



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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To: All members of Shaftesbury Town Council

You are required to attend a meeting of the Council

**to be held at 7.00pm on Tuesday 6th September 2016 in the Council Chamber,
Shaftesbury Town Hall**

For the transaction of the business shown on the agenda below.

Claire Commons

Interim Deputy 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. Reports	
1. To receive report from the Mayor (including formal receipt and thanks for Prince Philip's 95th birthday plate from Mr Sherriff)	
2. To receive reports from District and County Councillors	
3. To receive reports from representatives to Local Organisations	
4. To receive reports from other meetings held with key partners or organisations to include update on lighting in St James.	
05. Public Meeting	
To receive verbal report from the Public Meeting held on 5th September 2016 and consider a response to the consultation on the changes	
06. Payments	p4
To consider payments for authorisation	Report 0916FC06
07. Reports from Committees	
To receive the minutes of Committee meetings (for information) and to receive any reports from Committee Chairmen:	
Planning and Highways Committee – Tuesday 5 th July 2016 and 9 th August 2016	
Recreation, Open Spaces and Environment Committee – Tuesday 19 th July 2016	
Human Resources Committee – Friday 22 nd July 2016 and Thursday 4 th August 2016	
General Management Committee – Tuesday 26 th July 2016	
08. Heavy Duty Bin-liner Purchase	p8
To review the Town Council's Risk Assessments.	Report 0916FC08
09. Risk Assessment	p9
To review the Town Council's Risk Assessments.	Report 0916FC09
10. North Dorset Local Plan Review	p15
To consider a response to North Dorset District Council's Sustainability Appraisal Scoping Report.	Report 0916FC10
11. "Opt-In" to paper copies	p18
To consider 'Opting in' to paper copies of Council documents.	Report 0916FC11
12. S.106 schedule	p20
To consider the s.106 schedule ahead of budget setting for 2017/18	Report 0916FC12

Agenda Item		
13.	Officer Report	p32
To receive any correspondence and updates relating to the work of the Committee.		
Report 0916FC13		
14.	Future Meetings of the Council	p34
To confirm the date of the next meeting of the Council and identify matters for inclusion on the agenda.		
Report 0916FC14		
15.	Confidential Session	
Certain items are 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 15 listed below, on the grounds that they involve 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”.		
16.	Staffing Matters	
To receive recommendations from the Human Resources Committee meeting of the 4 th August 2016		
Confidential Report 0916FC16		

(End)

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th September 2016 in the
Council Chamber, Shaftesbury Town Hall**

Payments

1. Purpose of Report

To consider payments for authorisation

2. Recommendation

That the Council resolves to approve the payments from the Town Council's current account.

3. Background

3.1. A detailed list of payments for ratification is provided at **Appendix A**.

3.2. A detailed list of payments for authorisation is provided at **Appendix B**.

3.3. An updated list may be provided to the Council 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
Interim Deputy Town Clerk

Printed on : 26/08/2016

Shaftesbury Town Council

Page No 1

At : 10:44

NatWest Current A/c

List of Payments made between 28/07/2016 and 17/08/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/07/2016	Plusnet Ltd	2799085-1	27.07		Purchase Ledger Payment
28/07/2016	British Telecommunications	69722988Q0	54.00		Line rental 851212
28/07/2016	British Telecommunications	st66888411	47.52		Line rental 852790
29/07/2016	July Salaries	ONLINE	11,643.15		July Salaries
31/07/2016	Trinty Center	STANDINGOR	210.00		Car Park Space - Trinity
31/07/2016	Nat West Credit Card	Direct Deb	201.83		Credit Card Purchases
31/07/2016	Eon	0148452853	208.97		Elec May/June
31/07/2016	Amazon Online Sales	CreditCar	10.98		Jet Spray adaptor
01/08/2016	NDDC	Std Ord	247.00		Business Rates Bell St
01/08/2016	NDDC	Std Ord	726.00		Rates Town Hall
01/08/2016	NDDC	Std Ord	235.00		Rates Unit 9C
01/08/2016	NDDC	Std Ord	19.00		Rates Cemetery
01/08/2016	July Salaries	OTR	2,231.22		July Salaries
04/08/2016	British Telecommunications	00393995	35.38		Grounds Mobiles Jun/July
08/08/2016	July salaries	OTR	472.00		July salaries
09/08/2016	British Telecommunications	7459589Q00	84.60		Rental Charges 4126 2689
11/08/2016	July salaries	OTR	890.78		July salaries
11/08/2016	Salary Payment	OTR	4,208.85		Salary Payment
15/08/2016	Fuel Genie	6356295007	181.28		Fuel July
16/08/2016	Eon	0148452853	147.18		Electricity July
16/08/2016	Sage Uk Ltd	477266	67.20		Monthly Payroll subs.
17/08/2016	DCC Pension Fund	012673	4,235.56		July Salaries
17/08/2016	HMRC	012674	5,737.68		July Salaries
17/08/2016	Shaftesbury Arts Centre	012675	5,000.00		Shaftesbury Arts Centre
17/08/2016	Shaftesbury Fringe	012676	1,000.00		Shaftesbury Fringe
17/08/2016	Shaftesbury Youth Club	012677	900.00		Shaftesbury Youth Club
17/08/2016	Shaftesbury TIC	012678	1,000.00		Shaftesbury TIC
17/08/2016	Kipling Carnival club	012679	400.00		Kipling Carnival club
17/08/2016	1st Shaftesbury Brownies	012680	217.50		1st Shaftesbury Brownies
17/08/2016	Shaftesbury Abbey	012682	1,000.00		Shaftesbury Abbey
17/08/2016	Aqua cleaning Services	012683	225.52		Mop heads
17/08/2016	Aqua cleaning Services	012684	810.00		Weekend Cleaning
17/08/2016	Busy Bees	012685	240.50		Town Hall Cleaning
17/08/2016	Caloo Ltd	012686	21,000.00		3 Panel Multi Active Wall- BH
17/08/2016	Clr Law	012687	300.00		Legal Advice
17/08/2016	Clarity Copiers Ltd	012688	97.38		Photocopying July
17/08/2016	EG. Coles	012689	51.01		Blades for mower
17/08/2016	British Gas	012690	18.11		Electric Unit 9C
17/08/2016	The IT Department Solutions Lt	012691	98.34		Monthly support charge
17/08/2016	JP Lennard Ltd	012692	421.94		Floats, dive toys & rafts
17/08/2016	Ben Johnson (Shaftesbury) Ltd	012693	48.00		Strimmer cord roll
17/08/2016	Mole Countrystores	012694	43.32		Chain & padlock for van
17/08/2016	Lyreco	012695	258.18		Stamps
17/08/2016	The National Allotment Society	012696	66.00		Allotment Society Membership
17/08/2016	Fenland Leisure Products	012697	12.00		Spares for equipment
17/08/2016	Overton Ltd	012698	4,306.80	R20	Mosquito weed wacker
17/08/2016	Firmsites Ltd	012699	165.00		Quarterly support

Continued on Page 2

At : 10:44

NatWest Current A/c

List of Payments made between 28/07/2016 and 17/08/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/08/2016	Linda Roberts	012700	24.00		Extra cleaning duties
17/08/2016	Society of Local Council Clerk	012701	360.00		TC Advert
17/08/2016	Screwfix (Trade UK)	012702	135.30		Rope, hooks for inflatable
17/08/2016	Sweeper Hire	012703	108.00		Brushes for road sweeper
17/08/2016	Service-U-Right Ltd	012704	9.00		Puncture repair- wheel barrow
17/08/2016	Spaldings Limited	012705	16.34		Silicone Grease
17/08/2016	Spruce Pools	012706	610.06		chlorine
17/08/2016	Treecare Co	012707	264.00		Emergency tree works St James
17/08/2016	Toogoods Property Co Ltd	012708	41.30		Water Rates 07/1-13/07
17/08/2016	Tincknell Fuels	012709	193.72		Red diesel for mowers etc
17/08/2016	Travis Perkins	012710	10.18		Cement
17/08/2016	Wessex Water	012711	984.36		Water Rates Barton Hill
17/08/2016	Wincombe MOT & Repair Centre L	012712	68.26		Mirror for Van
17/08/2016	Petty Cash- Swimming Pool	012713	48.98		
17/08/2016	Aqua cleaning Services	12683	1.00		Toilet rolls, h/towels
Total Payments			<u>72,476.35</u>		

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Shaftesbury Town Council

Page No 1

At : 10:40

NatWest Current A/c

List of Payments made between 18/08/2016 and 06/09/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/08/2016	NDDC	Std Ord	242.00		Rates Swimming Pool
30/08/2016	Nat West Credit Card	Credit Car	29.90		Credit Card Payment
06/09/2016	Aqua cleaning Services	012714	540.00		Weekend cleaning
06/09/2016	Battens Solicitors	012715	138.00		Re. Cattle Market Land
06/09/2016	Busy Bees	012716	279.50		Town Hall Cleaning August
06/09/2016	British Gas	012717	69.64		Electric July/aug
06/09/2016	British Gas	012718	54.34		Electric july/august
06/09/2016	Local World	012720	531.24		Town Clerk Vacancy - BVM
06/09/2016	Linda Roberts	012721	16.00		Additional cleaning/tidying
06/09/2016	Spruce Pools	012722	776.09		Fix fault with acid injector
06/09/2016	Lucy Rowland	012725	25.00		Lifeguard DBS check
06/09/2016	Roger Elleston	012726	25.00		Lifeguard DBS Check
06/09/2016	Gold Hill Fair - Rotary	012723	500.00		Gold Hill Fair - Rotary
06/09/2016	ND CAB	012724	4,000.00		ND CAB
06/09/2016	Petty Cash	012727	122.02		Petty Cash Receipts 200 to 208
Total Payments			<u>7,348.73</u>		

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th September 2016 in the
Council Chamber, Shaftesbury Town Hall**

Heavy Duty Bin-liner Purchase

1. Purpose of Report

To consider the purchase of heavy duty bin liners.

2. Recommendation

That the Council authorises the purchase of 1 pallet of heavy duty bin liners.

3. Background

- 3.1. The Council needs to purchase heavy duty bin liners for its daily maintenance of Shaftesbury's Open Spaces and for satisfying the Street Cleaning Service Level Agreement with North Dorset District Council.
- 3.2. The Council has investigated purchasing cheaper quality bags but they have proven a false economy by splitting when being lifted from bins.
- 3.3. The Council last purchased a pallet of heavy duty bin liners in July 2015 and these have served the Council for 13 months.
- 3.4. Alternative quotes have been sought for the grade of liner required;
- | | |
|-----------------------------|--------|
| Current supplier..... | £874 |
| Alternative supplier A..... | £1,149 |
| Alternative supplier B..... | £1,128 |

4. Financial Implications

- 4.1. Budget for current year (General Grounds - Refuse Collection)..... £2,500
Expenditure to-date - £838
Estimated expenditure outlined in above - £874
Budget remaining £788
- 4.2. Financial Regulation 4.1 requires that expenditure on revenue items exceeding £500 be authorised by a duly delegated committee or the Council.

5. Legal Implications

- 5.1. The Council has entered into a legal agreement with North Dorset District Council to carry out the service outlined above.

6. Risks

There are no identified risks arising from this report

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report to a Meeting of Shaftesbury Town Council
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Risk Assessment

7. Purpose of Report

To review the Town Council's Risk Assessments.

8. Recommendation

That the Council reviews the Financial Risk Assessment.

9. Background

- 9.1. The Council reviewed and adopted its Financial Risk Assessment on 15th March 2016.
- 9.2. In the Internal Auditor's Report of 15th March 2016 it was recommended that as the control environment of the Council improves, the [Financial] Risk Assessment could be reviewed every six months.
- 9.3. Members are asked to consider the Risk Assessment shown at **Appendix C** for adoption.

10. Financial Implications

There are no financial implications arising from this report

11. Legal Implications

- 11.1. 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.
- 11.2. 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.

12. Risks

There are no identified risks arising from this report

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

Shaftesbury Town Council

Risk assessment and management (financial) for the period 1 April 2016 to 31 August 2016

Income

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)
Precept	Not submitted	L	Full TC Minute – RFO follow up with District Council (DC)	Diary	24 months
	Not paid by DC	L	Check & Report to Council	Diary	24 months
	Adequacy of precept	M	Quarterly review by RFO and Councillors - budget to actual. Major variances identified and reported Internal Audit (IA) Review. Improved financial reporting	Diary	12 months
Charges – Leisure Pool	Cash emptying	M	Segregate duties. Check to bank	Reconcile to take	6 months
	Cash transport	M	Segregate duties. Check to bank	Reconcile to take	6 months
	Cash banking	M	Segregate duties. Check to bank	Reconcile to take	6 months
Charges – Cemetery	Grave allocation	M	Burial Register update with each change	Ensure	12 months
	Invoices to undertakers	M	Monthly check of burial register	Number issued	12 months
	Memorial fees	M	Monthly check of burial register	Number issued	12 months
Charges – Allotments	Rental invoices	L	Register to Invoice	Reconcile to take	24 months
	Cash handling	L	Cash through cash box and accounting software	Reconcile to take	12 months
	Cash banking	L	Segregate duties. Check to bank	Reconcile to take	24 months
Charges – Other	Rental invoices	L	Register to Invoice	Reconcile to take	24 months

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)
Hall Hire/Markets/ Rents	Cash handling	L	Cash through cash box and accounting software	Reconcile to take	12 months
	Cash banking	L	Segregate duties. Check to bank	Reconcile to take	24 months
Grants – District	Claims procedure	L	Clerk/RFO check quarterly	RFO verify	12 months
	Receipt of grant when due	L	Check & Report to General Management Committee	Diary	12 months
Grants - Other	Claims procedure	L	Clerk/RFO check quarterly	RFO verify	12 months
	Receipt of grant when due	L	Check & Report to General Management Committee	Diary	12 months

Expenditure

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)
Salaries	Wrong salary paid	M	Check to minute	RFO verify	12 months
	Wrong hours paid	M	Check to timesheet/contract	RFO verify	12 months
	Wrong rate of pay	M	Check to contract	RFO verify	12 months
	False employee	L	Check to PAYE Records & lists	RFO verify	12 months
	Wrong deductions – NI	L	Check to PAYE Calcs RTI rptg	RFO verify	12 months
	Wrong deductions – Spr	L	Check to PAYE Calcs RTI rptg	RFO verify	12 months
	Wrong deductions – Income tax	L	Check to PAYE Calcs RTI rptg	RFO verify	12 months
Direct Costs and overhead expenses	Goods not supplied to STC	M	Order system	Approval check	12 months
	Invoice incorrectly calculated	L	Check arithmetic	Approval check	12 months

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)
	Cheque payable is excessive	M	Signatory initials etc Stub & Voucher	Member verify	6 months
	Cheque payable to wrong party	M	Signatory initials etc Stub & Voucher	Member verify	6 months
	Stock loss	H	Point of sale info and control	Reconcile to Stock	6 months
Cllrs Allowances	Cllr overpaid	L	Claim form & minute reference	RFO verify	6 months
	Income tax deduction	M	Check to PAYE Records & lists	RFO verify	6 months
Grants & support	Power to pay	M	Minute power	Member verify	12 months
	Agreement of Council to pay	L	All grants based on approved form and supporting information, minuted and checked by IA	Member verify	12 months
	Conditions agreed	L	Use reasonable conditions Grants awarding policy	RFO check	12 months
	Cheque & voucher	M	Signatory initials etc Stub & Voucher	Member verify	12 months
	Follow up verification	M	RFO check and consider budget	RFO verify	12 months
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify	Whenever
VAT irrecoverable	VAT analysis	M	All items in cash book lists IA review	RFO verify	12 months
	Charged on sales	M	Consider annually IA review	RFO verify	12 months
	Charged on purchases	M	Consider all items per cash book lists	RFO verify	12 months

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)
	Partial exemption applies?	M		RFO verify	12 months
	Claimed within time limits	M	Agree returns submitted quarterly	RFO verify	12 months
Reserves - General	Adequacy	L	Consider at Budget setting	RFO opinion 3-year plan	12 months 24 months
Reserves – Earmarked	Adequacy	L	Consider at Budget setting and Final accounts	RFO opinion	12 months
	Earmarked or Contingent liability	L	Review minutes with Chair, General Management Committee	RFO/member view	12 months
Assets	Loss, Damage etc	M	Annual inspection, update insurance and asset registers Annual inspection by Council and IA review		24 months
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance Insurance held with Zurich, level of cover £10,000,000, renewal date 1 st June 2017 IA review	Diary	12 months
Staff	Loss of key personnel (Clerk)	M	Hours, health, stress, training management Long term sickness, early departure	HR Committee	24 months
	Fraud by staff	L	Fidelity Guarantee Insurance value £1,000,000 with Zurich Internal controls checked by Council and IA review	Council	12 months
			Insurance Co conditions met?	RFO	12 months

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)
Loss	Consequential loss due to critical damage or third party performance	L	Insurance cover review adequacy Insurance held with Zurich, level of cover £10,000,000, renewal date 1 st June 2017	Diary	12 months
Cash	Loss through theft or dishonesty	L	Insurance cover review ensure adequacy of Fidelity guarantee insurance - value £1,000,000 with Zurich IA review	Diary	12 months
Maintenance	Poor performance of assets or amenities loss of income or performance	M	Regular maintenance inspection	Diary	12 months
Borrowing/lending	Adequacy of finances to be able to repay loans	M	Financial review and cashflow forecasting monthly	Diary	
Legal Powers	Illegal activity or payment	H	Educate Council as to their legal powers	Diary	24 months
Financial Records	Inadequate records	L	RFO/clerk check quarterly + regular internal audit	Diary	12 months
Minutes	Accurate and legal	L	Review at following meeting	Diary	12 months
Members interests	Conflict of interest	M	Update declarations of interest	Diary	12 months

Reviewed and adopted on: _____

Note: Risk assessment must be reviewed and adopted by council annually during the financial year and before 31st March.

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th September 2016 in the
Council Chamber, Shaftesbury Town Hall**

North Dorset Local Plan Review

1. Purpose of Report

To consider a response to North Dorset District Council's Sustainability Appraisal Scoping Report.

2. Recommendation

That the Council considers submitting a response to North Dorset District Council's Sustainability Appraisal Scoping Report.

3. Background

- 3.1. North Dorset District Council has written to the Town Council advising of a consultation on its Sustainability Appraisal Scoping Report. (**Appendix D**)
- 3.2. For those viewing this paper as an electronic copy, the hyperlinks detailed in the appendix are;

Background Documents

☐ Local Plan Review – Sustainability Appraisal Scoping Report (July 2016)
<https://www.dorsetforyou.gov.uk/article/423247/North-Dorset-Local-Plan-Review>

☐ Local Development Scheme (April 2016)
<https://www.dorsetforyou.gov.uk/planning/north-dorset/planning-policy>

☐ North Dorset Local Plan Review, Cabinet Committee Report (4 April 2016)
<https://www.dorsetforyou.gov.uk/media/212757/20160404---Full-Agenda-Minus-Confidential/pdf/20160404 - Full Agenda Minus Confidential.pdf>

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

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

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

Your Ref:
Our Ref:
Ask for: Ed Gerry
Date: 27 July 2016



North Dorset District Council
Nordon, Salisbury Road,
Blandford Forum, DT11 7LL

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Dear Sir/Madam

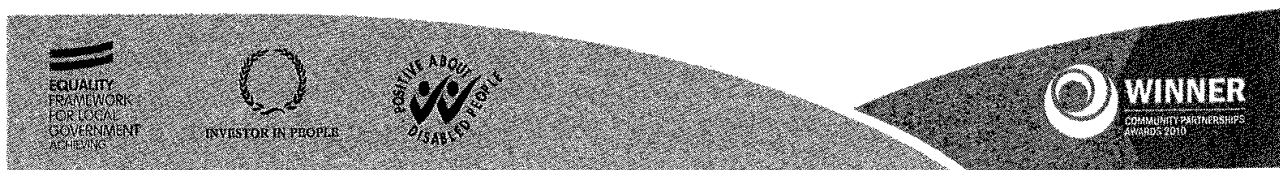
NORTH DORSET LOCAL PLAN REVIEW


This letter is to make you aware that North Dorset District Council is embarking on the production of a new Local Plan for the district, which will replace both the Local Plan (adopted in January 2003) and the Local Plan Part 1 (adopted in January 2016).

The new Local Plan will involve reviewing policies in the two existing Local Plans and will also take into account policies that would have been contained in the North Dorset Local Plan Part 2. The new Local Plan will be all encompassing in respect of its content and therefore will set out the overall spatial strategy for North Dorset, strategic policies, including in respect of housing numbers, and detailed development management policies.

Although Local Plan Part 1 was only adopted at the beginning of this year, the Planning Inspector who examined it set out in his report that an early review was required. The Council has set out the full scope and timetable for this review in its updated Local Development Scheme (April 2016). A committee report was taken to the Council's Cabinet on 4 April. Links to these documents are detailed overleaf.

The Council has begun work on the review, and for your information is currently consulting statutory stakeholders until **7 September 2016** on a Sustainability Appraisal Scoping Report. A link to the consultation can be found overleaf. There is no requirement for Town and Parish Councils or Neighbourhood Plan Groups to respond to this consultation although the District Council will obviously take into account any comments that are made.





Should you require more information please contact the Planning Policy Team on 01258 484201 or by emailing planningpolicy@north-dorset.gov.uk.

Yours faithfully

Ed Gerry

Planning Policy Team Leader

Background Documents

- Local Plan Review – Sustainability Appraisal Scoping Report (July 2016)
<https://www.dorsetforyou.gov.uk/article/423247/North-Dorset-Local-Plan-Review>
- Local Development Scheme (April 2016)
<https://www.dorsetforyou.gov.uk/planning/north-dorset/planning-policy>
- North Dorset Local Plan Review, Cabinet Committee Report (4 April 2016)
https://www.dorsetforyou.gov.uk/media/212757/20160404---Full-Agenda-Minus-Confidential/pdf/20160404_-_Full_Agenda_Minus_Confidential.pdf

**Report to a Meeting of Shaftesbury Town Council
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“Opt-In” to paper copies

1. Purpose of Report

To consider ‘Opting in’ to paper copies of Council documents.

2. Recommendation

That that Council resolves to issue documents to members via electronic means except for those members “Opting In” to paper copies

3. Background

3.1. Historically, all papers for consideration by members have been issued by post as paper copies. Furthermore, additional copies of meeting papers have been made available to members of the public in hard copy.

3.2. The environmental impact of printing hard copies can be significantly reduced.

3.3. The Council has seen a significant increase in its printing and postage costs and is looking to make savings where it can without it being detrimental to the services it provides.

3.4. It is recognised that some members prefer to operate from paper copies whereas others are happy working from an electronic reader such as a table or laptop. The following options are suggested;

3.4.1. Only electronic copies of all papers provided. Members will be responsible for printing what they require.

3.4.2. Electronic copies of all papers provided, members may request hard copies to (a) be collected from the office or (b) posted to them

3.4.3. Electronic copies of all papers provided, Chairs to receive a hard copy of their meeting papers to be (a) collected or (b) posted to them

3.4.4. Electronic copies of all papers provided, Committee members receive hard copies of papers for committees on which sit and agendas only for all other committees to be (a) collected or (b) posted.

3.4.5. Electronic copies of all papers provided and hard copies (a) collected or (b) posted.

4. Financial Implications

The current cost per meeting to issue paper copies to members and a further 5 sets available to members of the public is approximately £40 (based on a 40 page agenda set weighing under 100g to post).

5. Legal Implications

There are no legal implications arising from this report.

6. Risks

There are no risks arising from this report.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th September 2016 in the
Council Chamber, Shaftesbury Town Hall**

S.106 schedule

1. Purpose of Report

To consider the s.106 schedule ahead of budget setting for 2017/18

2. Recommendation

That the s.106 schedule is received and consideration given to projects which would be eligible for draw down of s.106 money.

3. Background

- 3.1. Section 106 (S106) Agreements are legal agreements between Local Authorities and developers; these are linked to planning permissions and can also be known as planning obligations. Section 106 agreements are drafted when it is considered that a development will have significant impacts on the local area that cannot be moderated by means of conditions attached to a planning decision.
- 3.2. The schedule at Appendix E shows the total s.106 money collected by North Dorset District Council, this is provided for your information.
- 3.3. The schedule at Appendix F shows the total s.106 money collected from developments in Shaftesbury and the surrounding villages. The detail shows where the money has and may be spent.
- 3.4. The schedule shows PGN (Planning Guidance Note) and non-PGN projects. PGN projects are shown in Appendix G which formed part of the North Dorset District Wide Local Plan adopted in 2003. A schedule of S106 charges was set out for identified infrastructure projects at the time for each town and area so that developers would know what the standard charges were, depending on where they were developing. Non-PGN projects are extra projects outside the PGN, such as play areas and transport contributions, many of which relate to the Eastern Development or to specific sites.
- 3.5. Officers recommend a meeting with North Dorset District Council to discuss the detail of the allocations, to look at allocations now and in the future towards the Community Hall project, and also some of the other allocations.

4. Financial Implications

There are no financial implications arising from this report.

5. Legal Implications

There are no legal implications arising from this report.

6. Risks

There are no risks identified arising from this report

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

Appendix E

S106 CONTRIBUTIONS COLLECTED / SPENT PER PROJECT AS AT 23/08/16

TOTALS	Collected	Spent / Transferred	Paid To / For	Date	Available Funds
TOTAL	£ 9,686,059.95	£ 7,352,849.04			£ 2,333,015.91
PGN Projects	£ 6,109,089.88	£ 4,899,181.85			£ 1,209,908.03
Non - PGN Projects	£ 3,576,970.07	£ 2,453,667.19			£ 1,123,107.88
Blandford & Blandford Villages	Collected	Spent / Transferred	Paid To / For	Date	Available Funds
TOTAL	£ 2,212,262.71	£ 1,344,489.66			£ 867,773.05
PGN Projects	£ 1,855,254.98	£ 1,240,995.56			£ 614,259.42
Non - PGN Projects	£ 357,007.73	£ 103,494.10			£ 253,513.63
Gillingham & Gillingham Villages	Collected	Spent / Transferred	Paid To / For	Date	Available Funds
TOTAL	£ 3,268,799.71	£ 2,951,439.97			£ 317,359.74
PGN Projects	£ 2,739,210.65	£ 2,549,939.97			£ 189,270.68
Non - PGN Projects	£ 529,589.06	£ 401,500.00			£ 128,089.06
Shaftesbury & Shaftesbury Villages	Collected	Spent / Transferred	Paid To / For	Date	Available Funds
TOTAL	£ 3,192,932.30	£ 2,132,899.96			£ 1,059,837.34
PGN Projects	£ 878,009.36	£ 480,826.87			£ 397,182.49
Non - PGN Projects	£ 2,314,922.94	£ 1,652,073.09			£ 662,654.85
Sturminster Newton & S/N Villages	Collected	Spent / Transferred	Paid To / For	Date	Available Funds

TOTAL	£ 998,214.89	£ 914,019.45	£ 84,195.44
PGN Projects	£ 636,614.89	£ 627,419.45	£ 9,195.44
Non - PGN Projects	£ 361,600.00	£ 286,600.00	£ 75,000.00

Bourton	Collected	Spent / Transferred	Paid To / For	Date	Available Funds
TOTAL	£ 3,850.34	£ -			£ 3,850.34
PGN Projects	£ -	£ -			£ -
Non - PGN Projects	£ 3,850.34	£ -			£ 3,850.34

Stalbridge	Collected	Spent / Transferred	Paid To / For	Date	Available Funds
TOTAL	£ 10,000.00	£ 10,000.00			£ -
PGN Projects	£ -	£ -			£ -
Non - PGN Projects	£ 10,000.00	£ 10,000.00			£ -

Appendix F

S106 CONTRIBUTIONS COLLECTED / SPENT PER PROJECT AS AT 23/08/16

Shaftesbury & Shaftesbury Villages	Collected	Spent / Transferred	Paid To / For	Date	Available Funds
TOTAL	£ 3,192,932.30	£ 2,132,899.96			£ 1,059,837.34
PGN Projects	£ 878,009.36	£ 480,826.87			£ 397,182.49
Non - PGN Projects	£ 2,314,922.94	£ 1,652,073.09			£ 662,654.85
Education	£ 202,651.69	£ 202,651.69			£ 0.00
First and Middle School Extensions and/or New First School	£ 202,651.69	£ 201,117.29	D.C.C. re Shaftesbury School	21/03/2012	
		£ 1,534.40	D.C.C. re Shaftesbury School	22/12/2014	£ 0.00
Community Facilities and leisure	£ 105,954.99	£ 27,425.00			£ 78,529.99
Informal Recreation at Castle Hill Slopes	£ 52,977.50	£ 4,917.00	Dorset County Council	05/01/2011	
		£ 2,380.00	Dorset County Council	29/05/2012	
		£ 18,665.00	Dorset County Council	02/09/2015	£ 27,015.50
Additons to Cemetery	£ 26,488.75	£ -			£ 26,488.75
Additional Allotments	£ 26,488.75	£ 1,463.00	Shaftesbury Town Council - Allotment Improvements	10/12/2014	£ 25,025.75
Neighbourhood Halls	£ 318,560.90	£ 18,800.00			£ 299,760.90
Eastern District Neighbourhood Hall	£ 318,560.90	£ 8,000.00	Shaftesbury Youth Club - Design and Costings for new Neighbourhood Hall	19/03/2014	

Shaftesbury & Shaftesbury Villages	Collected	Spent / Transferred	Paid To / For	Date	Available Funds
		£ 5,000.00	Shaftesbury Youth Club - Feasibility work in outline design & costing for new Neighbourhood Hall	25/05/2016	
		£ 5,800.00	Shaftesbury Hall - Commitment	TBA	£ 299,760.90
Outdoor Sports	£ 190,280.80	£ 184,865.27			£ 5,415.53
Additional provision at Shaftesbury School, Wincombe Lane and Barton Hill	£ 190,280.80	£ 38,759.31	Shaftesbury Town Council - for Wincombe Lane (inc £34,000 collected from Enf2 Land off Gower / Imber Rd)	14/02/2007	
		£ 12,717.00	Spruce Pools re contribution towards Shaftesbury Swimming Pool at Barton Hill	12/05/2010	
		£ 15,101.25	Burfitt & Garrett Limited re contribution towards Shaftesbury Swimming Pool at Barton Hill	04/08/2010	
		£ 15,531.71	Burfitt & Garrett Limited re contribution towards Shaftesbury Swimming Pool at Barton Hill	22/09/2010	
		£ 806.13	Burfitt & Garrett Limited re contribution towards Shaftesbury Swimming Pool at Barton Hill	29/10/2010	
		£ 28,013.55	Spruce Pools re contribution towards Shaftesbury Swimming Pool at Barton Hill	29/10/2010	
		£ 2,405.45	Spruce Pools re contribution towards Shaftesbury Swimming Pool at Barton Hill	29/09/2010	
		£ 7,500.00	Shaftesbury and District Task Force	25/11/2010	

Shaftesbury & Shaftesbury Villages	Collected	Spent / Transferred	Paid To / For	Date	Available Funds
		£ 4,011.12	E C Electricals Limited	15/12/2010	
		£ 806.13	Burfitt & Garrett Ltd	20/04/2011	
		£ 22,456.08	Shaftesbury T.C. re Wincombe Lane	23/11/2011	
		£ 3,296.21	E C Electricals - Fire and Panic Alarms installed at Shaftesbury Pool	05/04/2012	
		£ 4,887.33	Andrew Green Projects - Foul drainage works at Shaftesbury Pool	27/04/2012	
		£ 11,074.00	Shaftesbury Bowls club - improvement works to the Clubhouse	12/02/2014	
		£ 17,500.00	Shaftesbury Town Council - Commitment	TBA	£ 5,415.53
Highways Enhancement/Cycleways	£ 60,560.98	£ 47,084.91			£ 13,476.07
Environmental Enhancement Scheme/Traffic Management; High Street, The Market Place, Angel Square and The Commons	£ 46,934.76	£ 45,584.91	Dorset County Council - Env Enh Scheme/Traffic Management: High Street, The Market Place, Angle Square and the Commons	22/12/2010	£ 1,349.85
Measures to make cycling safer and more attractive (i)	£ 4,542.07	£ 1,500.00	Shaftesbury Town Council	31/08/2011	£ 3,042.07
Measures to make cycling safer (ii)	£ 3,785.06	£ -			£ 3,785.06
Measures to make cycling safer (iii)	£ 1,514.02	£ -			£ 1,514.02
Pedestrian and cyclist improvements along Coppice St and a new cycleway/footway between St Martins Lane and Salisbury St	£ 3,785.06	£ -			£ 3,785.06

Shaftesbury & Shaftesbury Villages	Collected	Spent / Transferred	Paid To / For	Date	Available Funds
Non - PGN Projects	£ 2,314,922.94	£ 1,652,073.09			£ 662,654.85
Enf 52 Barton Farmhouse Contribution for play area in Shaftesbury	£ 5,000.00	£ 5,000.00	Shaftesbury Town Council - Play Area in Shaftesbury	17/10/2002	£ -
Enf 107 Home Farm, Iwerne Minster Social Housing Contribution	£ 144,610.93	£ 144,610.93	Signpost Housing Association	07/06/2006	£ -
Enf 128 Motcombe Grange, The Street, Motcombe Affordable Housing Contribution	£ 62,312.77	£ 62,312.77	Spectrum Housing Group	24/11/2014	£ -
Enf 580 Land off Coppice Street Highway Improvements	£ 45,000.00	£ -			£ 45,000.00
Enf 580 Land off Coppice Street Bus Stop Contribution	£ 15,000.00	£ -			£ 15,000.00
Enf 734 Case & Sons site, The Street, Motcombe Extension to Village Hall	£ 192,600.00	£ 18,159.93	Trustees of Motcombe Memorial Hall	17/01/2008	
		£ 19,838.23	Trustees of Motcombe Memorial Hall	20/02/2008	
		£ 25,802.47	Trustees of Motcombe Memorial Hall	17/03/2008	
		£ 19,336.83	Trustees of Motcombe Memorial Hall	16/04/2008	
		£ 23,506.79	Trustees of Motcombe Memorial Hall	12/05/2008	
		£ 27,788.77	Trustees of Motcombe Memorial Hall	09/06/2008	
		£ 24,436.84	Trustees of Motcombe Memorial Hall	02/07/2008	
		£ 12,392.67	Trustees of Motcombe Memorial Hall	30/07/2008	
		£ 8,208.07	Trustees of Motcombe Memorial Hall	08/08/2008	

Shaftesbury & Shaftesbury Villages	Collected	Spent / Transferred	Paid To / For	Date	Available Funds
		£ 3,071.25	Trustees of Motcombe Memorial Hall	13/08/2008	
		£ 1,428.61	Trustees of Motcombe Memorial Hall	14/11/2008	
		£ 6,090.00	Trustees of Motcombe Memorial Hall	21/10/2009	
		£ 2,520.92	Trustees of Motcombe Memorial Hall	04/11/2009	
		£ 18.62	Trustees of Motcombe Memorial Hall	05/10/2011	£ 0.00
Enf 734 Case & Sons site, The Street, Motcombe Play Facilities Contribution	£ 20,723.89	£ 20,723.89	Motcombe Parish Council	14/09/2007	£ -
Enf 657 Land north of A30 Salisbury Road, north & south of Mampitts Lane Highway Works Contribution	£ 17,250.00	£ 17,250.00	Paid directly to DCC	18/02/2010	£ -
Enf 657 Land north of A30 Salisbury Road, north & south of Mampitts Lane Public Transport Contribution	£ 240,000.00	£ 240,000.00	Paid directly to DCC	04/07/2011	£ -
Enf 657 Land north of A30 Salisbury Road, north & south of Mampitts Lane Education Contribution	£ 400,000.00	£ 400,000.00	Paid directly to DCC	3/2/2012 & 5/7/2013	£ -
Enf 658 Land adjacent Greenaces, Salisbury Road Public Transport Contribution	£ 76,020.00	£ 76,020.00	Paid directly to DCC	19/11/2010	£ -
Enf 658 Land adjacent Greenaces, Salisbury Road Off-Site Play Areas Contribution	£ 39,603.71	£ -			£ 39,603.71
Enf 658 Land adjacent Greenaces, Salisbury Road Education Contribution	£ 287,455.00	£ 287,455.00	Paid directly to DCC	28/02/2011 & 31/1/2012	£ -
Enf 658 Land adjacent Greenaces, Salisbury Road Highways and Cycleways Contribution	£ 53,358.00	£ 53,358.00	Paid directly to DCC	1/11/2011	£ -

Shaftesbury & Shaftesbury Villages	Collected	Spent / Transferred	Paid To / For	Date	Available Funds
Enf 1020 Old Brow, Bimport, Shaftesbury Affordable Housing Contribution	£ 315,427.19	£ 30,000.00	Western Challenge HA - Tarrant Gunville Scheme	31/08/2012	
		£ 3,500.00	District Valuer - North Dorset wide viability report for affordable housing	02/10/2012	
		£ 1,310.00	Valuation Office - Station Road, Stalbridge	02/01/2014	
		£ 1,343.00	Valuation Office - DCC Depot, Blandford Forum	02/01/2014	
		£ 1,470.00	Valuation Office - Milldown Primary School, Blandford Forum	02/01/2014	
		£ 665.00	District Valuer - North Dorset wide viability report for affordable housing	30/04/2014	
		£ 50,000.00	Broadway Park Housing Association - Gould Farm, Milborne St Andrew	01/10/2014	
		£ 15,000.00	Wessex Community Assets - CLT support services to NDDC April '16 - March '17	17/08/2016	
		£ 21,954.50	Stonewater Limited - 50% funding for Clerke's Acre Stourpaine	17/08/2016	£ 190,184.69
Enf 941 Mampitts Road, Developer Contribution - towards any or all Sh'bury PGN projects excl Education	£ 65,577.89	£ -			£ 65,577.89
Enf 941 Mampitts Road, Bus Services	£ 25,791.25	£ -			£ 25,791.25
Enf 941 Mampitts Road, Play Facilities	£ 122,526.00				£ 122,526.00

Shaftesbury & Shaftesbury Villages	Collected	Spent / Transferred	Paid To / For	Date	Available Funds
Enf Land known as Mampitts Road and Gover Road, Shaftesbury, Dorset Off Site Play Area Contribution	£ 157,137.31				£ 157,137.31
Enf Land known as Mampitts Road and Gover Road, Shaftesbury, Dorset neighbourhood hall Contribution	£ -		Included in Neighbourhood hall row above.		£ -
East Green, Shaftesbury, Dorset Play Area, East Green LAP	£ 8,529.00	£ 8,529.00	Wicksteed Leisure Limited - Supply, Install Play Area - East Green Shaftesbury	02/03/2016	£ -
Enf 658 Land adjacent Greenacres, Salisbury Road Local Area of Play (LAP) Contribution	£ 21,000.00	£ 18,971.00	Wicksteed Leisure Limited - Supply, Install Play Area - East Green Shaftesbury	02/03/2016	
		£ 195.00	Wicksteed Leisure Limited - Extra Works at Play Area - East Green Shaftesbury	16/03/2016	£ 1,834.00

Appendix G

NORTH DORSET DISTRICT COUNCIL: SUPPLEMENTARY PLANNING GUIDANCE: DECEMBER 2011
Planning Guidance Note - Planning Obligations for the Provision of Community Infrastructure

APPENDIX 1

ADDITIONAL COMMUNITY INFRASTRUCTURE REQUIRED TO MEET THE DEMANDS OF HOUSING GROWTH in the four Service Towns 1998-2011

BLANDFORD FORUM / ST MARY		GILLINGHAM		SHAFTESBURY		STURMINSTER NEWTON	
Policy 1.8 of the extant Local Plan is relevant to all infrastructure projects identified below							
EDUCATION		EDUCATION		EDUCATION		EDUCATION	
Policy 4.2	Milldown Primary School	Policies 4.2 / GH10	Ham Primary School	Policy 4.2	Wincombe Primary School Extension	Policy 4.2	William Barnes Primary School Extension
COMMUNITY FACILITIES & LEISURE		COMMUNITY FACILITIES & LEISURE		COMMUNITY FACILITIES & LEISURE		COMMUNITY FACILITIES & LEISURE	
Para. 2.5.4	Corn Exchange Improvement	Policy 4.3	New Central Community Hall	Policies SB3 / 11	Informal Recreation at Castle Hill Slopes	Para. 47.5.3	Sports Centre (retrospective)
Policy BL7	Informal Recreation at Milldown	Policies 4.7 / GH21	Leisure Centre Improvement	Policy SB8 / Para. 37.3.7	Additions to cemetery	Policy SN7	Replacement Central Community Hall
Policy BL7	Informal Recreation at Crown Meadows	Policy 4.3	Youth Centre Improvement	Policies SB 10 / SB11	Additional allotments	Policy SN9	Butts Pond Amenity Area and Green Corridor
		Policies GH2 / GH16	Informal Recreation at Chantry Fields and the Royal Forest				
NEIGHBOURHOOD HALLS				NEIGHBOURHOOD HALL			
Policy 4.3 / Para 2.5.4	W. of Shaftesbury Lane / Corn Exchange Improvement			Policies 4.3 / SB11	Eastern Neighbourhood Hall / Central Community Hall		
Policy 1.8	Blandford St Mary						
OUTDOOR SPORTS		OUTDOOR SPORTS		OUTDOOR SPORTS			
Policies 1.8 / 4.5 / BL6	Additional sports pitches: N of by-pass and/or improved additional pitches elsewhere	Policies 1.8 / 4.5 / GH15	Additional provision at Hardings Lane adjacent to Football Club and/or improved additional pitches elsewhere	Policies 4.5 / SB11 / SB14	Additional provision at Shaftesbury School, Wincombe Lane, Barton Hill		
HIGHWAYS ENHANCEMENT / CYCLEWAYS		HIGHWAYS ENHANCEMENT / CYCLEWAYS		HIGHWAYS ENHANCEMENT / CYCLEWAYS		HIGHWAYS ENHANCEMENT / CYCLEWAYS	
Policy BL8	Enhancement: Blandford Town Centre (Phase 1 part implemented)	Policy GH18	River Stour: footpath/ cycleway links, (long-distance Stour Valley Way).	Policy SB7	Enhancement Scheme/Traffic Management; High St., Market Place, Angel Square. The Commons	Policy SN2	Enhancement/traffic management: The Market Place and Station Road.
Policy BL9	Cycletrack and crossing: A350/C13 roundabout to Sunrise Business Park.	Policy GH19	Riverside footpath/cycleway link: Lodden Bridge to Kings Court Palace, and new bridge.	Policy SB15	Cycling Management Measures: (i) A30 Christy's Lane (ii) A350 Grosvenor Road (iii) Wincombe Lane	Policy SN10	Cycling Management Measures; (i) East - West link. Sturminster High School - Rixon estate (ii) North - south link. Honeymead Lane - Station Road

Policy BL11	<i>Combined cycletrack / footway along the A354 between Blandford and Pimperne.</i>	Policy GH20	Footpath / cycleway link: Ludden View to proposed Ham Primary School, and new river bridge	Para 37.6.14	Pedestrian and cyclist improvements along Copplce St and a new cycleway / footway between St Martins Lane and Salisbury St.	Policy SN11	Town Centre Traffic management measures: B3091/B3092
Policy BL12	<i>Cycling and walking facilities Black Lane: Wimborne Rd towards Blandford Camp.</i>	Policy GH28	<i>Cycle Management Measures : (i) B3092 (ii) B3081 (iii) Cemetery Rd/Rolls Bridge Way (iv) C74 Bay Road (w of Shreen Way) (v) High St./The Square/Wyke Rd. Junction, (inc. town centre enhancements)</i>				

NOTE: Projects in *italics* are all complete

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th September 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. Updates

- 3.1. Grants - Thanks have been received from the following organisations awarded grants for the current financial year;

Kipling Carnival Club
Shaftesbury Brownies
Shaftesbury Club for the Visually Impaired.

- 3.2. Officers have approached Frome Town Council regarding their way of working, using panels rather than committees. A response is awaited however, in the meantime members may wish to look at their website for further information.

<http://www.frometowncouncil.gov.uk/frome-town-council/meetings-agenda-and-minutes/panels/>

- 3.3. Land Transfers – The transfer of the allotment land at A30 is progressing with a site visit taking scheduled to finalise the details. It is anticipated that these allotments will be ready to let in the spring of 2017.

Transfer of the land at King Alfreds Meadow and Little Shilling are currently with the solicitor and we expect completion very soon.

- 3.4. 5 year plan – Officers have approached Keswick Town Council which prepared a business plan which commenced with public engagement. A full report will be provided to the General Management Committee for consideration on 27th September 2016.

4. Correspondence

The following items of correspondence have been received;

- 4.1. 20/07/16, letter requesting extra double yellow lines near Spillers House due to parking and safety concerns. This item will be considered by the Planning and Highways on 13th September 2016.
- 4.2. 20/07/2016, letter from the MP regarding the rateable values of town council buildings. This item had already been investigated by the Town Clerk.
- 4.3. 01/08/2016, copy letter concerning enquiring who is responsible for the bin at Meles Mede provided to the Town Council for information.
- 4.4. 16/08/2016, petition regarding the Westminster Memorial Hospital

- 4.5. 17/08/2016, letter concerning Westminster Memorial Hospital
- 4.6. 17/08/2016, letter requesting to present the Cockrams Community Project at Full Council on 11th October 2016 to last approximately 45 minutes.
- 4.7. 22/08/2016, letter following up from item 4.1 inviting members to carry out a site visit.

5. Financial Implications

There are no financial implications arising from this report

6. Legal Implications

There are no legal implications arising from this report

7. Risks

There are no risks identified from this report

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th September 2016 in the
Council Chamber, Shaftesbury Town Hall**

Future Meetings of the Council

1. Purpose of Report

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

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 Committee is 11th October 2016

4. Items for next meeting

- 4.1. 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.
- 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 and consideration of the presentation by the Cockrams Community Project.

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
Interim Deputy Town Clerk