

# Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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To: Members of Shaftesbury Town Council's

**General Management Committee,**

Councillors: Francis (Chair), Karen Tippins (Vice-Chair), Hall, Jackson, 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 27<sup>th</sup> 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	
<b>01. Apologies</b>	To receive and consider for acceptance, apologies for absence
<b>02. Declarations of Interest and Dispensations</b>	Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.
<b>03. Minutes</b>	To confirm as a correct record, the minutes of the previous meeting of the Committee held on Tuesday 26 <sup>th</sup> July 2016.

Agenda Item		
<b>04. Payments</b>		<b>p3</b>
To consider list of payments for authorisation		Report 0916GEM04
<b>05. 2017/18 Budget Recommendations</b>		<b>p5</b>
To consider the Committee's budget requirements for 2017/18		Report 0916GEM05
<b>06. Community Grants</b>		<b>p12</b>
To consider Community Grant requests.		Report 0916GEM06
<b>07. Financial Regulations</b>		<b>p25</b>
To review the Council's Financial Regulations		Report 0916GEM07
<b>08. Transfer of Land</b>		<b>p26</b>
To receive an update in relation to the transfer of parcels of land at Gower Road, Great Ground, Little Shilling and A30 Allotments.		Report 0916GEM08
<b>09. Employment Law and Health &amp; Safety Consultancy Support</b>		<b>p28</b>
To consider quotations received for the provision of Employment Law and Health and Safety Advice.		Report 0916GEM09
<b>10. Swimming Pool</b>		<b>p29</b>
To receive the swimming pool 'close of season' budget for 2016 and consider items of expenditure.		Report 0916GEM10
<b>11. Officer Report</b>		<b>p33</b>
To receive any correspondence and updates relating to the work of the Committee.		Report 0916GEM11
<b>12. Future Meetings of the Committee</b>		<b>p34</b>
To confirm the date of the next meeting of the Committee and identify matters for inclusion on the agenda.		Report 0916GEM12

(End)

**Report to the Meeting of Shaftesbury Town Council's  
General Management Committee,  
to be held at 7.00pm on Tuesday 27th September 2016 in  
the Council Chamber, Shaftesbury Town Hall**

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**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 £8,562.96 from the Town Council's current account as detailed in Appendix A

**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**

- 4.1. 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**

- 5.1. The Town Council has the Power of General Competence.

**6. Risks**

- 6.1. There are no identified risks arising from this report

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk

## Appendix A

Printed on : 22/09/2016		Shaftesbury Town Council		Page No 1	
At : 10:30		NatWest Current A/c			
List of Payments made between 07/09/2016 and 27/09/2016					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/09/2016	Eon	0148452853	118.79		Electricity Aug
13/09/2016	Fuel Genie	6356295000	257.92		Fuel August
16/09/2016	Sage Uk Ltd	AA00477266	67.20		Monthly payroll subscription
25/09/2016	NDDC	Std Ord	242.00		Rates Swimming Pool
27/09/2016	Shaftesbury 50+ Group	012738	400.00		Shaftesbury 50+ Group
27/09/2016	EG. Coles	012739	45.33		Bearings for mower
27/09/2016	Aqua cleaning Services	012740	95.83		Cleaning supplies
27/09/2016	Ben Johnson (Shaftesbury) Ltd	012741	37.90		oil
27/09/2016	Service-U-Right Ltd	012742	12.00		Puncture repair
27/09/2016	British Gas	012744	1,735.54		1st June to 31st August
27/09/2016	EG. Coles	012745	270.19		Recovery/puncture repair Tract
27/09/2016	British Gas	012746	37.65		Electricity
27/09/2016	The IT Department Solutions Lt	012747	98.34		Monthly support
27/09/2016	Dorset Planning Consultant Ltd	012748	268.90		advisory support meeting
27/09/2016	Sydenhams	012749	7.54		OBL/Sydenhams
27/09/2016	Spruce Pools	012750	1,105.51		Chlorine
27/09/2016	Angel Springs Ltd	012751	43.21		Water cooler sanitisation
27/09/2016	Toogoods Prperty Co Ltd	012752	2,175.00		Rent 29/09 to 28/12
27/09/2016	BPI Recycled Products	012753	1,048.57	FC55	Pallett of bin liner
27/09/2016	Travis Perkins	012754	24.00		Work Boots AD
27/09/2016	Aqua cleaning Services	012755	112.90		Cleaning supplies, toilet roll
27/09/2016	Whitebridge Hire Services Ltd	012756	358.64		FFP2 Masks
Total Payments			8,562.96		

**Report to the Meeting of Shaftesbury Town Council's  
General Management Committee,  
to be held at 7.00pm on Tuesday 27th September 2016 in  
the Council Chamber, Shaftesbury Town Hall**

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**2017/18 Budget Recommendations**

**1. Purpose of Report**

To consider the Committee's budget requirements for 2017/18

**2. Recommendation**

- 2.1. That the Committee recommends its budget requirements for 2017/18 for consideration in preparing the Council's budget and precept request for 2017/18.
- 2.2. That the Committee considers the existing earmarked reserves for conclusion of works, carried forward as a capital replacement sum or return to the general fund balance.

**3. Background**

- 3.1. **Appendix B** provides the previous year and current year budget and actuals for the GEM Committee and the Reserves / Projects to date. Please refer to this document in consideration of budget proposals.
- 3.2. The Internal Auditor has asked that the Council and its Committees look at the reserves and carry forward balances to ensure that they are either spent or committed by the end of this financial year. The Committee is asked to consider the last 2 pages of Appendix A (Projects and Reserves) in this respect.
- 3.3. In view of impending devolved services, it is recommended that the Council begins allocating an earmarked reserve budget line for Devolved Services.

**4. Financial Implications**

- 4.1. There is no expenditure identified in this report.

**5. Legal Implications**

- 5.1. The Town Council has the Power of General Competence.

**6. Risks**

- 6.1. There are no risks identified within this report

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk

## Appendix B

Printed on 22/09/2016

At 11:21

### Shaftesbury Town Council

#### Budget Detail - By Committee

Page No 1

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Budget at 31/08/2016

		<u>Last Year</u>		<u>Current Year</u>					
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.
<b><u>General Management</u></b>									
<b><u>301</u></b>	<b><u>Civic</u></b>								
4300	Mayors Allowance	2,000	2,418	2,000	0	0	2,000	173	300
4301	Civic Allowance	0	0	0	0	0	0	102	0
4302	Councillor Allowances	4,320	3,180	4,320	0	0	4,320	720	0
4310	Councillor Training	500	864	840	0	0	840	35	0
4311	Councillor Travel/Subsistence	400	137	400	0	0	400	48	0
4315	Hospitality	220	176	220	0	0	220	92	0
4316	Civic Event Queens 90th	0	0	1,000	0	0	1,000	567	0
<b>OverHead Expenditure</b>		<b>7,440</b>	<b>6,774</b>	<b>8,780</b>	<b>0</b>	<b>0</b>	<b>8,780</b>	<b>1,737</b>	<b>300</b>
<b>Total Income</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>301</b>	<b>Net Expenditure</b>	<b>7,440</b>	<b>6,774</b>	<b>8,780</b>	<b>0</b>	<b>0</b>	<b>8,780</b>	<b>1,737</b>	<b>300</b>
<b><u>302 Legal and Professional</u></b>									
4325	Audit	2,200	4,081	3,250	0	0	3,250	-1,300	0
4326	Books & Subscriptions	1,400	1,152	1,500	0	0	1,500	1,180	0
4330	Insurance	19,000	18,016	15,000	0	0	15,000	11,334	0
4340	Legal Fees	3,000	35	0	0	0	0	0	0
4341	Professional Fees	4,000	5,798	15,000	0	0	15,000	2,155	0

Continued on Page 2

Note : Budget at 31/08/2016

		<u>Last Year</u>		<u>Current Year</u>					
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.
4342	Election Costs	2,000	3,839	4,000	0	0	4,000	0	0
	<b>OverHead Expenditure</b>	31,600	32,920	38,750	0	0	38,750	13,369	0
1301	Miscellaneous Income	0	1,005	0	0	0	0	0	0
	<b>Total Income</b>	0	1,005	0	0	0	0	0	0
<b>302</b>	<b>Net Expenditure</b>	31,600	31,915	38,750	0	0	38,750	13,369	0
<b>303</b>	<b>Grants &amp; SLA</b>								
4350	Community Grants	35,000	21,700	39,000	0	0	39,000	24,292	0
4351	Section 137 Grants	2,000	200	0	0	0	0	0	0
4352	Service Level Agreements	31,497	31,497	0	0	0	0	0	0
4353	Community Chest Grant	0	1,800	0	0	0	0	0	0
	<b>OverHead Expenditure</b>	68,497	55,197	39,000	0	0	39,000	24,292	0
	<b>Total Income</b>	0	0	0	0	0	0	0	0
<b>303</b>	<b>Net Expenditure</b>	68,497	55,197	39,000	0	0	39,000	24,292	0
<b>304</b>	<b>Finance</b>								
4286	Neighbourhood Planning Group	0	1,100	0	0	0	0	0	0
4299	SLA-Trinity Grounds Maintainan	3,000	650	0	0	0	0	0	0

Continued on Page 3

Note : Budget at 31/08/2016

		<u>Last Year</u>		<u>Current Year</u>					
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.
4380	Bank Charges	240	42	100	0	0	100	0	0
4390	Mayor's Charity Expenditure	0	321	0	0	0	0	0	0
4392	S106 Expenditure	0	0	0	0	0	0	17,500	0
<b>OverHead Expenditure</b>		3,240	2,113	100	0	0	100	17,500	0
1340	Bank Interest Received	36	36	36	0	0	36	19	0
1350	S106 Income	0	0	0	0	0	0	17,500	0
1352	Neighbourhood Planning Grant	0	4,000	0	0	0	0	0	0
1376	Precept	443,791	443,791	446,900	0	0	446,900	223,450	0
1377	Transitional Grant	0	4,545	0	0	0	0	0	0
1400	Mayor's Charity Income	0	91	0	0	0	0	0	0
<b>Total Income</b>		443,827	452,463	446,936	0	0	446,936	240,969	0
<b>304</b>	<b>Net Expenditure</b>	-440,587	-450,350	-446,836	0	0	-446,836	-223,469	0
<b><u>401 General Running Costs</u></b>									
4265	General Supplies	150	67	100	0	0	100	41	0
4345	Advertising	1,000	542	1,000	0	0	1,000	743	0
4400	Printing	2,400	2,219	2,200	0	0	2,200	804	0
4401	Stationery	1,200	1,157	1,300	0	0	1,300	719	0
4402	Postage	800	736	850	0	0	850	558	0
4410	Telephone	1,700	3,307	1,800	0	0	1,800	770	0

Continued on Page 4



## Note : Budget at 31/08/2016

<u>Last Year</u>			<u>Current Year</u>						
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	
4414 IT Software & Equipment	2,800	4,266	3,400	0	0	3,400	516	0	
4415 IT Support	1,000	958	1,250	0	0	1,250	606	0	
4416 IT Equipment	0	2,450	0	0	0	0	0	0	
4417 Web Site	750	660	800	0	0	800	263	0	
4419 Rifles Monument storage	0	0	200	0	0	200	0	0	
4420 Office Equipment	750	520	1,150	0	0	1,150	835	0	
<b>OverHead Expenditure</b>	<b>12,550</b>	<b>16,883</b>	<b>14,050</b>	<b>0</b>	<b>0</b>	<b>14,050</b>	<b>5,854</b>	<b>0</b>	
1301 Miscellaneous Income	0	0	0	0	0	0	0	0	
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>401 Net Expenditure</b>	<b>12,550</b>	<b>16,882</b>	<b>14,050</b>	<b>0</b>	<b>0</b>	<b>14,050</b>	<b>5,854</b>	<b>0</b>	
<b>General Management - Expenditure</b>	<b>123,327</b>	<b>113,887</b>	<b>100,680</b>	<b>0</b>	<b>0</b>	<b>100,680</b>	<b>62,752</b>	<b>300</b>	
<b>Income</b>	<b>443,827</b>	<b>453,468</b>	<b>446,936</b>	<b>0</b>	<b>0</b>	<b>446,936</b>	<b>240,969</b>	<b>0</b>	
<b>Net Expenditure</b>	<b>-320,500</b>	<b>-339,581</b>	<b>-346,256</b>	<b>0</b>	<b>0</b>	<b>-346,256</b>	<b>-178,217</b>	<b>300</b>	
<b>Total Budget Expenditure</b>	<b>123,327</b>	<b>113,887</b>	<b>100,680</b>	<b>0</b>	<b>0</b>	<b>100,680</b>	<b>62,752</b>	<b>300</b>	
<b>Income</b>	<b>443,827</b>	<b>453,468</b>	<b>446,936</b>	<b>0</b>	<b>0</b>	<b>446,936</b>	<b>240,969</b>	<b>0</b>	
<b>Net Expenditure</b>	<b>-320,500</b>	<b>-339,581</b>	<b>-346,256</b>	<b>0</b>	<b>0</b>	<b>-346,256</b>	<b>-178,217</b>	<b>300</b>	

Note : Budget at 31/07/2016

		<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget
<b><u>Reserves &amp; Projects</u></b>											
<b><u>901</u></b>	<b><u>Reserves &amp; Projects</u></b>										
4902	Community Hall Cockrams	0	0	3,000	0	0	3,000	0	0	0	0
4904	Toilets	0	0	0	21,500	0	21,500	0	0	0	0
4905	Town Hall Building Fund	10,000	0	0	0	0	0	0	0	0	0
4906	Playground Equipment	0	17,999	10,000	26,987	0	36,987	25,500	0	0	0
4907	Grounds Equipment	5,000	2,762	5,000	0	0	5,000	3,589	0	0	0
4910	Street Furniture	4,150	1,324	14,000	2,826	0	16,826	4,747	0	0	0
4912	Energy System Town Hall	5,000	0	0	5,000	0	5,000	0	0	0	0
4913	Town Centre Enhancement	0	802	0	9,198	0	9,198	0	0	0	0
4914	Ground Cover Planting	2,000	290	2,000	1,810	0	3,810	635	0	0	0
4917	Cycle Route	0	0	10,000	1,500	0	11,500	0	0	0	0
4920	Town Entrance	2,000	1,295	2,000	705	0	2,705	0	0	0	0
4921	Swimming Pool	25,000	36,829	0	30,755	0	30,755	13,678	0	0	0
4922	Vehicles	10,000	16,400	10,000	0	0	10,000	0	0	0	0
4923	Grit Bins	1,000	941	0	0	0	0	0	0	0	0
4924	Heritage Lanterns	10,000	0	0	10,000	0	10,000	0	0	0	0
4925	Toilet Improvements	3,000	0	0	3,000	0	3,000	0	0	0	0
4926	Tree Planting	1,500	755	2,000	745	0	2,745	0	0	0	0
4927	Tree Removal	2,000	990	0	1,510	0	1,510	595	0	0	0
Continued on Page 2											

Note : Budget at 31/07/2016

		<u>Last Year</u>		<u>Current Year</u>					
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.
4928	Replacement IT Equipment	0	0	2,500	0	0	2,500	513	0
4929	Cemetery Improvements	0	0	0	9,800	0	9,800	7,496	0
4930	Jubilee Steps Enhancement	8,000	0	0	8,000	0	8,000	0	0
4931	Swimming Pool Running costs	0	0	0	12,967	0	12,967	0	0
4932	Neighbourhood Planning Group	0	0	10,000	3,010	0	13,010	1,019	0
<b>OverHead Expenditure</b>		88,650	80,387	70,500	149,313	0	219,813	57,771	0
1301	Miscellaneous Income	0	3,341	0	0	0	0	6,153	0
1900	Capital Receipts	0	27,710	0	0	0	0	0	0
<b>Total Income</b>		0	31,051	0	0	0	0	6,153	0
<b>901</b>	<b>Net Expenditure</b>	88,650	49,336	70,500	149,313	0	219,813	51,618	0
<b>902</b>	<b>Capital Replacement Reserve</b>								
4905	Town Hall Building Fund	0	0	0	35,000	0	35,000	0	0
4909	Gold Hill Wall	0	0	0	5,000	0	5,000	0	0
4918	CCTV	0	0	0	4,000	0	4,000	0	0
<b>OverHead Expenditure</b>		0	0	0	44,000	0	44,000	0	0
<b>902</b>	<b>Net Expenditure</b>	0	0	0	44,000	0	44,000	0	0
<b>Reserves &amp; Projects - Expenditure</b>		88,650	80,387	70,500	193,313	0	263,813	57,771	0
<b>Income</b>		0	31,051	0	0	0	0	6,153	0
<b>Net Expenditure</b>		88,650	49,336	70,500	193,313	0	263,813	51,618	0

Continued on Page 3

**Report to the Meeting of Shaftesbury Town Council's  
General Management Committee,  
to be held at 7.00pm on Tuesday 27th September 2016 in  
the Council Chamber, Shaftesbury Town Hall**

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**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.

**3. Background**

- 3.1. At a meeting of the Council on 28<sup>th</sup> June 2016, some grant requests were deferred pending receipt of further information.
- 3.2. North Dorset Disability Information Service, grant requested £500, further information regarding their income and expenditure was provided to members of the Committee as requested.
- 3.3. Swans Trust have submitted an application for a grant of £500 towards the design and execution of new signs for the two ends of the yard. A copy of the application is attached at **Appendix C**.
- 3.4. Shaftesbury Primary School PTA have submitted an application for a grant of £500 towards the cost of organising a Grand Fireworks event in November. The ticketed event is a community event and attracts visitors from all over the Blackmore Vale. An Income and Expenditure statement has been provided to members under separate cover.
- 3.5. Life Education Wessex have submitted an application for a grant of up to £630 to contribute to the cost of a visit to Shaftesbury Primary School for two days in October to deliver their health programme to approximately 180 children. A copy of the application is attached in Appendix C.

**4. Financial Implications**

4.1. Budget allocation for current year (Grants and SLA) .....	£39,000
Expenditure to date .....	- £29,804
Estimated expenditure outlined above.....	- <u>£2,130</u>
<b>Budget remaining .....</b>	<b><u>£7,066</u></b>

- 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**

- 5.1. The Town Council has the Power of General Competence.

**6. Risks**

6.1. Organisations unable / no providing invoices or receipts for approved grants may lead to an underspend at the end of 2016/17

(End)

Report Author:

Barbara Carter, Project Officer



## SHAFTESBURY TOWN COUNCIL

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

#### DETAILS OF ORGANISATION:

Name: *Swans Trust*

Registered Charity? Yes / ~~No~~ If yes please give registration no. *3321759*

#### DETAILS OF PERSON APPLYING ON BEHALF OF THE ORGANISATION:

Name: *Jenny Parkes*

Address:

*SP7*

*Shaftesbury, Dorset*

Position in Organisation: *Chairman*

Tel. No: *01747*

e-mail address:

#### AIMS AND OBJECTIVES OF THE ORGANISATION:

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

*See attached*

Does your group have a constitution? Yes / ~~No~~ (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.

*See attached*

*- 2 AUG 2016*

#### PURPOSE OF GRANT SOUGHT:

Please note that retrospective applications will not be considered.

*To improve the signage and enhance the yard entrances in order to make the yard more obvious and inviting to passers by.*

**AMOUNT OF GRANT:**

£500 towards the design and execution of new signs for the two ends of the yard

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

2012 £500 for cooler for the larder  
 2013 £500 for benches and tables  
 2014 £500 towards lighting  
 2015 £300 tubs and trees

**DETAILS OF OTHER GRANTS RECEIVED OVER THE PAST FIVE YEARS:**

Lottery funding for the computer system £3,500  
 Cheese Festival grant £1,500 for yard event  
 District council grant £2,000 for yard enhancement.

**OUTSTANDING GRANT APPLICATIONS:**

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

None

**CURRENT SIZE OF MEMBERSHIP ORGANISATION:**

How many volunteers work in your organisation: 50+

How many salaried staff do you have: 1

Who will benefit from your grant application? All the small businesses in the yard as we hope to increase footfall. The town itself as we provide another "honey pot" for visitors

Age Ranges:-

0-5	
5-11	
11-19	2
19-25	3
25-40	
40-60	20
60+	25

occasional student in work placements.

**IF YOU WORK WITH CHILDREN AND/OR VULNERABLE ADULTS:**

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

—

**PRESENT COST OF ANNUAL SUBSCRIPTION:**

Life membership £1

**ENTRY REQUIREMENTS:**

Please give details of any entry requirements to joining Organisations

None

**DETAILS OF OTHER FUNDRAISING ACTIVITIES:**

None at present

**DATA PROTECTION LICENCE:**

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

—

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

Year end accounts are with the accountant and will follow shortly

**DECLARATION:**

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

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

1.08.16

- 2 AUG 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	





## SHAFTESBURY TOWN COUNCIL

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

#### DETAILS OF ORGANISATION:

Name: Shaftesbury Primary School PTA

Registered Charity? Yes If yes please give registration no. 1036796

#### DETAILS OF PERSON APPLYING ON BEHALF OF THE ORGANISATION:

Name: Jessica Allen

Address: Shaftesbury Primary School, Wincombe Lane, Shaftesbury, Dorset, SP7

Position in Organisation: Chair

Tel. No:

e-mail address: shaftesburyprimarypta@googlemail.com

#### AIMS AND OBJECTIVES OF THE ORGANISATION:

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

To promote co-operations between parents/carers and teachers in everything pertaining to the well-being of the school and its pupils. The PTA is a charity and invites all members to fully partake in the activities undertaken. The aim is achieved by regular meetings, advertising of events and activities, use of social media and email to communicate to the wider community. The charity is organised by a Chair, vice chair, treasurer, secretary and trustees.

To facilitate and organise social, educational and fund raising activities involving the children, teachers, parents/carers and the wider school community. The PTA carry out this aim by organising many events throughout the school year which take place in and out of the school. Educational resources are supplied for all of the pupils use, social events involve parents/carers/teachers and fundraising is encouraged and actively engaged with by all of those involved with Shaftesbury Primary School.

Does your group have a constitution? Yes

#### BENEFIT TO SHAFTESBURY TOWN:

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

The PTA is a charity and works to the benefit of every child and parent/carer present at Shaftesbury Primary School, currently 420 children are educated at the school. Our social value is a priority of ours- The PTA organises community events throughout the year such as Easter and Xmas bingo, Christmas fair, Summer fair, fireworks night, quiz night, race night etc. Therefore we are supporting the social needs of our local community which in turn benefits the educational opportunities available to the children.

Shaftesbury Primary School also regularly partakes in town events throughout the year such as Christmas parades and has strong links with St Peters Church and the children are often involved with services throughout the year.

The PTA also has strong links with local employers who support our charity through sponsorship and donations for raffle and bingo prizes.

The PTA seek to support the school's ethos of 'be the best you can be' and encourage participation within the wider community and we are proud of the benefit our children bring to Shaftesbury Town.

As a token of our appreciation to the Lion's Club supporting our Christmas Fair last year, we donated £250 to them which they were very grateful for.

#### **PURPOSE OF GRANT SOUGHT:**

Please note that retrospective applications will not be considered.

The Shaftesbury Primary PTA Grand Fireworks event in November is an annual event that is solely planned and organised by it's voluntary members. The ticketed event is a community event and is now one of the biggest displays in Shaftesbury and attracts visitors from all over the Blackmore Vale. Thus, the display that the PTA need to fund is expected to 'wow' and impress!

The PTA are seeking the grant to contribute towards the cost of the display and therefore ensure the event can be of high expectation and to also avoid higher ticket costs.

The remaining costs will be generated through fundraising from the event itself.

The saving will also mean our profit margin will be greater and therefore the PTA can allocate even more funds and resources to the Primary School this academic year. With so many statutory funding streams being cut this year, the £500 the PTA can save during the event, really will be valued within the whole school community.

#### **AMOUNT OF GRANT: £500**

#### **DETAILS OF GRANT RECEIVED FROM SHAFTESBURY TOWN COUNCIL OVER THE PAST FIVE YEARS: £0**

#### **DETAILS OF OTHER GRANTS RECEIVED OVER THE PAST FIVE YEARS:**

Tesco- currently involved with the Tesco Bags of Help scheme which we are seeking to provide an outdoors educational space in the playground of the school.

Big Lottery Fund- received funding for playground resources and equipment.

**OUTSTANDING GRANT APPLICATIONS:**

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

None

**CURRENT SIZE OF MEMBERSHIP ORGANISATION:**

How many volunteers work in your organisation: The PTA is an 'open' charity and therefore all teachers, parents and carers are welcome to volunteer. Our 'working' group is currently around 35.

How many salaried staff do you have: None

Who will benefit from your grant application? All the children, parents/carers, teachers and wider Shaftesbury Town residents- the fireworks event is a ticketed community event. However, the financial saving the PTA make will be put back in to the projects and activities within the school which will again benefit all concerned.

Age Ranges:-

0-5	52
5-11	343
11-19	
19-25	
25-40	
40-60	
60+	

**IF YOU WORK WITH CHILDREN AND/OR VULNERABLE ADULTS:**

Please list how you meet the current legislation for working with children and vulnerable adults. There are no employed members of the PTA working within the school. All staff employed directly by the school meet the current legislation for DBS checks and safeguarding training and data protection training.

**PRESENT COST OF ANNUAL SUBSCRIPTION: £0**

**ENTRY REQUIREMENTS:**

Please give details of any entry requirements to joining Organisations

None- PTA membership is voluntary

**DETAILS OF OTHER FUNDRAISING ACTIVITIES:**

As described above, the PTA have an active timetable of fundraising events throughout the year.

**DATA PROTECTION LICENCE: N/A**

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

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

**DECLARATION:**

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

**SIGNED:** \_\_\_\_\_

**DATE:** 20/9/2016

**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



## SHAFTESBURY TOWN COUNCIL

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

**DETAILS OF ORGANISATION:** Life Education Wessex

Name: Life Education Wessex

Registered Charity?      Yes      If yes please give registration no. 1071094

**DETAILS OF PERSON APPLYING ON BEHALF OF THE ORGANISATION:**

Name: John Clements

Position in Organisation: Administrative Assistant

Tel. No:01256-837417

e-mail address: [john@lifeeducationwessex.org.uk](mailto:john@lifeeducationwessex.org.uk)

## **AIMS AND OBJECTIVES OF THE ORGANISATION:**

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

As we are all aware, children are facing ever increasing pressures to damage their health, whether through poor diet, drinking alcohol, smoking or misusing drugs. Results from the HSCIC

England 2014 survey show an encouraging downward trend in the use of illegal drugs, alcohol and tobacco by 11 – 15 year olds:

- 3% were regular smokers (down from 4% in 2012 and 10% in 2002)
- 62% have never drunk alcohol (up from 61% in 2013 and 57% in 2012)
- 85% have never taken drugs (up from 84% in 2013 and 71% in 2001)

However, figures still show a significant number who do use these substances:

- 90,000 were regular smokers
- 240,000 had drunk alcohol in the last week
- 310,000 had taken illegal drugs in the last year

LEW has been providing its unique and valued health and drug prevention education to primary aged children (3-11) for almost 20 years. Every year we see over 52,000 children in schools throughout Dorset, Devon, Hampshire (9,100) and Somerset. The aim is to help equip them with the knowledge, skills and self-confidence to form positive attitudes and make healthy choices. Through the use of group work, puppets, circle time discussion, drama and role play, music, exercise and a variety of audio-visual materials, all children are encouraged to participate.

The fun and memorable programmes are evidence based, age-appropriate and designed to be progressively delivered on an annual basis. They are developed and updated in line with current best practice and government guidelines to complement the school PSHE curriculum. Children are also taught friendship skills and how to cope with bullying and peer pressure. The programmes are delivered by specially trained Educators; in purpose built mobile classrooms for the younger children and in school for the older pupils.

Through their annual visits to the mobile classrooms, children progressively acquire the skills and knowledge to make their own healthy choices in life.

Further information, including a DVD showing children in the mobile classroom, can be found on our website [www.lifeeducationwessex.org.uk](http://www.lifeeducationwessex.org.uk) and in the enclosures. If you have further queries or if you, or any of your Trustees, would like to sit in on a session in the mobile classroom, please let me know.

**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.

Apart from the immediate impact of our programmes upon the young children (confirmed by evaluations that we have carried out) our programmes will also have a positive impact upon the local community:

- Parents/carers attending our information sessions will be able to reinforce our positive messages at home
- A reduction in drug & alcohol use by young people will result in less drug and alcohol related crime
- A reduction in alcohol use will also result in less anti-social behaviour thus improving community safety

## **PURPOSE OF GRANT SOUGHT:**

Please note that retrospective applications will not be considered.

Visit to Shaftesbury Primary School for 2 days in October 2016 seeing approx.. 180 children

**AMOUNT OF GRANT:**

The cost to deliver our health programmes to schools is £650 a day; schools contribute £335 per day and we need to raise the shortfall of £315 per day. We will be spending 2 days visiting the school mentioned above, which equates to a shortfall of **£630**. We do not expect your Council to contribute the whole of the difference, but obviously that would be fantastic if you were able to. Nevertheless, any contribution you could make, however large or small, would be very much appreciated.

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

15/6/2012     £410

**DETAILS OF OTHER GRANTS RECEIVED OVER THE PAST FIVE YEARS:**

None directly connected with this school, although ongoing fundraising activities across the region may have an indirect impact.

We seek donations and grants from councils such as yours, together with applications to trusts, local community groups, companies and we have our own programme of community fundraising events.

**OUTSTANDING GRANT APPLICATIONS:**

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

See Above

**CURRENT SIZE OF MEMBERSHIP ORGANISATION:**

How many volunteers work in your organisation:

0

How many salaried staff do you have:

10 (excluding Trustees)

Who will benefit from your grant application?

Apart from the immediate impact of our programmes upon the young children (confirmed by evaluations that we have carried out) our programmes will also have a positive impact upon the local community:

- Parents/carers attending our information sessions will be able to reinforce our positive messages at home
- A reduction in drug & alcohol use by young people will result in less drug and alcohol related crime
- A reduction in alcohol use will also result in less anti-social behaviour thus improving community safety

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\_ Age Ranges:- 3-11 yrs

**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 a Safeguarding (Child Protection) Policy

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:

We seek donations and grants from councils, together with applications to trusts, local community groups, companies and we have our own programme of community fundraising events.

DATA PROTECTION LICENCE:

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

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

DECLARATION:

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

**SIGNED:** \_\_\_\_\_

**DATE:** 01/08/16



**Report to the Meeting of Shaftesbury Town Council's  
General Management Committee,  
to be held at 7.00pm on Tuesday 27th September 2016 in  
the Council Chamber, Shaftesbury Town Hall**

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**Financial Regulations**

**1. Purpose of Report**

To review the Council's Financial Regulations

**2. Recommendation**

- 2.1. That the Committee defers consideration of its Financial Regulations until the new Town Clerk is in post.

**3. Background**

- 3.1. At its meeting on 21<sup>st</sup> June 2016, the General Management Committee recommended to the Full Council that the Financial Regulations be adopted and reviewed in three months. (G06 refers)
- 3.2. The Financial Regulations are based on the NALC model and tailored to the needs of the Council and as such are functional.
- 3.3. It is recommended that consideration of these regulations is deferred until the new Town Clerk is in post.

**4. Financial Implications**

- 4.1. There are no financial implications relating to this report.

**5. Legal Implications**

- 5.1. The existing Financial Regulations comply with the council's statutory requirements.

**6. Risks**

- 6.1. There are no risks identified within this report.

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk

**Report to the Meeting of Shaftesbury Town Council's  
General Management Committee,  
to be held at 7.00pm on Tuesday 27th September 2016 in  
the Council Chamber, Shaftesbury Town Hall**

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**Transfer of Land**

**1. Purpose of Report**

To receive an update in relation to the transfer of parcels of land at Gower Road, Great Ground, Little Shilling and A30 Allotments.

**2. Recommendation**

- 2.1. That the Committee receives and notes the report.

**3. Background**

- 3.1. At its meeting on 15<sup>th</sup> September 2015, the General Management Committee resolved to transfer land at Great Ground, Gower Road, Burton Close and Win Green View from Persimmon (minute G36 refers)
- 3.2. The Town Council solicitor has just received the required documents from Persimmon Homes' solicitor in order to progress the transfer and a further update will be provided as soon as the information is received.
- 3.3. At its meeting on 25<sup>th</sup> November 2015 the Council resolved to transfer the land south of A30 for allotments and associated s.106 monies. A plan of the proposed area for transfer is attached at **Appendix D**.
- 3.4. Officers are currently seeking professional advice on the feasibility of the path to be created from the carpark to the allotments as well as an indication of the likely cost to ensure that it is achievable within the value of the associated £48,000 s.106 money.
- 3.5. Officers are also liaising with Dorset County Council in relation to access for maintenance of the mound between the gypsy and traveller site and the proposed allotment site. Updates relating to this will be reported back to the committee in due course.

**4. Financial Implications**

- 4.1. There are no financial implications arising from this report. Any that arise as a result of information received will be reported to the Committee accordingly.

**5. Legal Implications**

- 5.1. The Town Council has the Power of General Competence.

**6. Risks**

- 6.1. There is a risk of transferring the land for the A30 allotments prior to ascertaining the viability of the provision of an access path.

(End)

Report Author:

Claire Commons, Interim Deputy Town Clerk



**Report to the Meeting of Shaftesbury Town Council's  
General Management Committee,  
to be held at 7.00pm on Tuesday 27th September 2016 in  
the Council Chamber, Shaftesbury Town Hall**

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**Employment Law and Health & Safety Consultancy Support**

**1. Purpose of Report**

To consider quotations received for the provision of Employment Law and Health and Safety Advice.

**2. Recommendation**

- 2.1. That the Committee makes recommendation to Full Council for the provision of Employment Law and Health & Safety Advice for a period of 3 years with effect from 28<sup>th</sup> November 2016.

**3. Background**

- 3.1. Provision is currently provided by Ellis Whittham and the contract is due to expire on 28<sup>th</sup> November 2016.
- 3.2. Quotations for a contract period of three years have been sought for the provision of Employment Law and Health and Safety Advice, a summary of which is attached in **Appendix E**
- 3.3. Two quotations have been received for a joint contract, one for Employment Law Advice only and one for Health and Safety Advice only.

**4. Financial Implications**

- 4.1. Budget allocation for current year..... £3,000
- 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**

- 5.1. The Town Council has the Power of General Competence.

**6. Risks**

- 6.1. Advice provided must be up to date and relevant to Local Government employees and properties.

(End)

Report Author:  
Barbara Carter  
Project Officer

**Report to the Meeting of Shaftesbury Town Council's  
General Management Committee,  
to be held at 7.00pm on Tuesday 27th September 2016 in  
the Council Chamber, Shaftesbury Town Hall**

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**Swimming Pool**

**1. Purpose of Report**

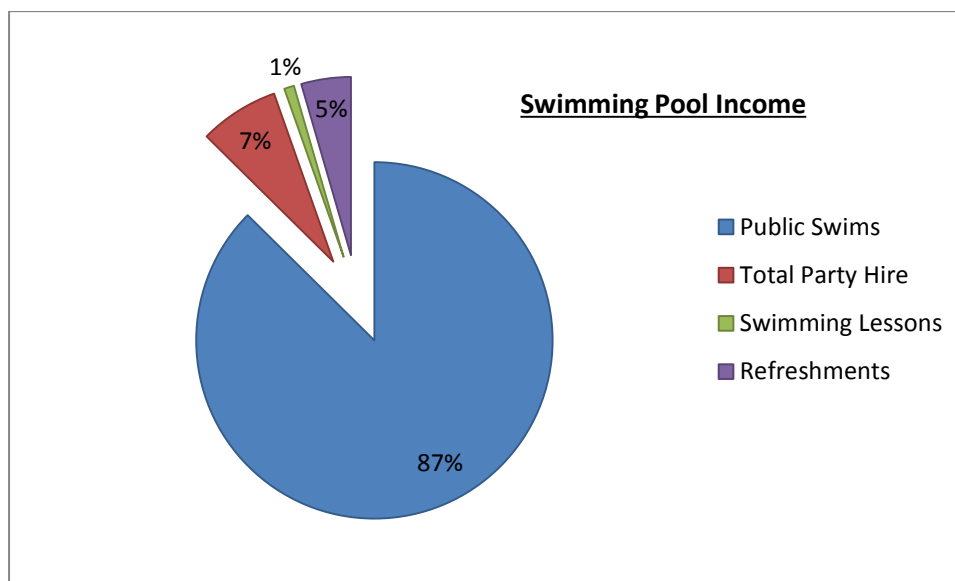
To receive the swimming pool 'close of season' budget for 2016 and consider items of expenditure.

**2. Recommendation**

- 2.1. That the report is received and a 'wash-up' meeting is held with the Swimming Pool working group.
- 2.2. That the Committee resolves to reimburse the Pool Manager for additional promotion costs.
- 2.3. That the Committee resolves to pay lifeguard wages 2 days early for this month only.

**3. Background**

- 3.1. The pool opened on the 28th May. Opening weekends 10am to 4pm, weekdays 7am to 10am and 4pm to 7pm , up to 5th June and also from the 5th September to the 18th. (Term timetable)
- 3.2. During the school holidays the pool opened every week day from 7am to 7pm , with weekend opening remaining the same.
- 3.3. The inflatable proved to be big hit, with Inflata sessions running Friday evenings and also Tuesday mornings during the holidays.
- 3.4. Refreshments sold well making a profit of £555
- 3.5. Summary of income.



- 3.6. Prior to closing, the swimming pool has undergone a deep clean, carried out by the Life Guards (i.e. pressure washing poolside, changing rooms, viewing area & lobby) as it was filthy from our busy 6-week holiday period. However, the pool has been left in a tidy state and should make it much easier to prepare for next season with fewer cleaning hours (we hope!).
- 3.7. The Swimming Pool budget for 2017 is attached at **Appendix F**.
- 3.8. The lifeguards have asked if they would be able to receive their wages early. The scheduled payment date for wages this month is 30<sup>th</sup> September. The earliest that the payment could be made is 28<sup>th</sup> September 2016.
- 3.9. The Pool Manager would like to arrange a 'wash-up' meeting with the swimming pool working group to discuss the 2017 season and plan ahead for 2018.

#### **4. Financial Implications**

- 4.1. The Pool Manager is requesting £197.21 reimbursement for Facebook promotions of the Swimming Pool.

#### **5. Legal Implications**

- 5.1. The Town Council has the Power of General Competence.

#### **6. Risks**

- 6.1. There are no identified risks within this report.

(End)

Report Author:  
Claire Commons  
Committee Services Officer

Note : Budget at 22/09/2016

		<u>Last Year</u>		<u>Current Year</u>					
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.
<b>305</b>	<b>Swimming Pool</b>								
4008	Life Guard Salaries	0	0	0	15,500	0	15,500	18,623	0
4010	Staff Training	0	0	0	200	0	200	22	0
4150	Rates & Services	0	0	0	2,450	0	2,450	1,694	0
4155	Electricity	0	0	0	1,100	0	1,100	658	0
4160	Gas	0	0	0	3,220	0	3,220	1,702	0
4165	Water Rates	0	0	0	1,400	0	1,400	565	0
4250	Repairs & Maintenance	0	0	0	500	0	500	765	0
4260	Cleaning Supplies	0	0	0	200	0	200	228	0
4270	Equipment Repairs	0	0	0	350	0	350	0	0
4271	Equipment Purchases	0	0	0	1,000	0	1,000	1,884	0
4285	PPE	0	0	0	70	0	70	30	0
4360	Chemicals	0	0	0	2,500	0	2,500	4,030	0
4361	Pool Cleaning	0	0	0	1,000	0	1,000	800	0
4362	Plant Servicing/Repairs	0	0	0	1,500	0	1,500	1,221	0
4363	DBS Checks	0	0	0	200	0	200	158	0
4364	Uniforms	0	0	0	200	0	200	20	0
4365	Music Licences	0	0	0	150	0	150	120	0
4366	Confectionery	0	0	0	300	0	300	342	0
4367	Insurance Swimming Pool	0	0	0	750	0	750	0	0

Continued on Page 2

Note : Budget at 22/09/2016

		<u>Last Year</u>		<u>Current Year</u>					
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.
4370	Swimming Pool Advertising	0	0	0	1,050	0	1,050	1,092	0
4372	Emergency Fuund	0	0	0	6,656	0	6,656	0	0
4410	Telephone	0	0	0	204	0	204	134	0
	<b>OverHead Expenditure</b>	0	0	0	40,500	0	40,500	34,086	0
1365	Swimming Pool Income	0	0	0	15,500	0	15,500	17,146	0
	<b>Total Income</b>	0	0	0	15,500	0	15,500	17,146	0
<b>305</b>	<b>Net Expenditure</b>	0	0	0	25,000	0	25,000	16,940	0
	<b>Total Budget Expenditure</b>	0	0	0	40,500	0	40,500	34,086	0
	<b>Income</b>	0	0	0	15,500	0	15,500	17,146	0
	<b>Net Expenditure</b>	0	0	0	25,000	0	25,000	16,940	0



**Report to the Meeting of Shaftesbury Town Council's  
General Management Committee,  
to be held at 7.00pm on Tuesday 27th September 2016 in  
the Council Chamber, Shaftesbury Town Hall**

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**Officer Report**

**1. Purpose of Report**

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

**2. Recommendation**

2.1. That the report is received and noted.

**3. Background**

3.1. Complaints Procedure. – At its meeting on 26<sup>th</sup> July 2016 the GEM Committee resolved to form a working party to review policies for consideration by the Council. The group has not yet managed to meet although a draft document has been prepared by Cllr K Tippins and is currently with the Interim Deputy Town Clerk for officer input. This document will be presented to the Committee at its next meeting.

3.2. Any additional updates or correspondence received will be reported at the meeting.

**4. Financial Implications**

4.1. There are no financial implications arising from this report.

**5. Legal Implications**

5.1. The Town Council has the Power of General Competence.

**6. Risks**

6.1. There are no risks identified in this report

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk

**Report to the Meeting of Shaftesbury Town Council's  
General Management Committee,  
to be held at 7.00pm on Tuesday 27th September 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**

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

**3. Date and items for the next meeting**

- 3.1.** The next scheduled meeting of the Committee is 1<sup>st</sup> November 2016. The following matters have been identified for inclusion on the agenda. The Committee is asked to consider any additional items.

**3.1.1.** Complaints Procedure.

**4. Financial Implications**

- 4.1.** There are no financial implications arising from this report

**5. Legal Implications**

- 5.1.** There are no legal implications arising from this report

**6. Risks**

- 6.1.** There are no risks identified in this report.

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk