



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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To: Members of Shaftesbury Town Council's

General Management Committee,

Councillors: Jo Francis (Chair), Karen Tippins (Vice-Chair), George Hall, Mark Jackson, John Lewer, Andy Perkins, Lester 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 15th November 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.

Agenda Item		
04.	Finances – Quarter 2 To receive the Town Council's accounts for the second quarter of the financial year 2016/17	p3 Report 1116GEM04
05.	Payments To consider payments for authorisation and consider approving certain invoices to be paid by Direct Debit or Online Payment.	p7 Report 1116GEM05
06.	Budget To consider draft budget and precept for 2017/18.	p9 Report 1116GEM06
07.	Policies and Procedures To review the Compliments and Complaints Procedure and the Data Protection Policy.	p23 Report 1116GEM07
08.	Public Toilet Refurbishment – Changing Places To consider refurbishing the Bell Street toilets to accommodate a Changing Places facility	p38 Report 1116GEM08
09.	Football Club To consider the request for rent review for the Football Club	p41 Report 1116GEM09
10.	Swimming Pool To consider drainage improvements to the Shaftesbury Pool.	p42 Report 1116GEM10
11.	Enmore Green Pond To consider dredging works to the pond in Enmore Green	p43 Report 1116GEM11
12.	Enmore Green Allotments To consider lease for Enmore Green Allotments.	p44 Report 1116GEM12
13.	Officer Report To receive any correspondence and updates relating to the work of the Committee.	p45 Report 1116GEM13
14.	Future Meetings of the Committee To confirm the date of the next meeting of the Committee and identify matters for inclusion on the agenda.	p46 Report 1116GEM14

(End)

**Report 1116GEM04 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 15th November 2016 in
the Council Chamber, Shaftesbury Town Hall**

Finances – Quarter 2

1. Purpose of Report

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

2. Recommendation

- 2.1. That the Committee receives and notes the report, noting the cleared bank balances as at 20th September 2016 held in each bank account; Nat West Current Account £473,474.09, Nat West Reserve Account £89,496.36, Town Hall Petty Cash £118.76, Swimming Pool Petty Cash £70.00

3. Background

- 3.1. Cleared bank balances are shown on the detailed balance sheet at **Appendix A**.
- 3.2. The Town Council's summary of progress against budget is shown on the Income and Expenditure at **Appendix B**.
- 3.3. A detailed income and expenditure report is available on request.
- 3.4. Key variances to note are;
- Civic. There have been no town civic events arranged to date. Queens Mothers Celebration came in under budget. Not all Councillors take their Councillor allowance.
 - Legal and Professional. Insurance has been paid for the year, there have been no election expenses to date, 14.4% of professional fees only spent, audit invoices due at year end.
 - Community Grants. Waiting for evidence from some organisations in relation to the grants that were approved.
 - General Running Costs. Advertising at 74.3% due to Town Clerk vacancy, postage at 66.4% this should now reduce due to agendas being emailed rather than posted. IT software 15.2% software renewals due in Q3. Office equipment 72.6% new filing cabinets and files purchased.
 - Allotment. Rents due in January, invoice for skips not yet received.
 - Cemetery. No major expenses to date, quotes to be sourced to repairs to Lych Gate
 - Grounds. On budget overall, significant overspend of 108.7% against fuel for equipment due to cutting the verges.
 - Local Delivery Services. Outsourced cleaning of the toilets for the summer months now completed. CCTV still not in operation. Only minor repairs to toilets required to date. Water leak was identified and repaired by the Wessex Water waiting for water bill.

- Swimming Pool. Pool has closed for the winter after successful season. There are ongoing costs for utilities and pool maintenance.

4. Financial Implications

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

5. Legal Implications

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

6. Risks

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

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

Date :- 24/10/2016

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Time :- 11:21

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 6

30/06/2016

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	9,386
105	Vat Control	3,422
110	Prepayments	9,568
200	NatWest Current A/c	473,474
201	NatWest Reserve A/c	89,493
203	Petty Cash	119
204	Petty Cash- Swimming Pool	70
Total Current Assets		585,533
<u>Current Liabilities</u>		
500	Creditors	5,197
516	PAYE & NI Due	4,109
517	Superannuation Due	3,557
519	Childcare Voucher Control	-127
565	Holding Deposits	115
Total Current Liabilities		12,850
Net Current Assets		572,682
Total Assets less Current Liabilities		572,682
<u>Represented By :-</u>		
300	Current Year Fund	235,824
310	General Reserve	133,545
322	EMR CCTV	4,000
323	EMR Cycle Routes	1,500
324	EMR Playground Equipment	26,987
325	EMR Toilet Capital Re-build	
326	EMR Swimming Pool	30,755
327	EMR Town Hall Building Fund	35,000
328	EMR Goldhill Wall	5,000
329	EMR Town Hall Energy Fund	5,000
332	EMR Heritage Style Lanterns	10,000
333	EMR Town Entrance Sign	705
334	EMR Tree Removal	1,510
335	EMR Ground Planting	1,810
336	EMR Street Furniture	2,826
337	EMR Tree Planting	745
338	EMR Toilet Improvement Fund	3,000
339	EMR Swimming Pool	22,967
340	EMR Neighbourhood Planning	3,010
343	EMR Town Centre Enhancement	9,198
344	EMR Cemetery Enhancement	9,800
345	EMR Jubilee Park Enhancement	8,000
Total Equity		572,682

24/10/2016

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Summary Income & Expenditure by Budget Heading 30/09/2016

Month No : 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
402 Staffing Costs	Expenditure	226,185	110,734	266,916	156,182		156,182	41.5 %
	Income	9,956	10,055	10,055	0			100.0 %
301 Civic	Expenditure	6,774	2,457	8,780	6,323		6,323	28.0 %
302 Legal and Professional	Expenditure	32,920	15,283	38,750	23,467		23,467	39.4 %
	Income	1,005	0	0	0			0.0 %
303 Grants & SLA	Expenditure	55,197	24,292	39,000	14,708		14,708	62.3 %
304 Finance	Expenditure	2,113	17,500	100	-17,400		-17,400	17500.0 %
	Income	452,463	464,736	446,936	17,800			104.0 %
401 General Running Costs	Expenditure	16,883	6,390	14,050	7,660		7,660	45.5 %
	Income	0	0	0	0			0.0 %
101 Allotment	Expenditure	628	209	1,025	816		816	20.4 %
	Income	1,574	121	1,676	-1,555			7.2 %
102 Cemetery	Expenditure	530	185	3,060	2,875		2,875	6.0 %
	Income	3,435	1,182	2,200	-1,019			53.7 %
103 General Grounds	Expenditure	33,905	17,110	38,361	21,251		21,251	44.6 %
	Income	3,146	8,142	3,165	4,977			257.2 %
105 Local Delivery services	Expenditure	13,459	4,939	15,980	11,041		11,041	30.9 %
	Income	7,754	4,403	7,500	-3,098			58.7 %
201 Town Hall	Expenditure	20,789	8,824	22,110	13,286		13,286	39.9 %
	Income	55,522	24,985	47,100	-22,115			53.0 %
305 Swimming Pool	Expenditure	0	34,246	40,500	6,254		6,254	84.6 %
	Income	0	17,146	15,500	1,646			110.6 %
901 Reserves & Projects	Expenditure	80,387	58,930	219,813	160,883		160,883	26.8 %
	Income	31,051	6,153	0	6,153			0.0 %
902 Capital Replacement Reserve	Expenditure	0	0	44,000	44,000		44,000	0.0 %
INCOME - EXPENDITURE TOTALS								
	Expenditure	489,771	301,097	752,445	451,348	0	451,348	40.0 %
	Income	565,905	536,921	534,132	2,789			100.5 %
	Net Expenditure over Income	-76,135	-235,824	218,313	454,137			

**Report 1116GEM05 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 15th November 2016 in
the Council Chamber, Shaftesbury Town Hall**

Payments

1. Purpose of Report

To consider payments for authorisation and consider approving certain invoices to be paid by Direct Debit or Online Payment.

2. Recommendation

- 2.1. That the Committee approves the payments totalling £3,498.31 from the Town Council's current account as detailed in Appendix C.
- 2.2. That the Committee approves payment by direct debit or online payment for the regular items listed below.

3. Background

- 3.1. A detailed list of payments for authorisation is provided at **Appendix C**. An updated list may be provided to the Committee prior to or at the meeting.
- 3.2. The following payments are made regularly and Officers recommend that these are paid by Direct Debit or Online Payment.
 - 3.2.1. IT Department £98.34 fixed monthly IT support
 - 3.2.2. British Gas Electricity invoices
 - 3.2.3. HMRC Tax and NI payment (HMRC preferred method)
 - 3.2.4. DCC Pension Monthly Pension payment
- 3.3. HMRC and Pension payments must be paid by 19th of each month, authorisation to pay online will ensure keeping to that deadline.

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. There are no legal implications arising from this report.

6. Risks

- 6.1. There is risk of not paying HMRC within the specified time.

(End)

Report Author:

Claire Commons, Interim Deputy Town Clerk

Appendix C.

Printed on : 08/11/2016

Shaftesbury Town Council

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At : 14:18

NatWest Current A/c

List of Payments made between 26/10/2016 and 08/11/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/10/2016	Plusnet Ltd	dd	28.20		Telephone/broadband
27/10/2016	British Telecommunications	st66888411	47.52		Line rental Oct to Dec
31/10/2016	British Telecommunications	ST69722988	54.00		Line rental 851212
01/11/2016	NDDC	Std Ord	247.00		Business Rates Bell St
01/11/2016	NDDC	Std Ord	726.00		Rates Town Hall
01/11/2016	NDDC	Std Ord	235.00		Rates Unit 9C
01/11/2016	NDDC	Std Ord	19.00		Rates Cemetery
03/11/2016	Eon	dd	79.50		Electric October
04/11/2016	British Telecommunications	DD	35.96		Grounds mobiles Sept/Oct
08/11/2016	ACE Plumbing and Heating	012808	84.00		Service Boiler
08/11/2016	Aqua cleaning Services	012809	112.67		Toilet rolls and cleaning supp
08/11/2016	British Gas	012810	97.93		Electric Barton Hill - Fair
08/11/2016	Clarity Copiers Ltd	012811	83.86		Copying October
08/11/2016	DAPTC	012812	65.00		Cllr Training- Essentials cour
08/11/2016	Andy Dodd	012813	160.95		Travel and parking to SALTEX
08/11/2016	Everton Nurseries Ltd	012814	537.72		Trees R32
08/11/2016	Firmsites Ltd	012815	165.00		Quarterley website hosting
08/11/2016	Mole Countrystores	012816	90.86		Jacket, trousers, Hi Viz
08/11/2016	Society of Local Council Clerk	012817	318.00		Town Clerk Vacancy Nov
08/11/2016	Tincknell Fuels	012818	196.10		Red diesel for mower/tractor
08/11/2016	Travis Perkins	012819	22.24		Paddock
08/11/2016	British Telecommunications	DD.	91.80		Internet charges Oct-Dec
Total Payments			3,498.31		

**Report 1116GEM06 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 15th November 2016 in
the Council Chamber, Shaftesbury Town Hall**

Budget

1. Purpose of Report

To consider draft budget and precept for 2017/18.

2. Recommendation

2.1. That the 2017/18 charges for Allotments, Hall Hire, Markets and Cemetery be resolved.

2.2. That the draft budget be recommended to Full Council for further consideration.

3. Background

3.1. The draft budget is provided at **Appendix D**.

3.2. The Council is now VAT registered and this has implications on the income generated from hall hire. It is recommended that an increase of 5% is applied each year for the next four years to gradually absorb the cost of the VAT for commercial hirers.

3.3. The Council did not apply any increase to Hall Hire or Wedding charges for 2016/17.

3.4. Officers recommend that price increases are applied to four of the Council services;

3.4.1. Allotments, currently £19 per half pitch, increase to £20

3.4.2. Hall Hire, increase of 5% for routine hire, keep the basic charge for weddings the same but have an additional £60 per hour for weddings beyond 2 hours, charge for sashes £25 for up to 50, £35 over 50 (this covers the cost of buying the colour requested and additional time dressing the room)

3.4.3. Markets, currently £18.50 per pitch, increase to £19

3.4.4. Cemetery, increase grave purchase from £132 to £150, internment of bodies from £93.50 to £105, purchase of cremation plot from £71.80 to £80 and internment of ashes from £60.50 to £70.

3.5. A confidential paper is provided to members detailing the breakdown of the salaries budget based on the current terms and costs of employment of all staff including the anticipated terms and costs of the two vacant posts. This is provided for information to support the budget, the terms and costs of employment of all staff are to be minuted each year at the full council.

3.6. The Band D equivalents are not yet known therefore projections for the impact on householders is based on the current Band D equivalents. Based on the budget detailed at Appendix D, the precept request would be £476,572 (Net expenditure) and the cost per household would increase by £9.95 to £159.94 per annum.

4. Financial Implications

4.1. The Council must set its budget and request its precept before the end of January 2017.

5. Legal Implications

5.1. The Local Government Finance Act 1992 s.41 provides the power to raise a precept.

6. Risks

6.1. The risk in not raising a precept is that the council will not be able to continue providing services to the town.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

Appendix D.

Printed on 07/11/2016

At 14:49

Shaftesbury Town Council

Budget Detail - By Centre

Note : Budget at 27/10/2016

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

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (1st Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Next Year Budget
101	Allotment								
4165	Water Rates	500	456	500	0	0	500	209	550
4250	Repairs & Maintenance	350	0	350	0	0	350	350	200
4265	General Supplies	150	173	175	0	0	175	0	175
4275	Equipment Hire	0	0	0	0	0	0	0	350
	OverHead Expenditure	1,000	628	1,025	0	0	1,025	559	1,275
1104	Allotment Rent Income	1,676	1,574	1,676	0	0	1,676	133	1,657
	Total Income	1,676	1,574	1,676	0	0	1,676	133	1,657
101	Net Expenditure	-676	-945	-651	0	0	-651	427	-382
102	Cemetery								
4150	Rates & Services	144	158	174	0	0	174	110	413
4165	Water Rates	80	81	86	0	0	86	0	90
4250	Repairs & Maintenance	150	0	2,500	0	0	2,500	75	2,000
4265	General Supplies	200	291	300	0	0	300	0	300
	OverHead Expenditure	574	530	3,060	0	0	3,060	185	2,803
1105	Cemetery Income	2,000	3,436	2,200	0	0	2,200	1,407	2,300
1301	Miscellaneous Income	0	-1	0	0	0	0	0	0
	Total Income	2,000	3,435	2,200	0	0	2,200	1,407	2,300
102	Net Expenditure	-1,426	-2,905	860	0	0	860	-1,222	503

Continued on Page 2

Note : Budget at 27/10/2016

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (1st Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Next Year Budget
103	General Grounds								
4020	Sub Contract Labour	1,000	1,210	1,200	0	0	1,200	40	1,300
4150	Rates & Services	2,750	2,148	2,500	0	0	2,500	1,407	2,509
4155	Electricity	500	994	580	0	0	580	338	800
4165	Water Rates	200	-25	1,500	0	0	1,500	1,373	2,600
4250	Repairs & Maintenance	2,570	2,866	2,500	0	0	2,500	1,249	2,200
4256	Treework & Fencing	4,000	2,990	4,000	0	0	4,000	695	4,000
4257	Plants	0	0	0	0	0	0	0	4,000
4261	Refuse Collection	2,100	2,498	2,500	0	0	2,500	2,126	3,500
4265	General Supplies	150	433	350	0	0	350	152	350
4270	Equipment Repairs	1,000	1,803	2,000	0	0	2,000	1,055	2,000
4271	Equipment Purchases	500	573	500	0	0	500	211	3,500
4272	Fuel for Equipment	1,000	762	1,000	0	0	1,000	1,285	2,500
4274	Rent Unit 9C	7,250	7,250	7,111	0	0	7,111	3,625	7,250
4275	Equipment Hire	1,000	564	750	0	0	750	188	750
4278	Alarm Costs	215	210	220	0	0	220	68	230
4280	Fuel for Vehicles	3,000	2,067	2,500	0	0	2,500	1,054	2,200
4281	Motor Expenses	3,160	3,054	3,500	0	0	3,500	1,422	2,500
4285	PPE	650	721	800	0	0	800	472	1,000
4290	Playground Inspections	350	300	350	0	0	350	300	750
Continued on Page 3									

Note : Budget at 27/10/2016

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (1st Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Next Year Budget
4291	Playground Repair/Maintenance	3,000	3,487	4,500	0	0	4,500	2,197	4,500
4299	SLA-Trinity Grounds Maintainan	0	0	0	0	0	0	1,424	1,425
OverHead Expenditure		34,395	33,905	38,361	0	0	38,361	20,681	49,864
1102	Contribution to Services	0	672	0	0	0	0	1,019	1,200
1103	Rents	400	1,986	3,165	0	0	3,165	1,627	3,220
1300	Grass Cutting Income	0	0	0	0	0	0	5,695	5,695
1301	Miscellaneous Income	0	488	0	0	0	0	90	0
Total Income		400	3,146	3,165	0	0	3,165	8,431	10,115
103	Net Expenditure	33,995	30,760	35,196	0	0	35,196	12,249	39,749
105	Local Delivery services								
4020	Sub Contract Labour	2,000	2,100	2,500	0	0	2,500	2,520	2,500
4150	Rates & Services	2,420	1,701	2,695	0	0	2,695	1,480	2,078
4155	Electricity	565	724	760	0	0	760	369	760
4165	Water Rates	1,500	2,095	2,100	0	0	2,100	0	2,200
4175	Car Parking Contribution	2,000	2,000	2,000	0	0	2,000	0	2,000
4176	CCTV	2,000	0	2,000	0	0	2,000	0	0
4177	Bus Shelters	150	0	225	0	0	225	0	250
4250	Repairs & Maintenance	4,815	3,612	2,500	0	0	2,500	293	2,700
4260	Cleaning Supplies	1,000	986	1,000	0	0	1,000	572	1,100

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Note : Budget at 27/10/2016

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (1st Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Next Year Budget
4265	General Supplies	50	0	50	0	0	50	0	0
4271	Equipment Purchases	150	239	150	0	0	150	0	0
	OverHead Expenditure	16,650	13,459	15,980	0	0	15,980	5,235	13,588
1501	Street Market Rents R'ved	7,500	7,754	7,500	0	0	7,500	4,884	7,999
	Total Income	7,500	7,754	7,500	0	0	7,500	4,884	7,999
105	Net Expenditure	9,150	5,705	8,480	0	0	8,480	351	5,589
201	<u>Town Hall</u>								
4020	Sub Contract Labour	4,900	2,321	3,720	0	0	3,720	1,654	3,720
4150	Rates & Services	7,100	7,687	7,500	0	0	7,500	4,356	6,771
4155	Electricity	1,800	2,313	1,800	0	0	1,800	495	1,800
4160	Gas	1,500	927	1,800	0	0	1,800	917	1,800
4165	Water Rates	300	461	300	0	0	300	98	250
4200	Wedding Costs	500	493	650	0	0	650	182	550
4230	Trinity Car Park Space	440	620	440	0	0	440	210	450
4250	Repairs & Maintenance	3,150	2,966	3,000	0	0	3,000	842	4,000
4260	Cleaning Supplies	450	294	350	0	0	350	182	370
4265	General Supplies	200	1,092	850	0	0	850	2	850
4271	Equipment Purchases	200	135	200	0	0	200	15	500
4278	Alarm Costs	1,200	1,479	1,500	0	0	1,500	1,022	1,300
	OverHead Expenditure	21,740	20,789	22,110	0	0	22,110	9,975	22,361

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Note : Budget at 27/10/2016

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (1st Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Next Year Budget
1201	Hall Hire	27,500	26,437	25,000	0	0	25,000	15,846	27,300
1203	Weddings	2,530	3,640	2,300	0	0	2,300	1,917	2,070
1204	Shop Rents	18,000	18,000	18,000	0	0	18,000	9,000	18,000
1220	Solar Panel Feed in Tariff	0	7,446	1,800	0	0	1,800	695	1,390
Total Income		48,030	55,522	47,100	0	0	47,100	27,458	48,760
201	Net Expenditure	-26,290	-34,733	-24,990	0	0	-24,990	-17,483	-26,399
301 Civic									
4300	Mayors Allowance	2,000	2,418	2,000	0	0	2,000	591	2,100
4302	Councillor Allowances	4,320	3,180	4,320	0	0	4,320	1,440	3,240
4310	Councillor Training	500	864	840	0	0	840	35	420
4311	Councillor Travel/Subsistence	400	137	400	0	0	400	48	200
4315	Hospitality	220	176	220	0	0	220	142	280
4316	Civic Event Queens 90th	0	0	1,000	0	0	1,000	567	0
OverHead Expenditure		7,440	6,774	8,780	0	0	8,780	2,824	6,240
Total Income		0	0	0	0	0	0	0	0
301	Net Expenditure	7,440	6,774	8,780	0	0	8,780	2,824	6,240

Continued on Page 6

Note : Budget at 27/10/2016

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (1st Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Next Year Budget
302	<u>Legal and Professional</u>								
4325	Audit	2,200	4,081	3,250	0	0	3,250	614	2,750
4326	Books & Subscriptions	1,400	1,152	1,500	0	0	1,500	1,180	1,500
4330	Insurance	19,000	18,016	15,000	0	0	15,000	11,954	13,000
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	17,000
4342	Election Costs	2,000	3,839	4,000	0	0	4,000	0	4,000
	OverHead Expenditure	31,600	32,920	38,750	0	0	38,750	15,903	38,250
1301	Miscellaneous Income	0	1,005	0	0	0	0	0	0
	Total Income	0	1,005	0	0	0	0	0	0
302	Net Expenditure	31,600	31,915	38,750	0	0	38,750	15,903	38,250
303	<u>Grants & SLA</u>								
4350	Community Grants	35,000	21,700	39,000	0	0	39,000	27,022	30,000
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
	OverHead Expenditure	68,497	55,197	39,000	0	0	39,000	27,022	30,000
	Total Income	0	0	0	0	0	0	0	0
303	Net Expenditure	68,497	55,197	39,000	0	0	39,000	27,022	30,000

Continued on Page 7

Note : Budget at 27/10/2016

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (1st Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Next Year Budget
304	Finance								
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
4380	Bank Charges	240	42	100	0	0	100	0	500
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
	OverHead Expenditure	3,240	2,113	100	0	0	100	17,500	500
1301	Miscellaneous Income	0	0	0	0	0	0	176	0
1340	Bank Interest Received	36	36	36	0	0	36	22	36
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	446,900	0
1377	Transitional Grant	0	4,545	0	0	0	0	0	0
1400	Mayor's Charity Income	0	91	0	0	0	0	138	0
	Total Income	443,827	452,463	446,936	0	0	446,936	464,736	36
304	Net Expenditure	-440,587	-450,350	-446,836	0	0	-446,836	-447,236	464
305	Swimming Pool								
4008	Life Guard Salaries	0	0	0	15,500	0	15,500	18,623	21,000

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Note : Budget at 27/10/2016

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (1st Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Next Year Budget
4010	Staff Training	0	0	0	200	0	200	22	1,000
4150	Rates & Services	0	0	0	2,450	0	2,450	1,452	2,586
4155	Electricity	0	0	0	1,100	0	1,100	924	1,000
4160	Gas	0	0	0	3,220	0	3,220	1,702	2,500
4165	Water Rates	0	0	0	1,400	0	1,400	565	1,500
4250	Repairs & Maintenance	0	0	0	500	0	500	765	1,000
4260	Cleaning Supplies	0	0	0	200	0	200	228	260
4270	Equipment Repairs	0	0	0	350	0	350	0	350
4271	Equipment Purchases	0	0	0	1,000	0	1,000	1,884	1,050
4285	PPE	0	0	0	70	0	70	30	0
4360	Chemicals	0	0	0	2,500	0	2,500	4,030	4,000
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	1,600
4363	DBS Checks	0	0	0	200	0	200	158	200
4364	Uniforms	0	0	0	200	0	200	20	500
4365	Music Licences	0	0	0	150	0	150	120	249
4366	Confectionery	0	0	0	300	0	300	367	500
4367	Insurance Swimming Pool	0	0	0	750	0	750	0	0
4370	Swimming Pool Advertising	0	0	0	1,050	0	1,050	1,245	700
4372	Emergency Fuund	0	0	0	6,656	0	6,656	0	0
4373	ATC Renewal	0	0	0	0	0	0	0	230

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Note : Budget at 27/10/2016

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (1st Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Next Year Budget
4410	Telephone	0	0	0	204	0	204	158	275
	OverHead Expenditure	0	0	0	40,500	0	40,500	34,313	40,500
1365	Swimming Pool Income	0	0	0	15,500	0	15,500	17,146	40,500
	Total Income	0	0	0	15,500	0	15,500	17,146	40,500
305	Net Expenditure	0	0	0	25,000	0	25,000	17,167	0
401	<u>General Running Costs</u>								
4265	General Supplies	150	67	100	0	0	100	61	150
4345	Advertising	1,000	542	1,000	0	0	1,000	743	1,000
4400	Printing	2,400	2,219	2,200	0	0	2,200	976	1,800
4401	Stationery	1,200	1,157	1,300	0	0	1,300	719	1,300
4402	Postage	800	736	850	0	0	850	565	850
4410	Telephone	1,700	3,307	1,800	0	0	1,800	1,191	2,400
4414	IT Software & Equipment	2,800	4,266	3,400	0	0	3,400	421	3,000
4415	IT Support	1,000	958	1,250	0	0	1,250	675	1,250
4416	IT Equipment	0	2,450	0	0	0	0	0	0
4417	Web Site	750	660	800	0	0	800	428	856
4419	Rifles Monument storage	0	0	200	0	0	200	0	0
4420	Office Equipment	750	520	1,150	0	0	1,150	835	1,150
	OverHead Expenditure	12,550	16,883	14,050	0	0	14,050	6,613	13,756

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Note : Budget at 27/10/2016

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (1st Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Next Year Budget
1301	Miscellaneous Income	0	0	0	0	0	0	0	0
	Total Income	0	0	0	0	0	0	0	0
401	Net Expenditure	12,550	16,882	14,050	0	0	14,050	6,613	13,756
402	Staffing Costs								
4000	Salaries	176,244	172,705	194,394	0	0	194,394	85,036	200,282
4005	Employers NI	12,209	11,830	25,802	0	0	25,802	8,461	26,949
4006	Employers Superann	37,244	36,404	44,920	0	0	44,920	16,723	40,522
4010	Staff Training	1,000	1,218	1,500	0	0	1,500	568	1,500
4015	Staff Travel & Subsistance	200	502	300	0	0	300	151	300
4021	Prior Year Pension Fund	0	3,526	0	0	0	0	0	0
	OverHead Expenditure	226,897	226,185	266,916	0	0	266,916	110,939	269,552
1360	Contribution Street Cleaning	9,800	9,956	10,055	0	0	10,055	10,055	10,250
	Total Income	9,800	9,956	10,055	0	0	10,055	10,055	10,250
402	Net Expenditure	217,097	216,229	256,861	0	0	256,861	100,884	259,302
901	Reserves & Projects								
4902	Community Hall Cockrams	0	0	3,000	0	0	3,000	0	0
4904	Toilets	0	0	0	21,500	0	21,500	0	0

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Note : Budget at 27/10/2016

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (1st Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Next Year Budget
4905	Town Hall Building Fund	10,000	0	0	0	0	0	0	0
4906	Playground Equipment	0	17,999	10,000	26,987	0	36,987	25,500	40,000
4907	Grounds Equipment	5,000	2,762	5,000	0	0	5,000	3,589	2,000
4910	Street Furniture	4,150	1,324	14,000	2,826	0	16,826	5,637	4,000
4912	Energy System Town Hall	5,000	0	0	5,000	0	5,000	0	0
4913	Town Centre Enhancement	0	802	0	9,198	0	9,198	0	0
4914	Ground Cover Planting	2,000	290	2,000	1,810	0	3,810	1,568	0
4917	Cycle Route	0	0	10,000	1,500	0	11,500	0	0
4920	Town Entrance	2,000	1,295	2,000	705	0	2,705	0	0
4921	Swimming Pool	25,000	36,829	0	30,755	0	30,755	13,678	0
4922	Vehicles	10,000	16,400	10,000	0	0	10,000	0	14,000
4923	Grit Bins	1,000	941	0	0	0	0	0	0
4924	Heritage Lanterns	10,000	0	0	10,000	0	10,000	0	0
4925	Toilet Improvements	3,000	0	0	3,000	0	3,000	0	0
4926	Tree Planting	1,500	755	2,000	745	0	2,745	0	0
4927	Tree Removal	2,000	990	0	1,510	0	1,510	595	0
4928	Replacement IT Equipment	0	0	2,500	0	0	2,500	513	2,500
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	10,000
4932	Neighbourhood Planning Group	0	0	10,000	3,010	0	13,010	1,288	0

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Note : Budget at 27/10/2016

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (1st Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Next Year Budget
4933	A30 Allotment Site	0	0	0	0	0	0	0	25,000
	OverHead Expenditure	88,650	80,387	70,500	149,313	0	219,813	59,863	97,500
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
	Total Income	0	31,051	0	0	0	0	6,153	0
901	Net Expenditure	88,650	49,336	70,500	149,313	0	219,813	53,710	97,500
902	Capital Replacement Reserve								
4905	Town Hall Building Fund	0	0	0	35,000	0	35,000	0	6,000
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	6,000
	OverHead Expenditure	0	0	0	44,000	0	44,000	0	12,000
902	Net Expenditure	0	0	0	44,000	0	44,000	0	12,000
	Total Budget Expenditure	513,233	489,771	518,632	233,813	0	752,445	311,611	598,189
	Income	513,233	565,905	518,632	15,500	0	534,132	540,402	121,617
	Net Expenditure	0	-76,135	0	218,313	0	218,313	-228,792	476,572

**Report 1116GEM07 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 15th November 2016 in
the Council Chamber, Shaftesbury Town Hall**

Policies and Procedures

1. Purpose of Report

To review the Compliments and Complaints Procedure and the Data Protection Policy.

2. Recommendation

- 2.1. To recommend the Compliments and Complaints Procedure to Full Council for adoption.
- 2.2. To recommend the Data Protection Policy to Full Council for adoption.

3. Background

- 3.1. The Town Council's Constitution was withdrawn at the Extraordinary Meeting of the Council held on 5th April 2016. It would be replaced with each of its constituent Policies, Procedures and Protocols and Council would review each of these in due course.
- 3.2. At its meeting on 26th July 2016 the GEM Committee resolved to form a working party to review policies for consideration by the Council. The group did not meet although a draft document was prepared by Cllr K Tippins and circulated to other members of the Council for comment. This document has been reviewed by the Council's HR Advisor and is provided at **Appendix E**.
- 3.3. The Council's previous Complaints Procedure was adopted on 24th June 2014 and is available for reference on request.
- 3.4. A draft policy for Freedom of Information and Data Protection Act requests is attached in **Appendix F**.
- 3.5. The policy covers the process of receiving requests from members of the public, the type of information that can be requested, the Council's and Councillor's responsibilities.
- 3.6. The policy Includes information to requesters which details the type of information that can be requested and how to make those requests.
- 3.7. The Committee asked that the feasibility of charging is investigated. The Council may currently levy a charge of £10 for Data Protection Act and Subject Access requests in its publication scheme, although the new General Data Protection Regulations due to come into force mid-2018 state that in most cases will be unable to charge for complying with a request.

4. Financial Implications

- 4.1. There are no financial implications.

5. Legal Implications

- 5.1. A Council may delegate responsibility for handling and determining complaints to staff. Many Councils may prefer complaints to be handled by members. If so, they are advised

to appoint a committee or sub-committee responsible for considering and determining complaints. (NALC Legal Topic Note 9E)

- 5.2. The Human Resources Committee's Terms of Reference provide it with the delegation to deal with staff matters including training and disciplinary matters.

6. Risks

- 6.1. There is a risk of lack of consistency and transparency in not having procedures in place.

(End)

Report Authors:

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Project Officer



SHAFTESBURY TOWN COUNCIL

COMPLIMENTS, COMPLAINTS POLICY AND PROCEDURES

COMPLIMENTS, COMPLAINTS, SUGGESTIONS AND OPINIONS

Shaftesbury Town Council aims to provide high quality services on behalf of all who live in the town or visit it, while recognising that we may not always get them right. Should this happen we will try to investigate complaints promptly and fairly.

Please let us know if:-

- You have received exceptionally good service
- You have a suggestion on how to improve our services
- You have been treated unfairly.

We should like to know because:-

- If we have done well, it will help us replicate that service
- If the reasons for our actions are unclear we should like a chance to explain what we have done and why
- If we have been at fault, we can give you a full explanation and an apology. Whenever possible we shall try to improve the situation.

THE IMPORTANCE OF COMPLAINTS

Complaints are valuable because they provide a chance to put things right if there has been an error, and to make sure that the same mistake is not repeated.

It is essential that complaints are dealt with positively. The Town Council is keen to hear people's comments and is committed to making full use of complaints information to contribute to continuous service improvement. Important information about areas for improvement can be obtained both from a single complaint and from patterns of complaints, highlighted by detailed monitoring.

What is a complaint?

Complaints may fall into different categories:-

- Failure to provide a service to an acceptable standard
- Delay in responding to an enquiry or a request for service
- The attitude of an employee of the Council
- Failure to follow the Council's policies, rules or procedures
- Not making the best use of Council resources

- A risk concerning the health and safety issues

Complaints regarding Town Councillors should be sent to the Monitoring Officer, North District Council, Nordon, Salisbury Rd, Blandford Forum Dorset, DT11 7LL.

What is not a Complaint:-

- The first request for action or a service
- A Freedom of Information request
- A claim or a contractual dispute with the council
- Complaints relating to the services of another Council
- Complaints about Councillors; these are referred to the Monitoring Officer

How can Complaints be Made:-

If you wish to have a formal response you should complain to the Town Clerk in writing. Putting your complaint in writing (by letter or email) helps us to be clear about the problem, it also allows us to keep a record of all the points you raise.

Email townclerk@shaftesburytowncouncil.co.uk

Address: The Town Clerk, Shaftesbury Town Council, Town Hall, High St, Shaftesbury SP7 8LY

If the complaint is in respect of the Town Clerk then this should be made to the Chair of the Human Resources Committee, the details of which are available on our website.

When Can a Complaint be Made?

It is far easier to find out what happened and put things right if a complaint is received close to the time the dissatisfaction with the service occurred. As time passes it becomes more difficult to investigate events fully and fairly. Therefore, the council will normally only accept complaints made within three months of the incident or circumstances that led to the complaint being made.

EQUAL OPPORTUNITIES

The Town Council is committed to equal opportunities. Complaints and feedback will be used to highlight discriminatory practices, and to promote equality of opportunity. Complaints by members of the public of discrimination and/or harassment against the Town Council will be dealt with through the complaints procedure unless it is a complaint that should be dealt with through a statutory procedure.

COMPLAINTS OFFICER

The Complaints Officer for the Town Council is the Town Clerk. The Clerk's main duties are:

- The day-to-day operation and management of the procedure, including providing a reference point for staff queries on informal complaints.
- To oversee, and undertake where necessary, the investigation of formal complaints at the first stage, within the relevant time scales.
- To maintain a record of all complaints received including details of the nature of the complaint, action taken, outcome, and time taken to resolve.
- To identify improvement points arising from any complaints.
- To identify staff training issues.

STAGES OF THE PROCEDURE

The stages of the procedure are designed to provide the complainant with a thorough and fair means of redress and to provide a framework for officers to work within.

However, there may be occasions when a complainant makes an approach in a different manner and it is important that the procedure does not in itself become a barrier to effective communication.

Informal Complaint

During the course of daily business, minor complaints may be made to officers about the services we provide. These will usually be dealt with by the relevant officer as appropriate. It is not appropriate for every comment to be treated as a formal complaint. Every effort should be made to deal with these problems immediately, either by providing information, instigating the appropriate action or explaining a decision.

Formal Complaint (First Stage)

A customer may wish to make a formal complaint directly, or may be unsatisfied with the outcome of an informal complaint and may wish to take the matter further. This will be recorded as a complaint and passed to the Town Clerk to investigate, or if about the Town Clerk, the Chair of the Human Resources Committee. The complainant will be notified of the outcome of their complaint in writing within 20 working days of the formal complaint being made. Where this time scale cannot be met, due to the nature of the complaint or resources, the complainant will be informed.

If the complainant remains unsatisfied with the response following an investigation, they should be informed of their right to take the matter further.

Review of Investigation and Complaint (Second Stage)

If the complainant is not satisfied with the first stage response then they can make an appeal to the Mayor. The Mayor will convene an appeal panel within 4 weeks.

The complainant will be called back in to be notified of the outcome.

Unreasonable and Vexatious Complaints

There will be circumstances when a complainant persists in wishing to pursue a complaint when it clearly has no reasonable basis, or when the Council has already taken reasonable action in response, or where some other process, whether through the courts or some other recognised procedure, should or has been taken.

These matters should be referred to the Town Clerk with a summary of the issues and of the attempts made to resolve the complaint. The Clerk may, in such circumstances, decide that no further action can usefully be taken in response to the complainant, and inform the complainant so, making it clear that only new and substantive issues will merit a response.

Anonymous Complaints

Anonymous complaints should be referred to the Town Clerk, and may be acted on at their discretion, according to the type and seriousness of the allegation.

RESOLUTION AND REMEDIES

The aim in dealing with all complaints is to reach a resolution or remedy that satisfies the complainant, whether it is the remedy they were originally seeking or not.

Where a complaint is found to be at all justified, consideration may need to be given to the question of an appropriate remedy (the Town Clerk to make any final decision regarding remedy). An explanation or an apology will always be needed.

Recommended to council on: dd mmm 2016

Adopted by Council on: dd mmm 2016

To be reviewed every two years

Shaftesbury Town Council **[Draft] Freedom of Information and Data Protection Act Policy**

The Proper Officer/Clerk will be responsible for dealing with requests made under the Data Protection Act 1998 [DPA] and the Freedom of Information Act 2000 [Fol], in respect of information held by the Council. The Proper Officer to delegate the preparation of responses to Freedom of Information and Subject Access requests, to an Officer of the Council whose role is to act as the authority's Freedom of Information Officer and in accordance with government guidelines.

The Proper Officer is responsible for determining on exemptions under the Freedom of Information Act 2000.

In the absence of the Proper Officer, the Deputy Town Clerk will act to determine on exemptions.

In the absence of the Freedom of Information Officer, the Clerk will delegate the preparation of a response, to an Officer who will be familiar with the subject of the request.

Access to Information held by the Authority

The Freedom of Information Act 2000 provides public access to information held by public authorities.

It does this in two ways:

- public authorities are obliged to publish certain information about their activities; and
- members of the public are entitled to request information from public authorities.

The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland. Information held by Scottish public authorities is covered by Scotland's own Freedom of Information (Scotland) Act 2002.

Public authorities include government departments, local authorities, the NHS, state schools and police forces. However, the Act does not necessarily cover every organisation that receives public money. For example, it does not cover some charities that receive grants and certain private sector organisations that perform public functions.

Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

The Act does not give people access to their own personal data (information about themselves) such as their health records or credit reference file. If a member of the public wants to see information that a public authority holds about them, they should make a subject access request under the Data Protection Act 1998.

The deleting or concealing of information with the intention of preventing its disclosure following receipt of a request is a criminal offence under section 77 of FOIA. For example, where information that is covered by a request is knowingly treated as not held because it is held in a private email account, this may count as concealment intended to prevent the disclosure of information, with the person concealing the information being liable to prosecution.

Access to information held by Local Councillors

Councillors in local government that use external email addresses with information held in relation to them, derives from the fact that elected members of a council are likely to have a number of different roles. Some will relate to their function as elected members (for example, corresponding with residents in their ward, discussing council business with fellow members in the context of voting strategy or campaigning on behalf of a political party) and some will relate to the functions of the local authority (for example, being a cabinet member and having executive responsibility for a service area, carrying out administrative functions or representing the authority, such as on a regional forum).

Situations where information legitimately requested under FOIA includes relevant information held on private email accounts will be rare. However, when a request for information is received, public authorities should consider all locations where relevant information may be held. This may include private email accounts.

Information held in non-work personal email accounts (e.g. Hotmail, Yahoo and Gmail) may be subject to FOIA if it relates to the official business of the public authority. All such information which is held by someone who has a direct, formal connection with the public authority is potentially subject to FOIA regardless of whether it is held in an official or private email account. If the information held in a private account amounts to public authority business it is very likely to be held on behalf of the public authority in accordance with section 3(2)(b).

Local authorities are public authorities for the purposes of FOIA, but individual elected members are not. Therefore, information held by councillors for their own purposes will not be covered by FOIA, but information they hold on behalf of, or as part of, the local authority will be covered (section 3(2)(b)) of the Act.

Information created or received by a councillor but held on a local authority's premises or computer system will be covered if it is held by the authority on its own behalf (section 3(2)(a)). It will not be covered by FOIA if it was produced by the councillor for private or political purposes and the authority is just providing storage, office space or computing facilities (ie the authority is not holding the information to any extent for its own purposes).

There is a need to have a clear demarcation between political and departmental work. In the local government context, there is a need to have a clear demarcation between Council business and work for individuals as their local representative.

https://ico.org.uk/media/for-organisations/documents/1148/information_held_by_a_public_authority_for_purposes_of_foia.pdf

How to request information under the Freedom of Information Act 2000

A request should be made, in writing, to the Town Council using the Information Request Form (Appendix i), which can be found on the Council's website.

The public have a right to ask for information only relates to information held by the Council at the time the request is made. 'Information' may be in any form eg a paper document, computerised records, printouts, maps, plans, microfilm, microfiche, audio-visual material, etc. FOI provides a right to 'information' rather than to records or documents. Although there is no requirement to specify any particular document, the information requested must be described in as much detail as possible. The Council publishes a wide range of information. The Council's Publication Scheme to find out whether the information requested has already been published or if there are plans to do so. A Freedom of Information request form (see Appendix i) can be found on our Freedom of Information website page.

A copy of the Publication Scheme is available online at: <http://shaftesburytowncouncil.co.uk/policies> .

When making a Freedom of Information request, try to be as specific as possible, following the Information Commissioners Guidelines:

- * *You can ask for any information you think a public authority may hold. The right only covers recorded information.*
- * *You should identify the information you want as clearly as possible.*
- * *Your request can be in the form of a question, rather than a request for specific documents, but the authority does not have to answer your question if this would mean creating new information or giving an opinion or judgment that is not already recorded.*
- * *Some information may not be given to you because it is exempt, for example because it would unfairly reveal personal details about somebody else.*

Does a reason need to be given to see information?

No reason has to be provided as to why the request for information has been made. The Council must give you an explanation if you are not given what you ask for.

Requests for personal information about myself?

A request for personal information about yourself must be made under the Data Protection Act 1998 and not FOI.

Can a request be made for personal information about a third party?

Personal Information relating to a third party will be dealt with under FOI. However, before you are given access to personal information relating to a third party, you may be asked to provide proof of the third party's consent to the disclosure.

How to make a request for information?

Requests/applications must be in legible form ie: in writing and capable of being used for subsequent reference. Try to provide as much information as possible to enable the Council to identify and locate the information which you are seeking or requesting. A Freedom of Information request form can be found on our Freedom of Information website page.

Please address your request to:

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

How to make a request for information if suffering from a disability, are ill or illiterate?

If you are unable to put your request in writing perhaps as a result of illiteracy, disability or illness, you may wish to ask another person or agency (such as the Citizens Advice Bureau) to help you or to make the request on your behalf. The Council has a legal duty to provide you with reasonable advice assistance. This may include:

1. Accepting an oral request where you are unable to read, print and/or write due to your disability;
2. Enabling you to inspect or have the information you are requesting explained to you;
4. Taking a note of your request over the telephone and then sending the note to you for confirmation;

Requests for further assistance must be addressed to the Town Clerk at the address above.

Are there limits to the information asked for?

Confidentiality is sometimes necessary to ensure the effectiveness of the Council's decision-making and to protect commercial interests, information provided in confidence, personal information and other important interests. For these reasons, some categories of Council information are not covered by the commitment to provide information. Nevertheless, it is the Council's aim to ensure that information should be made available unless it is clearly not in the public interest to do so. All requests for information will be considered on their merits.

How to describe the information asked for?

If at all possible, describe the information as fully as possible to enable the Council to identify and locate it. If the request is for personal information, please state precisely in whose name the information is held. Access will not normally be given to the personal information of another person unless you have obtained the written consent of that person (see above). Where insufficient information is provided to enable the Council to identify or locate the information asked for or where the request is ambiguous, the Council will as far as practicable provide assistance to enable a clearer description of the information requested. The aim of this assistance will be to clarify the nature of the information sought and not to determine your aims or motivation for asking for the information. Where information is likely to be refused on cost grounds, the Council will give you an indication of what information could be provided within the costs ceiling (see below).

What happens if the Council does not hold the information?

The Council may not hold the information requested because the information may have been destroyed in accordance with the Council's data retention policies or the information may be held by another public body. In such cases, the requester will be told that the Council does not hold the information. Where the Council believes that the information is held by another public body and that it would be appropriate to transfer the request to that other body, you will be asked whether you have any objections to the Council making the transfer. The public

body will be asked whether it consents to your application being transferred to it. An application will only be transferred with the requesters consent and with the consent of the other public body.

Can the council charge a fee?

In certain circumstances the Council can charge a fee. Charges may apply in respect of the search and retrieval of information in addition to charges relating to photocopying, postage, video, tape, disk and computer runs. Full details of charges levied by the Council are available from the Town Clerk at the address above. Fees may be waived where the information you are seeking would be of particular assistance to your understanding of an issue of local importance.

How is the information requested received?

You are entitled to say how you wish the information to be communicated to you. This may be by email or letter, in the form of a digest or summary of the information or by inspection of the information at the Council's Offices on a date and at a time to be mutually agreed with the Town Clerk

When must the Council provide the information asked for?

The Council will respond promptly to requests for information and in any event not later than on the 20th working day of the date of receipt of the application for a request. If it is likely to take longer, the Council will let advise.

Can the Council refuse requests for information?

In certain circumstances the Council refuse requests for information. Vexatious and repeated requests and/or applications made with the aim of frustrating the operations of the Council may be refused. The Council may refuse to accede to a request for information where the Council estimates that the costs of complying with the request would exceed the costs ceiling set by the Council (refer to Note 11 above). The Council may also refuse to accede to a request for information where the information is considered to be exempted under FOI (refer to Note 8 above). An explanation of the reasons for refusing your request for information will be provided.

Can an appeal against the Council's decision to refuse my request for information be made?

If you are not satisfied with the decision ie your request has been refused or where it is considered that the request made has not been properly handled and the issue cannot be resolved in discussion with the Town Clerk a request for an 'internal review' of the decision can be made. A request for an internal review must be submitted within 4 weeks of the date of the decision to:

The Chairman, Shaftesbury Town Council
The Town Hall, High Street
Shaftesbury, Dorset SP7 8LY
Telephone: (01747) 852420

Email: enquiries@shaftesburytowncouncil.co.uk

If you are not satisfied with the decision on 'internal review', or where the Council has failed to respond within the time specified or within the time agreed between the requester and the Council, they may apply to the Information Commissioner for an independent review at the following address:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone: (01625) 545700

Website: www.dataprotection.gov.uk/dpr/foi.nsf

Who to contact for further information or assistance on Freedom of Information?

The Freedom of Information Act 2000 is available from any Government Publications Sales Office and from the Information Commissioner's Web site www.dataprotection.gov.uk/dpr/foi.nsf.

Monitoring of requests received by the Council is a necessary element of an established programme for recording and analysing the types of information requested and the Council's overall performance in handling requests. Wherever possible, the Council will keep information used for requests monitoring in an anonymised form so that it cannot be linked to any particular individual. All or part of the statistical information provided may be disclosed or supplied to relevant committees of the Council and to external organisations or bodies such as the Audit

Commission/Information Commissioner for statistical information purposes. The data collected for monitoring purposes is aggregated, kept apart

Data Protection Act 1998 – Subject Access Requests

The Data Protection Act 1998 applies to the processing, holding and deletion of personal data that identifies a living individual. It applies to personal data regardless of the format in which the data is held in, i.e. it applies equally to paper and electronic records. The Data Protection Act confers enhanced rights of privacy on the individual and certain obligations on the Data Controller, i.e. the body processing the personal Data. There are eight data protection principles and an individual has the right to request to see their own information. The Data Protection Act is enforced by the Office of the Information Commissioner.

What are the key features of the Data Protection Act?

- ♦ It imposes rules for organisations in the collection, processing, storage, retention and destruction of personal information • It protects all recorded personal information (paper and electronic)
- ♦ It gives improved privacy rights to all individuals
- ♦ It is enforced and promoted by the Office of the Information Commissioner

What are the eight data protection principles?

Personal Data must:

1. be processed fairly and lawfully
2. be for a lawful and specific purpose
3. be adequate and relevant and not excessive for the purpose
4. be accurate and kept up to date
5. be kept for no longer than necessary
6. be processed in accordance with subject rights
7. be kept securely so as to prevent unauthorised access, damage, loss etc
8. not be transferred outside of EEA without adequate protection being ensured

What are an individual's rights?

These rights include:

- ♦ The right to access your own information (subject access)
- ♦ The right to prevent processing for the purpose of direct marketing
- ♦ The right to prevent processing likely to cause damage and distress
- ♦ Rights in relation of automated decision Making
- ♦ Compensation for failure to comply with the Act
- ♦ The right to request the correction, blocking, erasure and destruction of incorrect information
- ♦ Rights to ask the Information Commissioner to investigate contravention of the Act.

How to make a subject Access request?

When requesting your personal information from an organisation, try to be as specific as possible, following the Information Commissioners Guidelines:

- * *your full name, address and contact telephone number;*
- * *any information used by the organisation to identify or distinguish you from others of the same name (account numbers, unique ID's etc);*
- * *details of the specific information you require and any relevant dates, for example:*
 - ♦ *(if applicable) your personnel file;*
 - ♦ *emails between 'A' and 'B' (between 1/6/11 and 1/9/11);*
 - ♦ *CCTV camera situated at ('E' location) on 23/5/12 between 11am and 5pm;*
 - ♦ *copies of statements (between 2006 & 2009) held in account number xxxxx .*

The Information Commissioner has a Subject Access template request letter (Appendix ii) you may wish to use. This can be found at: <https://ico.org.uk/for-the-public/personal-information/>

Requests must be responded to in more than 40 days from receipt of the request. **Shaftesbury Town Council may charge a fee of up to £10 for responding to a subject access request.** Proof of identity may be required.

In principle individuals have a right to be given a copy of all the information contained in their files. The main exceptions are:

- ♦ If the information on a file identifies other people, i.e., That information will be removed unless the third parties have agreed to the disclosure.
- ♦ If the disclosure of the information risks serious harm to the physical or mental health of the data subject/ any other person.
- ♦ If the individuals entitled to access has expressly asked that some or all of the information should not be disclosed (e.g. to the agent acting on their behalf) or if a third party have provided information on the assumption that it will not be disclosed;
- ♦ If it would hinder the prevention and detection of crime or the prosecution or apprehension of offenders to provide the information.

How to manage and safeguard personal information?

The Information Commissioner's Office has published advice and guidance for members of the public on how to manage and safeguard their own personal information. A **Personal Information Toolkit** is available directly from the Information Commissioner's website.

For further information about your rights under the Data Protection Act 1998, contact:

Office of the Information Commissioners:
The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: (01625) 545700

Website: <https://ico.org.uk/for-the-public/personal-information/>

This policy will be updated with the General Data Protection Regulation (GDPR) expected to come in to force mid-2018.

Appendix i



FREEDOM OF INFORMATION REQUEST FORM



Please complete this form when requesting information from Shaftesbury Town Council, providing as much detail as possible about the information you are requesting. This will enable the Council to identify and locate the relevant information to enable your request to be processed in an efficient manner.

Please return the completed form to: Shaftesbury Town Council, The Town Hall, High Street, Shaftesbury, Dorset SP7 8JE

Applicant Details:

Title:

Forename:

Surname:

Name of Organisation:

Address:

Contact Telephone No:

Home:

Work:

Email Address:

Details of Request:

Please provide a detailed description of the information you are requesting. Ambiguous requests will be returned for additional information to enable the Council to identify and locate the information requested. Please continue on a separate sheet if necessary.

Please continue overleaf

Fees and Charges

The Council may charge a fee for providing the information you have requested. If you would like to know more about fees, please see the Fee Charging Policy which explains the charges that may be made. This policy is used by all local authorities in Dorset. If it is found necessary to make a charge, you will be notified of the amount payable following receipt of your request for information.

Advice and Assistance

- You can ask for any information you think a public authority may hold. The right only covers recorded information which includes information held on computers, in emails and in printed or handwritten documents as well as images, video and audio recordings.
- You should identify the information you want as clearly as possible.
- Your request can be in the form of a question, rather than a request for specific documents, but the authority does not have to answer the question if this would mean creating new information or giving an opinion or judgment that is not already recorded.
- Some information may not be given because it is exempt, for example because it would unfairly reveal personal details about somebody else.

For advice and guidance on submitting a request for information, visit the Information Commissioner's website at: [http://www.ico.org.uk/for the public/official information](http://www.ico.org.uk/for_the_public/official_information)

Data Protection



The personal information you provide will be used to process and administer your request for information. It may be shared internally within the Council and externally with other agencies for this purpose. Personal information will be held in accordance with the requirements of the Data Protection Act 1998.

Appendix ii

Subject Access request letter template

[Your full address]
[Phone number]
[The date]

[Name and address of the organisation]

Dear Sir or Madam

Subject access request

[Your full name and address and any other details to help identify you and the information you want.]

Please supply the information about me I am entitled to under the Data Protection Act 1998 relating to: [give specific details of the information you want, for example

- your personnel file;
- emails between 'A' and 'B' (between 1/6/11 and 1/9/11);
- your medical records (between 2006 & 2009) held by Dr 'C' at 'D' hospital;
- CCTV camera situated at ('E' location) on 23/5/12 between 11am and 5pm;
- copies of statements (between 2006 & 2009) held in account number xxxxx).]

If you need any more information from me, or a fee, please let me know as soon as possible.

It may be helpful for you to know that a request for information under the Data Protection Act 1998 should be responded to within 40 days.

If you do not normally deal with these requests, please pass this letter to your Data Protection Officer. If you need advice on dealing with this request, the Information Commissioner's Office can assist you and can be contacted on 0303 123 1113 or at ico.org.uk

Yours faithfully
[Signature]

**Report 1116GEM08 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 15th November 2016 in
the Council Chamber, Shaftesbury Town Hall**

Public Toilet Refurbishment – Changing Places

1. Purpose of Report

To consider refurbishing the Bell Street toilets to accommodate a Changing Places facility.

2. Recommendation

- 2.1. That consideration is given to improvements to the Bell Street Toilets and appropriate budgetary provision made.

3. Background

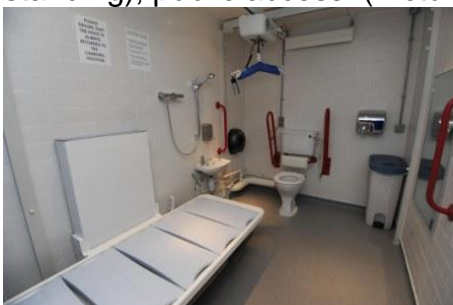
- 3.1. The General Management Committee expressed an interest in refurbishing the Public Toilets at Bell Street to include a Changing Places facility. The current provision is three standard unisex units and one disabled toilet. More information about Changing Places is available on their website <http://www.changing-places.org/>
- 3.2. A Changing Places guide has been circulated to all members for information and is available from the office on request. A summary of the requirements is detailed below.

Changing Places - mandatory size for new build, complies with space and equipment fit out standards set out in BS8300 (shower optional) -
Facilities with a peninsular toilet, full 12 sqm space, ceiling tracking hoist, adult sized height adjustable bench (wall mounted or free standing), public access. (Picture below)



Changing Places (U) - undersized unit that does not fully meet BS8300, when the only option in an existing building

Peninsular toilet (or corner toilet if only option available), smaller than recommended 12 sqm, ceiling tracking hoist or mobile hoist, adult sized height adjustable bench (wall mounted or free standing), public access. (Picture below)



Equipment

In addition to the standard features of an accessible toilet, such as an emergency alarm and grab rails, a Changing Places toilet should have the following specialist equipment:

Specialist equipment needed in a Changing Places toilet	Requirements to meet the Changing Places standard
A height adjustable, adult sized changing bench	The changing bench should be a minimum length of 1800mm and width of 800mm The bench must be height-adjustable The bench can be either free-standing or wall mounted.
A tracking hoist system, or mobile hoist	A track hoist system (either wall or ceiling mounted) is strongly preferred. A mobile hoist is permissible if a track hoist cannot be installed. The hoist should provide access to the toilet, washbasin, changing bench and open space to transfer. The hoist should conform to BS EN ISO 10535
Adequate space in the changing area for the disabled person and up to two carers	The changing places facility should be 3m x 4m or the equivalent floor space of 12sqm, with a minimum ceiling height of 2.4m
A centrally placed toilet with space either side for the carers	A toilet should be placed in a peninsular arrangement, at least 1m away from the wall on either side. The toilet should have a seat height of 480mm The toilet can be a standard manual toilet. A close coupled or wash-and-dry toilet could be provided, but is not a requirement.
A screen or curtain to allow the disabled person and carer some privacy	A dignity screen/curtain should be provided
Wide tear off paper roll to cover the bench	Wide tear off paper roll should be provided in a dispenser to the adjacent bench
A large waste bin for disposable pads	A large waste bin for disposable pads should be provided
A non-slip floor	A non-slip floor must be provided
Washbasin	Standard washbasins are acceptable. If possible, a height adjustable model should be provided. The washbasin should have clear knee space below the bowl. If the washbasin is not height adjustable, the basin should be installed 720-740mm from the floor.
Shower/floor drain	Showers are not a requirement of Changing Places. A shower/floor drain should be considered for specific relevant type of managed buildings such as leisure centres and transport hubs.

These features should be provided alongside those of a standard accessible toilet.

- 3.3. The provision of a Changing Places facility cannot be achieved within the existing disabled toilet. The Committee is therefore asked if it wishes to continue with obtaining costs for removing the current facility and providing a new one, if it wishes to investigate

other options for improvement of the facility and if budgetary provision is required for the 2017/18 budget.

4. Financial Implications

- 4.1. Estimates will be sought if the Committee is minded to investigate this option further and appropriate provision included in the budget.
- 4.2. The Bell Street Toilets were last refurbished in 2008 by North Dorset District Council at a cost of approximately £80,000, calculating an annual 3% increase, a similar project today would cost approximately £102,000.
- 4.3. There would be ongoing financial implications for maintenance, annual risk assessment and load testing.

5. Legal Implications

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

6. Risks

- 6.1. The improved facility may provide an attractive venue for less desirable customers.
- 6.2. That the expenditure may not be considered to be in the interests of or directly benefit the area or its inhabitants.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report 1116GEM09 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 15th November 2016 in
the Council Chamber, Shaftesbury Town Hall**

Football Club

1. Purpose of Report

To consider the request for rent review for the Football Club

2. Recommendation

- 2.1. That the Committee recommends to Council the rent for the Shaftesbury Football Club.

3. Background

- 3.1. The Council has received correspondence from the Shaftesbury Football Club requesting a rent review. The General Management Committee was asked to consider this request and make its recommendations back to Full Council.
- 3.2. The letter was provided to members by email on 27th September 2016.
- 3.3. Notwithstanding this request, the Council has agreed to combine the leases for the Clubhouse and Pitch into a single 12-year lease (minute reference FC37) subject to the southern boundary being confirmed, following Dorset County Council Highways cycleway survey.
- 3.4. Dorset County Council has carried out a site visit and assessment of the proposed cycleway route and confirmed that it would not be possible to progress a cycleway on the land between Coppice Street and the Football Club.
- 3.5. Considering the information at 3.4, Officers will instruct the Council's solicitor to prepare the appropriate lease. Any rent recommendations approved by Council can therefore be incorporated.

4. Financial Implications

- 4.1. There is no expenditure relating to this item.

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

**Report 1116GEM10 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 15th November 2016 in
the Council Chamber, Shaftesbury Town Hall**

Swimming Pool

1. Purpose of Report

To consider drainage improvements to the Shaftesbury Pool.

2. Recommendation

- 2.1. To delegate up to £750 to Officers for the improvement of drainage at the Swimming Pool.

3. Background

- 3.1. The Pool Manager has identified essential works required to the pool prior to opening again for the 2018 season.
- 3.2. The pool has suffered from the problem of holding water around the pool side (particularly at the shallow end). Work is required to investigate the soft patches under the rubber flooring and to repair these along with any other pool side related issues.
- 3.3. The works involved are;
- 3.3.1. To cut grout from between the coping tiles in worst affected areas
- 3.3.2. Clean up after works
- 3.3.3. Investigate soft patches around the pool under the rubber rock floors and advise
- 3.4. Comparative quotes are being sought, the first estimate received is for £630 plus VAT and any materials required to be charged extra.

4. Financial Implications

- 4.1. Funds available £6,254
Estimated expenditure outlined above..... - £750
Funds remaining..... £5,504
- 4.2. Financial Regulation 4.1 requires that expenditure on revenue items is to be determined by a duly delegated committee of the council for items over £500; or

5. Legal Implications

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

6. Risks

- 6.1. Not carrying out repairs at this stage could incur greater repair bills in the future.

(End)

Report Author:
Claire Commons, Interim Deputy Town Clerk

**Report 1116GEM11 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 15th November 2016 in
the Council Chamber, Shaftesbury Town Hall**

Enmore Green Pond

1. Purpose of Report

To consider dredging works to the pond in Enmore Green

2. Recommendation

- 2.1. To recommend appropriate budgetary provision for dredging of the pond at Enmore Green.

3. Background

- 3.1. A site meeting at Castle Hill was held with the Dorset Rangers on 5th October 2016 to review the works required to the area currently maintained under agreement with the Ranger service both in the short and medium term.
- 3.2. Dredging of the pond at Enmore Green was identified as a requirement within the management plan but the cost of which fell outside it.
- 3.3. Failure to dredge the pond will increase the level of silt and reduce the ability for the pond to manage the water resulting from springs in the area. This causes problems of flooding on the road adjacent to the pond and the nearby property.
- 3.4. The last time the pond was dredged was in 2010 at a cost of £5,000 including some tree work and hedge laying.
- 3.5. Up-to-date quotes were requested in October but are still awaited.

4. Financial Implications

- 4.1. There is no budgetary provision for this work. Members may consider expenditure from General Reserves or make the appropriate budgetary provision for the financial year 2017/18.

5. Legal Implications

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

6. Risks

- 6.1. Failure to dredge the pond in a timely manner may create flood issues for local residents.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report 1116GEM11 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 15th November 2016 in
the Council Chamber, Shaftesbury Town Hall**

Enmore Green Allotments

1. Purpose of Report

To consider lease for Enmore Green Allotments.

2. Recommendation

- 2.1. That the Council renews the lease with the Trustees of the Enmore Green Allotmenters for a period of ten years and increases the annual rent from £5 to £10.

3. Background

- 3.1. The current lease with the Trustees of the Enmore Green Allotmenters has expired and a request from the trustees has been received to increase the rent from £5 to £10 per annum and the length of lease from 5 years to 10 years.
- 3.2. The expired lease has been circulated to members for reference.

4. Financial Implications

- 4.1. Funds available (Legal and Professional)..... £23,467
Estimated expenditure for revised lease..... - £100
Budget remaining **£23,367**

- 4.2. Financial Regulation 4.1 requires that expenditure on revenue items is to be determined by the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

5. Legal Implications

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

6. Risks

- 6.1. The Council should maintain an up-to-date lease to ensure protection of its assets.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report 1116GEM13 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 15th November 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

2.1. That the Committee receives and notes the report.

3. Updates

- 3.1. A30 Allotments – A site visit has been carried out with Dorset County Council to confirm the feasibility of constructing a path to access the proposed allotments alongside the A30. Concern was expressed at the possible cost of constructing the path and further enquiries have been made which indicate that the path can be cleared, constructed and a post and rail fence erected within the associated committed sum. It is possible that the construction of the car park may need to be undertaken as Phase 2 and appropriate funds raised for this purpose. The draft budget considered at item 6 of this agenda makes a provision of £25,000 for this purpose. The request to transfer has been made to the District Council.
- 3.2. Town Hall emergency repairs – Contractors are standing by to commence the emergency works requested pending confirmation from North Dorset District Council that Listed Building Consent is not required for these works. Further updates will be provided to members by email as appropriate.

4. Correspondence

There has been no additional correspondence received relevant to the work of the Committee. Any received between the date of the agenda and the meeting will be tabled.

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 1116GEM14 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 15th November 2016 in
the Council Chamber, Shaftesbury Town Hall**

Future Meetings of the Committee

1. Purpose of Report

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

2. Recommendation

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

3. Date of next meeting

The next scheduled meeting of the Committee is 17th January 2017.

4. Items for next meeting

- 4.1. The Committee is requested to consider items for inclusion on the agenda for its next meeting in order to provide sufficient time for matters to be researched and reports written for issue with the agenda papers and in turn provide for greater transparency and informed decision making.
- 4.2. Consideration should be given to the purpose of any subject for inclusion, an indication of what is hoped can be achieved by the item will help to focus the report and subsequent debate and avoid general discussion.
- 4.3. Items already noted for consideration are;
 - Budget – Final recommendations to Council for resolution of Budget and precept request.

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