



To: All members of Shaftesbury Town Council

You are hereby summoned to attend a **Meeting of Shaftesbury Town Council** to be held at **7.00pm on Tuesday 23rd February 2016 in the Council Chamber, Shaftesbury Town Hall** for the transaction of the business shown on the agenda below.

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	
01. Apologies	To receive and consider for acceptance, apologies for absence
02. Declarations of Interest and Dispensations	Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.
03. Minutes	To confirm as a correct record, the Minutes of the Council, 26 th January 2016 and the Minutes of the Extraordinary meeting of the Council, 9 th February 2016.
04. Reports	<ol style="list-style-type: none">1. To receive report from the Mayor2. To receive reports from District and County Councillors3. To receive reports from representatives to Local Organisations4. To receive reports from other meetings held with key partners or organisations <p style="text-align: right;">Oral Report</p>

Agenda Item		
05. Payments		p4
To receive a list of payments for authorisation.		
Report 0216FC05 attached		
06. Reports from Committees		
To receive the minutes of Committee meetings (for information) and to receive any reports from Committee Chairmen:		
1. Recreation, Open Spaces and Environment Committee – Tuesday 2 nd February 2016		
2. Special meeting of the General Management Committee – Tuesday 16 th February 2016		
3. Planning and Highways Committee – Tuesday 16 th February 2016		
07. Internal Auditor		p6
To receive two reports from the new Internal Auditor – an Interim Report dated 29 th January 2016 and 11 th February 2016.		
Report 0216FC07 attached		
08. External Audit for Smaller Authorities		p14
To consider whether to opt out of the external audit arrangements that Smaller Authorities Audit Appointments Limited (SAAA) is putting into place.		
Report 0216FC08 attached		
09. Trees at Dinah's Hollow		p21
To consider recommendations from the Planning and Highways Committee.		
Report 0216FC09 attached		
10. Update on Budget-Setting Process		p22
To note that Officers are updating the Budget presentation in the light of recommendations from the Internal Auditor; and to consider agreeing Tuesday 9 th March 2016 for a Public Consultation event		
Report 0216FC10 attached		
11. Funding Sources – Barton Hill Play Equipment		p23
In the light of updated advice, to re-consider the funding sources for the play equipment to be purchased for installation at the Barton Hill Recreation Ground.		
Report 0216FC11 attached		
12. Glyphosates and Bee Friendly Policy		p25
To consider requesting the General Management Committee to investigate the implications of (a) the continued use of glyphosates by the Council and (b) a 'Bee Friendly' policy for all Shaftesbury Town Council open spaces, verges and recreation grounds.		
Report 0216FC12 attached		

Agenda Item	
13. Cockrams Community Hall Project	p27
To consider endorsing the Town Band and Youth Club application to North Dorset District Council for Section 106 funds (£10,800) in respect of feasibility work to establish the costs of the facility and other works, and have the basis to launch a fund raising campaign and apply for grants.	
Report 0216FC13 attached	
14. Neighbourhood Plan	
To receive monthly update from the Neighbourhood Planning group.	
Oral report	
15. Officer Report	
To receive any correspondence and updates relating to the work of the Council, including but not limited to;	
<ul style="list-style-type: none"> • FOI update 	
Report to follow if appropriate	
16. Next meeting of the Council	p36
<ol style="list-style-type: none"> 1. To confirm 15th March 2016 as the date of the next meeting of the Council 2. To identify matters for inclusion on the agenda for the next meeting. 	
Report 0216FC16 attached	
17. Confidential Information	
The following item is expected to include the consideration of exempt information and the Council is, therefore, recommended to resolve "That, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during the discussion of the matters referred to in item (04) listed below, on the grounds that it involves the likely disclosure of confidential information, (as defined in the respective paragraph of Part 1 of Schedule 12a of Section 100a(4) of the Local Government Act 1972), and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".	
18. Specialist Legal Advice	p37
Confidential Report 0216FC18 attached	

(End)

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 23rd February 2016
in the Council Chamber, High Street Shaftesbury**

PAYMENTS

1. Purpose of Report

To receive list of payments for authorisation.

2. Recommendation

That the Council considers the below listed payments for authorisation.

3. Background

Financial Regulations require that payments are authorised by the Finance Committee or Full Council.

4. Payments

4.1. Payments for Ratification;

Date	Chq No	Supplier/Payee	Amount	Description
09/02/2016	012423	PS VAT	£ 1620.00	Professional service re VAT
09/02/2016	012424	DAPTC	£ 50.00	Accreditation fees for LCAS Foundation Award
09/02/2016	012425	Making Waves	£ 200.00	Equality training for Staff
09/02/2016	012426	Firmsites	£ 165.00	Quarterly Website Hosting
09/02/2016	012427	Lyreco	£ 115.82	Stationery, stamps and dishwasher tablets
09/02/2016	012428	Signrite	£ 120.00	logo for new truck
09/02/2016	012429	HMRC	£ 3,231.85	Tax/NI January Salaries
09/02/2016	012430	DCC Pension Fund	£ 3,750.13	Pension contribution January Salaries
09/02/2016	012431	Helping Hands	£ 39.29	Correction to payment.
		Total	£ 9292.09	

4.2. Payments for Authorisation;

Date	Chq No	Supplier/Payee	Amount	Description
23/02/2016	012432	Hawes Arborists	£ 4,140.00	Tree work to Trinity, Tout Hill and St James
23/02/2016	012433	Angel Springs	£ 27.01	Water cooler sanitisation
23/02/2016	012434	Wessex Fire & Security	£ 105.60	To re-locate panic button to reception
23/02/2016	012435	Darkin Miller Ltd	£ 91.08	Final invoice for audit services carried out
23/02/2016	012436	Clarity Copiers	£ 141.53	Photocopying January
23/02/2016	012437	Toogoods	£ 91.80	Water rates unit 9c Wincombe

23/02/2016	012438	Equiptest	£ 104.66	Annual PAT of town hall appliances
23/02/2016	012439	Service U Right	£ 18.00	Puncture repair
23/02/2016	012440	Aqua	£ 32.44	Hand towels and toilet rolls
23/02/2016	012441	Fidelti Childcare Vouchers	£ 127.72	Childcare vouchers February
23/02/2016	012442	Dorset Marshals	£ 100.00	Marshalling Remembrance Parade Nov 2015
23/02/2016	012443	Whitebridge Hire Services Ltd	£ 281.55	Hire of mini digger
23/02/2016	012444	Tobys	£ 2,000.00	SLA
		Total	£ 7,261.39	

5. **Financial Implications**

As detailed in the list above

6. **Legal Implications**

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.
Tracy Moxham
Finance Officer

**Report to the Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 23rd February 2016
in the Council Chamber, Town Hall, High Street, Shaftesbury**

INTERNAL AUDITOR'S REPORTS

1. Purpose of Report

To consider reports received from the Internal Auditor.

2. Recommendation

That the findings and recommendations in the Internal Auditor's reports be adopted.

3. Background

- 3.1. At its meeting on 26th January 2016, the Council resolved to appoint Do The Numbers as the Council's Internal Auditor.
- 3.2. The Internal Auditor (Mrs. Eleanor Green) visited the Council to acquaint herself with the Council's accounting systems on 28th January and provided an interim report on 29th January 2016 (supplied at **Appendix A**). Mrs. Greene visited again on 9th February 2016, when she followed up on a number of matters and made herself available to members for direct contact. A second report was provided on 11th February and a copy is attached at **Appendix B**.
- 3.3. The Council's attention is drawn to a number of findings that the Council's accounting systems could be improved. Of particular note is the recommendation to cease using the SAGE Accounting system and return to using the RBS Omega system
- 3.4. The Clerk and Responsible Financial Officer will ensure that all of the recommendations are implemented at the earliest opportunity.
- 3.5. In view of member questions on overtime and staff salaries, the Clerk requested the Internal Auditor to specifically address the two issues. The Council is requested to note the Internal Auditor's finding that they were both handled properly.

4. Financial Implications

As outlined in the circulated reports.

5. Legal Implications

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)

Report Author:
Stephen Holley
Town Clerk and responsible Financial Officer
(End)

Do the Numbers Limited

37 Upper Brownhill Road, Southampton, SO16 5NG
29th January 2016

Stephen Holley, Clerk
Shaftesbury Town Council, Town Hall, Shaftesbury, Dorset SP7 8LY

Dear Stephen,

Subject: Matters arising from interim Internal Audit 31 March 2016

Further to my visit to the office yesterday, please find below details of the matters that should be addressed by the before the year end. I have not included any issues relating to Tracy's work as I would like to meet with her to gain a better understanding before making comment. Some of the matters are long standing and significant. I would like to see the council develop a point by point action plan to address each one.

Control area	Issue	Recommended Action
Minute signatories	There have been some instances during the year where not all pages of the minutes were initialled by the chair and one or two sets that have not been signed at all. This is contrary to LGA 1972.	Please could the chairs of all committees ensure that every page of the minutes is correctly approved at the meeting from now on.
Subcommittee approval	The full council is approving the minutes of committees but the minutes do not specify exactly which meetings are being approved. Good practice says that the date and name of each minute are included to allow confirmation that all meetings are properly recorded.	Please could the Full Council minute template be amended to include this information.
Payment approval	The list of payments is included in the agenda pack but only the total is included in the signed minute pages. This is not in accordance with LGA 1972.	The payment listing should comprise a page of the signed minutes from now on.
Bank balances	It is good practice to minute the cleared balance held at each bank account of the council at least once a quarter as an additional level of protection against fraud and theft.	The minute template of the GMC meetings should be updated to include this information.
Contracts and capital expenditure	The council agenda packs include the information about quotes and contracts but the minutes are the primary record of the council. Therefore the name, amount and, where relevant period, of all contracts and capital expenditure should be clearly recorded.	The minute template should be updated to include the key financial information that will evidence changes in the asset register.
Verbal reports to council	It appears that on several occasions in various committees, Chairs have made oral reports on significant issues.	It may be worth adding "Items for next meeting" into the agenda so that matters which were not clear in good time for one meeting are properly addressed at the next.
Correspondence	This is not good practice as all important information should be in the agenda pack, transparently and equally available to all members. When the officers are preparing the agenda to call meetings, it is good practice to include a list of correspondence received that should be drawn to the attention of members as an appendix to the Clerk's report to council.	There is no need to physically copy papers to members - they may either see the originals in the office, or the council could use a cloud service.

Registered in England No. 7871759

Director: Eleanor S Greene

eleanorgreene@thedunnfamily.co.uk

Appendix A

Risk Assessment		
Constitution	<p>The Financial Risk Assessment approved by the council at March 2015 is not in accordance with good practice. It is significantly lacking in quantified detail, specific dates and information specific to Shaftesbury Town Council.</p> <p>The constitution document runs to over 170 pages, many of which are duplicated in more recent documents, many of which are not relevant to a Town Council and some of which are not in accordance with current legislation.</p>	<p>The council should download the proforma from the BDO extranet and populate it with the appropriate information in time for approval in March.</p> <p>The constitution should be superseded by specific documents and policies with appropriate review dates and best practice information.</p>
Budget spreadsheet	<p>The budget spreadsheet used by STC is not in accordance with the regulations, the guidance or best practice.</p> <p>It is not fit for purpose and should not be used from now on.</p> <p>It does not appear to have any reference to prior year data, actual data or any evidence checks of completeness (this was one of the reasons for the 2014 External Audit Qualification). It is unclear whether figures are incremental or zero base budgeted.</p> <p>The numbers are all keyed in rather than formula driven so it is impossible to check whether they have been derived on a basis that complies with the regulations. Netting off is not permitted in budgets (or under UK GAAP)</p> <p>It appears that the wages budget has historically been kept entirely confidential, to the extent that Members have not been appropriately aware of the cost impact of their decisions.</p> <p>The costing sheet for the Pay rises in December did not include the effects of ERS NI and LGPS so was not in accordance with the regulations.</p> <p>The wages budget has also not included an appropriate level of contingency to cover sick leave, emergencies and unexpected staff changes.</p>	<p>The precept has been approved and, being in line with previous years, should be appropriate for the Council's needs.</p> <p>However before the end of the year a budget should be drawn up that is based on the accounting records and best practice.</p> <p>The Omega system had exactly such a report, Sage does not, so a spreadsheet will be required.</p> <p>There are best practice examples that will quickly resolve many of STCs budget discrepancies.</p> <p>As part of the recalculation of the budget (see above) the cost of employing each member of staff and each team of staff should be clearly stated in the papers for Members' attention.</p> <p>The level of, and basis for, contingency on wages should also be made clear.</p>
Wages budget	<p>It is good practice, and a significant step in the prevention of fraud for the terms and costs of employment of all staff to be minuted (confidentially) each year at the full council – usually as part of the budget setting process</p> <p>The office of the council is open to the public from 9am to 4pm most days.</p> <p>This leaves the officers little time when they know that they can get work done without distractions and interruptions.</p> <p>According to the minutes, this group included non members of the council.</p> <p>The council will be subject to the Transparency Code from 2017 (and should be starting to comply with it now) – the legal requirements of such are very specific.</p> <p>During my visit it became clear that more than one file had been taken home by a member of the council. This is not appropriate and greatly increases the risk of the council.</p>	<p>When the budget has been rebuilt in an appropriate manner, this document can be approved in March.</p> <p>It may be worth reducing the hours so that each officer has at least two hours of every day when they are free of telephone calls and emails.</p> <p>Care should be taken that all members of the working group fully understand the specific requirements for a Town Council website.</p> <p>Members are free to go through files at their leisure in the office but should never take them home.</p>
Total cost of wages		
Office hours		
Website working group		
Files and records of the council		

Earmarked reserves	All earmarked reserves should have a clearly identified location / asset to which they relate, a clearly determined total value and a defined date upon which they will be spent in full.	In time for the October 2016 budget setting round, all earmarked reserves should be reviewed for compliance with the guidance.
Budget spreadsheet	<p>Following my visits, the officers have sent to me all of the spreadsheets and documents that pertain to the budgets for 2015/16 and 2016/17. I have to some extent been able to cross reference them to the underlying records, but the lack of built in control checks has resulted in minor transposition errors and incompleteness regarding prior year reserves. This is a fault of the design of the sheets rather than their implementation.</p> <p>It is therefore essential that all budget and monitoring reports from now on be based on the Omega software – this will assist officers in producing reports swiftly after month end cutoff date and allow easy drill down to source records to answer member queries.</p>	<p>As recommended above, the budgets for 2014/15, 2015/16 and 2016/17 should be entered onto the Omega system.</p> <p>The "actuals" values for 2014/15 and before are already there.</p> <p>2015/16 actuals can be input by journal (leaving the drill down data accessible in Sage) and then 2016/17 full data set will go into Omega.</p> <p>Taking this approach will result in year end figures upon which officers, members, auditors and ratepayers can place reliance.</p>
Rifles Monument	<p>This sculpture is currently in storage by the council at a cost of £65 per month and its current location is not in accordance with the wishes of the subscribers who paid for it.</p> <p>The council has an identified appropriate location for the monument but the final ownership is still to be decided.</p> <p>One of the parties seeking ownership is an informal grouping of individuals who may not have made provision for the insurance, maintenance and upkeep of the monument in perpetuity.</p> <p>The other two parties are the council themselves and a registered local charity.</p>	<p>It is unlikely that the heirs of any individual would be willing to take on the liability for insuring and maintaining such a monument.</p> <p>Therefore the council should allow the charity to complete their deliberations and arrange for the erection of the monument and either the transfer of ownership to the charity or its inclusion in the schedules and registers of the council, ideally before the year end.</p>

If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

Registered in England No. 7871759

Director: Eleanor S Greene

eleanorgreene@thedunnfamily.co.uk

Do the Numbers Limited
 37 Upper Brownhill Road,
 Southampton, SO16 5NG
 11th February 2016

Stephen Holley, Clerk
 Shaftesbury Town Council, Town Hall,
 Shaftesbury, Dorset SP7 8LY

Dear Stephen,

Subject: Matters arising from interim Internal Audit 31 March 2016

Further to my visit this week, please find below details of the matters that should be addressed by the before the year end. This report is in addition to that which I issued after my January visit. Some matters are addressed in both reports because my second visit produced further clarification. At my March 15th visit I would like to focus will be on income streams and Grants / SLAs as well as drawing together year end documents.

Control area	Issue	Recommended Action
Accounting Software	At the start of 2015/16 STC switched from Omega to Sage for its accounting records. It is not clear why the change was made, bearing in mind that Omega is widely used Parish sector specific software that makes compliance with the legislation simple and Sage is a book keeping programme for small companies.	The council should look to generating its year end accounts on the Omega system and return the book keeping to that software from 1 st April 2016 so that reporting and information flows can improve.
Budget comparisons	The Omega software is geared to producing budget monitoring reports by committee and separating capital and revenue items. It is unclear why the previous clerks did not make use of these accurate and simple to produce reports in previous years.	If the officers enter the 2015/16 and 2016/17 budgets to Omega it will allow accurate and complete budget monitoring, directly traceable to the underlying records to be produced from now on.
Software training	The officers have not previously been able to make use of the full functionality of the software – including its direct link to the Facilities Booking software already in use.	As soon as possible a training session should be booked for all officers with RBS (the supplier) so that the budget and actual data can be reported to members using the Omega software.
Invoice authorisation	Bespoke training will allow them to start to use the system without delay. At present, purchase invoice authorisation is done onto a cover sheet, doubling the size of the ledger files, using extra resources and increasing the risk of that page becoming separated from the invoice.	The officers should purchase an authorisation grid stamp so that the original invoice is marked for approval and payment.

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Credit control	At present, most income receipts are by cheque which increases administration time and slows down cashflow.	The invoice template should be updated to include bank details and FPS payment by customers encouraged.
Monthly reports	It is good practice for the RFO to review the printed reports on a monthly basis to ensure that there are no anomalies and that control accounts balance.	The Finance officer should print the I&E, Balance sheet, TB, aged debtors and aged creditors each month and the RFO should check that they all accord with each other.
Bank balances	It is good practice to minute the cleared balance held at each bank account of the council at least once a quarter as an additional level of protection against fraud and theft.	The minute template of the GMC meetings should be updated to include this information.
Bank reconciliation	It is good practice for members to check that the reconciliation as minuted agrees to the actual bank statement on a monthly basis	All members should take turns to check that the statement agrees to the reconciliation once a month.
Bank interest	The council keeps almost all of its funds in the current account earning no interest at all. The remaining funds are in an account earning 0.05% interest.	After the year end, officers should investigate alternate accounts that might provide some return on reserves.
Staff overtime	Members have had concerns that staff overtime may not have been properly approved and the hours may have breached the working time directive. Upon investigation it became clear that the staff total hours were within the WTD and that the overtime was in stead of an extra member of staff so within the budgeted figure approved by the council and therefore correct procedures had been followed by the officers.	The council should be aware that there is an ERS NI benefit to having more lower hours staff and once the year end is complete it may be worth reviewing whether the vacant grounds post should be filled. Once the reporting and minuting systems have been updated in accordance with IA recommendations, such concerns about payments should not recur.
Salary Increments	Members have had concerns from their analysis of wages that staff had been paid additional salary increments over and above that which had been budgeted. A detailed analysis of the Sage payroll data for 2014/15 and 2015/16 showed this not to be the case. All fluctuations in gross pay for the office team were fully supported by extra duties - particularly Mayoral functions.	Again this is an issue which would have not arisen had the financial reporting systems of the council been efficient, prompt and transparent.
Clerk's Delegated Authority	There appears to be some confusion about what the £500 actually covers. In the regulations, it is to allow the clerk to spend, without the prior approval of members, on matters for which there is no clear budget. The most common usage in councils is vandalism repairs.	Once the system changes, officers will have a clearer understanding with which they will be able to accurately inform members.
General Reserves	The formal guidance states that general reserves should be between 3 and 6 months of revenue expenditure. Having previously had insufficient reserves, the council now has an appropriate level.	Where the council has agreed a budget for a category of expenditure, the Clerk needs no further approval to spend up to the budgeted or minuted amount. All delegated payments should be allocated to a budget line and approved at the next available meeting. The level of general reserve for a council of the size of STC should be kept between 3 and 4.5 months of expenditure.

Annual Accounts	Section 1 of the Annual Return that is submitted for External Audit comprises a summary of and extract from the Financial statements of the council. To approve Section 1, the Council must first have approved the Income and Expenditure report and Balance sheet, including having an understanding of debtors, creditors, obligations and contingencies. It is not apparent from the minutes or the file of prior year Annual Returns that full and complete accounts have been approved by the council in recent years.	The Omega system produced full accounts with comparatives but they were not used. The Sage system does not produce the appropriate reports so spreadsheets will be needed for 2015/16. A proforma spreadsheet set of accounts that drives straight from the Sage TB should be set up and approved by the council this year.
Scheme of delegation	Regular reference is made in minutes, agendas and correspondence to the "scheme of delegation" - which comprises several pages of the "Constitution". However that document has no legal basis and the scheme is based on the rules for a District Council rather than a Parish. The clerk has delegated authority under the NALC model Standing Orders and Financial Regulations to carry out the agreed actions of the council up to the individual transaction limit and the agreed budget.	The clerk has delegated authority and once the reporting systems are working smoothly (steps towards that will be in my February report) there should be no need for anything more complicated and unclear.
Member officer protocol	There is a form of protocol within the Constitution document, but it is not in accordance with best practice and has clearly not had the desired effect.	With the constitution defunct, a new protocol, based on one of the excellent examples available, should be adopted and implemented without delay.
Micro management by members	There has been a persistent and consistent problem, going back several years, of members of the council attempting to micro manage and interfere with the officers as they carry out their duties. This has resulted in the loss of staff, members and reputation. It has also directly impacted on the efficiency and effectiveness of the council from 2013 onwards. The minutes and records clearly show regular meetings and training sessions to "resolve" the issue and yet the attitude persists, to the detriment of the ratepayers of Shaftesbury. The council needs transparent empirical evidence of exactly where the problem lies and then the full council needs to work together, publicly, to ensure that there is a mindset change that will allow STC to improve its professionalism.	The telephone system of the council records the source and duration of all incoming calls. The email system records the number of messages received by officers. These data sets should be reviewed (ideally starting from a few months ago to ascertain the underlying pattern) and the number of emails and the number of minutes of incoming calls from each Councillor be quantified. Any councillor emailing more than once a day or on the phone for more than an hour a week should consider the impact they are having on the effectiveness of the paid officers.

If either you or your members have any queries, please do not hesitate to contact me. I will be with you in the office on Tuesday February 9th where my focus will be on the accounting systems and records.

Regards



Eleanor S Greene

Registered in England No. 7871759

Director: Eleanor S Greene

eleanorgreene@thedunnefamily.co.uk

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 23rd February 2016
in the Council Chamber, High Street Shaftesbury**

EXTERNAL AUDIT FOR SMALLER AUTHORITIES

1. Purpose of Report

To consider whether to opt in or out of the external audit arrangements that Smaller Authorities Audit Appointments Limited (SAAA) is putting into place.

2. Recommendations

That the Council resolves to opt in to the SAAA arrangements.

3. Background

- 3.1 The Council has received a letter from Smaller Authorities Audit Appointments Limited (SAAA). The letter is attached at **Appendix A**
- 3.2 The Audit Commission, which previously appointed the External Auditors for Parish and Town Councils, has now been abolished. Under the Local Audit (Smaller Authorities) Regulations 2015 Smaller Authorities Audit Appointments Limited (SAAA) is required to make audit arrangements for all smaller authorities other than those which have given notice that they wish to make their own arrangements ('opted out').
- 3.3 The new arrangements divide the smaller authorities into five groups. Shaftesbury Town Council would fall within either Group 1 or Group 2:
- Group 1 – Opted-in authorities with income or expenditure exceeding £25,000
- Group 2 – Opted-out authorities with income or expenditure exceeding £25,000
- 3.4 The audit arrangements for smaller authorities that opt in to the SAAA arrangements will be the same as they are now, except that the auditor will be appointed by SAAA rather than the Audit Commission.
- 3.5 Authorities that opt out of the SAAA arrangements will need to appoint an independent audit panel, following CIPFA guidance. The panel will then consider recommending an auditor. Any firm appointed must comply with certain licensing criteria and certification would be required annually.
- 3.6 Discussion between Dorset Town Clerks and Finance Officers indicates an overwhelming preference for opting-in, as preferable to the inconvenience of the alternative, outlined in section 3.5 above. The Town Clerk/Responsible Financial Officer shares that preference.
- 3.7 There is a further choice for opted-in authorities, in that they may choose to have a full audit or a limited assurance audit. The Council's Internal Auditor and the Clerk/Responsible Financial Officer both feel that a full audit would be appropriate for Shaftesbury Town Council while it is in transition from a turbulent past and a history of qualified external audit reports.

4. Financial Implications

If the only difference for Group 1 (opted-in) authorities would be that the Council's auditor will be appointed by SAAA, it may be reasonable to assume that the cost of external audit would be comparable to what it is now. The cost of external audit for Group 2 authorities is not yet known.

5. Legal Implications

5.1 As outlined in Section 3.2 above.

5.2 The full text of the Local Audit (Smaller Authorities) Regulations 2015 can be found via this weblink:
http://www.legislation.gov.uk/ukdsi/2015/9780111126103/pdfs/ukdsi_9780111126103_en.pdf

End.

Stephen Holley

Town Clerk and Responsible Financial Officer

Dear Colleague.

EXTERNAL AUDIT FOR SMALLER AUTHORITIES

Further to my letter of 18 December 2015, I am writing to give you some more detailed information to help your authority to decide whether or not to opt out of the external audit arrangements that Smaller Authorities' Audit Appointments Limited (SAAA) is putting in place. These arrangements will take effect from 1 April 2017.

As stated in my earlier letter, the deadline for making a decision to opt out is 31 March 2016.

Background

Under the Local Audit (Smaller Authorities) Regulations 2015 ('the Regulations') (http://www.legislation.gov.uk/ukdsi/2015/9780111126103/pdfs/ukdsi_9780111126103_en.pdf), SAAA is required to make audit arrangements for all smaller authorities other than those that have given notice that they wish to make their own arrangements. The SAAA scheme will therefore cover all authorities that have not formally decided to opt out. Authorities covered by the SAAA scheme are referred to as 'opted-in' authorities.

By law, every authority will still have to complete and publish an annual financial return irrespective of whether it is opted-in or opted-out. This requirement has not changed.

If you are considering opting out, you must hold a properly constituted meeting and decide whether or not you wish to do so. This decision must be recorded.

If you do decide to opt out of the SAAA scheme you must communicate that decision to admin@localaudits.co.uk or SLB Opt Out, 109 Great Russell Street, London WC1B 3LD by 31 March 2016.

If notification of your decision to opt out is not received by 31 March 2016, your authority will be regarded as opted-in for the five-year period beginning on 1 April 2017 and ending on 31 March 2022 and you will not have another opportunity to opt out before the end of that period.

How do the Regulations affect different types of authority?

The effect of the Regulations is to divide smaller authorities into five groups, depending on their financial turnover and on whether or not they decide to opt out of the SAAA scheme. Please see Appendix 2 for a flowchart of this process.

- Group 1 Opted-in authorities (those that have not formally decided to opt out) with income or expenditure exceeding £25k;
- Group 2 Opted-out authorities with income or expenditure exceeding £25k;
- Group 3 Opted-in authorities with neither income nor expenditure exceeding £25k;
- Group 4 Opted-out authorities with neither income nor expenditure exceeding £25k; and
- Group 5 Financially inactive authorities.

Group 1 Opted-in authorities with income or expenditure exceeding £25k

Arrangements for 2017/18 and subsequent years will be the same as they are now. The only difference will be that your auditor will be appointed by SAAA. After completing your annual return, you should submit it by the due date to the auditor appointed by SAAA, who will undertake the limited assurance audit review.

Group 2 Opted-out authorities with income or expenditure exceeding £25k

If you have opted out of the SAAA scheme you will need to appoint an independent audit panel. Guidance on appointing an audit panel is available from CIPFA and can be found at <http://www.cipfa.org/policy-and-guidance/publications/g/guide-to-auditor-panels-pdf>.

The audit panel will consider which auditor to appoint and will make a recommendation to the authority, which will have to ratify the audit panel's decision. Only accounting firms that meet certain licensing criteria can be appointed to undertake limited assurance audit reviews. Firms that do not meet those criteria cannot be considered for appointment. DCLG is working with the professional accountancy bodies to establish appropriate criteria, and we will inform all opted-out authorities as soon as we have more information about the firms that you can appoint.

You will need to agree the fees to be charged for undertaking the limited assurance audit review with the auditor you have appointed.

You will be required to complete an annual certification form (which SAAA will provide) and to submit this to SAAA by an agreed date. The certification form will include:

- details of the firm that you have appointed as your auditor;
- confirmation that the limited assurance audit review has been undertaken by the set date; and
- confirmation that you have complied with the Regulations.

SAAA will carry out independent checks to ensure that the information provided in the certification form is correct.

If you fail to appoint an auditor, the Secretary of State will make the appointment. You will be responsible for paying the auditor's fees and for any administrative costs.

Group 3 Opted-in authorities with neither income nor expenditure exceeding £25k

With effect from 2017/18 very few of these authorities will be required to undergo a limited assurance audit review or to pay any audit fee. The circumstances in which a limited assurance audit review may be necessary are set out in Clauses 9(1)(b) and 9(3) of the Regulations (attached as Appendix 1).

All authorities will, however, need to complete and publish an annual return in accordance with the Transparency Code for Smaller Authorities (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/388541/Transparency_Code_for_Smaller_Authorities.pdf). You will also need to complete an annual exemption form (which SAAA will provide) and submit this to SAAA or an auditor specified by SAAA by an agreed date. By completing this form you certify that, under the Regulations, there is no requirement for a limited assurance audit review for the financial year in question.

If you wish to have a limited assurance audit review, despite not being required to do so, you will need to inform SAAA by the end of the financial year in question. SAAA will then appoint an auditor to undertake the review, for which a fee of £200 will be payable.

Group 4 Opted-out authorities with neither income nor expenditure exceeding £25k

Unless required to submit their accounts for review in the circumstances set out in Appendix 1, these bodies will only need to complete and publish an annual return and to complete and submit to SAAA or an auditor specified by SAAA an annual exemption form in the same way as Group 3 authorities.

If you wish to have a limited assurance audit review, you will need to appoint an audit panel, consider the panel's recommendations and appoint an auditor in the same way as a Group 2 authority. You will need to agree the fees to be charged for undertaking the limited assurance audit review with the auditor that you have appointed.

Group 5 Financially inactive authorities

If your authority has no income or expenditure you should continue to provide an 'inactive' certificate to the auditor appointed by SAAA.

Electors' rights

If an elector wishes, within the prescribed time period, to ask a question about, or make an objection to an authority's accounts, he or she may need to contact the appointed auditor. For opted-in authorities (Groups 1 and 3) the auditor will be (in the case of Group 1 authorities, will already have been) appointed by SAAA. Fees for any additional audit or investigatory work will be charged in accordance with scales set by SAAA.

Questions about and objections to the accounts of authorities in Group 2 and those in Group 4 that have appointed an auditor will be considered by the appointed auditor, who will report the outcome to the authority. If a Group 4 authority needs to appoint an auditor, it should follow the procedure described above, appointing an audit panel and taking a decision based on that panel's recommendations.

If an auditor issues a public interest report in relation to a Group 3 or Group 4 authority, DCLG will require that authority either to commission a limited assurance audit review in the following year (on terms to be agreed between the authority and the auditor) or to opt in to the SAAA scheme for the remainder of the contract period (until 31 March 2022).

Full audit

Any smaller authority can still choose to be treated as a full audit authority, as defined in the Local Audit and Accountability Act 2014, and to commission a full audit either from an auditor appointed by SAAA or (for authorities in Groups 2 and 4) from a licensed auditor appointed through proper processes, following a recommendation from a duly constituted audit panel.

Conclusion

The decisions that are available to smaller authorities are set out in the flowchart at Appendix 2. We will in due course be publishing questions and answers on our website, but in the meantime I or any of my colleagues at SAAA would be happy to answer any questions that you might have.

Please remember if you do decide to opt out of the SAAA scheme you must communicate that decision to admin@localaudits.co.uk or SLB Opt Out, 109 Great Russell Street, London WC1B 3LD by 31 March 2016.

Mike Attenborough-Cox

Chairman - Smaller Authorities' Audit Appointments Limited

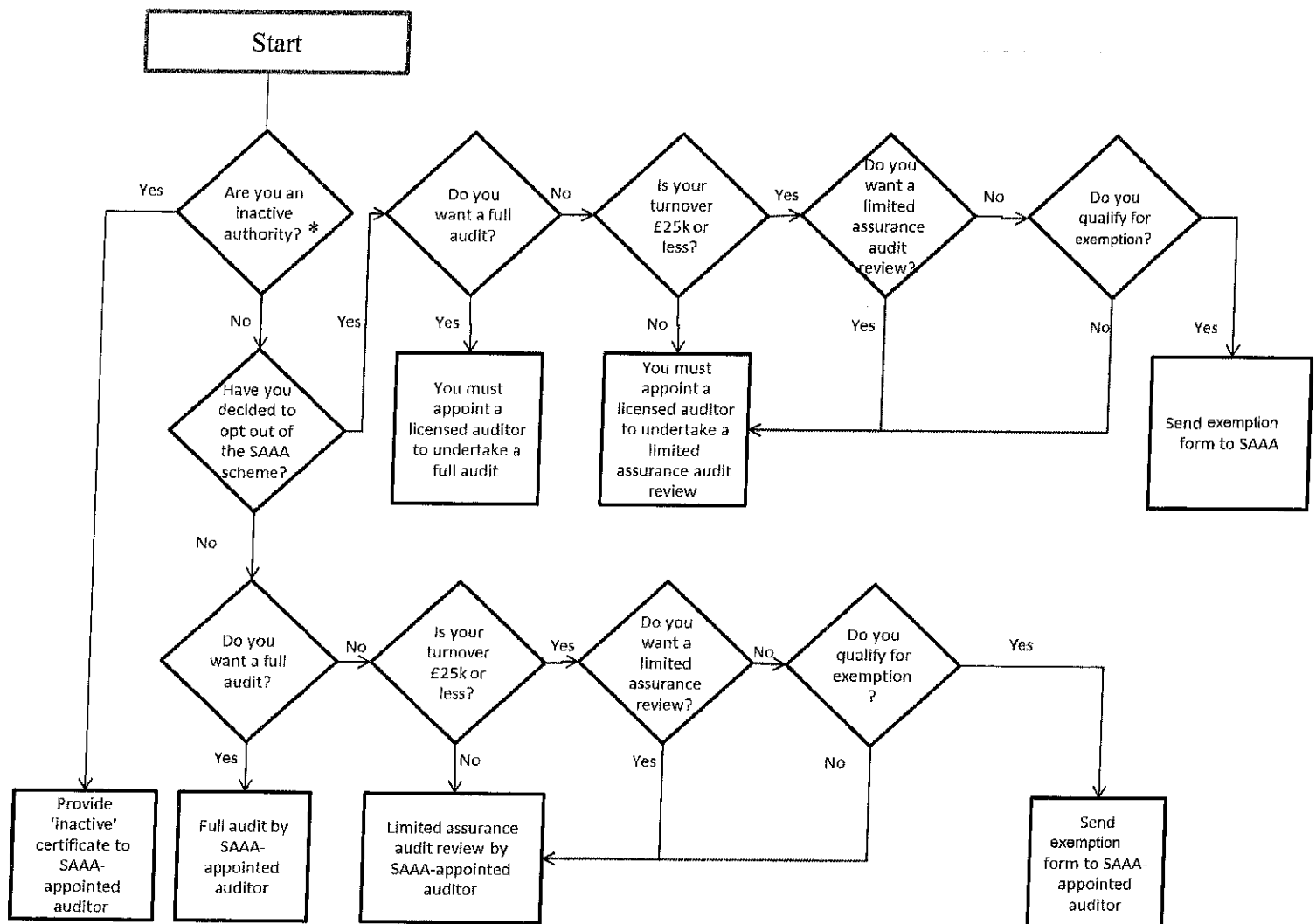
Appendix 1

Extract from the Local Audit (Smaller Authorities) Regulations 2015

Exempt authorities

- 9.—(1) A smaller authority may certify itself as an exempt authority for a financial year if—
- (a) the qualifying condition for that authority and that financial year in paragraph (2) is met; (b) the financial year is not one of the first three years of the authority's existence; and
 - (c) none of the relevant circumstances in paragraph (3) apply in relation to the keeping of the accounts for the preceding financial year or to the audit of those accounts.
- (2) The qualifying condition is met for an authority and a financial year if—
- (a) the higher of the authority's gross income for the year and its gross expenditure for the year does not exceed £25,000, or
 - (b) the higher of the authority's gross receipts and gross payments for the year does not exceed £25,000.
- (3) The relevant circumstances are—
- (a) the local auditor has made a public interest report(a) in respect of the authority or any entity connected with it;
 - (b) the local auditor has made a recommendation to the authority, relating to the authority or any entity connected with it;
 - (c) the local auditor has issued an advisory notice under paragraph 1(1) of Schedule 8 to the Act, and has not withdrawn the notice;
 - (d) the local auditor has commenced judicial review proceedings under section 31(1) of the Act, and the proceedings have not been withdrawn nor has the court found against the auditor;
 - (e) the local auditor has made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration; or
 - (f) the court has declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

Appendix 2



* An inactive authority is one that has no income or expenditure

**Report to the Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 23rd February 2016
in the Council Chamber, Town Hall, High Street, Shaftesbury**

DINAH'S HOLLOW

1. Purpose of Report

To consider a recommendation from the Planning and Highways Committee

2. Recommendation

That the Council considers the recommendation of the Planning and Highways Committee that the Council issues a public statement of its support for Melbury Abbas and Cann Parish Council's objection to works on the trees at Dinah's Hollow in light of the success of the current traffic management mitigating against the need for any tree works to take place in the near future.

3. Background

- 3.1. At its meeting on 16th February 2016, the Planning and Highways Committee had a full debate relating to the tree works at Dinah's Hollow.
- 3.2. The Committee agreed that, in order to better understand the information which led to the decision taken at North Dorset District Council in this respect, it wanted to ask questions of the experts involved in provision of reports to the Development Management Committee.
- 3.3. It was agreed to form a working group to discuss in detail the questions which would provide the best understanding of the situation and this working group would be opened up to members of Melbury and Cann Parish Council and other interested parties.
- 3.4. In the meantime, the Committee recommended that the Council make its position clear that it does not consider that the Highway Authority has made an adequate case for such drastic action.

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)

Claire Commons

Committee Services Officer

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 23rd February 2016
in the Council Chamber, High Street Shaftesbury**

UPDATE ON BUDGET-SETTING PROCESS 2016/17

1. Purpose of Report

To note that Officers are updating the Budget presentation in the light of recommendations from the Internal Auditor; and to consider agreeing Tuesday 8th March 2016 for a Public Consultation event

2. Recommendations

That the report be noted.

3. Background

- 3.1 On 26th January 2016, the Council resolved to set its Precept at £446,900 - a 0% increase for Shaftesbury residents. The Council is yet to approve a detailed Budget behind that Precept and must do so in the weeks prior to the commencement of the 2016/17 Financial Year.
- 3.2 The Council and the General Management Committee have previously expressed concern over the presentation of financial information, before and after the change to the SAGE Accounting system. It is acknowledged that the Council's accounts require improvement, but it is hoped that the Council will recognise that some long-term issues remain to be addressed.
- 3.3 The Council's new Internal Auditor is helping Officers with a number of recommendations, one being that the Council revert from SAGE to the RBS Omega accounting system formerly in use. In addition the Internal Auditor has made a number of detailed recommendations separate to those addressed to the Council within her formal reports.
- 3.4 Consequently, Officers are working on presenting a draft Budget to the General Management Committee at its meeting on 1st March 2016, for onward recommendation to the Council on 15th March.
- 3.5 It has been suggested that Tuesday 8th March 2016 be identified as the date for a Public Consultation Event.

4. Financial Implications

None arising directly from this report.

5. Legal Implications

None arising directly from this report.

End.

Stephen Holley

Town Clerk and Responsible Financial Officer

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 23rd February 2016
in the Council Chamber, High Street Shaftesbury**

FUNDING SOURCES – BARTON HILL PLAY EQUIPMENT

1. Purpose of Report

In the light of updated advice, to re-consider the funding sources for the play equipment to be purchased for installation at the Barton Hill Recreation Ground.

2. Recommendations

- 2.1 That the Council requests North Dorset District Council to approve the drawing down of Section 106 funds to allow for a contract be placed with Caloo Limited, for the purchase of a Multi-Active Wall for installation at the Barton Hill Recreation Ground, to the value of £17,500 plus VAT, and that subject to approval, the Town Clerk be authorised to place a contract for the same.
- 2.2 That the eight-piece gym equipment and table tennis tables to be purchased from Wicksteed (£25,500 plus VAT) be funded directly by the Council, from the budgetlines identified in the report.

3. Background

- 3.1 On 9th February the Council was requested to consider a report proposing the purchase of outdoor play equipment from Caloo and Wicksteed. The report proposed that Section 106 monies be drawn down from North Dorset District Council for the order with Caloo (£17,500 plus VAT) and that the Town Council fund the order with Wicksteed (£25,500 plus VAT).
- 3.2 The Town Clerk and the Mayor relayed to the Council the Internal Auditor's advice that the Council had £30,000 as an earmarked reserve from play equipment and that these funds should be used before the year end. The Council resolved to make use of the unexpected funding and not draw down any Section 106 money for the Caloo equipment.
- 3.3 The advice had been received immediately before the meeting and, regrettably, there had not been time to check it with the Finance Officer or the lead officer for this project. On checking with them after the meeting, it became clear that these earmarked reserves had been allocated in the Budget for use in 2015/16 and had already been drawn upon for the purchase of play equipment at Ash Close (£17,999 – leaving a balance of £12,001).
- 3.4 As the Council does not have the funding for both purchases, it is now requested to approve the following funding sources:

Caloo MultiActive Wall (£17,500 plus VAT)

£	
17,500	Section 106 money to be drawn down from NDDC

Wicksteed eight-piece gym and table tennis tables (£25,500 plus VAT)

£	<u>Anticipated Underspends by 31st March 2016</u>
12,001	Balance of £30,000 earmarked reserve for play equipment
2,200	Community Chest
1,000	Noticeboards
£	<u>Unbudgeted Income which could be allocated</u>
4,545	Council Tax Support Grant
7,241	Feed-In Tariff, Town Hall Solar Panels
<u>26,987</u>	Total available for direct funding by the Town Council

4. Financial Implications

As detailed in the report. The Council has sufficient funds to allow for the purchase of play equipment from Wicksteed. It will be necessary to request NDDC to allow the draw down of Section 106 money to fund the Caloo MultiActive Wall.

5. Legal Implications

The Council needs to be clear as to the funding sources for its expenditure.

End.

Stephen Holley

Town Clerk and Responsible Financial Officer

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 23rd February 2016
in the Council Chamber, High Street Shaftesbury**

USE OF GLYPHOSATES AND POSSIBLE BEE FRIENDLY POLICY

1. Purpose of Report

To consider requesting the General Management Committee to investigate the implications of (a) the continued use of glyphosates by the Council and (b) a 'Bee Friendly' policy for all Shaftesbury Town Council open spaces, verges and recreation grounds.

2. Recommendations

That the General Management Committee be requested to investigate accordingly.

3. Background

- 3.1 As part of a planting and improvement scheme in 2015, the Queen Mother's Garden on Castle Hill has been identified by the Recreation, Open Spaces and Environment (ROSE) Committee as a 'bee friendly' area. The same designation has been applied to the Pam Reynolds Memorial Gardens at the Swimming Pool.
- 3.2 There has been further reference to the town becoming 'bee friendly' at meetings of the ROSE Committee and of the town's Open Spaces Group.
- 3.3 In 2015 the International Agency for Research on Cancer (IARC), an arm of the World Health Organisation (WHO), issued a report classifying glyphosates as "probably carcinogenic to humans". A press report on that states that "Several European countries, including Holland, Denmark and Sweden, have banned or restricted the use of glyphosate herbicides by local authorities, because of alleged links with a variety of health problems – not just cancer – ranging from birth defects and kidney failure to celiac disease, colitis and autism". (The Guardian online – 21st April 2015 - <http://www.theguardian.com/cities/2015/apr/21/glyphosate-probably-carcinogenic-pesticide-why-cities-use-it>)
- 3.4 In common with many other public authorities, this Council's Grounds Team has made use of chemical weedkillers such as 'Roundup' for many years. The use of chemical sprays saves a significant amount of manual labour that would otherwise be spent on weeding by hand. A natural weedkilling system called FoamStream has been discussed at the Open Spaces Group, but the Council has no experience of this.
- 3.5. The Mission Statement for the General Management Committee includes "to advise the Council on its corporate policies". Its Terms of Reference include "To overview the deliberations of all the Council's committees... (ToR 6)" and "To consider and make recommendations on matters of policy...(ToR 8)"
- 3.6 The Terms of Reference for the ROSE Committee state that it is "To give due regard to the environment and to consider the environmental impact of matters within its remit (ToR 6)". It does not have the authority to approve a Bee Friendly Policy in its own right

3.7 In view of (a) increasing concerns about the use of glyphosates and (b) the implications of adopting a Council-wide Bee Friendly Policy, the Council is requested to ask the General Management Committee to investigate those implications, with a view to recommending a Policy to the Council. The scope of the investigations should include, but not be confined to:

- Any dangers posed by the use of glyphosates
- The remediation of those dangers by the application of Health and Safety and COSHH regulations
- The likely cost of ceasing to use glyphosates
- The likely efficacy of natural alternatives, such as FoamStream
- The implications of a wider 'Bee Friendly' Policy
- The impact on the Grounds Team of any change in working practices

4. Financial Implications

None arising directly from this report. The investigations of the General Management Committee should encompass the financial implications of any change in Policy.

5. Legal Implications

At present, the use of glyphosates is lawful in the UK and commonplace in the public sector. However, if the report in section 3.3 above is correct, and other countries have banned the use of glyphosates by local authorities, there is a possibility that glyphosates will be banned in the UK.

End.

Stephen Holley

Town Clerk and Responsible Financial Officer

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 23rd February 2016
in the Council Chamber, High Street Shaftesbury**

COCKRAMS COMMUNITY HALL PROJECT

1. Purpose of Report

To consider endorsing the Town Band and Youth Club application to North Dorset District Council for Section 106 funds (£10,800) in respect of feasibility work for the proposed new Community Hall at Cockrams.

2. Recommendations

That the application be endorsed.

3. Background

- 3.1 On 30th September 2015 the Council agreed to work with the Town Band and the Youth Club in the development of a new Community Hall. The relevant Minute is copied below:

FC81 Joint Project with the Youth Club And Silver Band

The Council was requested to consider initiating a project to work with the Youth Club and the Shaftesbury Silver Band in a joint project to develop the existing Youth Club building on Coppice Street to include Community Hall facility. Mr Humphries of the Silver Band presented some initial plans and a model for discussion. It was

RESOLVED

- (a) That the Council agrees to assist the Youth Club and Silver Band Scheme by:
- acting as the lead partner in applications, in order to facilitate the drawing down of S.106 monies and other sources of funding;
 - accepting the design proposals promoted by the Youth Club and Silver Band, without amendment by the Council;
 - accepting that the Youth Club and the Silver Band will be the 'customers' for this project, and their wishes will be paramount;
 - paying the planning application fees necessary to put the preferred design to North Dorset District Council, to a maximum of £5,000, allocated from the Professional Fees budgetline
- (b) That a sum equivalent to those fees (once the figure is known) be vired to the Professional Fees budgetline from the sum remaining in the Swimming Pool (Revenue) budgetline.

- 3.2 It is no longer expected that the planning application will be submitted prior to the end of the present Financial Year, so the expected fee will be included in the Budget for 2016/17.
- 3.3 The Youth Club and Silver Band would like to draw down Section 106 money from North Dorset District Council to fund a feasibility work to establish the costs of the facility and other works, and have the basis to launch a fund raising campaign and apply for grants (Letter attached at **Appendix A**). The Council is requested to endorse that request.

4. Financial Implications

None arising directly from this report.

5. Legal Implications

None arising directly from this report. However, when requests for Section 106 funding is received from organisations other than a Town or Parish Council, the District Council's procedures require the endorsement of the Town or Parish Council concerned.

End.

Stephen Holley

Town Clerk and Responsible Financial Officer

Appendix A

Shaftesbury
Dorset
SP7

t: 01747

e:

16 FEB 2016

Town Clerk
Shaftesbury Town Council
Town Hall
High Street
Shaftesbury
SP7 8LY

15 February 2016

Dear Mr Holley

RE: Cockrams Community Project.

I enclose herewith our application to NDDC for the further funding required to appoint a new Architectural Practice to provide new plans and feasibility study to get our project to Planning Pre-application stage. You will recall that there was a conflict of interest with our original choice of Architects.

We require the Town Council to endorse our application as we are requesting Section 106 Monies. With this endorsement we will forward onto NDDC. Hugh de Jongh is aware of this request and has checked and approved our initial draft.

Thanking you in anticipation

Yours sincerely

On behalf Leo Williams
 Ray Humphries MBE
 Heather Sanger

16 FEB 2016



S 106 Request Form	
S106 Ref:	
Date Received:	

Project Summary

Total Amount Requested: £ 10,800.00

Type of Project: New Community Hall

Say under which of the following areas this project support is requested – education, community facilities/leisure, neighbourhood halls, outdoor sports and Highways & enhancement/cycle-ways, or other (e.g. play area).

Project Name/Title	Cockrams Community Centre
Catchment Area	
Blandford Forum	
Gillingham	
Shaftesbury	Shaftesbury
Stalbridge	
Sturminster Newton	

Details of Project Applicant:

Organisation	Combined project by Shaftesbury Town Band & Youth Club
Status (eg private, charity)	Both Registered Charities
Address	
Contact Person	Ray Humphries MBE
Position in organisation	Committee Member
Email Address	
Tel: 01747 852922	Mobile: C

The Project

Please describe the project in detail, and its purpose/objectives. Please attach any relevant documents

To develop a New Community Centre, Music Centre and alter Youth Club to provide facilities for Shaftesbury, and particularly people living on the Eastern Development. This will be within walking distance of their homes and at the same time provide a facility for other nearby residents of Shaftesbury.

An earlier advance of funds allowed us to progress this project, and the outline design is almost agreed.

Another significant point was the revised entrance scheme onto the site off an existing roundabout. Unfortunately there has been a situation with a clash of interest by the appointed Architectural Practice, and they are unable to continue. We now have to appoint new architects and therefore have insufficient funds to complete the feasibility study and undertake more detailed work.

This feasibility work will enable us to establish the cost of the facility and other works, and have the basis to launch a fund raising campaign and apply for grants.

Status of Project

Is the proposed project:

- (i) Identified within the local plan? Yes Yes No
(ii) Endorsed by the respective Town/ Parish Council? Yes Yes No
(iii) Was the necessary planning authorisation received? Yes No No
(iv) Is the organisation proposing the project properly constituted? Yes Yes No

Detail of endorsement & planning authorisation

Initially endorsed by Shaftesbury Town Council at a meeting held 17/7/2012

Project Funding

Source of Funding	£	Status
Total Project Cost	£10,800.00	Please provide evidence of cost
S106 Funds Requested	£10,800.00	
Additional Funding Required		
*		
Source of Additional Funding	£	Secured/under consideration etc.
* see attached sheet		

Timescales

Anticipated start date: March 2016 for Architects Plans

Anticipated completion date: Dependant on funds

Delivering the Project

Shaftesbury Town Council will take on the Planning process

Viability & Management of the Project

Is the project financially viable in the long term?

Part of the purpose of the Feasibility Study is to establish the range of potential uses and the income they would generate, annual running costs of the facility, longer term maintenance cost, and the overall viability of the facility.

How will the facility/infrastructure be managed and maintained in the long term & by whom?

The two committees will run the facilities for the first 2 – 3 years when we hope a new management committee will take over

Who will Benefit?

How many citizens (age, gender etc.) will benefit from the proposed project?
What other outcomes do you want to achieve?

There are over 1000 homes on the Eastern development with at least 3000 people.

Shaftesbury population in 2010 was 6400. All will benefit from this facility.

Monitoring & Evaluation

How will the project be monitored and evaluated?

The facility will be monitored by the Committee

Consultation

Was the respective community consulted on the design and scope of the facility being proposed? If so, when and how, and what was the outcome? What other organisations have been consulted, e.g. Town & Parish Councils, Community Partnerships.

We have established use from our present information and minor consultations. Together with Architect & Shaftesbury Task Force will consult further

Sustainability

How does your project contribute to sustainability (see Appendix 1, Guidance Notes)

The building will provide a truly local facility within walking distance of many properties, designed and built to the highest standards of energy saving. Will provide facilities for Youth, Music, & Sport. Cater for children with special needs. Encourage culture and will become the Hub of Shaftesbury.

Declaration

I confirm that

1. approval was granted for me to make this request on behalf of the institution/organisation presenting this application.
2. implementation of this project is within the scope of the constitution or the memorandum & articles of this institution/organisation.

3. information presented above is true and correct.

Signed: _____

Date: _____

PLEASE RETURN COMPLETED APPLICATIONS TO:

Hugh de longh, Community Planning Officer, North Dorset District Council, Nordon, Salisbury
Road, Blandford Forum, DT11 7LL
01258-484025. Hdelongh@north-dorset.gov.uk

Cockrams Community Project.

PROJECT FUNDING.

Breakdown details of Funding Required.

Western Design Fees to get project to Pre-Application stage, Feasibility study, costing incl VAT	£11,590.00
Survey cost for existing building levels etc	£ 1,800.00
Sundry costs, printing etc	<u>£ 610.00</u>
	£14,000.00
Balance left from previous 106 Grant	<u>£ 3,200.00</u>
Balance requested	<u>£10,800.00</u>

NEXT MEETING OF THE COUNCIL

1. Purpose of Report

- 1.1. To confirm the date of the next meeting of the Council
- 1.2. To identify matters for inclusion on the agenda for the next meeting.

2. Recommendation

That the Council notes the date of its next meeting and identifies matters for inclusion on its agenda.

3. Date of next meeting

The next scheduled meeting of the Council is 15th March 2016.

4. Items for next meeting

- 4.1. In her report of 29th January 2016, the Internal Auditor recommended adding "Items for next meeting" into the agenda so that matters which were not clear in good time for one meeting are properly addressed at the next.
- 4.2. In accordance with this recommendation, the Council is requested to consider items for inclusion on the agenda for its next meeting in order to provide sufficient time for matters to be researched and reports written for issue with the agenda papers and in turn provide for greater transparency and informed decision making.

5. Financial Implications

There are no financial implications arising from this report

6. Legal Implications

There are no legal implications arising from this report.

End.

Report Author:

Claire Commons

Committee Services Officer