Hall floor.
20/10/2015	012280	Aqua Supplies	£ 87.26	Toilet rolls for Bell St and hand towels for Town Hall
20/10/2015	012281	Lyreco	£ 290.29	New projector screen for GH, stationery and postage stamps
20/10/2015	012282	ND Disability Information Service	£ 300.00	Community Grant
20/10/2015	012283	Whitebridge Hire Services Ltd	£ 96.85	Tower scaffold hire for Town Hall, forestry helmets and dust masks.
20/10/2015	012284	Spruce	£ 234.00	Call out ref faulty dosing unit for pool
20/10/2015	012285	B Carter	£ 30.60	Travel claim
20/10/2015	012286	Angel Springs	£ 15.62	Water for water cooler
20/10/2015	012287	Wessex Fire & Security	£ 782.38	Annual maintenance and monitoring for the Town Hall Alarm and Unit 9C wincombe. Call out to test faulty call point
20/10/2015	012288	Fideliti Childcare Vouchers	£ 127.72	October Childcare Vouchers
20/10/2015	012289	Sydenhams	£ 56.57	Bolts for bench repairs and acrylic for van window
20/10/2015	012290	DAPTC	£ 60.00	Training course attended by 2 Cllrs
20/10/2015	012291	Toogoods	£ 82.08	Water rates Unit 9C, Jan to July 15
20/10/2015	012292	DCC	£ 401.87	Refuse collection Oct to December
20/10/2015	012293	British Gas	£ 1,554.27	Gas Bill for Swimming Pool June to September
20/10/2015	012294	Yeovil Town Council	£ 80.00	Tickets for Charity Ball being attended by The Mayor and Mayoress
20/10/2015	012295	Tracy Moxham	£ 47.65	Travel claim to Bridport for Finance Officers Meeting.
03/11/2015	012296	R Baker	£ 136.20	Reimbursement for expenses incurred whilst attending Trainer Assessor Course as agreed G25
03/11/2015	012297	E G Coles	£ 240.00	Purchase of new petrol edger for grounds
03/11/2015	012298	Toogoods	£ 7.41	Vat element of Invoice 14519 previously omitted in error
03/11/2015	012299	Travis Perkins	£ 156.25	Materials for bench repairs and safety boots.

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03/11/2015	012300	Spaldings	£ 130.50	Flashing beacon, workshop consumables and dust masks.
03/11/2015	012301	Spruce Pools	£ 159.48	6 x barrels of chlorine for pool
03/11/2015	012302	Aqua Cleaning	£ 24.00	Laundering and replacing of mop heads for toilets
03/11/2015	012303	Busy Bee's	£ 279.50	Cleaning of Town Hall for October
03/11/2015	012304	B & S Chains	£ 194.57	New swing chains and wet pour repair kit.
03/11/2015	012305	Petty Cash	£ 110.70	Re-imbursement ref petty cash receipt numbers 122 to 131
03/11/2015	012306	Child Support Agency	£ 174.54	CSA payment ref October Salaries
03/11/2015	012307	HMRC	£ 3,728.28	Tax/NI payment ref October Salaries
03/11/2015	012308	DCC Pension Fund	£ 4,054.05	Pension fund contribution ref October Salaries
03/11/2015	012309	Firmsites	£ 1,100.00	Neighbourhood Planning Group Payment
03/11/2015	012310	Sweeper Hire	£ 108.00	4 x Brushes for road sweeper
03/11/2015	012311	BDO	£ 2,157.00	External Audit charges for 2014/15
03/11/2015	012312	Back to Lab Ltd	£ 932.71	Painting skate park at Barton Hill
03/11/2015	012313	British Legion	£ 20.00	Poppy wreath for Remembrance Parade
24/11/2015	012314	Angel Springs	£ 27.01	Sanitisation of water cooler
24/11/2015	012315	Aqua Supplies	£ 138.00	Cleaning materials for Bell St toilet and town hall
24/11/2015	012316	E C Electrical	£ 107.12	Carrying out emergency repairs to Unit 9C.
24/11/2015	012317	Stephen Holley	£ 45.00	Small room induction loop for Council Chamber
24/11/2015	012318	PCS	£ 150.00	Pest control 20/10/15 to 19/01/16
24/11/2015	012319	lyreco	£ 106.75	Soap for town hall and postage stamps
24/11/2015	012320	Stalbridge Timber	£ 41.76	New gate post for Barton Hill
24/11/2015	012321	E-on	£ 72.46	Electricity Swimming Pool
24/11/2015	012322	Sydenhams	£ 18.10	Post crete to fix new post at Barton
24/11/2015	012323	Scats	£ 39.01	Stakes for gate post at Barton
24/11/2015	012324	Travis Perkins	£ 350.34	Materials ref repairs and maintenance work
24/11/2015	012325	Proludic	£ 469.20	New cableway for Wincombe Rec
24/11/2015	012326	Ellis Whittam	£ 3,997.65	Year 3 of 3 Employment/HS advisers
24/11/2015	012327	British Gas	£ 169.85	Electricity Barton Hill April to October
24/11/2015	012328	British Gas	£ 140.13	Electricity Town Hall Sept/Oct
24/11/2015	012329	Toogoods Property Co	£ 431.70	Insurance Unit 9c
24/11/2015	012330	IT Department	£ 90.00	Monthly support charge
24/11/2015	012331	Busy Bees	£ 279.50	Town Hall Cleaning November
24/11/2015	012332	Shaftesbury In Bloom	£ 1,000.00	SLA Payment
24/11/2015	012333	HOPE	£ 2,500.00	SLA Payment
24/11/2015	012334	S & D Task Force	£ 3,000.00	SLA Payment
24/11/2015	012335	ND CAB	£ 2,000.00	SLA Payment
24/11/2015	012336	Tobys	£ 2,000.00	SLA Payment
24/11/2015	012337	Aqua Cleaning	£ 96.00	laundering and maintaining mop heads for Bell St
24/11/2015	012338	WPS Insurance Brokers	£ 41.53	Revised fee's against gross revenue
24/11/2015	012339	A Dodd	£ 23.40	Travel to attend rodent control training course
24/11/2015	012340	E G Coles	£ 884.53	Carry out repairs to road sweeper and ride on mower
24/11/2015	012341	Ben Johnson	£ 83.99	Equipment repairs



01/10/2015	DD	North Dorset District Council	£ 720.00	Rates Town Hall
01/10/2015	DD	North Dorset District Council	£ 15.00	Rates Cemetery
01/10/2015	DD	North Dorset District Council	£ 245.00	Rates Bell St Toilets
01/10/2015	DD	North Dorset District Council	£ 233.00	Rates Unit 9C Wincombe
01/10/2015	DD	Sage	£ 141.09	Sage accounts subscription
05/10/2015	DD	BT	£ 142.40	Town Hall Phone
07/10/2015	Online	Cllr Allowance Payment	£ 90.00	Ommitted in error from September payments
07/10/2015	DD	BT	£ 36.36	Grounds Mobile Phones
13/10/2015	DD	Fuel Genie	£ 176.91	Fuel Costs September
16/10/2015	DD	Sage	£ 67.20	Sage Payroll subscription
22/10/2015	Online	Back to the Lab	£ 932.71	Deposit payment for painting skate park
26/10/2015	DD	Plusnet	£ 18.60	Telephone Swimming Pool
26/10/2015	DD	North Dorset District Council	£ 240.00	Rates Swimming Pool
27/10/2015	DD	BT	£ 272.10	Telephone
29/10/2015	DD	Credit Card Payment	£ 32.00	Charge for credit card
31/10/2015	Online	Salaries	£ 11,225.59	Salaries
01/11/2015	DD	North Dorset District Council	£ 720.00	Rates Town Hall
01/11/2015	DD	North Dorset District Council	£ 15.00	Rates Cemetery
01/11/2015	DD	North Dorset District Council	£ 245.00	Rates Bell St Toilets
01/11/2015	DD	North Dorset District Council	£ 233.00	Rates Unit 9C Wincombe
01/11/2015	DD	Sage	£ 141.09	Sage accounts subscription
04/11/2015	DD	BT	£ 40.18	Grounds Mobile Phones
13/11/2015	DD	Fuel Genie	£ 242.42	Fuel cost October
16/11/2015	DD	Sage	£ 67.20	Sage Payroll subscription
25/11/2015	DD	North Dorset District Council	£ 240.00	Rates for Pool
26/11/2015	DD	Plusnet	£ 18.60	Phone cost for Pool
30/11/2015	Online	Salaries	£ 10,290.66	Salaries
01/12/2015	DD	Investec	£ 214.03	Quarterly Photocopier Lease Payment
01/12/2015	DD	North Dorset District Council	£ 720.00	Rates Town Hall
01/12/2015	DD	North Dorset District Council	£ 15.00	Rates Cemetery
01/12/2015	DD	North Dorset District Council	£ 245.00	Rates Bell St Toilets
01/12/2015	DD	North Dorset District Council	£ 233.00	Rates Unit 9C Wincombe
01/12/2015	DD	Sage	£ 141.30	Sage accounts subscription
01/12/2015	DD	BT	£ 38.16	Grounds Mobile Phones
15/12/2015	DD	Fuel Genie	£ 206.38	Fuel costs November
16/12/2015	DD	Sage	£ 67.20	Sage Payroll subscription
25/12/2015	DD	Plusnet	£ 18.60	Phone cost for Pool
29/12/2015	DD	NW Credit Card	£ 526.64	Credit card payment
29/12/2015	DD	North Dorset District Council	£ 240.00	Rates for Pool
31/12/2015	Online	Cllr Allowances and Salaries	£11,935.87	Cllr Allowances and Salaries
		Total	£ 41,442.29	



	Nominal Codes	Balances to be carried forward for 2015/16	Additions for 2015/16 Capital	Additions for 2015/16 Projects	Expenditure to date	Total available	Notes
Notice Boards	3000	£ 1,000.00				£ 1,000.00	
Town Centre Enhancement	3001	£ 10,000.00				£ 10,000.00	
CCTV	3002	£ 4,000.00				£ 4,000.00	
Cycle Routes	3003	£ 1,500.00				£ 1,500.00	
Playground Equipment	3004	£ 30,000.00				£ 30,000.00	
Toilets	3005	£ 21,500.00				£ 21,500.00	
Swimming Pool (Capital)	3006		£ 25,000.00	£ 18,913.01	£ 21,954.54	£ 21,958.47	
Town Hall Building	3007	£ 25,000.00	£ 10,000.00			£ 35,000.00	
Gold Hill Wall	3008	£ 5,000.00				£ 5,000.00	
Town Hall Energy Fund	3009		£ 5,000.00			£ 5,000.00	
Grounds works Equipment	3010		£ 5,000.00		£ 1,559.80	£ 3,440.20	
Grit Bins	3011			£ 1,000.00		£ 1,000.00	
Heritage Style Lanterns	3012			£ 10,000.00		£ 10,000.00	
Town Entrance Signage	3013			£ 2,000.00	£ 1,295.00	£ 705.00	
Replacement Van	3014			£ 10,000.00		£ 10,000.00	Van Purchased January 2016
Self set tree removal at The Hangings and Castle Hill	3015			£ 2,000.00		£ 2,000.00	
Ground Planting	3016		£ 100.00	£ 2,000.00	£ 289.75	£ 1,810.25	
Street Furniture	3017			£ 4,150.00		£ 4,150.00	
Tree Planting	3018			£ 1,500.00		£ 1,500.00	
Toilet Refurbishment	3019			£ 8,000.00	£ 5,000.00	£ 3,000.00	Virred to Toilets for contract cleaners and repairs and maintainance
Swimming Pool Expenditure	3020	£ 35,000.00			£ 12,045.00	£ 22,955.00	
		£ 133,000.00	£ 45,100.00	£ 59,563.01	£ 42,144.09	£ 195,518.92	
<b>Other Reserve Balances</b>							
Neighbourhood Planning Grant	3080	£ 410.20		£ 4,000.00	£ 1,100.00	£ 3,310.20	
Community Chest Fund	3081	£ 4,000.00			£ 1,500.00	£ 2,500.00	
		£ 4,410.20		£ 4,000.00	£ 2,600.00	£ 5,810.20	



## **SWIMMING POOL**

### **1. Purpose of Report**

To consider taking on the direct operation of the Swimming Pool in Barton Hill and to recommend the carry forward of unspent funding into the Budget for 2016/17.

### **2. Recommendations**

#### **2.1 That the Council resolves to:**

(a) develop a Project Plan for the Pool to be run as a Charitable Trust within the Council's accounts, with effect from the 2016 season;

(b) include within the Budget for 2016/17 the carry forward of £25,000 Revenue funding and £10,000 Capital funding, as a total requirement, thereby avoiding any call on additional Precept funding.

#### **2.2 That consideration be given to the use of the Swimming Pool funds anticipated to remain at the 2015/16 year end (£9,500 Revenue and £1,778 Capital after allowing for the above carry forwards) with the following options recommended:**

- Earmarking them as a new Swimming Pool Capital and Revenue Reserves, to offset future operational costs for future years  
OR
- Re-allocating them to other Capital Projects, as one means of working towards a zero increase in the Precept for 2016/17

### **3. Background**

#### **3.1 Direct Operation of the Swimming Pool**

3.1.1 A decision on the operation of the Pool is essential to ensure suitable allowance in the Budget for 2016/17.

3.1.2 To facilitate the opening of the Pool in 2015, the Council outsourced its operation to Shaftesbury Community Swimming Pool Ltd (SCSP Ltd). All reports are that the operation was a success, assessed both in terms of the public response and the minimal expenditure. However, the Directors of SCSP Ltd only intended to allow for the Pool to re-open and would like to step down for the 2016 season.

3.1.3 The Council is therefore requested to consider taking on the operation of the Pool directly in 2016, aiming to open for the May Bank Holiday Weekend.

3.1.4 It has been suggested only recently that the Council should operate the Pool as a Charitable Trust within the Council's accounts. This should give rise to considerable savings – for instance, a 90% reduction in Business Rates.

3.1.5 A Project Plan based on the experiences of 2015 has been drafted. As the suggestion of operating as a Charitable Trust has arisen only recently, the Plan requires revision

to explore that. The final draft of the Project Plan will be presented at the earliest opportunity.

- 3.1.6 A Working Group comprising the Chairman of the Recreation Open Spaces and Environment Committee, the Town Clerk, the Finance Officer and the Pool Manager, have predicted a Budget for operation in 2016, based on direct operation as a Council activity (provided within the main Budget report). This Budget will now be revised to account for the implications of running as a Charitable Trust, **but the Council is recommended to repeat the allowance of £25,000 Revenue funding in the Budget for 2016/17.** The only Capital project currently anticipated for 2016/17 is the replacement of the lights with LEDs. **To allow for other Capital work which might arise in the year the Clerk suggests that £10,000 be allocated.**

#### 4. Swimming Pool Finances for 2015/16

- 4.1 The Budget for 2015/16 included the following:

£	
35,000	£10,000 and £25,000 carried forward from 2013/14 and 2014/15. These sums arose from SLA monies not spent in these two years. Currently accounted for as an unspent Revenue reserve
25,000	'new' Capital Expenditure
<u>25,000</u>	'new' Revenue Expenditure (to allow for SLA/grant aiding the operator)
85,000	Total budgeted funding for the Pool in 2015/16

It should be noted that the Council started 2015/16 with a Budget based on the assumption that the roof would be replaced from Capital. This is no longer the intention.

- 4.2 During the year the Council received

£	
18,913	Insurance payout for the roof (Capital receipt)
<u>505</u>	Grant towards the setting up of the Pool from DPFA
19,418	Additional but unbudgeted income

- 4.3 Together, the budgeted funding and the unbudgeted receipts amount to

£	
85,000	
<u>19,418</u>	
104,418	Total funding, budgeted and unbudgeted, in 2015/16

- 4.4 Predicted Expenditure on the Pool to the 2015/16 year end comprises:

£	
32,640	Capital (inc solar panels, inflatable and possible thermal blanket)
15,500	Revenue (direct expenditure, includes £2,695 virement for planning Application fee for the Cockram's Youth Club/Silver Band Project)
<u>10,000</u>	Revenue SLA/Grant to the operator (SCSP Ltd)
58,140	Total expenditure on the Pool

- 4.5 Deducting that expenditure from the funding, budgeted and unbudgeted, shows a significant amount remaining and in need of Council resolution as how it should be allocated in 2016/17. As there is no longer an intention to install a new roof, these funds can be re-allocated elsewhere

£	
104,418	Total funding, budgeted and unbudgeted, in 2015/16
less	
<u>58,140</u>	Total expenditure on the Pool
46,278	to be carried forward to 2016/17

That sum comprises

£	
11,778	Unspent Capital from £25,000
19,500	Unspent from original £35,000 Revenue reserve
<u>15,000</u>	Unspent from original £25,000 Revenue for SLA
46,278	

- 4.6 Assuming £25,000 to be allocated to the Pool as Revenue for 2016/17 and £10,000 for Capital work (as recommended in paragraph 3.1.6 above).

#### Revenue

19,500	Unspent Revenue Reserve
<u>15,000</u>	Unspent Revenue for SLA
34,500	Total Revenue c/f
<u>- 25,000</u>	Less requested Revenue in 2016/17
<b>9,500</b>	<b>Unallocated Revenue</b>

#### Capital

11,778	Unspent Capital from £25,000
<u>-10,000</u>	Less suggested Capital in 2016/17
<b>1,778</b>	<b>Unallocated Capital</b>

- 4.7 The Council is requested to consider where to allocate these funds

### 5. Financial Implications

As detailed throughout the report.

### 6. Legal Implications

None arising directly from this report.

Stephen Holley  
Town Clerk





**Report to the Meeting of Shaftesbury Town Council  
to be held at 7.30pm on Tuesday 26<sup>th</sup> January 2016  
in the Council Chamber, Town Hall, High Street, Shaftesbury**

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**APPOINTMENT OF INTERNAL AUDITOR**

**1. Purpose of Report**

To consider recommendations from the General Management Committee in respect of the appointment of the Council's Internal Auditor.

**2. Recommendation**

- 2.1 That Do the Numbers be appointed as the Council's Internal Auditor for an initial three year period, with effect from 2016/17 financial year.
- 2.2 That, without wishing to imply any doubt as to the ability and competence of the existing Internal Auditor, the contract with the present Internal Auditor be terminated with regard to 2015/16 and Do the Numbers appointed.

**3. Background**

- 3.1. The Council is required to appoint an Internal Auditor for 2016/17. To achieve costs savings over time, Officers sought quotations for a contract over three years.
- 3.2. Quotations were sought from four local government internal audit providers, including the current auditor, and a selection panel appointed by the General Management Committee at its meeting on 24<sup>th</sup> November 2015.
- 3.3. Three quotations were submitted, and the selection panel carried out interviews on 7<sup>th</sup> and 14<sup>th</sup> January 2016. Candidates were evaluated and scored by each member of the panel against nine standard questions.
- 3.4. The interview panel established that all three applicants were competent to undertake the roll, but Do the Numbers was unanimously identified as their preference. The panel recommended that a contract be issued for an initial three year period.
- 3.5. The panel was concerned that the Council's Accounts had been qualified for two years and was sufficiently impressed by Do the Numbers experience in recommending controls and other mitigating actions for its other clients as to further recommend that Do the Numbers be invited to complete the Internal Audit for 2015/16 – without wishing to imply any doubt as to the ability and competence of the existing Internal Auditor.
- 3.6. The General Management Committee endorsed the Interview Panel's recommendations at its meeting on 19<sup>th</sup> January 2016 (Minute G78 refers). The Committee's recommendations are shown in Section 2 above

**4. Financial Implications**

- 4.1. A contract with Do the Numbers will cost £1,450 – to cover three full day visits. The fee would be for a single year only; the Council would not benefit from a three year contract. The intention of appointing for three years is to allow for the Internal Auditor to provide a long-term service while the Council is in transition. Also, a saving in Officer and Member

time would result from not seeking a new contract each year. Cancelling visits without notice would cost £75. The cost will be accounted for within the Legal and Professional - Audit budgetline for 2016/17. Switching contract for the remainder of 2015/16 will result in additional cost for 2015/16.

- 4.2. The present internal auditor has advised that because she has already billed for her work up to the last Audit visit, her charges for closing down would cover only work undertaken providing advice since the last visit and she estimates £65 - £100 + VAT. If the new Internal Auditor wishes to make use of the present Internal Auditors first two reports (rather than start from scratch), there would be an additional charge yet to be determined.

**5. Legal Implications**

Audit Commission Act 1998 and the Code of Audit Practice - Local Government (2010)

(End)

Stephen Holley  
Town Clerk and Responsible Financial Officer:

**Report to a Meeting of Shaftesbury Town Council  
to be held at 7.30pm on Tuesday 26<sup>th</sup> January 2016  
in the Council Chamber, High Street Shaftesbury**

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**QUEENS 90<sup>TH</sup> BIRTHDAY – BEACON LIGHTING EVENT**

**1. Purpose of Report**

To consider making allowance in the Budget for 2016/17 to fund a celebratory beacon lighting event to mark the Queens 90<sup>th</sup> Birthday on 21<sup>st</sup> April 2016.

**2. Recommendation**

That £1,000 be added to the Budget, to allow for this event.

**3. Background**

- 3.1. The Chairman of the National Association of Local Councils has written to all town and parish councils inviting them to join a chain of beacons to mark the Queen's 90<sup>th</sup> Birthday on 21<sup>st</sup> April 2016, with associated celebrations (**Appendix A**).
- 3.2. It is proposed that £1,000 be added to the Budget to fund a celebratory event to include a beacon.
- 3.3. If approved, the Council will need to start planning immediately, working with other appropriate town organisations.

**4. Financial Implications**

£1000, as outlined in the report.

**5. Legal Implications**

The Council has the General Power of Competence

End.

Stephen Holley  
Town Clerk



12 January 2016

Dear Colleagues

**LETTER FROM THE CHAIRMAN OF THE NATIONAL ASSOCIATION OF LOCAL COUNCILS - HM  
QUEEN'S 90TH BIRTHDAY CELEBRATIONS**

On 21st April 2016, Her Majesty The Queen celebrates her 90th Birthday, and in celebration of this wonderful milestone, Beacons will be lit that night across the United Kingdom, Channel Islands, Isle of Man and the United Kingdom Overseas Territories, marking this unique moment in history.

Many of you will already have lit Beacons for previous occasions - wood fuelled Beacon Braziers on top of tall wooden posts; gas fuelled Beacons made for the Queen's Diamond Jubilee on 4th June 2012 and VE Day last year, all of which could be re-lit for this event to save costs, or you may wish to build and light a traditional Bonfire Beacon which has been undertaken by many Local Authorities in the past too.

Your event can be as big or as small as you wish to make it. The taking part is the most important thing, sharing this joyous occasion with the Queen that evening. You may even wish to consider working in partnership with your local media, finding someone in your local community sharing their 90th Birthday with the Queen on 21st April 2016, with the view to them having the honour of lighting your Beacon that night, providing you with a nice pre-event media story, as well as some lovely photographs on the night.

It is envisaged that the Beacons will be lit early evening, so please plan around this. The exact lighting time will be sent to you soon.

We would encourage your Council to take part in this once in a life time opportunity, by lighting a Beacon on 21st April this year, and have great pleasure in attaching the projects official "Guide To Taking Part." You will see from its acknowledgements pages that to date over 220 Beacons have already been confirmed in the United Kingdom, even before production and distribution of this publication, so do hope that your Council will want to join with your local community and participate in this once in a life-time opportunity, providing a fitting 'tribute' to this special milestone in the Queen's life.

If not already involved, but do wish to take part, please go to page 3 and provide the important, necessary, information requested as soon as possible please, to ensure the organisers can liaise with you direct, along with listing the name of your Town or Parish Council correctly.

I sincerely hope that you will take up this opportunity by taking part.

Yours sincerely,

A handwritten signature in black ink that reads 'Ken D Browne'.

**COUNCILLOR KEN BROWSE**  
**CHAIRMAN**



**Report to a Meeting of Shaftesbury Town Council  
to be held at 7.30pm on Tuesday 26<sup>th</sup> January 2016  
in the Council Chamber, High Street Shaftesbury**

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**REMEMBRANCE SUNDAY PARADE COSTS**

**1. Purpose of Report**

To consider a request from Shaftesbury and District Branch of The Royal British Legion to undertake to pay the £100 cost of Marshalls to undertake traffic control at Remembrance Day services.

**2. Recommendation**

That the Council considers the request.

**3. Background**

- 3.1. The Council is an important participant in the annual Remembrance Sunday Parade. The Parade is organised for the community by the Shaftesbury and District Branch of The Royal British Legion.
- 3.2. The Branch Chairman, Lt Col Robin Miller, has written to explain that Dorset Police removed its direct support from Remembrance Parade road control two years ago. Local RBL Branches are forbidden, by their parent organisation, to expend funds for road control requirements arising from Remembrance Day Parades so Lt Col Miller has requested that the Council contribute £100 to the Marshalls for each Remembrance. The request asks that the grant be paid immediately, in order to cover the event in November 2015. The local branch will continue to pay the Town Band for its services and to supply a bugler but it cannot pay the Marshalls for traffic control.
- 3.3. To supplement his request, Lt Col Miller supplied a copy of a letter from the Director General of The Royal British Legion and the Chairman of the Local Government Association, jointly expressing their "hope that the police and local government can continue to enable our communities to remember the fallen without seeking to impose charges on The Royal British Legion".
- 3.4. The request from the local branch and the supplementary letter are attached at **Appendix A.**

**4. Financial Implications**

£100, as outlined in the report. Although not explicitly stated, the request is clearly looking for an ongoing commitment from the Council. It can be expected that the charge payable to the Marshalls will increase over time.

**5. Legal Implications**

The Council has the General Power of Competence

End.

Stephen Holley  
Town Clerk





**From:** Robin Miller  
**Sent:** 09 December 2015 10:22  
**To:** Town Clerk  
**Cc:**  
**Subject:** Remembrance Parade Costs

Dear Stephen,

I attach a copy of a letter which we have recently received from Legion HQ in London - you may already have seen it.

The purpose of this email is to explain what we as a Legion branch have been doing so far.

When, two years ago, the Dorset Police removed their direct support from Remembrance Parade road control, we arranged the local Marshals to control the traffic and they responded immediately without question. After the event in November 2013, we discovered that the Marshals each carried walkie talkie radios worth £100 each, and that it cost £250 for each of them to attend the qualifying marshal's course - so clearly they had expenses to cover. We therefore gave them a grant from branch funds of £100, as we did in 2014, and we intended to do this year. However, the attached letter from Legion HQ clearly forbids us to expend funds for the purpose of road control, so we are unable to carry out our wish this year.

We have also given the Shaftesbury Town Silver Band (STSB) a grant of £100 for their kind services at Remembrance, and £10 for each and every bugling (Last Post and Reveille) they carry out at ceremonies throughout the year, usually at funerals. The attached letter does not cover this! The STSB is not only a great credit to the town, but they too have costly expenses to maintain their uniforms, instruments and premises.

As a compromise which I would ask you to present before the Council, we suggest that in future (to comply with the terms of the attached letter, but as an offset to necessary costs) we continue to contribute from branch funds to STSB, and the Council resolves to contribute £100 to the Marshals for each Remembrance. We will continue to contribute for bugling during the year. If the Council agrees, there would be the need for an immediate grant of £100 for the Marshals for this year's Remembrance duties, which we are forbidden to cover.

We would be grateful for your kind advice in due course. Needless to say, we are extremely fortunate as a town to have such worthy organisations which support so many functions other than Remembrance.

Many thanks,

Robin Miller





13th July 2015

Dear Cllr,

We are writing to seek your support and assistance in ensuring that the Nation faces as few obstacles as possible in organising Remembrance parades. Together, our organisations are urging local authorities (and local police forces) to facilitate Remembrance services and parades without charge. As we mark the First World War centenary from August 2014 to November 2018, alongside significant Second World War anniversary commemorations, services of Remembrance will continue to be important for the nation as a whole, and will take place in local communities across the country.

Legion branches and volunteers play an active part in Remembrance parades every year and are happy to take on the responsibility of organising such events but they do not 'own' the parades. Parades are often the responsibility of civic authorities and, whilst most local authorities show a great deal of support for Remembrance, every year some Legion branches are told they will have to bear the costs of road closures and policing. The Legion remains clear that while their branches are very willing organisers for parades, they should not be left to cover the costs of these important community events.

We know that council budgets are facing unprecedented pressures at the moment, but small gestures such as the waiving of fees for closing roads, providing street signage, and the support of police forces can make a real difference to the organisers of these events. If you would like to learn from the work of other councils, the LGA's councillor handbook on supporting community events contains practical advice and guidance.

We are also aware that there can sometimes be genuine community tensions or practical problems that increase the cost or risk of parades. The Royal British Legion would like to work with you to manage these risks and ensuring that these parades can take place with the minimum of disruption, but also with the dignity and solemnity that they deserve.



The Legion and the National Police Chiefs' Council have sent a similar letter to all Chief Constables in England and Wales. We hope that the police and local government can continue to enable our communities to remember the fallen without seeking to impose charges on The Royal British Legion.

Yours sincerely,



Dr Chris Simpkins  
Director General, The Royal British Legion

199 Borough High Street  
London SE1 1AA  
[publicaffairs@britishlegion.org.uk](mailto:publicaffairs@britishlegion.org.uk)



Cllr Gary Porter  
Chairman, Local Government Association

Local Government House  
Smith Square  
London SW1P 3HZ  
[info@local.gov.uk](mailto:info@local.gov.uk)



**Report to a Meeting of Shaftesbury Town Council  
to be held at 7.30pm on Tuesday 26<sup>th</sup> January 2016  
in the Council Chamber, High Street Shaftesbury**

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**BUDGET SETTING 2016/17**

**1. Purpose of Report**

To receive and consider information as part of the Budget-Setting process and to determine the Precept for 2016/17.

**2. Recommendation**

That a Budget for 2016/17 be agreed and the Precept set.

**3. Background**

**3.1 National and Local Context**

- 3.1.1 A note from the National Association for Local Councils (NALC) on the Government's Spending Review (available on request) states that local government support will decrease in real terms, falling by an average of 1.7% per year.
- 3.1.2 North Dorset District Council (NDDC) is becoming increasingly part of the Tri Council Partnership. Its staff has decreased from 300 to 100 in recent years and the town and parish councils in the North Dorset area can expect further transfer of land and assets.
- 3.1.3 NDDC has now received advice of the Revenue Support Grant it will receive from the Government in 2016/17. This has allowed NDDC to calculate the Tax Base for that year, and to advise the town and parish councils in its area of the costs of their precepts. For Shaftesbury, the figure is £2,979.60 for every £1 raised.
- 3.1.4 It has been confirmed that town and parish councils will not be covered by the requirement for a referendum in respect of Precept increases over 2%.

**3.2 Previous Discussion and Resolutions on the Budget**

- 3.2.1 Budget requests from the Planning and Highways Committee and the Recreation Open Spaces and Environment Committee (ROSE) were considered by this Committee at the meeting on 20<sup>th</sup> October 2015 and approved for incorporation in the Draft Budget. A subsequent suggestion from the Chairman of ROSE is outlined under Reserves in paragraph 4.2 below.
- 3.2.2 Officers have considered routine Income and Expenditure budgetlines for 2014/15 and 2015/16 to date, in order to make predictions for 2016/17. Work on the Quarter 3 Finance Report has enabled Officers to more accurately predict end of year figures and, from them, the sums that can be rolled forward into 2016/17.
- 3.2.3 In November this Committee agreed that the Civic budgetline should be kept at £2,000 – the figure it has been for a number of years. It was exceeded in the last two years (£2,129 in 2013/14 and £3,090 in 2014/15) and is likely to be exceeded again, by a small amount by the end of the present year (possibly giving a total between £2,000 and £2,200). In November this

Committee resolved to keep the Civic Budget at £2,000. However, town and parish Councils have since been written to by the Queens Pageantmaster and by the National Association of Local Councils requesting that we consider marking the Queens 90<sup>th</sup> Birthday by participating in a national chain of beacons on 21<sup>st</sup> April 2016 – an additional £1,000 is proposed for that

event, the details of which are yet to be confirmed. It has been suggested that this event be allocated outside the Civic budget. It could be allocated to Community Services and the decision lies with the Council, but Officers point out that previous events such as the Queens Diamond Jubilee and the Olympic Torch event were all identified as Civic activities.

- 3.3 The draft Budget at **Appendix A** includes four options. The yellow and blue boxes indicate the key decisions behind those options, which allow for the following changes to the Precept:

Option 1	Option 2	Option 3	Option 4
24.61% rise	5.71% drop	2.47% rise	1.87% rise

The Council is not constrained to any one of these options, it may decide to 'mix and match'.

- 3.3.1 Cockram's Project – Youth Club and Silver Band - The cost of the Youth Club/Silver Band/Community Hall Development at Cockrams is yet to be confirmed. Construction is unlikely during 2016/17, but the Council has been requested to allow for £15,000 for architects fees in respect of planning application work. Building regulations drawings are likely to be needed in 2017/18 and may be in excess of £50,000. Actual build costs are not yet known and will not impact 2016/17. When they do, the Council might wish to agree in principle to borrow from the Public Work Loans Board (PWLB) and set rents that would offset the loan repayments. When the project is confirmed Officers will add a new expenditure budgetline for loan repayments and new budgetline for rental income.
- 3.3.3 NDDC – SLA for street cleansing – Officers are waiting to hear from NDDC whether the SLA can be extended to include emptying litter bins. Such extension would generate a small income. To be cautious, such contingent income has not been included in the budget. The current SLA is due for renewal this year, for implementation in 2017/18. The RPI figure for the SLA as it is currently has been implemented, to give an expected income of £10,055
- 3.3.4 Cemetery – Officers are seeking quotes for the restoration of the Lych Gate. This has not yet been researched and an estimate of £2,500 has been included in the draft Budget.
- 3.3.5 Grants and SLAs – Awaiting Council decision. For 2015/16 the Council approved an overall 'pot' of £68,497 and then tasked GEM to make detailed recommendations for individual grants/SLA's. The options include: leaving as in 2015/16, less £25,000 for the Swimming Pool; reducing the combined SLA/Grant pot by 50%; reducing the combined SLA/Grant pot by 25%; and reducing the Grant pot (only) by 50%
- 3.3.6 Personnel Costs – Separate from Outcome of the Staffing Review

The Council should be prepared for an increase for the following reasons:

- The most significant increase to the Personnel Budget arises from the Government decision to implement an increase in Employers NI contributions, due to the non-contracting out of Pensions (Band D on the NI scale is to be abolished, and all Local Government employees will be moved to Band A). This is expected to result in an extra 6% in NI contributions – **increasing the NI contribution from £11,674 in 2015/16 to £27,194 in 2016/17 – this single item will increase the Personnel / Salaries budgetline by £15,519.**
- The Council has resolved to take on an Apprentice from April 2016. The salary is dependent on the Apprentice's age and is yet to be confirmed. Since the Council's decision to employ an Apprentice the Government announced its intention to require payment of the Living Wage hourly rate of £7.20 per hour to every employee over the age of 25. Employers cannot discriminate against potential Apprentices so as not to employ someone over the age of 25, so **the calculation of the maximum sum payable for the Apprentice has been increased to £13,852.80 in order to allow for the Living Wage rate to be paid over 37 hours per week.** This sum could decrease significantly (by more than 50%) if the Council is able to employ a younger Apprentice at £3.30 per hour and if the working week is reduced to 30 hours.



- The current national salary agreement covers 2014-16. No agreement has been reached for 2016/17. However, the Dorset Finance Officers Group has suggested allowing for a 1% increase in the overall salary scale. **This 1% would cost an additional £1,789.32** – averaging at £224.58 per employee (excluding the Apprentice, who would be on the national Apprentices pay scheme).
- In addition to the 1% national salary award, the assumption will be made that a single pay increment will be awarded to each member of staff (within their appointed scale, until they reach the top of that scale), in accordance with Contracts of Employment and subject to satisfactory Annual Appraisal. As the Council awards salary increments after Annual Appraisal in July the increment is applied for nine months of the year. **These increments would cost an additional £4,168.88** – averaging at £521 per employee (excluding the Apprentice).
- **The total predicted increase against the Personnel / Salaries Budget for this year amounts to £35,330** (£270,227 for 2016/17 less £234,897 for 2015/16). That £35,330 increases to the current establishment account for £6,581.24 (£1,796.66 plus £4,784.58) or 18%. The remainder of the
- The Council is yet to make a decision to take on the running of the Swimming Pool directly, assuming this is to happen, there will be another increase in Salaries. However, as a new project for direct operation it is suggested that the Swimming Pool be treated as a discrete service area, with its own salaries line.

### 3.3.7 Personnel Costs – Including Outcome of the Staffing Review

In the Extraordinary Meeting of the Council held (in Confidential Session) immediately before this meeting, the Council considered options arising from a Staffing Review. The figures for those Staffing options were (1 = £2,787, 2 = £6,126, 3 = £910)

3.3.8 The figure arising from the Council's decision will be fed into the

3.3.8 Toilets – The contract with Aqua for 2015 was in place for six weeks only, at the cost of £200 per week. In December 2015 the Council resolved to budget for cleaning all year round. If the same price was on offer for 52 weeks it would cost £10,400 and this figure has been included.

3.3.9. Contingency - £3,000 in 2015/16. Deleted for 2016/17

3.3.9 Any Other Projects – The Council is invited to identify any new projects and associated funding.

## 4. Capital Re-allocation / Project Reserves

4.1 Officers predict that 2015/16 will end with £104,161 of unspent Capital / Project reserves. The Council is invited to decide which of these projects are to continue into 2016/17, and which funding can be returned to the General Fund, keeping the Precept down..

4.2 The Chairman of ROSE has written to suggest that £11,600 be added to the £31,600 in Reserves allocated to Playground Equipment (£30,000 Capital Requirement plus £1,600 transferred from Repairs and Maintenance) – amending the figure to £43,200. The Committee is requested to consider recommending this to the Council.

## 5. Financial Implications

Budgetary discussion. Implications are outlined throughout the report.

6. **Legal Implications**

The Council is required to set its Precept by the end of January. In 2015 the Council set its Precept with reference to a Draft Budget and made subsequent amendments in March 2015. It is open to the Council to do likewise in 2016.

End.

Stephen Holley  
Town Clerk

# SHAFTESBURY TOWN COUNCIL BUDGET AND PRECEPT 2016/2017

6.05% 13.04%

Personnel option detail

Admin option detail

Corporate option detail

Open Spaces and Recreation option detail

Community Services option detail

Swimming Pool option detail

SLA's and Grants option detail

SLA Income option detail

New Capital Projects option detail

Capital Reserves reallocation option detail

	2013/2014	2014/2015	2015/16
Personnel	£ 177,726.00	£ 209,682.00	£ 229,997.00
Admin & Corporate	£ 39,720.00	£ 42,800.00	£ 51,794.00
Grounds	£ 20,000.00	£ 23,100.00	£ 33,995.00
Community Services	£ 26,000.00	£ 26,305.00	£ 31,142.00
Rates, Barton Hill Car park	£ 2,000.00	£ 2,000.00	£ 2,000.00
SLA's & Grants	£ 63,221.00	£ 43,000.00	£ 68,497.00
Contingency	£ 3,000.00	£ 3,000.00	£ 3,000.00
Swimming Pool			
SLA income			

Total net revenue expenditure	£ 279,667.00	£ 297,277.00	£ 358,141.00
New Capital Projects	£ 75,000.00	£ 75,000.00	£ 85,650.00
<b>Total requirements</b>	<b>£ 354,667.00</b>	<b>£ 372,277.00</b>	<b>£ 443,791.00</b>
General Fund Balance transfer	£0	£0	£
Available for capital reallocation	£0	£0	£
Transitional Relief Grant	£18,180	£0	£

**PRECEPT REQUEST** £ 344,320.00 £ 379,300.00 £ 443,791.00

**Band D Equiv Estimate** 2979.6

Annual impact on households £125.12 £132.68 £149.98

Weekly increase for households £0.15 £0.16 £0.33

	Option 1	Option 2	Option 3	Option 4
	24.61%	-5.71%	2.47%	1.87%
Revised staff structure	No change	No change	No change	No change
All requirements	All requirements	All requirements	All requirements	All requirements
All requests	No Queen's celebration	All requests	All requests	All requests
All requests	All requests	All requests	All requests	All requests
All requests	No retire chairs	All requests	8wk toilet contract	All requests
All requests	All requests	All requests	All requests	All requests
All requests	Reduce by 50%	Reduce by 75%	Reduce by 75%	Reduce grants only by 50%
All requests	No change	No change	No change	No change
All requests	Requests at 50%	Requests at 75%	Requests at 75%	Projects all requests
All requests	Ring fence 14 toilets, 10m and 10m	Ring fence 14 toilets, 10m and 10m	Ring fence 14 toilets, 10m and 10m	Reallocate everything
	2016/17	2016/17	2016/17	2016/17
Personnel	£ 279,272.84	£ 272,428.00	£ 272,428.00	£ 272,428.00
Admin & Corporate	£ 76,505.00	£ 75,505.00	£ 76,505.00	£ 76,505.00
Grounds	£ 34,213.00	£ 34,213.00	£ 34,213.00	£ 34,213.00
Community Services	£ 6,059.00	£ 9,559.00	£ 14,859.00	£ 6,059.00
Rates, Barton Hill Car park	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
SLA's & Grants	£ 43,497.00	£ 21,748.50	£ 32,622.75	£ 37,497.00
Contingency	£ -	£ -	£ -	£ -
Swimming Pool	£ 25,000.00	£ 25,000.00	£ 25,000.00	£ 25,000.00
SLA income	£ 10,055.00	£ 10,055.00	£ 10,055.00	£ 10,055.00
Total net revenue expenditure	£ 444,373.84	£ 411,280.50	£ 417,854.75	£ 431,529.00
New Capital Projects	£ 112,500.00	£ 43,750.00	£ 65,625.00	£ 112,500.00
<b>Total requirements</b>	<b>£ 556,873.84</b>	<b>£ 455,030.50</b>	<b>£ 483,479.75</b>	<b>£ 544,029.00</b>
General Fund Balance transfer	Must build	Must build	Must build	Must build
Available for capital reallocation	£ -	£ 33,661.00	£ -	£ 104,161.00
Transitional Relief Grant	£ -	£ -	£ -	£ -
<b>PRECEPT REQUEST</b>	<b>£ 556,873.84</b>	<b>£ 421,369.50</b>	<b>£ 431,779.75</b>	<b>£ 439,868.00</b>
<b>Band D Equiv Estimate</b>	<b>2979.6</b>			
Annual impact on households	£186.90	£ 141.42	£144.91	£147.63
Weekly increase for households	£0.71	£-0.16	£-0.10	£-0.05

SHAFTESBURY TOWN COUNCIL		Budget 2016/17			
Revenue Budget 2016/17 Personnel		Option 1 Revised staff structure	Option 2 No change	Option 3 No change	Option 4 No change
<b>EXPENDITURE</b>					
7650	Staffing Costs - Employers Pension Contributions	£ 46,984.00	£ 45,979.00	£ 45,979.00	£ 45,979.00
7651	Staffing Costs - Employers NI	£ 27,901.84	£ 27,194.00	£ 27,194.00	£ 27,194.00
7652	Staffing Costs - Salaries	£ 202,187.00	£ 197,055.00	£ 197,055.00	£ 197,055.00
7653	Staffing Costs - Staff Training	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
7654	Staffing Costs - Staff Travel and Subsistence	£ 700.00	£ 700.00	£ 700.00	£ 700.00
7655	Staffing Costs - Prior Year Pension Deficit Payment				
<b>TOTAL</b>		<b>£ 279,272.84</b>	<b>£ 272,428.00</b>	<b>£ 272,428.00</b>	<b>£ 272,428.00</b>

SHAFTESBURY TOWN COUNCIL		Budget 2016/17			
		Option 1	Option 2	Option 3	Option 4
		All requirements	All requirements	All requirements	All requirements

### Revenue Budget 2016/17 Administration

#### EXPENDITURE

##### Overheads:

7500	General Running Costs-Advertising	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
7501	General Running Costs-General Supplies	£ 150.00	£ 150.00	£ 150.00	£ 150.00
7502	General Running Costs-IT software	£ 3,900.00	£ 3,900.00	£ 3,900.00	£ 3,900.00
7503	General Running Costs-IT Support	£ 1,250.00	£ 1,250.00	£ 1,250.00	£ 1,250.00
7504	General Running Costs-Office Equipment	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
7505	General Running Costs-Postage	£ 850.00	£ 850.00	£ 850.00	£ 850.00
7506	General Running Costs-Printing	£ 2,300.00	£ 2,300.00	£ 2,300.00	£ 2,300.00
7507	General Running Costs-Stationery	£ 1,300.00	£ 1,300.00	£ 1,300.00	£ 1,300.00
7508	General Running Costs-Telephone	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00
7509	General Running Costs - Website	£ 800.00	£ 800.00	£ 800.00	£ 800.00
7510	General Running Costs- IT Equipment				
7352	Finance - Bank Charges	£ 275.00	£ 275.00	£ 275.00	£ 275.00
		£ 15,125.00	£ 15,125.00	£ 15,125.00	£ 15,125.00

#### INCOME

4403	Finance Bank Int Received	£ 36.00	£ 36.00	£ 36.00	£ 36.00
	Finance - Football Club	£ 2,399.00	£ 2,399.00	£ 2,399.00	£ 2,399.00
	Finance - Property & Land Leases	£ 415.00	£ 415.00	£ 415.00	£ 415.00
4401	Finance Council Tax Support Grant				
<b>NET income</b>		£ 2,850.00	£ 2,850.00	£ 2,850.00	£ 2,850.00

#### Net Total

		£ 12,275.00	£ 12,275.00	£ 12,275.00	£ 12,275.00
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SHAFTESBURY TOWN COUNCIL		Budget 2016/17			
		Option 1	Option 2	Options	Option 4
		All requests	No Queen celebration	All requests	All requests
Revenue Budget 2015/16 Corporate					
EXPENDITURE					
7575	Legal and Professional-Audit	£ 3,250.00	£ 3,250.00	£ 3,250.00	£ 3,250.00
7576	Legal and Professional- Books and Subscriptions	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
7577	Legal and Professional- Election Costs	£ 4,200.00	£ 4,200.00	£ 4,200.00	£ 4,200.00
7578	Legal and Professional - Insurance	£ 21,500.00	£ 21,500.00	£ 21,500.00	£ 21,500.00
7579	Legal and Professional - Legal Fees	£ -	£ -	£ -	£ -
7580	Legal and Professional -Professional Fees	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00
7330	Councillor Allowances	£ 4,320.00	£ 4,320.00	£ 4,320.00	£ 4,320.00
7331	Councillor Cllr Training	£ 840.00	£ 840.00	£ 840.00	£ 840.00
7332	Councillor Travel and Subsistance	£ 400.00	£ 400.00	£ 400.00	£ 400.00
7333	Civic - Hospitality	£ 220.00	£ 220.00	£ 220.00	£ 220.00
7334	Civic - Mayors/Civic Allowance	£ 3,000.00	£ 2,000.00	£ 3,000.00	£ 3,000.00
7353	Mayors Charity Payment				
7581	Neighbourhood Planning	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
		£ 64,230.00	£ 63,230.00	£ 64,230.00	£ 64,230.00
INCOME					
4351	Mayors Charity Income				
NET EXPENDITURE					
		£ 64,230.00	£ 63,230.00	£ 64,230.00	£ 64,230.00

# Open Spaces and Recreation

SHAFTESBURY TOWN COUNCIL		Budget 2016/17			
Revenue Budget 2016/17 Open Spaces and Recreation		Option 1 All requests	Option 2 All requests	Option 3 All requests	Option 4 All requests
<b>EXPENDITURE</b>					
<b>Overheads:</b>					
7620	Playground - Repairs and Maintenance	£ 3,500.00	£ 3,500.00	£ 3,500.00	£ 3,500.00
7621	Playground - Inspections	£ 455.00	£ 455.00	£ 455.00	£ 455.00
7401	General Grounds -Electricity	£ 500.00	£ 500.00	£ 500.00	£ 500.00
7402	General Grounds -equipment Hire	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
7403	General Grounds -General supplies	£ 200.00	£ 200.00	£ 200.00	£ 200.00
7405	General Grounds - PPE	£ 800.00	£ 800.00	£ 800.00	£ 800.00
7406	General Grounds -Rates	£ 3,018.00	£ 3,018.00	£ 3,018.00	£ 3,018.00
7407	General Grounds -Rent Unit 9C	£ 7,110.00	£ 7,110.00	£ 7,110.00	£ 7,110.00
7408	General Grounds-Refuse Collection	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00
7409	General Grounds -Repairs and Maintenance	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
7410	General Grounds -Alarm costs	£ 220.00	£ 220.00	£ 220.00	£ 220.00
7411	General Grounds -Sub Contractors	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
7412	General Grounds -Tree Work and Fencing	£ 4,000.00	£ 4,000.00	£ 4,000.00	£ 4,000.00
7413	General Grounds- Water Rates	£ 200.00	£ 200.00	£ 200.00	£ 200.00
7800	Vehicles and Equipment- Equipment Purchases	£ 650.00	£ 650.00	£ 650.00	£ 650.00
7801	Vehicles and Equipment- Equipment Repairs	£ 1,200.00	£ 1,200.00	£ 1,200.00	£ 1,200.00
7802	Vehicles and Equipment- Fuel Equipment	£ 1,200.00	£ 1,200.00	£ 1,200.00	£ 1,200.00
7803	Vehicles and Equipment- Fuel Vehicles	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00
7804	Vehicles and Equipment- Road Tax	£ 460.00	£ 460.00	£ 460.00	£ 460.00
7805	Vehicles and Equipment- Vehicle Insurance	£ 1,600.00	£ 1,600.00	£ 1,600.00	£ 1,600.00
7806	Vehicles and Equipment- Vehicle Repairs and Maintenance	£ 1,200.00	£ 1,200.00	£ 1,200.00	£ 1,200.00
7807	Vehicles and Equipment - Misc Motor Expenses				
		£ 35,313.00	£ 35,313.00	£ 35,313.00	£ 35,313.00

4450  
4451  
4452

## NET EXPENDITURE

£	500.00	£	500.00	£	500.00	£	500.00
£	600.00	£	600.00	£	600.00	£	600.00
£	1,100.00	£	1,100.00	£	1,100.00	£	1,100.00
<b>£</b>	<b>34,213.00</b>	<b>£</b>	<b>34,213.00</b>	<b>£</b>	<b>34,213.00</b>	<b>£</b>	<b>34,213.00</b>



SHAFTESBURY TOWN COUNCIL		Budget 2016/17			
		Option 1	Option 2	Option 3	Option 4
		All requests	No repairs chairs	8 wk toilet contract	All requests

## Revenue Budget 2016/17 Community Services

### EXPENDITURE

#### Overheads:

7000	Allotments General Supplies	£ 50.00	£ 50.00	£ 50.00	£ 50.00
7001	Allotments repairs and Maintenance	£ 350.00	£ 350.00	£ 350.00	£ 350.00
7002	Allotments Water Rates	£ 550.00	£ 550.00	£ 550.00	£ 550.00
7300	Cemetery General Supplies	£ 300.00	£ 300.00	£ 300.00	£ 300.00
7301	Cemetery Rates	£ 174.00	£ 174.00	£ 174.00	£ 174.00
7302	Cemetery Repairs and Maintenance	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00
7303	Cemetery Water Rates	£ 80.00	£ 80.00	£ 80.00	£ 80.00
7601	CCTV Running Cost	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00
7602	Bus Shelter Maintenance	£ 225.00	£ 225.00	£ 225.00	£ 225.00
7700	Toilets - Cleaning Supplies	£ 1,200.00	£ 1,200.00	£ 1,200.00	£ 1,200.00
7701	Toilets - Electricity	£ 750.00	£ 750.00	£ 750.00	£ 750.00
7702	Toilets - Equipment Purchases	£ 150.00	£ 150.00	£ 150.00	£ 150.00
7703	Toilets - General Supplies	£ 50.00	£ 50.00	£ 50.00	£ 50.00
7704	Toilets - Rates and Services	£ 2,686.00	£ 2,686.00	£ 2,686.00	£ 2,686.00
7705	Toilets - Repairs and Maintenance	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00
7706	Toilets - Water Rates	£ 2,100.00	£ 2,100.00	£ 2,100.00	£ 2,100.00
7707	Toilet Cleaning Contract	£ 10,400.00	£ 10,400.00	£ 1,600.00	£ 10,400.00
7750	Town Hall - Wedding Costs	£ 1,150.00	£ 1,150.00	£ 1,150.00	£ 1,150.00
7751	Town Hall - Cleaning Supplies	£ 350.00	£ 350.00	£ 350.00	£ 350.00
7752	Town Hall - Electricity	£ 1,800.00	£ 1,800.00	£ 1,800.00	£ 1,800.00
7753	Town Hall - Equipment Purchases	£ 500.00	£ 500.00	£ 500.00	£ 500.00
7754	Town Hall - Gas	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
7755	Town Hall - General Supplies	£ 850.00	£ 850.00	£ 850.00	£ 850.00
7756	Town Hall - Rates	£ 7,500.00	£ 7,500.00	£ 7,500.00	£ 7,500.00
7757	Town Hall - Repairs and Maintenance	£ 6,500.00	£ 3,000.00	£ 6,500.00	£ 6,500.00
7758	Town Hall - Alarm Cost	£ 1,400.00	£ 1,400.00	£ 1,400.00	£ 1,400.00

staffing for weddings

7759	Town Hall - Clock	£	150.00	£	150.00	£	150.00	£	150.00
7760	Town Hall - Water Rates	£	500.00	£	500.00	£	500.00	£	500.00
7761	Town Hall - Trinity Car Parking Space	£	420.00	£	420.00	£	420.00	£	420.00
	Town Hall - Cleaners	£	4,732.00	£	4,732.00	£	4,732.00	£	4,732.00
	<b>INCOME</b>	£	53,417.00	£	49,917.00	£	44,617.00	£	53,417.00
4000	Allotment Rents	£	1,676.00	£	1,676.00	£	1,676.00	£	1,676.00
4300/1	Cemetery	£	2,000.00	£	2,000.00	£	2,000.00	£	2,000.00
4650	Street Market Rents	£	7,500.00	£	7,500.00	£	7,500.00	£	7,500.00
4800	Town Hall - Hall Hire Income	£	26,000.00	£	26,000.00	£	26,000.00	£	26,000.00
4801	Town Hall - Weddings Income	£	2,500.00	£	2,500.00	£	2,500.00	£	2,500.00
4802	Town Hall - Salt Cellar Rent	£	18,000.00	£	18,000.00	£	18,000.00	£	18,000.00
	Town Hall - Feed In tariff (solar Panels)	£	1,800.00	£	1,800.00	£	1,800.00	£	1,800.00
		£	59,476.00	£	59,476.00	£	59,476.00	£	59,476.00
	<b>NET EXPENDITURE</b>	-£	6,059.00	-£	9,559.00	-£	14,859.00	-£	6,059.00

SHAFTESBURY TOWN COUNCIL	Budget 2016/17			
	Option 1	Option 2	Option 3	Option 4
Revenue Budget 2016/17 Swimming Pool	All requests	All requests	All requests	All requests

#### Swimming Pool

#### Expenditure

Wages	15500	15500	15500	15500
Electric	1100	1100	1100	1100
Water	1400	1400	1400	1400
Heating/Gas	3220	3220	3220	3220
Chemicals	2500	2500	2500	2500
Cleaning (Pool)	1000	1000	1000	1000
Plant Servicing & Repairs	1500	1500	1500	1500
DBS	200	200	200	200
Telephone	204	204	204	204
Insurance	750	750	750	750
Advertising	1000	1000	1000	1000
Training	200	200	200	200
Business Rates	2450	2450	2450	2450
Pool Equipment Minor	1000	1000	1000	1000
PPE	70	70	70	70
Uniforms	200	200	200	200
Sundries	200	200	200	200
Equipment repairs/replacen	350	350	350	350
Building Repairs & Maint	500	500	500	500
Licences	150	150	150	150
Printing	50	50	50	50
Confectionery	300	300	300	300
Buffer	6656	6656	6656	6656
<b>Total</b>	<b>40500</b>	<b>40500</b>	<b>40500</b>	<b>40500</b>

#### Income

Swimming Pool Sales	15500	15500	15500	15500
Net Expenditure	25000	25000	25000	25000

SLA's and Grants

SHAFTESBURY TOWN COUNCIL		Budget 2016/17			
<b>Reevue Budget 2016/17 SLA's and Grants</b>					
<b>EXPENDITURE</b>					
7550/60	Grants and SLA's - community Grants/section 137	£ 12,000.00	£ 6,000.00	£ 9,000.00	£ 6,000.00
7570	Grants and SLA's-SLA's	£ 31,497.00	£ 15,748.50	£ 23,622.75	£ 31,497.00
TOTAL EXPENDITURE		£ 43,497.00	£ 21,748.50	£ 32,622.75	£ 37,497.00

SHAFTESBURY TOWN COUNCIL	Budget 2016/17			
	Option 1 No change	Option 2 No change	Option 3 No change	Option 4 No change
SLA Income				
Street Cleansing NDDC	-10055	-10055	-10055	-10055
<b>Total</b>	<b>-10055</b>	<b>-10055</b>	<b>-10055</b>	<b>-10055</b>

SHAFTESBURY TOWN COUNCIL		Budget 2016/17			
Reeve Budget 2016/17 Capital Reserves and Projects		Option 1 All requests	Option 2 Request at 50%	Option 2 Request at 75%	Option 1 Project at request
<b>EXPENDITURE</b>					
7104	Capital Programme Requirements-Heritage Style Lanterns	£ 10,000.00	£ 5,000.00	£ 7,500.00	£ 10,000.00
7108	Capital Requirements- Ground Cover Planting	£ 2,000.00	£ 1,000.00	£ 1,500.00	£ 2,000.00
7110	Capital Requirements- Town Centre Signage	£ 2,000.00	£ 1,000.00	£ 1,500.00	£ 2,000.00
7112	Capital Programme Requirements -Tree Planting	£ 2,000.00	£ 1,000.00	£ 1,500.00	£ 2,000.00
7205	Capital Requirements- Ground Equipment	£ 5,000.00	£ 2,500.00	£ 3,750.00	£ 5,000.00
7209	Capital Requirements-Street Furniture	£ 14,000.00	£ 7,000.00	£ 10,500.00	£ 14,000.00
7212	Capital Replacement - Vehicles	£ 10,000.00	£ 5,000.00	£ 7,500.00	£ 10,000.00
	Capital Project - Cycleways	£ 10,000.00	£ 5,000.00	£ 7,500.00	£ 10,000.00
	Capital Replacement - Playground Equipment	£ 30,000.00	£ 15,000.00	£ 22,500.00	£ 30,000.00
NEW	Capital Replacement - IT Replacement	£ 2,500.00	£ 1,250.00	£ 1,875.00	£ 2,500.00
NEW	Capital - Swimming Pool	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
	Capital Projects - Cockrams Community Hall	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00
Total		£ 112,500.00	£ 43,750.00	£ 65,625.00	£ 112,500.00

SHAFTESBURY TOWN COUNCIL	Budget 2016/17			
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**Capital Reallocation - what remains unspent at end of 2015/16**

7103

	Option 1 Reallocate everything	Option 2 Reallocate IT, toilets, CCTV and TICE	Option 3 Officer rec	Option 4 Reallocate everything
Capital Programme Requirements - Grit Bins				
Heritage lanterns	£ -	£ -	£ -	£ -
Noticeboards	£ -	£ 10,000.00	£ -	£ 10,000.00
Ground Cover Planting	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00
Town Centre Enhancement	£ -	£ 1,811.00	£ -	£ 1,811.00
CCTV	£ -	£ -	£ 10,000.00	£ 10,000.00
Cycleways	£ -	£ -	£ 4,000.00	£ 4,000.00
Playground	£ -	£ 1,500.00	£ -	£ 1,500.00
Toilets	£ -	£ -	£ -	£ -
Swimming pool	£ -	£ -	£ 21,500.00	£ 21,500.00
Town Hall building	£ -	£ -	£ -	£ -
Gold Hill wall	£ -	£ -	£ -	£ 35,000.00
Town Hall energy	£ -	£ 5,000.00	£ 5,000.00	£ 5,000.00
Grounds equip	£ -	£ 5,000.00	£ 5,000.00	£ 5,000.00
Capital Replacement - IT Replacement	£ -	£ -	£ -	£ -
Town entrance signs and noticeboards	£ -	£ -	£ -	£ -
Replacement vehicle	£ -	£ -	£ -	£ -
Tree removal	£ -	£ -	£ -	£ -
Street furniture	£ -	£ -	£ -	£ -
tree planting	£ -	£ 4,150.00	£ -	£ 4,150.00
toilet refurb	£ -	£ -	£ -	£ -
Community Chest	£ -	£ 3,000.00	£ 3,000.00	£ 3,000.00
	£ -	£ 2,200.00	£ 2,200.00	£ 2,200.00
<b>Total</b>	<b>£ -</b>	<b>£ 33,661.00</b>	<b>£ 51,700.00</b>	<b>£ 104,161.00</b>





**Report to the Meeting of Shaftesbury Town Council  
to be held at 7.30pm on Tuesday 26<sup>th</sup> January 2016  
in the Council Chamber, Town Hall, High Street, Shaftesbury**

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**FREEDOM OF INFORMATION REQUESTS - UPDATE**

**1. Purpose of Report**

To receive an updated list of the Freedom of Information (Fol) requests received during 2015/16 and to consider approving the publication on the Council's website of future FOI requests and the responses.

**2. Recommendation**

- 2.1 That the Council notes that no Fol requests have been received since the last report
- 2.2 That the Council publishes on its website requests for information under Fol rules and the associated responses, with implementation to be applied retrospectively so as to start from 1<sup>st</sup> January 2016.

**3. Background**

- 3.1. The Council received a report at their meeting on 1<sup>st</sup> December 2015, stating the number of Fol requests received, and the number of questions posed by individual requesters.
- 3.2. Since that meeting no further Fol requests have been received.
- 3.3. To ensure continuing transparency and to reduce the number of requests on the same subject matter, the Council is requested to approve the publication of responses to Fol requests, received from 2016 onwards, on the Council's website. If the Council approves such publication, the information will be anonymised.

**4. Financial Implications**

There are no financial implications arising from this report.

**5. Legal Implications**

None arising directly from this report.

(End)

Report Author:  
Barbara Carter  
Compliance and Information Officer

**Report to a Meeting of Shaftesbury Town Council  
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**WORKING PARTY TO INVESTIGATE PORTFOLIO HOLDER WORKING**

**1. Purpose of Report**

To consider setting up a Working Party to investigate the possible benefits of moving the Council from management by Committee to Portfolio Holder system, in the light of a previous Council resolution. .

**2. Recommendation**

That the Council considers the previous resolution to set up a Working Party to report back to full council if this system would be appropriate for Shaftesbury Town Council.

**3. Background**

3.1. On 7<sup>th</sup> October 2014 the Council passed the following Resolution:

**4. COMMITTEE STRUCTURE AND TERMS OF REFERENCE**

The Council noted the Town Clerk's report 1014/FC/12. An amendment was put and it was **RESOLVED** that the committee structure and terms of reference be deferred to a working party to consider the report and an alternative portfolio system. The agreed new system would then be for adoption in the next municipal year. (*Policy 1014/FC/90*)

- 3.2 This resolution was not followed up. This was probably due to combination of factors; one of which was the departure of the then Town Clerk.
- 3.3 The Clerk of Sherborne Town Council (a similar size to Shaftesbury) has advised that has been successfully operating the Portfolio system for a number of years. Frome Town Council, the winner of the NALC award for the UK's star council, also uses this system. All decisions with financial impact would continue to be made at monthly meetings of the Full Council under this system

**4. Financial Implications**

None arising directly from this report.

**5. Legal Implications**

None arising directly from a decision to appoint a Working Party.

End.

Stephen Holley  
Town Clerk



# Shaftesbury Town Council

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AGENDA ITEM	NoM00011/0116/FC15	REPORT	
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## NOTICE OF MOTION TO COUNCIL

To be referred to Committee (if yes, specify which committee)	Yes/No
Title of Motion	Facelift for the Jubilee Path in St James Recreation Ground
Proposed by	Councillor Karen Tippins
Seconded by	Councillor John Lewer
Proposed Resolution	That £8,000 be vired from the Staffing Budget to allow for a facelift of the Jubilee Path in St James Recreation Ground.
Background (provided by the proposer)	<p>Discussion has taken place with the Open Spaces Group on what was needed for a facelift to the Jubilee Path in the St James Recreation Ground. This was also a request by Councillor John Lewer at a recent meeting of the Full Council.</p> <p>The feedback from the Open Spaces Group was that it has never been systematically maintained. It would therefore be a big and difficult task and would give rise to a lot of clearing up etc. It was thought that would be outside the equipment/skill level of our STC Grounds Team on many levels, including Health and Safety.</p> <p>To enable this work to be carried out by external contractors I therefore propose that £8,000 be vired from the 2015/16 Salary Line into General Grounds - Contractors.</p>
Background (provided by the Proper Officer)	<p>Employing contractors would not impact on the ability of the Grounds Team to carry out its normal work schedule.</p> <p>Verification of the Personnel Budget for the 3<sup>rd</sup> Quarter Finance Report shows an anticipated underspend of £8.421 – so there are funds available.</p>

Financial Implication (anticipated by the Proposer)	£8,000
Financial implications (anticipated by the Proper Officer)	£8,000
Legal implications	The Council is able to vire surplus funds from one budget line to another
Proposers signature	
Seconders signature	

**Report to the Meeting of Shaftesbury Town Council  
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**OFFICER REPORT**

**1. Purpose of Report**

To provide an update on matters relating to the work of the Council.

**2. Recommendation**

That the report be noted

**3. Updates**

- 3.1. Rifles Monument - The Town Clerk and the Mayor have continued to work with the interested parties on the implementation of the Council's decision to allow installation of the Monument in Mampitts Cemetery. The resolution refers to the creation of a trust to take on the Monument, but it would be pragmatic - and less work for the interested parties - for the Council to allow them to transfer the Monument to an existing Trust or organisation. Discussions are in hand and will be reported back to the Council.
- 3.2 National Express - National Express has written to advise that its coaches will cease to serve Shaftesbury from 8<sup>th</sup> February 2016. The company has decided that from that date, its Yeovil - Shaftesbury - Salisbury - London service will only run between Salisbury and London.

**4. Financial Implications**

There are no financial implications arising directly from this report.

**5. Legal Implications**

There are no legal implications arising from this report.

(End)

Stephen Holley  
Town Clerk

