



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

e-mail: enquiries@shaftesburytowncouncil.co.uk

Website: www.shaftesburytowncouncil.co.uk

To: Members of Shaftesbury Town Council's

General Management Committee,

Councillors: Francis (Chair), K Tippins (Vice-Chair), Hall, Jackson, Lewer, Perkins and Taylor

All other recipients for information only.

You are required to attend a meeting of the Committee

to be held at 7.00pm on Tuesday 26th July 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 previous meeting of the Committee held on Tuesday 21 st June 2016.

Agenda Item		
04. Payments		p3
To consider list of payments for authorisation		Report 0716GEM04
05. Finances - Quarter 1		p5
To receive the Town Council's accounts for the first quarter of the financial year 2016/17.		Report 0716GEM05
06. Council Chamber Clock		p14
To consider repairs to the Council Chamber Clock		Report 0716GEM06
07. Community Grants		p15
To consider Community Grant requests		Report 0716GEM07
08. Policies		p28
To consider process for reviewing Council Policy documents.		Report 0716GEM08
09. Rifles War Memorial		p29
To consider the Rifles War Memorial Agreement for signature		Report 0716GEM09
10. Officer Report		p31
To receive any correspondence and updates relating to the work of the Committee.		Report 0716GEM10
11. Future Meetings of the Committee		p32
To confirm the date of the next meeting of the Committee and identify matters for inclusion on the agenda.		Report 0716GEM11

(End)

**Report to the Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 26th July 2016 in the
Council Chamber, Shaftesbury Town Hall**

Payments

1. Purpose of Report

To consider list of payments for authorisation

2. Recommendation

- 2.1. That the Committee resolve to approve the payments totalling £???? From the Town Council's current account as detailed in Appendix A
- 2.2. That the Committee resolve the additional payment of £800 to the Pool Manager for work undertaken in preparing the pool for opening.

3. Background

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

4. Financial Implications

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

5. Legal Implications

There are no legal implications arising from this report.

6. Risks

There are no identified risks arising from this report

(End)

Report Author:
Claire Commons
Committee Services Officer

Printed on : 20/07/2016

Shaftesbury Town Council

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At : 14:09

NatWest Current A/c

List of Payments made between 29/06/2016 and 26/07/2016

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
29/06/2016	Nat West Credit Card	Direct Deb	522.10		Credit Card Payment
30/06/2016	Salaries/Cllr Allowance June	ONLINE TRA	14,923.77		Salaries/Cllr Allowance June
30/06/2016	Corona Energy	dd 2015978	219.16		Gas Town Hall May-June
30/06/2016	Investec Asset Fin	DIRECTDEBI	214.03		Photocopier Lease
01/07/2016	NDDC	Std Ord	247.00		Business Rates Bell St
01/07/2016	NDDC	Std Ord	726.00		Rates Town Hall
01/07/2016	NDDC	Std Ord	235.00		Rates Unit 9C
01/07/2016	NDDC	Std Ord	19.00		Rates Cemetery
05/07/2016	British Telecommunications	wm39180654	99.00		Broadband 1/6 to 31/08
06/07/2016	British Telecommunications	393995/001	41.30		Ground Mobiles
11/07/2016	British Telecommunications	lc29346208	270.28		Line rental 1/6 to 31/08
13/07/2016	Fuel Genie	6356295000	225.27		Fuel June
14/07/2016	HMRC	012625	4,352.68		Tax/Ni June Salaries
14/07/2016	DCC Pension Fund	012626	3,852.24		Pension June salaries
15/07/2016	British Gas	012639	5.45		Credit against Electric Unit 9
15/07/2016	Petty Cash- Swimming Pool	012627	49.59		Petty Cash Swimming Pool
18/07/2016	Sage Uk Ltd	00477266	67.20		Payroll subscription
25/07/2016	NDDC	Std Ord	242.00		Rates Swimming Pool
26/07/2016	Angel Springs Ltd	012628	16.74		Water for cooler
26/07/2016	Aqua cleaning Services	012629	540.00		Cleaning toilets 2nd,3rd July
26/07/2016	Aqua cleaning Services	012630	160.13		Toilet rolls, cleaning supplie
26/07/2016	Barbara Carter	012631	23.65		Travel to Salisbury Hospital
26/07/2016	Clarity Copiers Ltd	012632	130.26		Printing June
26/07/2016	Dorset County Council	012633	424.69		Waste collection May to Septem
26/07/2016	EG. Coles	012634	384.90		New hyraulic pipe to Mower
26/07/2016	Dorset Planning Consultant Ltd	012635	750.00		Neighbourhood plan report
26/07/2016	EC Electricals	012636	621.60		Full elec. inspec. before open
26/07/2016	Firmsites Ltd	012637	98.00		.GOV.UK Registration 1 year
26/07/2016	Fidelti	012638	127.72		Childcare vouchers ref July sa
26/07/2016	British Gas	012640	31.19		Electric June/July
26/07/2016	British Gas	012641	88.04		Purchase Ledger Payment
26/07/2016	Hampshire Assoc. of Local Cler	012642	63.00		Intro to appraisals - CC
26/07/2016	The IT Department Solutions Lt	012643	98.34		Monthly support
26/07/2016	Imprint Graphics	012644	112.80		Sweatshirts and Polo Shirts
26/07/2016	Ben Johnson (Shaftesbury) Ltd	012645	29.90		Repair to strimmer
26/07/2016	Cllr John Lewer	012646	48.15		travel to Dev Mang meetings
26/07/2016	Spruce Pools	012647	579.66		Chlorine/Alkaline increaser
26/07/2016	Tincknell Fuels	012648	192.78		Red Diesel for mowers etc
26/07/2016	Wessex Fire & Security Limited	012649	73.20		Repair to fire door
26/07/2016	Wallgate	012650	67.49		Soap for dispensers
26/07/2016	Wessex Water	012651	568.22		Water supply Rose Garden
26/07/2016	WPS Insurance Brokers	012652	1,563.81		Vehicle insurance
Total Payments			33,105.34		

**Report to the Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 26th July 2016 in the
Council Chamber, Shaftesbury Town Hall**

Finances - Quarter 1

1. Purpose of Report

To receive the Town Council's accounts for the first quarter of the financial year 2016/17.

2. Recommendation

- 2.1. That the Committee receives and notes the report, noting the cleared bank balances as at 30th June 2016 held in each bank account; Nat West Current Account £324,090.13, Nat West Reserve Account £89,482.09, Town Hall Petty Cash £150 and Swimming Pool Petty Cash £50.

3. Background

- 3.1. Cleared bank balances are shown on the detailed Balance Sheet at **Appendix B**. These have been verified and signed off against the bank reconciliations and statements by a member.
- 3.2. The Town Council's progress against budget is shown on the Detailed Income and Expenditure at **Appendix C**.
- 3.3. Key variances to note are;
- **Salaries:** 5% under spend due to one staff member short on the grounds team
 - **Civic:** There is an under spend against the Queen Mothers Celebration of £418. No major expenses from this budget line to date.
 - **Legal & Professional:** Vehicle insurance of £1,564 is due in July, insurance provider has been changed this year and we are looking at a saving of £3667 against budget.
 - **Grants & SLA's:** Payments will start to be during July, the committed spend to date is £23701 leaving £7299 to be allocated.
 - **Finance:** We will be incurring bank charges as from 1st July. NatWest are no longer providing us with free banking. Information is currently being sourced from other local banks to compare. The SLA for Trinity Trust to maintain Trinity grounds was agreed after budget setting.
 - **General Running Costs:** Postage is already at 50%, this is mainly due to very large agenda sets being mailed out. Officers are already reducing the size of the agenda sets and inviting members to collect their post bundles.
 - **Cemetery:** No major expenses to date. Quotes are to be sourced regarding repairing the Lych Gate.
 - **Grounds:** Fuel cost is higher than budgeted for, as this was agreed prior to the SLA for cutting the verges, income from DCC will help towards cost.
 - **Swimming Pool:** Currently on track, income slightly down due to poor weather conditions in June, but is steadily increasing weekly. The inflatable sessions are proving very popular.

4. Financial Implications

There are no financial implications arising from this report

5. Legal Implications

- 5.1. Financial Regulation 2.2 requires that at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 5.2. Financial Regulation 4.8 requires that the RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 10% of the budget.

6. Risks

There are no identified risks arising from this report

(End)

Report Author:
Claire Commons
Committee Services Officer

Appendix B

Date :- 19/07/2016

Shaftesbury Town Council

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Time :- 12:45

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 3

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	15,630
105	Vat Control	10,522
110	Prepayments	9,568
200	NatWest Current A/c	324,090
201	NatWest Reserve A/c	89,482
203	Petty Cash	150
204	Petty Cash- Swimming Pool	50
Total Current Assets		449,493
<u>Current Liabilities</u>		
500	Creditors	2,629
515	Wages	0
516	PAYE & NI Due	4,353
517	Superannuation Due	3,852
565	Holding Deposits	343
Total Current Liabilities		11,177
Net Current Assets		438,316
Total Assets less Current Liabilities		438,316
<u>Represented By :-</u>		
300	Current Year Fund	101,458
310	General Reserve	133,545
322	EMR CCTV	4,000
323	EMR Cycle Routes	1,500
324	EMR Playground Equipment	26,987
325	EMR Toilet Capital Re-build	21,500
326	EMR Swimming Pool	30,755
327	EMR Town Hall Building Fund	35,000
328	EMR Goldhill Wall	5,000
329	EMR Town Hall Energy Fund	5,000
332	EMR Heritage Style Lanterns	10,000
333	EMR Town Entrance Sign	705
334	EMR Tree Removal	1,510
335	EMR Ground Planting	1,810
336	EMR Street Furniture	2,826
337	EMR Tree Planting	745
338	EMR Toilet Improvement Fund	3,000
339	EMR Swimming Pool	22,967
340	EMR Neighbourhood Planning	3,010
343	EMR Town Centre Enhancement	9,198
344	EMR Cemetery Enhancement	9,800
345	EMR Jubilee Park Enhancement	8,000
Total Equity		438,316

Appendix C

19/07/2016

Shaftesbury Town Council

12:42

Detailed Income & Expenditure by Budget Heading 15/07/2016

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Month No : 3

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Personnel							
402 Staffing Costs							
4000	Salaries	42,235	194,394	152,159		152,159	21.7 %
4005	Employers NI	3,958	25,802	21,844		21,844	15.3 %
4006	Employers Superann	9,008	44,920	35,912		35,912	20.1 %
4010	Staff Training	315	1,500	1,185		1,185	21.0 %
4015	Staff Travel & Subsistence	49	300	251		251	16.4 %
	Staffing Costs :- Expenditure	55,565	266,916	211,351	0	211,351	20.8 %
1360	Contribution Street Cleaning	10,055	10,055	0			100.0 %
	Staffing Costs :- Income	10,055	10,055	0			100.0 %
	Net Expenditure over Income	45,510	256,861	211,351			
	Personnel :- Expenditure	55,565	266,916	211,351	0	211,351	20.8 %
	Income	10,055	10,055	0			100.0 %
	Net Expenditure over Income	45,510	256,861	211,351			
General Management							
301 Civic							
4300	Mayors Allowance	128	2,000	1,872	300	1,572	21.4 %
4301	Civic Allowance	100	0	-100		-100	0.0 %
4302	Councillor Allowances	720	4,320	3,600		3,600	16.7 %
4310	Councillor Training	35	840	805		805	4.2 %
4311	Councillor Travel/Subsistence	48	400	352		352	12.0 %
4315	Hospitality	50	220	170		170	22.7 %
4316	Civic Event Queens 90th	582	1,000	418		418	58.2 %
	Civic :- Expenditure	1,663	8,780	7,117	300	6,817	22.4 %
	Net Expenditure over Income	1,663	8,780	7,117			
302 Legal and Professional							
4325	Audit	-1,300	3,250	4,550		4,550	-40.0 %
4326	Books & Subscriptions	1,125	1,500	375		375	75.0 %
4330	Insurance	9,770	15,000	5,230	1,563	3,667	75.6 %
4340	Legal Fees	25	0	-25		-25	0.0 %
4341	Professional Fees	1,268	15,000	13,732		13,732	8.5 %
4342	Election Costs	0	4,000	4,000		4,000	0.0 %
	Legal and Professional :- Expenditure	10,888	38,750	27,862	1,563	26,299	32.1 %
	Net Expenditure over Income	10,888	38,750	27,862			

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
303	Grants & SLA						
4350	Community Grants	8,000	39,000	31,000	23,701	7,299	81.3 %
	Grants & SLA :- Expenditure	8,000	39,000	31,000	23,701	7,299	81.3 %
	Net Expenditure over Income	8,000	39,000	31,000			
304	Finance						
4380	Bank Charges	0	100	100		100	0.0 %
	Finance :- Expenditure	0	100	100	0	100	0.0 %
1340	Bank Interest Received	11	36	-25			31.0 %
1376	Precept	223,450	446,900	-223,450			50.0 %
	Finance :- Income	223,461	446,936	-223,475			50.0 %
	Net Expenditure over Income	-223,461	-446,836	-223,375			
401	General Running Costs						
4265	General Supplies	29	100	71		71	29.2 %
4345	Advertising	0	1,000	1,000		1,000	0.0 %
4400	Printing	496	2,200	1,704		1,704	22.5 %
4401	Stationery	562	1,300	738		738	43.3 %
4402	Postage	429	850	421		421	50.4 %
4410	Telephone	544	1,800	1,256		1,256	30.2 %
4414	IT Software & Equipment	341	3,400	3,059		3,059	10.0 %
4415	IT Support	367	1,250	883		883	29.4 %
4417	Web Site	0	800	800		800	0.0 %
4419	Rifles Monument storage	0	200	200		200	0.0 %
4420	Office Equipment	860	1,150	290		290	74.8 %
	General Running Costs :- Expenditure	3,627	14,050	10,423	0	10,423	25.8 %
	Net Expenditure over Income	3,627	14,050	10,423			
	General Management :- Expenditure	24,179	100,680	76,501	25,564	50,937	49.4 %
	Income	223,461	446,936	-223,475			50.0 %
	Net Expenditure over Income	-199,283	-346,256	-146,973			
ROSE							
101	Allotment						
4165	Water Rates	0	500	500		500	0.0 %
4250	Repairs & Maintenance	0	350	350		350	0.0 %

Continued on Page No 3

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4265	General Supplies	0	175	175		175	0.0 %
	Allotment :- Expenditure	0	1,025	1,025	0	1,025	0.0 %
1104	Allotment Rent Income	102	1,676	-1,574			6.1 %
	Allotment :- Income	102	1,676	-1,574			6.1 %
	Net Expenditure over Income	-102	-651	-549			
102 Cemetery							
4150	Rates & Services	53	174	121		121	30.2 %
4165	Water Rates	0	86	86		86	0.0 %
4250	Repairs & Maintenance	0	2,500	2,500		2,500	0.0 %
4265	General Supplies	0	300	300		300	0.0 %
	Cemetery :- Expenditure	53	3,060	3,007	0	3,007	1.7 %
1105	Cemetery Income	325	2,200	-1,876			14.8 %
	Cemetery :- Income	325	2,200	-1,876			14.8 %
	Net Expenditure over Income	-272	860	1,132			
103 General Grounds							
4020	Sub Contract Labour	40	1,200	1,160		1,160	3.3 %
4150	Rates & Services	-791	2,500	3,291		3,291	-31.6 %
4155	Electricity	223	580	357		357	38.5 %
4165	Water Rates	0	1,500	1,500		1,500	0.0 %
4250	Repairs & Maintenance	368	2,500	2,132		2,132	14.7 %
4256	Treework & Fencing	195	4,000	3,805		3,805	4.9 %
4261	Refuse Collection	414	2,500	2,086		2,086	16.6 %
4265	General Supplies	20	350	330		330	5.6 %
4270	Equipment Repairs	588	2,000	1,412		1,412	29.4 %
4271	Equipment Purchases	7	500	493		493	1.5 %
4272	Fuel for Equipment	534	1,000	466		466	53.4 %
4274	Rent Unit 9C	3,486	7,111	3,625		3,625	49.0 %
4275	Equipment Hire	0	750	750		750	0.0 %
4278	Alarm Costs	0	220	220		220	0.0 %
4280	Fuel for Vehicles	531	2,500	1,969		1,969	21.2 %
4281	Motor Expenses	0	3,500	3,500		3,500	0.0 %
4285	PPE	394	800	406		406	49.2 %
4290	Playground Inspections	300	350	50		50	85.6 %
4291	Playground Repair/Maintenance	462	4,500	4,038		4,038	10.3 %
4299	SLA-Trinity Grounds Maintainan	712	0	-712		-712	0.0 %
	General Grounds :- Expenditure	7,483	38,361	30,878	0	30,878	19.5 %

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1103	Rents	162	3,165	-3,003			5.1 %
1301	Miscellaneous Income	757	0	757			0.0 %
	General Grounds :- Income	919	3,165	-2,246			29.0 %
	Net Expenditure over Income	6,564	35,196	28,632			
105	Local Delivery services						
4020	Sub Contract Labour	450	2,500	2,050		2,050	18.0 %
4150	Rates & Services	739	2,695	1,956		1,956	27.4 %
4155	Electricity	191	760	569		569	25.1 %
4165	Water Rates	0	2,100	2,100		2,100	0.0 %
4175	Car Parking Contribution	0	2,000	2,000		2,000	0.0 %
4176	CCTV	0	2,000	2,000		2,000	0.0 %
4177	Bus Shelters	0	225	225		225	0.0 %
4250	Repairs & Maintenance	0	2,500	2,500		2,500	0.0 %
4260	Cleaning Supplies	287	1,000	713		713	28.7 %
4265	General Supplies	0	50	50		50	0.0 %
4271	Equipment Purchases	0	150	150		150	0.0 %
	Local Delivery services :- Expenditure	1,667	15,980	14,313	0	14,313	10.4 %
1501	Street Market Rents R'ved	2,220	7,500	-5,281			29.6 %
	Local Delivery services :- Income	2,220	7,500	-5,281			29.6 %
	Net Expenditure over Income	-552	8,480	9,032			
201	Town Hall						
4020	Sub Contract Labour	815	3,720	2,906		2,906	21.9 %
4150	Rates & Services	2,178	7,500	5,322		5,322	29.0 %
4155	Electricity	184	1,800	1,616		1,616	10.2 %
4160	Gas	1,013	1,800	787		787	56.3 %
4165	Water Rates	0	300	300		300	0.0 %
4200	Wedding Costs	182	650	468		468	28.0 %
4230	Trinity Car Park Space	0	440	440		440	0.0 %
4250	Repairs & Maintenance	664	3,000	2,336		2,336	22.1 %
4260	Cleaning Supplies	52	350	298		298	14.9 %
4265	General Supplies	0	850	850		850	0.0 %
4271	Equipment Purchases	70	200	130		130	35.0 %
4278	Alarm Costs	481	1,500	1,019		1,019	32.1 %
4400	Printing	109	0	-109		-109	0.0 %
	Town Hall :- Expenditure	5,748	22,110	16,362	0	16,362	26.0 %
1201	Hall Hire	6,714	25,000	-18,286			26.9 %

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1203	Weddings	958	2,300	-1,342			41.7 %
1204	Shop Rents	4,500	18,000	-13,500			25.0 %
1220	Solar Panel Feed in Tariff	0	1,800	-1,800			0.0 %
	Town Hall :- Income	12,172	47,100	-34,928			25.8 %
	Net Expenditure over Income	-6,424	-24,990	-18,566			
305 Swimming Pool							
4008	Life Guard Salaries	4,080	15,500	11,420		11,420	26.3 %
4010	Staff Training	22	200	178		178	11.0 %
4150	Rates & Services	726	2,450	1,724		1,724	29.6 %
4155	Electricity	259	1,100	841		841	23.5 %
4160	Gas	255	3,220	2,965		2,965	7.9 %
4165	Water Rates	0	1,400	1,400		1,400	0.0 %
4250	Repairs & Maintenance	145	500	355		355	29.0 %
4260	Cleaning Supplies	177	200	23		23	88.3 %
4270	Equipment Repairs	0	350	350		350	0.0 %
4271	Equipment Purchases	1,518	1,000	-518		-518	151.8 %
4285	PPE	30	70	40		40	42.9 %
4360	Chemicals	824	2,500	1,676		1,676	33.0 %
4361	Pool Cleaning	0	1,000	1,000		1,000	0.0 %
4362	Plant Servicing/Repairs	1,168	1,500	332		332	77.9 %
4363	DBS Checks	108	200	92		92	54.0 %
4364	Uniforms	20	200	180		180	9.8 %
4365	Music Licences	120	150	30		30	80.2 %
4366	Confectionery	151	300	149		149	50.2 %
4367	Insurance Swimming Pool	0	750	750		750	0.0 %
4370	Swimming Pool Advertising	1,022	1,050	28		28	97.3 %
4372	Emergency Fuund	0	6,656	6,656		6,656	0.0 %
4410	Telephone	84	204	120		120	41.3 %
	Swimming Pool :- Expenditure	10,709	40,500	29,791	0	29,791	26.4 %
1365	Swimming Pool Income	2,884	15,500	-12,616			18.6 %
	Swimming Pool :- Income	2,884	15,500	-12,616			18.6 %
	Net Expenditure over Income	7,825	25,000	17,175			
	ROSE :- Expenditure	25,660	121,036	95,376	0	95,376	21.2 %
	Income	18,621	77,141	-58,520			24.1 %
	Net Expenditure over Income	7,039	43,895	36,856			

Reserves & Projects

Continued on Page No 6

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
901	Reserves & Projects						
4902	Community Hall Cockrams	0	3,000	3,000		3,000	0.0 %
4904	Toilets	0	21,500	21,500		21,500	0.0 %
4906	Playground Equipment	25,500	36,987	11,487		11,487	68.9 %
4907	Grounds Equipment	0	5,000	5,000		5,000	0.0 %
4910	Street Furniture	1,993	16,826	14,833		14,833	11.8 %
4912	Energy System Town Hall	0	5,000	5,000		5,000	0.0 %
4913	Town Centre Enhancement	0	9,198	9,198		9,198	0.0 %
4914	Ground Cover Planting	635	3,810	3,175		3,175	16.7 %
4917	Cycle Route	0	11,500	11,500		11,500	0.0 %
4920	Town Entrance	0	2,705	2,705		2,705	0.0 %
4921	Swimming Pool	13,678	30,755	17,077		17,077	44.5 %
4922	Vehicles	0	10,000	10,000		10,000	0.0 %
4924	Heritage Lanterns	0	10,000	10,000		10,000	0.0 %
4925	Toilet Improvements	0	3,000	3,000		3,000	0.0 %
4926	Tree Planting	0	2,745	2,745		2,745	0.0 %
4927	Tree Removal	595	1,510	915		915	39.4 %
4928	Replacement IT Equipment	513	2,500	1,988		1,988	20.5 %
4929	Cemetery Improvements	7,496	9,800	2,304		2,304	76.5 %
4930	Jubilee Steps Enhancement	0	8,000	8,000		8,000	0.0 %
4931	Swimming Pool Running costs	0	12,967	12,967		12,967	0.0 %
4932	Neighbourhood Planning Group	1,019	13,010	11,991		11,991	7.8 %
	Reserves & Projects :- Expenditure	51,428	219,813	168,385	0	168,385	23.4 %
1301	Miscellaneous Income	6,153	0	6,153			0.0 %
	Reserves & Projects :- Income	6,153	0	6,153			
	Net Expenditure over Income	45,275	219,813	174,538			
902	Capital Replacement Reserve						
4905	Town Hall Building Fund	0	35,000	35,000		35,000	0.0 %
4909	Gold Hill Wall	0	5,000	5,000		5,000	0.0 %
4918	CCTV	0	4,000	4,000		4,000	0.0 %
	Capital Replacement Reserve :- Expenditure	0	44,000	44,000	0	44,000	
	Net Expenditure over Income	0	44,000	44,000			
	Reserves & Projects :- Expenditure	51,428	263,813	212,385	0	212,385	19.5 %
	Income	6,153	0	6,153			0.0 %
	Net Expenditure over Income	45,275	263,813	218,538			

**Report to the Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 26th July 2016 in the
Council Chamber, Shaftesbury Town Hall**

Council Chamber Clock

1. Purpose of Report

To consider repairs to the Council Chamber Clock

2. Recommendation

That the Committee resolve to spend up to £300 to strip, clean and repair the Council Chamber Clock.

3. Background

- 3.1. The Council Chamber's mechanical clock is currently listed on the Town Council's asset register at a value of £1,300.
- 3.2. Attempts to repair the clock have proved successful until the point of mounting on the Council Chamber wall at which point it failed to keep the correct time.
- 3.3. Option A. A repair to the suspension spring and lubrication of the clock would cost £70. This work would not carry any guarantee.
- 3.4. Option B. A complete strip down of the clock, re-lube, clean and repair would cost £300. This work would carry a 1 year guarantee.
- 3.5. For both options, the clockmaker will test the clock for a period of seven days in his workshop prior to returning it to the Council.

4. Financial Implications

- 4.1. Budget for current year (Town Hall Repairs & Maintenance)..... £3,000
Expenditure to-date - £664
Estimated expenditure outlined in above..... - £300
Budget remaining £2,036
- 4.2. Financial Regulation 4.1 requires that expenditure on revenue items may be authorised by the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500 in the approved budget.

5. Legal Implications

The Town Council has the Power of General Competence.

6. Risks

The clock may work when tested in the workshop and then stop working once returned to its position in the Council Chamber. This risk can be mitigated by carrying out works which are accompanied by a guarantee.

(End)

Report Author, Claire Commons, Committee Services Officer

**Report to the Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 26th July 2016 in the
Council Chamber, Shaftesbury Town Hall**

Community Grants

1. Purpose of Report

To consider Community Grant requests

2. Recommendation

- 2.1. That the Committee makes recommendations on the level of grant to be awarded to each of the below listed organisations.
- 2.2. To receive early feedback on the grants process for 2016/17 (to follow).

3. Background

- 3.1. At a meeting of the Council on 28th June 2016, some grant requests were deferred pending receipt of further information.
- 3.2. Additional information received:
 - 3.2.1. Chamber of Commerce, grant request for £500, information provided on the planned replacement of the Christmas lights.
 - 3.2.2. North Dorset Citizens Advice Bureau, grant request for £4,000, completed application provided, supporting documents provided by email to Councillors only.
 - 3.2.3. Home-Start, grant request for £1,000, information requested on impact on Shaftesbury residents was included on the original application, this has been resent to Councillors by email.
- 3.1. Information provided by organisations listed above is shown at **Appendix D**
- 3.2. New grant requests received:
 - 3.2.1. Rolt Millennium Green, grant request for £240.33
- 3.3. Application form shown at **Appendix E**, supporting documents provided by email to Councillors only.
- 3.4. The new grants process is in its infancy. A report will be provided on the processes to date.

4. Financial Implications

- 4.1. Budget allocation for current year (Grants and SLA)..... £39,000
Expenditure to date - £31,701
Estimated expenditure outlined above..... - £5,741
Budget remaining..... **£1,558**
- 4.2. Financial Regulation 4.1 requires that expenditure on revenue items may be authorised in the approved budget by the Committee for any items up to £5,000.

5. Legal Implications

The Town Council has the Power of General Competence.

6. Risks

The Council grant budget is nearly spent at the end of quarter 1.

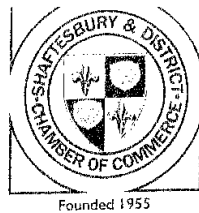
(End)

Report Author:
Claire Commons
Committee Services Officer

Shaftesbury and District Chamber of Commerce

Secretary, Alice Perry
secretary@shaftesburychamber.co.uk

Chairman, Clive Carter
chair@shaftesburychamber.co.uk
Tel 01747 852709



18th July 2016

Re: Planned Replacement of the Christmas Lights.

Dear Barbara,

In answer to your recent request for more information on the Chamber's plans to replace our existing Christmas lights with LED lights, I am sorry I cannot give you a definite answer.

The replacement plans really do depend upon the funds available from our members and other donations.

Over the past few years we have been able to change the lights on the large trees over to LED, but this alone has cost in excess of £2000. We had been advised that to change all the overhead strings would cost over £20,000. This is mainly due to LED strings not being as bright as our old festoon light strings, as well as the brightness of the new street lamps. In order to make a decent show, equivalent to the old lights, we would need at least three times as many strings of LEDs.

However, we have in the past couple of weeks learned of the possibility of using LED bulbs in our old festoon strings, which could represent a massive saving. However, there could be problems- the LED bulbs may be significantly heavier. They could also be less durable, meaning they would not stand up to being taken down and re-used.

For this reason, we are hoping to conduct a test period with the new system to assess its suitability. We are in discussion with the manufacturer of the desired 'golf ball' type LED bulb (as they are, unfortunately, not available on the shelf in our local supplier) and it is hoped that they will be able to get enough to our supplier for us to conduct the trial.

If these bulbs prove successful, we could change the whole overhead string system in one year for a cost of less than £4000 including VAT.

Regardless, it is a certainty that getting hold of the old type of bulbs will continue to become more and more difficult- we do not expect to be able to buy them at all after this year, and the cost has already increased by 300%. Just maintaining the status quo in previous years cost over £1500 per year, as the bulbs cannot be re-used.

The inevitability of changing to LED lights is not in question- however, our ability to fund it is very much dependent on donations from the town's larger businesses, as well as the Town Council.

I am sorry I cannot be more specific at present. As this letter details and I'm sure you appreciate, we are constantly looking for the best value solution to improve what we have been doing for the town for many years.

Best regards,

Clive Carter

19 JUL 2016



SHAFTESBURY TOWN COUNCIL

Application for Small Grant Assistance (below £5,000) to Local Organisations

DETAILS OF ORGANISATION:

Name: North Dorset Citizens Advice Bureau

Registered Charity? Yes If yes please give registration no: 1014968

DETAILS OF PERSON APPLYING ON BEHALF OF THE ORGANISATION:

Name: Daniel Cadisch

Address: North Dorset CAB
4-7 Newbury Court
Gillingham
Dorset
SP8 4QX

Position in Organisation: Bureau Manager

Tel. No: 01747 834904/07973 488259

e-mail address: bureau@dorchester.cabnet.org.uk

AIMS AND OBJECTIVES OF THE ORGANISATION:

Please list the aims and objectives of your Organisation and how these are currently achieved. The aim of North Dorset Citizen Advice is to provide the advice people need for the problems that they face and flowing from this, the improvement of policies and practices that affect their lives.

Our core principles are to:

- value and respect diversity,
- promote equality,
- challenge discrimination,
- work together and value the contribution of colleagues.

We give advice to anyone, regardless of age, race, gender, ethnic origin, sexual orientation, disability or religious belief.

Established in 1992, North Dorset Citizens Advice has its registered office in Gillingham and operates within the boundaries of North Dorset District Council, with a population of 69,880. The bureau has a Trustee board responsible for strategic development, and they have recently agreed a joint working partnership with Dorchester and Sherborne Citizens

Advice, as result of which their Bureau Manager; Daniel Cadisch, has been seconded to manage North Dorset. The North Dorset Advice team is run by an Advice Service Manager; Elaine Morley. It remains a local charity and is a member of Citizens Advice nationally and Citizens Advice in Dorset (CAiD).

The national index shows that 15 areas of North Dorset are in the top 20% of deprived areas with barriers to housing and key local services, this reflects the 54% rural villages, hamlets and farms which make up North Dorset. Communities are often large distances from local services, and with poor local bus services this causes problems for the rural community.

Our clients can access the service by telephone, email, and letter or by calling into drop in sessions or attending appointments at our main office in Gillingham or at one of our outreaches.

Face to face advice

The Gillingham office operates a 5 day a week service for appointments with a drop-in service running on Mondays and Wednesdays between 10-1.

As well as Shaftesbury, our weekly outreaches are located in the towns of Blandford, Sturminster Newton and Stalbridge and provide a vital service to those who are unable to access our main office perhaps due to lack of transport or caring responsibilities

The bureau has one part time (3 days a week) debt caseworker who also operates the Shaftesbury Children's Centre.

Email advice

Clients can access email advice using the Bureau website. They are either given links and advice immediately or are asked for their phone number for more complex issues. This allows our telephone Advisers to be able to call the client direct and gain further information from them to give full advice. Most email advice is given within one working day of receiving the email.

Telephone advice

The bureau operates under the Dorset Adviceline Project to deal with initial telephone enquiries. Seven other Dorset Citizens Advice combine forces to operate the Adviceline. Using Citizens Advice technology and service support the Bureau takes its place on a rota system to staff the system. There are clear systems in place to transfer clients to other Bureau for face to face Advice as necessary. Once there is an ongoing enquiry the client is given the local office telephone number to call for any necessary follow up.

Does your group have a constitution? Yes (delete as appropriate)

BENEFIT TO SHAFTESBURY TOWN:

Please describe how your Organisation helps to benefit the people of Shaftesbury Town – include supporting information as necessary.

Citizens Advice Shaftesbury outreach operates from the central location of the library on Bell Street. As a local charity we are reliant on donations and grants from local town, parish councils and the public to enable our work to continue.

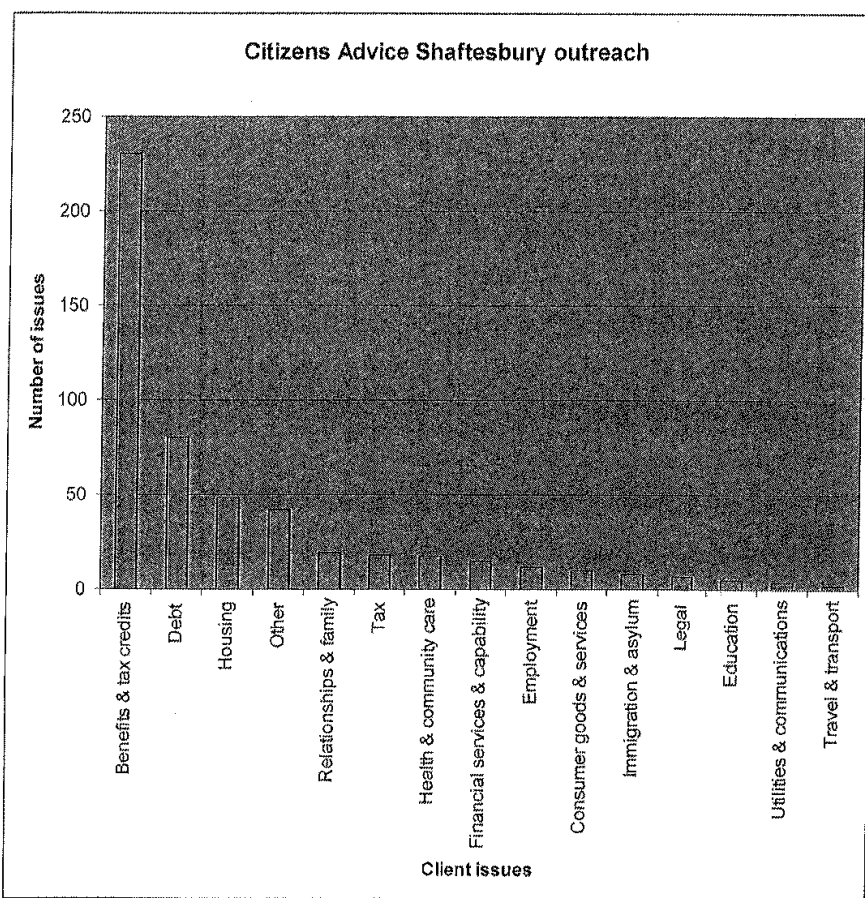
Our Shaftesbury outreach operates one day a week for advice in the library on a face to face basis. There is both a drop in service offered between 10am and 1pm on Wednesdays and an appointments service operating from 10am until mid afternoon. Currently we have two Advisers and one Receptionist working at the library. We also offer a service at the Shaftesbury Sure Start Children's centre on a Tuesday morning.

Residents also benefit from the Dorset Adviceline services which is staffed from 10am to 4pm Monday – Friday, call 0344 411 1445. This service offers telephone advice and a referral service for appointments in Shaftesbury if necessary.

During the period 1 April 2015 – 1 April 2016, Citizens Advice North Dorset dealt with 517 different issues for 251 clients in Shaftesbury as follows.

Benefits & tax credits	230
Debt	80
Housing	48
Other	42
Relationships & family	19
Tax	18
Health & community care	17
Financial services & capability	15
Employment	12
Consumer goods & services	10
Immigration & asylum	8
Legal	7
Education	5
Utilities & communications	4
Travel & transport	2

See graph below.



Many clients do not have the capability or finances to be able to sort their problems out without some form of support.

10% of clients describe themselves as disabled. A further 18% have long term health conditions. Of those clients describing themselves as being disabled or having a long term health condition, 22% of these clients have mental health issues.

Citizens Advice North Dorset continues to support the community of Shaftesbury. We hope to continue this valuable service for many years to come in ever more challenging circumstances.

PURPOSE OF GRANT SOUGHT:

Please note that retrospective applications will not be considered.

The grant will maintain the CAB Outreach service in Shaftesbury. Specifically it will be used to:

- Provide supervision and management support for the volunteer advisers and receptionists working in Shaftesbury.
- Contribute towards the training of new volunteer advisers and the ongoing training of the existing team.
- Contribute toward the maintenance and upkeep of the IT required to run the outreach. The outreach requires the use of laptops and remote access technology.
- Contribute resources for the wider North Dorset CAB advice team to provide telephone and email advice to the residents of Shaftesbury.

AMOUNT OF GRANT:

We wish to apply for a grant of £4,000.

DETAILS OF GRANT RECEIVED FROM SHAFTESBURY TOWN COUNCIL OVER THE PAST FIVE YEARS:

Shaftesbury Town Council has provided a grant of £4,000 per year to North Dorset CAB over the last three years.

My understanding is that financial assistance at a comparable level was also provided to the CAB before that date.

DETAILS OF OTHER GRANTS RECEIVED OVER THE PAST FIVE YEARS:

Core grant from North Dorset District Council: £73,920 per year

Grant from Gillingham Town Council: £10,000 per year

Grant from Blandford Town Council: £2,000 per year

OUTSTANDING GRANT APPLICATIONS:

Please give details, including amount(s), of any outstanding applications for financial assistance from other sources.

CURRENT SIZE OF MEMBERSHIP ORGANISATION:

How many volunteers work in your organisation: 31

How many salaried staff do you have: 8 (4.2 fte)

Who will benefit from your grant application?: We give advice to anyone in the Shaftesbury area, regardless of age, race, gender, ethnic origin, sexual orientation, disability or religious belief. Our clients have a wide range of circumstances including those with children of all ages. We can therefore claim to benefit local people from across the entire age range.

Age Ranges:-

0-5	x
5-11	x
11-19	x
19-25	x
25-40	x
40-60	x
60+	x

IF YOU WORK WITH CHILDREN AND/OR VULNERABLE ADULTS:

Please list how you meet the current legislation for working with children and vulnerable adults.

- We have policies in place that cover Safeguarding Adults and Safeguarding Children. These policies are reviewed annually.
- We have access to the NSPCC Helpline in cases where guidance is required.

PRESENT COST OF ANNUAL SUBSCRIPTION: N/a

ENTRY REQUIREMENTS:

Please give details of any entry requirements to joining Organisations

N/a

DETAILS OF OTHER FUNDRAISING ACTIVITIES:

DATA PROTECTION LICENCE:

If appropriate, if you hold personal information about your members, please state your data protection licence number.

All personal information held by the CAB is done so in line with the Data Protection Act 1998. Citizens Advice nationally are data controllers in common.

REASONS FOR NOT PROVIDING SUPPORTING FINANCIAL INFORMATION (where applicable):

N/a

DECLARATION:

I declare that the information I have provided in this application is, to the best of my knowledge, accurate and true.

SIGNED: _____

DATE July 15th 2016

Completed applications and accompanying Documents should be sent to:

The Town Clerk
Shaftesbury Town Council
The Town Hall,
High Street
Shaftesbury
Dorset SP7 8LY

For Office Use only:

Application checked	
Application acknowledged	
Date of Full Council Meeting	
Application decision	
Applicant notified of decision	

Continuation Sheet: if required

We regularly see 7 – 8 people each week and also do home visits to the elderly and disabled. We also deal with many more people on the phone. Some clients with a relatively straightforward problem only need one appointment, others with more complex problems come more than once. There are also a substantial number of people who we continue to help over a period of months or sometimes longer.

Figures for our unique clients only partly reflect the work we do for the people of Shaftesbury. A more accurate estimate of the work is the number of issues we deal with. This is on average 2 – 3 per person and is a better reflection of the time we put in to help each person.

There has been a trend in that enquiries are becoming more complex and involve multiple subject areas. For example, many cases involve giving advice in the areas of welfare benefits, debt, employment and relationships. Clearly these cases require a great deal of resources to solve for that individual.

In addition to this, we are finding that many clients are experiencing some form of crisis. This crisis could involve having no money, no food, nowhere to live or a combination of all three. This means that our advisers need to spend time liaising with agencies such as the Department for Work & Pensions, the local authority housing team and local food banks.

We have experienced a significant increase in welfare benefit enquiries. Many clients are turned down for benefits for which we know that they should have an entitlement. The application process is complicated and off putting for people who often have physical and/or mental health problems. If clients are refused benefits they then need to make an appeal. Appeals usually take at least 3 appointments plus several hours additional work. These cases are always complex, involve using the law and enable local people to achieve justice and the benefits to which they are entitled. Clients would be charged a substantial amount of money for this legal help if they had to approach a solicitor.

Casestudy

Our client, who has a number of long term health conditions, approached us for help when she was turned down for the disability benefit Personal Independence Payment. We spent time listening to the client and understanding her needs. We then assisted her to challenge the Department of Work & Pensions about the decision. As is so often the case this first challenge was rejected and we therefore needed to help our client to appeal to an independent tribunal. The caseworker used the law to draft a submission that accurately set out our client's case for the benefit. The client was successful at tribunal and received a backdated payment of just under £1,800. We also helped her to claim related benefits and other local support from social services.

Our client felt vindicated and said that she knew she would not have succeeded without the help of the CAB.



SHAFTESBURY TOWN COUNCIL

Application for Small Grant Assistance (below £5,000) to Local Organisations

DETAILS OF ORGANISATION:

Name: *Rolt Millennium Green* *www.roltmillenniumgreen.org.uk*

Registered Charity? ☒ Yes / No If yes please give registration no. *1077130*

DETAILS OF PERSON APPLYING ON BEHALF OF THE ORGANISATION:

Name: *Paul Schilling*

Address:

Position in Organisation: *Chairman*

Tel. No:

e-mail address:

15 JUL 2016

AIMS AND OBJECTIVES OF THE ORGANISATION:

Please list the aims and objectives of your Organisation and how these are currently achieved.

Providing a beautiful open space, open permanently, for the enjoyment of everyone.

Does your group have a constitution? ☒ Yes / No (delete as appropriate)

Deed of Trust

BENEFIT TO SHAFTESBURY TOWN:

Please describe how your Organisation helps to benefit the people of Shaftesbury Town – include supporting information as necessary.

The Green is visited by many local people, on a regular basis. Both for tranquil relaxation and as a 'green gym' working to maintain the site. We frequently have great feedback of how much folk love the Green.

PURPOSE OF GRANT SOUGHT:

Please note that retrospective applications will not be considered.

To pay for our insurance cover from September 9th 2016. Zurich confirm the cost will be maintained at £240.33. See this year's invoice included.

AMOUNT OF GRANT:

£ 240.33

DETAILS OF GRANT RECEIVED FROM SHAFTESBURY TOWN COUNCIL OVER THE PAST FIVE YEARS:

2014 - £227
 2013 - £153
 2012 - £173
 2011 - £207

DETAILS OF OTHER GRANTS RECEIVED OVER THE PAST FIVE YEARS:

The 'Friends of RMGreen' have raised £1,400 over the last three years towards maintenance and necessary purchases of tools.

OUTSTANDING GRANT APPLICATIONS:

Please give details, including amount(s), of any outstanding applications for financial assistance from other sources.

CURRENT SIZE OF MEMBERSHIP ORGANISATION:

How many volunteers work in your organisation: Friends of RMG 68 + 4 Trustees

How many salaried staff do you have: None

Who will benefit from your grant application? The whole community of

Shaftesbury Town - the Green is open permanently

Age Ranges:-

0-5	✓
5-11	✓
11-19	✓
19-25	✓
25-40	✓
40-60	✓
60+	✓

IF YOU WORK WITH CHILDREN AND/OR VUNERABLE ADULTS:

Please list how you meet the current legislation for working with children and vulnerable adults.

N/A

PRESENT COST OF ANNUAL SUBSCRIPTION:

~~£10~~ The 68 'Friends' of the RME pay a minimum of £10 each.

ENTRY REQUIREMENTS:

Please give details of any entry requirements to joining Organisations

N/A

DETAILS OF OTHER FUNDRAISING ACTIVITIES:

An annual event with our AGM. Last year this was a film screening at Shaftesbury Arts Centre.

DATA PROTECTION LICENCE:

If appropriate, if you hold personal information about your members, please state your data protection licence number.

N/A

REASONS FOR NOT PROVIDING SUPPORTING FINANCIAL INFORMATION (where applicable):

* Latest accounts provided.

DECLARATION:

I declare that the information I have provided in this application is, to the best of my knowledge, accurate and true.

SIGNED: _____

DATE: 16/7/16

Completed applications and accompanying Documents should be sent to:

The Town Clerk
Shaftesbury Town Council
The Town Hall,
High Street
Shaftesbury
Dorset SP7 8LY

For Office Use only:

Application checked	
Application acknowledged	
Date of Full Council Meeting	
Application decision	
Applicant notified of decision	

**Report to the Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 26th July 2016 in the
Council Chamber, Shaftesbury Town Hall**

Policies

1. Purpose of Report

To consider process for reviewing Council Policy documents.

2. Recommendation

That the Committee resolves a process for review of Council policy documents

3. Background

- 3.1. At a meeting of the Council on 28th June it was agreed to review the policies, procedures and protocols contained within the report by 31st December 2016. (FC42 refers)
- 3.2. It is usual and recommended that officers provide existing documents and any recommendations for revision for consideration by members prior to adoption.
- 3.3. The Vice Chair of the Committee has suggested forming a working party to carry out this work.

4. Financial Implications

There are no financial implications arising from this report, any costs arising from specialist advice sought will be reported to the Committee accordingly.

5. Legal Implications

- 5.1. The Town Council has the Power of General Competence.
- 5.2. Certain policies and protocols will require specialist advice.

6. Risks

There are no risks arising from this report.

(End)

Report Author:
Claire Commons
Committee Services Officer

**Report to the Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 26th July 2016 in the
Council Chamber, Shaftesbury Town Hall**

Rifles War Memorial

1. Purpose of Report

To consider the Rifles War Memorial Agreement for signature

2. Recommendation

- 2.1. That the Rifles War Memorial agreement is signed by two members of the Council.
- 2.2. That the Committee Services Officer is delegated to witness the signatures in the absence of the Proper Officer.

3. Background

- 3.1. On 1st December 2015 the Council made a number of resolutions relating to a Trust taking on the ownership of the Rifles Monument. (Minute 2015/16 FC113 refers)
- 3.2. An agreement has been prepared by the Council's solicitors to transfer the ownership of the Rifles War Memorial to the Shaftesbury Charitable Trust, this has been provided to Councillors by email.
- 3.3. A dedication ceremony for the memorial is being held on 28th July 2016. The Mayor shall be attending in his Civic capacity. The Trust has requested that the agreement be signed as part of this ceremony.
- 3.4. In the event of the Town Clerk being unable to witness the signatures of the Councillors, it is requested that delegated authority be given to the Committee Services Officer to witness them in his absence.

4. Financial Implications

There are no financial implications arising from this report.

5. Legal Implications

- 5.1. The Town Council has the Power of General Competence.
- 5.2. Standing Order 22 requires that a legal deed shall not be executed on behalf of the Council unless authorised by a resolution. Any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.
- 5.3. The General Management Committee's Terms of Reference 15 permit the Committee to exercise all the powers, duties and functions of the Council and its committees where, in the interests of the town, it is essential for decisions to be taken notwithstanding the fact that ordinarily the matter would have been referred to another committee of [or] the Council for determination.

6. **Risks**

The agreement is being considered by a Committee of the Council rather than Full Council.

The Committee consists of seven members of the Council and exceeds the quorum of Full Council. In the interests of a prompt conclusion to a previously contentious issue, it is recommended that the decision is taken by the Committee. Any members of the Council not sitting on the Committee may attend and put their views prior to a vote being taken.

(End)

Report Author:
Claire Commons
Committee Services Officer

**Report to the Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 26th July 2016 in the
Council Chamber, Shaftesbury Town Hall**

Officer Report

1. Purpose of Report

To receive any correspondence and updates relating to the work of the Committee

2. Recommendation

To receive and note the report

3. Background

**There are no matters to draw to the attention of the Committee at this time.
Anything received prior to the date of the meeting will be reported at the time.**

4. Financial Implications

There are no financial implications arising from this report

5. Legal Implications

The Town Council has the Power of General Competence.

6. Risks

6.1. There are no risks identified from this report

(End)

Report Author:
Claire Commons
Committee Services Officer

**Report to the Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 26th July 2016 in the
Council Chamber, Shaftesbury Town Hall**

Future Meetings of the Committee

1. Purpose of Report

To confirm the date of the next meeting of the Committee and identify matters for inclusion on the agenda.

2. Recommendation

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

3. Date of next meeting

The next scheduled meeting of the Committee is 27th September 2016

4. Items for next meeting

- 4.1. The Committee 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.
- 4.2. Consideration should be given to the purpose of any subject for inclusion, an indication of what is hoped can be achieved by the item will help to focus the report and subsequent debate and avoid general discussion.
- 4.3. The main focus of the next meeting of the Committee will be relating to budget setting. Consideration of s.106 agreements will form part of the information provided.

5. Financial Implications

There are no financial implications arising from this report

6. Legal Implications

The Town Council has the Power of General Competence.

7. Risks

There are no risks arising from this report

(End)

Report Author:
Claire Commons
Committee Services Officer