



Shaftesbury Town Council

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To: All members of Shaftesbury Town Council

You are required to attend a meeting of the Council

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

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

Nick Randle OBE

Locum 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	p4
To confirm as a correct record, the minutes of the previous meetings of the Council.	
Report 1216FC03	
04. Neighbourhood Plan	p5
To receive recommendations on the Terms of Reference and report from the Neighbourhood Planning Group and consider these items for adoption..	
Report 1216FC04	

Agenda Item		
05.	Reports To receive reports from the Mayor, District and County Councillors, Representatives to Local Organisations and any other meetings held with key partners or organisations. Report 1216FC05	p15
06.	Reports from Committees To receive the minutes of Committee meetings (for information) and to receive any reports from Committee Chairmen. Report 1216FC06	p24
07.	Payments To consider payments for authorisation. Report 1216FC07	p25
08.	Budget To consider budget recommendations for 2017/18. Report 1216FC08	p27
09.	Enmore Green Pond - dredging To consider a recommendation from the Recreation, Open Spaces and Environment Committee to dredge the pond at Enmore Green. Report 1216FC09	p40
10.	Grounds Team Mower To consider a recommendation from the Recreation, Open Spaces and Environment Committee to purchase a Ransomes MP653. Report 1216FC10	p41
11.	Donkey Field Community Orchard To consider a recommendation from the Recreation, Open Spaces and Environment Committee to enter into a Licence Agreement with the Donkey Field Community Orchard. Report 1216FC11	p42
12.	Multi Copier / Print Contract To consider quotations received for the provision of a multi-function copier printer contract. Report 1216FC12	p43
13.	Community Grants To consider Community Grant requests from the organisations below. Report 1216FC13	p46
14.	Mobile Phone Contract To consider quotations received for the provision of a mobile phone contract for three mobile phones for the Grounds Team. Report 1216FC14	p53

Agenda Item		
15.	Notice of Motion – Westminster Memorial Hospital To consider establishing a working group for matters concerning the Westminster Memorial Hospital	p56 Report 1216FC15
16.	Land at Salisbury Street To consider engaging with Dorset County Council regarding the possible acquisition of land at Salisbury Street.	p61 Report 1216FC16
17.	Officer Report and Future Meetings of the Council To receive any correspondence and updates relating to the work of the Council, to confirm the date of the next meeting and to identify matters for inclusion on the agenda.	p64 Report 1216FC17

(End)

**Report 1216FC03 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th December 2016 in the Council
Chamber, Shaftesbury Town Hall**

Minutes

1. Purpose of Report

To confirm as a correct record, the minutes of the previous meetings of the Council.

2. Recommendation

2.1. That the Council confirms the accuracy of the minutes and adopts them.

3. Minutes to be adopted

3.1. 11th October 2016 Full Council

3.2. 25th October 2016 Reconvened Full Council from 11th October 2016

3.3. 25th October 2016 Extraordinary Full Council

3.4. 1st November 2016 Extraordinary Full Council

3.5. 15th November 2016 Extraordinary Full Council

4. Financial Implication

4.1. There is no financial implication arising from this report

5. Legal Implications

5.1. The signed minutes form the legal record of the Council meetings.

6. Risk

6.1. There are no risks identified in this report

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report 1216FC04 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th December 2016 in the Council
Chamber, Shaftesbury Town Hall**

Neighbourhood Plan

1. Purpose of Report

To receive recommendations on the Terms of Reference and report from the Neighbourhood Planning Group and consider these items for adoption.

2. Recommendation

- 2.1. That the Council adopts the Neighbourhood Plan Consultant report. (Please refer to your papers of the 11th October for this report).
- 2.2. That the Council approves Terms of Reference for the Neighbourhood Plan Group.

3. Background

- 3.1. At its meeting on 11th October 2016, the Council deferred the Neighbourhood Plan Terms of Reference and Report pending consideration by the Planning and Highways Committee. Please refer to your papers of that meeting for the appendices.
- 3.2. The Planning and Highways Committee provided its response to the consultation which is detailed at **Appendix A**.
- 3.3. The Neighbourhood Plan Group has subsequently met on 20th October 2016 and will provide a further update to the Council.

- 3.4. The Internal Auditor has provided the following advice;

The key principle is that STC sets a budget for the Neighbourhood plan that it monitors. So long as the spending stays within that budget and is all properly authorised then Clerk's delegated authority should cover most stuff.

The Neighbourhood Plan group cannot "spend" anything. It can request that services and goods are provided - under the oversight of STC - but at the end of the day, all providers and suppliers must be made aware that their "customer" is STC and that public sector spending rules will apply.

So long as every member of the group is reminded that they may not head off on their own to commission work it should be OK. The TOR document looks like several others I've seen.

- 3.5. At the Neighbourhood Planning Group meeting of 17th November, Councillor Kenealy (Melbury and Cann Parish Council Chairman) volunteered to revise the 2012 Terms of Reference and submit them to the Neighbourhood Plan Group and the Parish and Town Councils for adoption. These are provided at **Appendix B**.
- 3.6. The Neighbourhood Plan Group's Terms of Reference ultimately need to be approved by both Councils in the designated area.

4. Financial Implications

- 4.1. There is no financial implication arising from this report.

5. Legal Implications

- 5.1. Legal implications are outlined in the auditor's advice above

6. **Risks**

The risk is if the Neighbourhood Plan Group does not have Terms of Reference approved by both Councils the Neighbourhood Plan could fail at referendum stage.

(End)

Report Author:

Claire Commons

Interim Deputy Town Clerk

Appendix A.

The email provided to the Neighbourhood Plan Group from the Planning and Highways committee read;

At the P&H Committee last night, the Committee considered the Neighbourhood Planning Group's Terms of Reference. The Committee was very mindful of the need to expedite this matter and get full agreement at the next Full Council meeting.

The Neighbourhood Plan Group Terms of Reference have been re-drafted (attached) by the P&H Committee for consideration, to reflect the following concerns:

- Although STC made the application on behalf of itself and MACPC to NDDC for a Designated Neighbourhood Area, it is stated quite clearly within the application letter that MACPC wanted the plan to be developed jointly by both STC and MACPC, so all policies should reflect this. If STC is to be the designated lead then this should be fully agreed and minuted etc by both STC and MACPC.
- The lack of reference to the responsibilities of both STC and MACPC (Please see: <http://planningguidance.communities.gov.uk/blog/guidance/neighbourhood-planning/who-leads-neighbourhood-planning-in-an-area/>)
- The fact that the Chairman of MACPC had not had sight of the draft ToR, which were as far as we can see, drafted in Jun 2016.
- The apparent lack of an agreement between MACPC and STC over the form of the ToR.
- The placing of the ToR before the STC Full Council for a resolution to accept them before a properly minuted agreement in principle by the Neighbourhood Plan Group (NPG) and both STC and MACPC.
- If this is the first draft of the group ToR then the Committee was also concerned that STC and/or grant money may have been spent without a proper audit trail.
- There appears to be a lack of minuted approval from both councils to delegate spending authority to the NPG.
- The ToR need to be signed by the Chairmen of both councils to indicate Full Council approval has been obtained.

In the Committee's view, the first move of the NPG should be to agree the ToR and recommend they be put to respective councils for ratification, vote on it, minute it. Then pass on to STC and MACPC. STC could then agree this on Tuesday with the proviso that MACPC also sign up to them unamended.

The Committee suggests that this be done as first order of business by the Group on Thursday (tomorrow).

Shaftesbury and Melbury Abbas & Cann Neighbourhood Plan Group

Terms of Reference

Shaftesbury Town Council (STC) and Melbury Abbas & Cann Parish Council (MACPC) have agreed to form a combined Designated Neighbourhood Area for the purpose of formulating a Neighbourhood Plan in accordance with current legislation.

STC and MACPC are jointly responsible bodies for the preparation of the Neighbourhood Plan, although the communities concerned will ultimately decide through the referendum procedure whether the plan should be adopted or not.

STC and MACPC have formed a joint Neighbourhood Planning Group (NPG) to help manage the process and to prepare the Neighbourhood Plan for the Designated Neighbourhood Area.

Responsibilities:

The NPG will be responsible to both STC and MACPC for the following:

1. Conducting fully accountable meetings, with properly publicised agendas and minutes which include all recommendations and resolutions.
2. Keeping both STC and MACPC fully informed.
3. Preparing a programme for producing the Neighbourhood Plan.
4. Applying for, and using, grant funding in compliance with all relevant legislation.
5. Any funds received, on behalf of STC and MACPC, will be held by STC, and all expenditure of the NPG must be agreed by both STC and MACPC within their respective council rules.
6. Liaising with officers of relevant councils and other statutory bodies likely to have an interest in the neighbourhood plan.
7. Informing and consulting as necessary with the local community and other interested bodies, to progress the Neighbourhood Plan and with the aim of making sure that all members of both communities within the Designated Neighbourhood Area are able to be involved in the process.
8. Gathering the evidence required with which to formulate the Plan.
9. Appointing professional advisers as necessary to assist with preparation of the plan.
10. Preparing a draft Neighbourhood Plan as informed by the results of public consultation(s).

NPG Membership:

1. The NPG will include at least one member of each council (STC and MACPC), together with volunteers living and/or working within the Designated Neighbourhood Area. There must be at least one volunteer from the STC area and one from the MACPC area.

2. All members of the NPG should live or work in the Designated

Neighbourhood Area, or otherwise be able to demonstrate that they have the skills and/or knowledge that would be of use to the process.

3. The NPG should normally consist of at least four and up to 12 members.

New members can join the group at any time, having made contact with the Chairman, although a temporary cap may need to be imposed if there would be more than 16 people active on the NPG.

4. The NPG members will elect the Group's Chairman and Secretary.

5. Members who miss three consecutive meetings with no reason may be assumed to have left the group.

6. A list of people on the NPG will be published and updated as appropriate.

NPG Members are expected to:

1. Operate in a democratic, transparent and fair fashion
2. Treat other members of the group with respect and dignity
3. Allow opinions and ideas to be put forward by all
4. Work constructively with all sectors of the community
5. Look positively for solutions to enable development that is needed locally to come forward, whilst protecting those features that are most valued.

Any person joining the NPG is deemed to have agreed to these terms of reference.

NPG Meetings

Meetings of the NPG will normally be held in the Shaftesbury Town Hall on the second Thursday of each month. These arrangements however, may be subject to change dependant on the work programme and the availability of sufficient NPG members.

Members of the public or representatives from relevant organisations with an interest in the Neighbourhood Plan may attend to observe the meeting (and can join in debates at the invitation of the Chairman) but are advised to contact the Chairman in advance to check that the meeting is being held and the likely agenda.

The Secretary will take notes of the meeting and record main decisions and action points. The minutes will be circulated to STC and MACPC as well as being published on the NPG website (<http://www.shaftesburyplan.co.uk>).

Declarations of Interest

Members of the NPG will complete a register of interests form on joining the group, which will be held by the Secretary with copies passed to both STC and MACPC. These may be made available to the public on request.

At NPG meetings members will be expected to declare any personal, prejudicial or fiduciary interests and withdraw from discussions or voting where decisions or recommendations on a particular issue could potentially result in any advantage or disadvantage to them personally or to family or close associates.

Authorising and Reviewing these ToR

STC and MACPC will jointly approve these ToRs via resolution by their respective full councils and will review them from time to time to ensure they remain compliant with legislation and fit for purpose.

Signed:

.....
Chairman of STC

.....
Chairman of MACPC

Date

Shaftesbury and Melbury Abbas & Cann Neighbourhood Plan Group (SMACNPG)

Terms of Reference

Introduction

In response to Governments changes to planning laws, Shaftesbury Town Council (STC), Melbury Abbas and Cann Parish Council (MACPC), Shaftesbury and District Task Force and North Dorset District Council have embarked on neighbourhood planning. The STC and MACPC Neighbourhood Plan Group was formed in response to this initiative in order to make most efficient use of the assets available, ensuring that the evolution of the plan area and all activities related to the needs of the communities.

STC and MACPC are jointly responsible bodies for the preparation of the Neighbourhood Plan, although the communities concerned will ultimately decide through the referendum procedure whether the plan should be adopted or not.

The Terms and Reference outline the key roles and responsibilities of the main partners involved in the development of the Neighbourhood Plan. The Town and Parish Councils and NDDC are committed to working in partnership with the SMACNPG to produce an up-to-date and effective neighbourhood plan that reflects the needs of Shaftesbury and the Parish of Melbury Abbas & Cann. Resources will be committed as appropriate by all partners, including time, to produce a viable plan.

Purpose of the SMAC Neighbourhood Plan Group

The aim of the neighbourhood planning process is to update, review and consolidate its plan. In addition it will provide an opportunity for the community to set out a planning and land use policy framework for the area to enable the achievement of identified local priorities. Its preparation will implement, as far as possible, the provisions of the Government's Decentralisation and Localism Bill.

On behalf of Shaftesbury Town Council and the Melbury Abbas & Cann Group Council, and in conjunction with members of the surrounding parishes and NDDC, the SMACPNG will develop a Neighbourhood Plan for the area bounded by the two Councils areas of responsibility.

The NPG may form sub-committees to undertake various aspects of its work such as producing the Neighbourhood Development Plan, Town Planning and Town Design Statement.

The NPG will:

- Suggest a timetable for the project and identify costs associated with delivering the project.
- Establish the future housing and business needs of the area, having regard for the wider social, economic and welfare considerations of the area, e.g. health, education.
- Develop policies to inform the future development and use of land in the area.
- Identify and define the development boundaries applicable to the plan.
- Be responsible for drawing up the Neighbourhood Plan and any revisions as a result of the ongoing consultation process.
- Have regard to relevant national policies, EU and Human Rights legislation when developing the plan.
- Conduct a sustainability assessment to support the Neighbourhood Plan.
- Ensure the Neighbourhood Plan is supported by an effective ongoing programme of communication and consultation with the communities, North Dorset District Council, developers, adjoining Parishes and other key third parties e.g. Environment Agency, English Heritage, Natural England.
- Support the Town and Parish Councils in finding consensus through a referendum in ultimately securing community endorsement of the Neighbourhood Plan.
- Apply for, and use grant funding in compliance with all relevant legislation.

Membership

Membership of the NPG is open to any person who can claim to have an interest in the future of the town, whether or not they are residents in the town. Membership should include local stakeholders from residents, elected representatives, community groups & businesses.

Roles and Responsibilities

- Members of the group will work together for the benefit of their communities; treat other Members of the group with respect and dignity, allowing Members to air their views without prejudice and interruption.
- Work with the District Council to establish the future development needs of Shaftesbury, Melbury Abbas and Cann Parish and the surrounding areas.
- Work with the District Council to develop policies to inform the future development and use of land in the area.
- Identify and define the development boundaries applicable to the plan.

- Work with all stakeholders to draw up the Neighbourhood Plan and any revisions because of the ongoing consultation process.
- Report to and liaise with officers of relevant councils and other statutory bodies likely to have an interest in the plan, keeping them informed of the progress of the plan.
- Liaise with their communities, promoting the plan, answering concerns and questions and contributing to any public consultation process.
- Gather the evidence required to formulate the plan
- Appointing professional advisors as necessary to assist with the preparation of the plan
- Prepare a draft Neighbourhood Plan in line with the results of public consultation(s).

Declaration of Interest

Members of the NPG will complete a register of interests form on joining the group, which will be held by the Secretary. These may be made available to the public on request. At NPG meetings members will be expected to declare any personal prejudicial or fiduciary interests and withdraw from discussions or voting where decisions or recommendations on a particular issue could potentially result in any advantage or disadvantage to them personally or to family or close associates.

Quorum

Six Members of the SMACNPG shall represent a quorum.

Voting Rights

Each member will have one vote and any matter will be decided by a simple matter of those representatives voting and present in the room where the proposition/motion is put. If there are equal numbers of votes for and against, the Chairman shall have a casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote. The Chairman shall take the vote by a show of hands or, if there is no dissent, by the affirmation of the meeting.

GENERAL MATTERS

The Terms of Reference of the SMAC Neighbourhood Plan Group will be jointly approved by their respective full councils and will be continually reviewed by SMACNPG during the life of the project to ensure they remain compliant and fit for purpose.

Any funding received on behalf of STC and MACPC will be held by STC and a full audit trail of expenditure will be maintained by STC and be open to inspection.

The SMACNPG will regularly report its findings and progress to the Town, Parish and District Councils including the ongoing budgetary implications associated with the project.

NPG Meetings will normally be held in the Shaftesbury Town Hall once a month on a published date. These arrangements may be subject to change dependent on the work programme and the availability of sufficient NPG members. Members of the public, including representatives from relevant organisations, with an interest in the Neighbourhood Plan may attend the meeting to observe (and join in the debates at the invitation of the Chairman) but are advised to contact the Chairman or Secretary in advance to check that the meeting is being held and the likely agenda. The Secretary will make notes of the meeting and record the main decisions and action points. The minutes should be published on the NPG website (www.shaftesburyplan.co.uk) and made available to STC and MACPC.

**Report 1216FC05 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th December 2016 in the Council
Chamber, Shaftesbury Town Hall**

Reports

1. Purpose of Report

To receive reports from the Mayor, District and County Councillors, Representatives to Local Organisations and any other meetings held with key partners or organisations.

2. Recommendation

2.1. That the reports be received and noted.

3. Mayor's Report

3.1. The Mayor has attended the following events and a full report is at **Appendix C**;

21 st Oct	Gillingham Branch of the Devonshire & Dorsets Regiment	Annual Branch Reunion Dinner	Olive Bowl Gillingham
7 th Nov	Trinity Centre	Opening of Trinity Lift	Trinity , Shaftesbury
12 th Nov	Shaftesbury and District Historical Society	Great War Project	St James Church, Shaftesbury
13 th Nov	British Legion	Remembrance Parade	Shaftesbury
17 th Nov	North Dorset Town & District Forum	Meeting	Blandford

4. County and District Councillor Reports

4.1. County Councillor Mervyn Jeffery's report is at **Appendix D**.

4.2. District Councillor Derek Beer's report is at **Appendix E**.

4.3. District Councillor Jo Francis will provide an oral report.

4.4. District Councillors Gary Jefferson and Simon Pritchard have not provided a report.

5. Representatives to Local Organisations

5.1. Councillor R Tippins has provided a report from the Neighbourhood Plan Group at **Appendix F**.

5.2. Councillor Proctor has provided a report from the Abbey Board at **Appendix G**

5.3. Councillor K Tippins has provided a report from the Open Spaces Group at **Appendix H**

6. Meetings held with key partners

6.1. Councillor R Tippins will provide a report following a meeting he has had with Dorset County Council, CCIr Jeffery and Persimmon regarding the new primary school.

6.2. Councillor Taylor's report from the Gillingham to Shaftesbury Cycle Path meeting is at **Appendix I**

7. Legal Implications

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

8. Risks

8.1. There are no risks identified within this report.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

Mayors Report – 6th Dec

On the 7th Nov we took part in the ceremony at Trinity Church to celebrate the completion of phase one of their project which has cost £100k. This involved the installation of a new lift, Kitchen and storage rooms at the Church. Angus Campbell the Lord-Lieutenant of Dorset cut the ribbon in the opening ceremony.

On Armistice Day (11th Nov) we took part in the 2 mins silence in the high street. It a tradition that the high street is brought to a standstill during the ceremony.

Karen and I attended an excellent presentation given by Gold Hill Museum in St James Church on 12th Nov regarding Shaftesbury and the Great War Community Project. This presentation attracted over 130 people to St James Church.

We were very honoured this year during the Remembrance Sunday Parade on 13th November with the attendance of the High Sheriff of Dorset, Sir Philip Williams and his consort, Lady Katherine Williams. An excellent service was conducted by Rev Helen Dawes and the whole event was organised to military precision by Robin Miller and Don Curry.

On the 17th November I met with NDDC leader, Graham Carr-Jones and Deputy CEO, Stuart Caundle along with other mayors of North Dorset. This was an opportunity to go through the various key issues in the respective Towns. In Shaftesbury's case this was the Hospital Plans, the Primary School, employment site, cattle market site & Neighbourhood Plan.

Karen and I will be greeting Mr Eavis, the founder of Glastonbury Festival, at the Christmas Spectacular in Shaftesbury, which is on the 2nd Dec. We will be then hand him over to Johnnie Walker who will take him through the events prior to turning on the Christmas lights

On the 4th November Karen and I are attending a Verwood Civic event. This has been organised by the Verwood Mayor, Cllr Mrs Susan Shaw and will commence with a visit to the Verwood Heathland Heritage Centre followed by a Christmas Reception at The Hub, Verwood.

Not much to report this time. Lots going on behind the scenes in preparation for Local Government re-organisation. Public consultation ends soon (I cannot remember the exact date) then officers will be busy collating the results. It looks as though North Dorset may be forced to join Warminster in a new constituency. Personally I do not favour this, and to me it makes more sense for North Dorset to join with Purbeck District and "POSSIBLY" East Dorset. Although to my mind it makes sense geographically to join with Purbeck alone. Unfortunately the Boundary Commission is concerned only with numbers. This despite its early communications on the subject STATED that it would take local features and local opinion into consideration. I recognise that other people, including some colleagues on the Town council will likely not support my view.

To my mind the biggest issue facing Shaftesbury at present is the much needed, very late new Primary School. I imagine that all of you will be aware that meetings have been held on this matter. I have myself attend most, if not all of them; and intend to meet with officers again before the Christmas break, in order that I can be made fully aware of the exact stage that discussions are at currently. You will all know by now that early discussions concerning a site a Langdale Farm were scuppered by the precipitate action of a developer. More recently I have had a meeting with the mayor and a representative from Persimmon. From this meeting it seems likely that a site on the Employment Land South of the A30 might be the answer.. There is of course a problem with this site due to its designation as Employment Land.

My own view on this is that, a School will provide quite a lot of employment, when Teachers, teaching assistants, office staff & caretaker/ground staff are considered. However, to achieve the objective of a School on this site North Dorset District Council Planners have to be persuaded to accept it as a departure from the District Wide Development Plan. I remain firm in my belief that it should be accepted for the reasons stated above AND that this site is in many ways preferable to a site off of Mampitts Lane. Additional employment could be provided by the provision of a retail element in another part of the site. In fact there has been suggestion that a retail chain has been looking for such a site. Thjs would be good for the Eastern side of the town; especially as The CO-OP put a Funeral Parlour in what wasd meant to be a Local Convenience Store. Hence I believe that the Designation of the site as For employment is fully satisfied. Especially as the site has been marketed as an employment site for some 10 years with very little interest being shown by potential employers, both local and from elsewhere. Persimmon exercised its option to purchase the site and as I understand it would build the school. The company has Built schools elsewhere and would be happy to accept a retail element on the site. however, Persimmon would want to build some houses on an adjacent area I cannot remember the exact number talked about and whilst my own feeling is that Shaftesbury already has enough housing; I would be reluctantly willing to accept a small element of residential development, in order that we get the Primary School, for which there is an urgent need.

Mervyn Jeffery County Councillor for Shaftesbury

Appendix E.

District Councillor Report
Derek Beer

The Local Government re-organisation, brought about by stringent budget cuts continued apace and looks as though we will be continually reorganised until 2019.

I am told staff morale is high, despite uncertainty over jobs and job locations.
Draw your own conclusions.

I am told that we have all agreed to the sale of Nordon and that we will have our meetings at various locations in the South West, but will retain our sovereignty.
Draw your own conclusions.

We are going totally paperless (as well as homeless) from April.

The future of our community workers is now in doubt. This worried me immensely as the small sum of money involved has enabled the Community Development Worker to draw in hundreds of thousands of pounds to benefit our area.

I formally complained about the lack of consultation regarding bus services changes in September and received a single apology.

I have spoken to Dorset Waste Partnership regarding the lack of fit for purpose litter bins in the town and they promise to rectify the situation once their review of bins is complete.

These are horribly difficult times for District and County Councils. I only hope that once we reach the bottom of the trough, a peak will come.

Shaftesbury, Melbury Abbas and Cann Neighbourhood Plan Report Dec 2016

The last Steering Committee was held on 17th Nov 2016 in the Council Chambers, NDDC Portfolio Holder for the Neighbourhood Plan, Cllr David Walsh was in attendance.

The key objective of the 17th November's meeting was to assess progress to date against the Action List issued on 20th Oct 2016.

Progress To Date

1. A report of progress was given to a Parish Meeting held on 21st Nov 2016 was well attended, and included all STC councillors and one Melbury Abbas and Cann Parish Councillor.
2. Web-site has been re-formatted and now contains links to 70 documents, which include all the minutes dating back to 2012.
3. Terms of Reference has been reviewed by Melbury Abbas and Cann Parish Council who have submitted their agreed amendments to the Terms of Reference.
4. All committee members to complete a Register of Interest Form, which will be loaded up onto the Web-site.
5. Committee Membership has been re-organised to identify project team members to be responsible for completion of aspects of the plan.
6. Draft Neighbourhood Plan has been issued by Planning Consultant to the group for review and there is an action plan for committee members to complete significant pieces of work to feed into the Plan, this includes
 - a. Definition of all the Local Green Spaces & IOWA's requiring protection
 - b. Definition and Drawing of Views require protection
 - c. Expansion of History section
 - d. Expansion of Project Section
 - e. Adding information surrounding Community Halls (STC & MAPC)
 - f. Adding concerns surrounding C13 and other Road issues
 - g. Identification of Maps required and Selection of Mapping Tool

Next Steps

- Re-issue revised Draft Neighbourhood Plan (est) – end of 2016
- Sign off of Neighbourhood Plan (est) – Feb 2017
- 6 Week Consultation (est) Mar-2017
- NDDC appoints an examiner (est. 6 months)
- Referendum after Public Consultation – late 2017

Scheduled date of next Steering Committee meeting is 15th Dec 2016.

Councillor Proctor's reports from the Abbey Board –

Report from Abbey Board meeting held 15th September 2016:

The treasurer confirmed they are running in the black.

Membership up on last year.

Gold Hill Fair was a very successful day.

They have a strong gardening team of volunteers.

The cache of stained glass is being conserved in conjunction with Salisbury Cathedral and they are including glass finds from Abbey House.

A collapsed grave is being investigated with archaeologists.

They have an updated Conflict of Interest policy

They send thanks to the Town Council for the grant.

Report from Abbey Board meeting received 22nd November:

They acknowledged the £1000 grant from the council and confirmed it had been spent on repointing to various ancient stone walls.

There is a grave that needs repair and Ancient Monument Consent is being sought.

Julian Richards is leading a SAVED project:

Shaftesbury Abbey Voyage of Exploration and Discovery....

This is including Geo-phys which hopefully will lead to deeper localised investigation. This will include the Abbey House grounds.

It will include a study of the recent glass finds in the Abbey and Abbey House.

From the better study, the museum displays will be reworked to improve the story telling.

There will be a funding application to the HLF requiring local match funding.

The next opening will be the Snowdrop Week.

Last year there were approaching 15,000 visitors.

Open Spaces Group Report

1. Castle Hill Mound.,etc.

- Will prepare a management plan for committee approval and then proposal to Historic England.
- Bury Litton has been taken off the “at risk” register

2. Jubilee Steps

- Assist with contractor selection and any detailed specifications needed.

3. Eastern Development/ A30 tree planting

- Discussions with DCC
- Planting to create a good landscape feature with limited number of species
- Comprehensive planting and aftercare contract.

4. Gold Hill Wall

- Rapid regrowth of vegetation needs careful control
- Clearance and regular cutting needed along the top.

5. Tree planting etc.

- More free plants for hedges at Cockrams and Ash Close
- Working with ground staff to thin trees on Wincombe Rec. (planted in 2011 by local volunteers.)
- Investigating tree planting on Ten Acres

The Chair and Vice Chair of the STC Planning and Highways Committee were invited to attend the Gillingham Town Council Cycle Path Working Group Meeting on Thursday 17th November 2016.

Both attended and were there as observers only whilst the group decided whether or not to continue to pursue the creation of a cycle path between Gillingham and Motcombe.

On hearing the updated information on landowners and available bridle paths the Group recommended going ahead with the project.

The Chair and Vice Chair of STC P&H welcomed the news and said that they would report back to their own committee and full council with a view to continuing the exploration of possibilities of creating a cycle path between Shaftesbury and Motcombe that would marry up with theirs.

**Report 1216FC06 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th December 2016 in the Council
Chamber, Shaftesbury Town Hall**

Reports from Committees

1. Purpose of Report

To receive the minutes of Committee meetings (for information) and to receive any reports from Committee Chairmen.

2. Recommendation

- 2.1. That the minutes and any associated reports be received and noted.

3. Committee Meetings

- 3.1. 18th October 2016 Planning and Highways Committee
3.2. 20th October 2016 Human Resources Committee
3.3. 15th November 2016 General Management Committee
3.4. 24th November 2016 Human Resources Committee

4. Financial Implication

- 4.1. There is no financial implication arising from this report

5. Legal Implications

- 5.1. Minutes are approved and signed at their respective Committee meetings.
5.2. The signed minutes form the legal record of the Council meetings.

6. Risk

- 6.1. There are no risks identified in this report

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report 1216FC07 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th December 2016 in the Council
Chamber, Shaftesbury Town Hall**

Payments

1. Purpose of Report

To consider payments for authorisation.

2. Recommendation

- 2.1. That the Council approves the payments totalling £2,499.30 from the Town Council's current account as detailed in **Appendix J**.

3. Background

- 3.1. A detailed list of payments is provided at **Appendix J**. An updated list may be provided to the Council 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. 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

Printed on : 29/11/2016

Shaftesbury Town Council

Page No 1

At : 14:00

NatWest Current A/c

List of Payments made between 16/11/2016 and 29/11/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/11/2016	Ryan Baker	online	44.00		Facebook advertising
22/11/2016	Richard Tippins	Online	75.00		Microphone and cable
25/11/2016	Plusnet Ltd	dd	28.20		Telephone and Broadband
25/11/2016	NDDC	Std Ord	242.00		Rates Swimming Pool
28/11/2016	Ben Johnson (Shaftesbury) Ltd	012837	21.30		10" Guide
29/11/2016	Battens Solicitors	012830	933.00		Re; Cattle market Land
29/11/2016	Claire Commons	012831	46.60		Travel Clerks seminar, eye tes
29/11/2016	British Gas	012832	59.04		Electric Oct to Nov
29/11/2016	Busy Bees	012833	286.00		Town Hall Cleaning Nov
29/11/2016	British Gas	012834	7.73		Standing Charge Barton Hill
29/11/2016	Thorn Grove Garden Centre	012835	56.68		Plants for balcony
29/11/2016	Swans Trust	012838	500.00		Swans Trust
29/11/2016	British Gas	012836	199.75		Electric Oct/Nov
Total Payments			<u>2,499.30</u>		

**Report 1216FC08 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th December 2016 in the Council
Chamber, Shaftesbury Town Hall**

Budget

1. Purpose of Report

To consider budget recommendations for 2017/18.

2. Recommendation

2.1. To consider the draft budget and precept for 2017/18

2.2. To confirm the staff salaries budget 2016/17.

3. Background

3.1. The draft budget was considered by the General Management Committee on 15th November 2016 (minute G43 refers).

3.2. The Committee confirmed the request for increases in certain services and these have been reflected in the budget. Further comments were made but no recommendations put. The revised budget is attached at **Appendix K**.

3.3. The Committee recommended an increase of 3% to the precept request. This will require a reduction in expenditure of £14,831. Council should identify where it wishes to make additional savings.

3.4. 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 request for a 3% increase, the precept request would be £460,307 and the cost per household would increase by £4.50 to £154.49 per annum.

3.5. The terms and costs of employment of all staff should be minuted each year at Full Council (Internal audit report 3rd May 2016). The information for 2016/17 is provided as a supplementary confidential paper.

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 Town Council has the Power of General Competence.

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

Printed on 29/11/2016

At 09:55

Shaftesbury Town Council

Budget Detail - By Centre

Page No 1

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

Note : Draft Budget at 28/11/2016 with 3% Increase

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (2ndt 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	1,700
	Total Income	1,676	1,574	1,676	0	0	1,676	133	1,700
101	Net Expenditure	-676	-945	-651	0	0	-651	427	-425
102	Cemetery								
4150	Rates & Services	144	158	174	0	0	174	148	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	223	2,803
1105	Cemetery Income	2,000	3,436	2,200	0	0	2,200	1,825	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	1,825	2,300
102	Net Expenditure	-1,426	-2,905	860	0	0	860	-1,602	503

Continued on Page 2

Note : Draft Budget at 28/11/2016 with 3% Increase

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (2ndt 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	1,877	2,509
4155	Electricity	500	994	580	0	0	580	474	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	1,273	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	170	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	233	3,500
4272	Fuel for Equipment	1,000	762	1,000	0	0	1,000	1,471	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	335	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	1,201	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	508	1,000
4290	Playground Inspections	350	300	350	0	0	350	300	750
Continued on Page 3									

Note : Draft Budget at 28/11/2016 with 3% Increase

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (2ndt 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	21,869	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	13,438	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	1,974	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	666	1,100

Continued on Page 4

Note : Draft Budget at 28/11/2016 with 3% Increase

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (2ndt 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	5,823	13,588
1501	Street Market Rents R'ved	7,500	7,754	7,500	0	0	7,500	5,847	7,999
	Total Income	7,500	7,754	7,500	0	0	7,500	5,847	7,999
105	Net Expenditure	9,150	5,705	8,480	0	0	8,480	-24	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	5,808	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	982	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

Continued on Page 5

Note : Draft Budget at 28/11/2016 with 3% Increase

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (2ndt Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Next Year Budget
4400	Printing	0	0	0	0	0	0	70	0
	OverHead Expenditure	21,740	20,789	22,110	0	0	22,110	11,636	22,361
1201	Hall Hire	27,500	26,437	25,000	0	0	25,000	17,647	28,691
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	10,500	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	30,759	50,151
201	Net Expenditure	-26,290	-34,733	-24,990	0	0	-24,990	-19,123	-27,790
301	Civic								
4300	Mayors Allowance	2,000	2,418	2,000	0	0	2,000	691	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	100	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	2,989	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	2,989	6,240

Continued on Page 6

Note : Draft Budget at 28/11/2016 with 3% Increase

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (2ndt 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 : Draft Budget at 28/11/2016 with 3% Increase

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (2ndt 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	32	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	17,532	500
1301	Miscellaneous Income	0	0	0	0	0	0	176	0
1340	Bank Interest Received	36	36	36	0	0	36	26	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	460,307
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	464,740	460,343
304	Net Expenditure	-440,587	-450,350	-446,836	0	0	-446,836	-447,208	-459,843
305	Swimming Pool								
4008	Life Guard Salaries	0	0	0	15,500	0	15,500	18,773	21,000

Continued on Page 8

Note : Draft Budget at 28/11/2016 with 3% Increase

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (2ndt 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	1,694	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	924	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

Continued on Page 9

Note : Draft Budget at 28/11/2016 with 3% Increase

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (2ndt 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	182	275
	OverHead Expenditure	0	0	0	40,500	0	40,500	34,887	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	17,741	0
401	<u>General Running Costs</u>								
4265	General Supplies	150	67	100	0	0	100	75	150
4345	Advertising	1,000	542	1,000	0	0	1,000	1,048	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	1,297	2,400
4414	IT Software & Equipment	2,800	4,266	3,400	0	0	3,400	429	3,000
4415	IT Support	1,000	958	1,250	0	0	1,250	750	1,250
4416	IT Equipment	0	2,450	0	0	0	0	0	0
4417	Web Site	750	660	800	0	0	800	593	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	7,286	13,756

Continued on Page 10

Note : Draft Budget at 28/11/2016 with 3% Increase

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (2ndt 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	7,286	13,756
402	Staffing Costs								
4000	Salaries	176,244	172,705	194,394	0	0	194,394	95,911	200,282
4005	Employers NI	12,209	11,830	25,802	0	0	25,802	9,402	26,949
4006	Employers Superann	37,244	36,404	44,920	0	0	44,920	19,901	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	385	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	126,167	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	116,112	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

Continued on Page 11

Note : Draft Budget at 28/11/2016 with 3% Increase

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (2ndt 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	2,110	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	60	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

Continued on Page 12

Note : Draft Budget at 28/11/2016 with 3% Increase

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year (2ndt 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	60,465	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	54,312	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	332,361	598,189
	Income	513,233	565,905	518,632	15,500	0	534,132	545,088	583,358
	Net Expenditure	0	-76,135	0	218,313	0	218,313	-212,727	14,831

**Report 1216FC09 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th December 2016 in the Council
Chamber, Shaftesbury Town Hall**

Enmore Green Pond - dredging

1. Purpose of Report

To consider a recommendation from the Recreation, Open Spaces and Environment Committee to dredge the pond at Enmore Green.

2. Recommendation

- 2.1. That the pond at Enmore Green is dredged as a matter of priority.

3. Background

- 3.1. At its meeting on 29th November 2016, the Recreation, Open Spaces and Environment Committee considered dredging works which were required at the pond at Enmore green. (Minute R42 refers). See report 1116ROSE08 for further details.
- 3.2. Concern was expressed regarding the urgency of the works and Officers were tasked with identifying any emergency works which could be carried out in prior to the dredging being undertaken. An update will be provided to members at the meeting with any solutions found.
- 3.3. Quotes have been requested and are due to be received by 5th December 2016. As soon as these are received, they will be forwarded by email to the Council.

4. Financial Implications

- 4.1. The Council had not anticipated these works being required in this financial year therefore no budgetary provision was made. The Council may choose to fund the works from General Reserves or vire from an alternative budget line. As the Planning and Highways Committee has recommended that the fund for Town Centre Enhancement is returned to General Reserves if not spent by the end of the year, it is recommended that the Council vire from this budget line, currently holding a balance of £9,198.

5. Legal Implications

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

6. Risks

- 6.1. Failure to dredge the pond will increase the level of silt and reduce the ability fo 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.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report 1216FC10 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th December 2016 in the Council
Chamber, Shaftesbury Town Hall**

Grounds Team Mower

1. Purpose of Report

To consider a recommendation from the Recreation, Open Spaces and Environment Committee to purchase a Ransomes MP653.

2. Recommendation

- 2.1. That the Council resolves the purchase of a Ransomes MP653 mower with a hire purchase agreement and part exchange the Kubota F3680.

3. Background

- 3.1. At its meeting on 29th November 2016, the Recreation, Open Spaces and Environment Committee considered purchase of a Ransomes MP653 mower. (Minute R41 refers See report 1116ROSE07 for further details.
- 3.2. The Committee requested confirmation that appropriate training is provided to the grounds staff and that a risk assessment be carried out. The supplier has offered the appropriate training and a risk assessment will be prepared in advance of the meeting on 6th December 2016.

4. Financial Implications

- 4.1. Budget allocation for current year..... £10,000
Sale price of Ransomes MP653 - £32,500
Part Exchange value for Kubota F3680..... + £4,500
Cost for 2016/17 - £3,397
Budget remaining £5,446
- 4.2. Financial Commitment for 2017/18..... £10,190
Financial Commitment for 2018/19..... £10,190
Financial Commitment for 2019/20..... £6,794

5. Legal Implications

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

6. Risks

- 6.1. That the Council incurs additional costs in maintaining an old and small mower
- 6.2. That the Council incurs additional staff time in maintenance of its open spaces and verges by buying a smaller mower.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report 1216FC11 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th December 2016 in the Council
Chamber, Shaftesbury Town Hall**

Donkey Field Community Orchard

1. Purpose of Report

To consider a recommendation from the Recreation, Open Spaces and Environment Committee to enter into a Licence Agreement with the Donkey Field Community Orchard.

2. Recommendation

- 2.1. That the Council enters into a Licence Agreement with the Donkey Field Community Orchard.

3. Background

- 3.1. At its meeting on 29th November 2016, the Recreation, Open Spaces and Environment Committee considered entering into a licence agreement with the Donkey Field Community Orchard. (Minute R45 refers). See report 1116ROSE11 for further details.
- 3.2. The Committee was impressed with the proposed management plan and had already previously supported the idea of a licence.

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 1216FC12 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th December 2016 in the Council
Chamber, Shaftesbury Town Hall**

Multi Copier / Print Contract

1. Purpose of Report

To consider quotations received for the provision of a multi-function copier printer contract.

2. Recommendation

- 2.1. That the Council resolves a multi-function copier printer contract for a period of 3 or 5 years with effect from 2nd February 2017

3. Background

- 3.1. The current contract and lease was for 5 years and is due to expire on 2nd February 2017
- 3.2. Quotations for a contract period of three or five years have been sought for the provision of a multi function copier/printer, a summary of which is attached in **Appendix L**.
- 3.3. The current provider has included an option for continuing with our present copier, as it has not been used to capacity, and could last for a further 3 years. After this period, the Manufacturer will not continue to stock spare parts. Continuing with the current machine would mean copy charges only. As the machine is now 5 years old, the copy charges are slightly higher than leasing a new machine.
- 3.4. A second option has been provided to lease a new faster machine (26ppm (pages per minute as) opposed to 23ppm), but using the current internal stapler/finisher, which would reduce the rental cost.
- 3.5. The current copier is already linked to the Council's server.
- 3.6. Two quotations have been received for 3 year leases
- 3.4 Estimated monthly usage figures have been provided on the summary to give a guide to the annual cost.
- 3.5 A copy of the quotations are available to members on request.

4. Financial Implications

- 4.1. Budget allocation for 2016/17 £2,200
- 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. There are no identified risks in this report.

(End)

Report Author:
Barbara Carter
Project Officer

Appendix L.

MULTIFUNCTION COPIER/ PRINTER SERVICES CONTRACT

QUOTATION COMPARISONS

Company	Date quote rec'd	Model	3yr lease	5yr lease	Copy Charge B&W	Copy Charge Colour	Est Copy Charge	Annual lease cost 3yrs	Annual lease cost 5yrs	Est Annual Copy Charges	Total Est annual cost 5yrs	Total cost 3yrs	Total cost 5yrs	Comments
A	20-Oct-16	Sharp MX2510			0.69p	4.63p	£64.65			£775.77	£775.77	£2,327.30		Retain current machine for up to 3 years Rental Free
		Sharp MX2614		£42.67	0.40p	3.50p	£45.64		£512.04	£547.63	£1,059.67		£5,298.36	26ppm Rental paid quarterly Option includes re-fitting the current internal stapler/finisher as it has had little use
		Sharp MX2614		£53.55	0.40p	3.50p	£45.64		£642.60	£547.63	£1,190.23		£5,951.16	26ppm Rental paid quarterly
														No change in IT connectivity and software, remote monitoring software already installed and no changes in accounting procedures
B	07-Oct-16	Canon image Runner Advance C3325i		£42.40	0.49p	4.9p	£62.03		£508.80					25ppm
		Booklet Finisher		£29.41					£352.92					
									£861.72	£744.35	£1,606.07		£8,030.35	
									£2,440.00				£12,200.00	Managed Print Solution excluding Booklet Finisher
		Canon image Runner C3580Ne		£38.00	0.49p	4.9p	£62.03		£456.00					Factory Re-manufactured 35ppm
		Booklet Finisher		£27.35					£328.20					
									£784.20	£744.35	£1,528.55		£7,642.75	
									£2,256.00				£11,280.00	Managed Print Solution excluding Booklet Finisher
														Includes toner, spare parts, and all consumables. Guaranteed 4hr response, IT support related to print

**Report 1216FC13 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th December 2016 in the Council
Chamber, Shaftesbury Town Hall**

Community Grants

1. Purpose of Report

To consider Community Grant requests from the organisations below.

2. Recommendation

- 2.1. That the Council resolves on the level of grant to be awarded to the organisations listed below.

3. Background

- 3.1. The Trinity Centre Trust submitted an application for a Community Grant of £4,500 towards Phase 1 of the upgrade project for Trinity Hall. See **Appendix M**.
- 3.2. Phase 1 has been sufficient funding for Phase 1, which is scheduled for completion this month.
- 3.3. Phase 2 is to continue straight away, which will involve new electrics, a ladies toilet, re-decorating and new flooring. Phase 2 is due for completion during summer 2017.
- 3.4. The Trust have applied and received grant funding from other sources and it has been suggested that the Council awards a grant of £1,500 towards Phase 2 of the project.
- 3.5. Further information has been received from Home Start North Dorset and provided to members of the Committee, as requested. See **Appendix N**. A grant of £1,000 had been requested.

4. Financial Implications

- 4.1. Budget allocation for current year (Grants and SLA)..... £39,000
Expenditure approved to date - £31,054
Estimated expenditure outlined above..... - £2,500
Budget remaining **£5,446**
- 4.2. Financial Regulation 4.1 requires that expenditure on revenue items may be authorised in the approved budget by the Committee for any items up to £5,000.

5. Legal Implications

The Town Council has the Power of General Competence.

6. Risks

Organisations unable/not providing invoices/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: Shaftesbury Trinity Centre Trust
In partnership with the 1st Shaftesbury Scout Group

Registered Charity? Yes / If yes please give registration No. 280711

DETAILS OF PERSON APPLYING ON BEHALF OF THE ORGANISATION:

Name: Miss J A Churchill, OBE

Address:

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.

1. To provide suitable headquarters accommodation for 1st Shaftesbury Scout Group; and
2. To promote any charitable purpose for the benefit of the community of Shaftesbury in the County of Dorset and the districts surrounding Shaftesbury with special regards to the needs of the elderly.

See accompanying list of support given to the Shaftesbury Community

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.

The Mayor of Shaftesbury is an ex officio member of Shaftesbury Trinity Trust so that the trustees can be made aware of any particular need within the community. An individual member of the community and groups can apply directly to the Trust for financial assistance. Our help is very varied and a list of applicants over the last few years is attached.

Since 2013 we have been contributing to the Project to upgrade the Trinity Hall.

- 3 MAY 2016

PURPOSE OF GRANT SOUGHT:

Please note that retrospective applications will not be considered.

To install a toilet suitable for the disabled which is an important part of Phase 1 of the Upgrade Project for Trinity Hall.

AMOUNT OF GRANT:

Estimated at £4,500 and we can supply full details once firm quotations received.

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

None

DETAILS OF OTHER GRANTS RECEIVED OVER THE PAST FIVE YEARS:

Shaftesbury Charitable Trust
Round Table
41 Club
Wessex Internet
Individual donations from residents and local companies

OUTSTANDING GRANT APPLICATIONS:

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

Shaftesbury Rotary – not yet known
Hall & Woodhouse - £3,000 requested

CURRENT SIZE OF MEMBERSHIP ORGANISATION:

How many volunteers work in your organisation: 7 Trustees

How many salaried staff do you have: 1 part time

Who will benefit from your grant application? _____

The 1st Shaftesbury Scout Group and all members of the Shaftesbury community who will be able to access the Hall

– 3 MAY 2016

Age Ranges:-

0-5	
5-11	Scout Beavers
11-19	Scouts/Cubs
19-25	Community Groups
25-40	Community Groups
40-60	Community Groups
60+	Trinity Day Centre

IF YOU WORK WITH CHILDREN AND/OR VULNERABLE ADULTS:

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

Not applicable

PRESENT COST OF ANNUAL SUBSCRIPTION:

None

ENTRY REQUIREMENTS:

Please give details of any entry requirements to joining Organisations

None

DETAILS OF OTHER FUNDRAISING ACTIVITIES:

The Scout Group have been running various fund raising activities over the past two years in order to reach their pledged target of £10,000

DATA PROTECTION LICENCE:

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

Not applicable

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

- 3 MAY 2016

DECLARATION:

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

SIGNED: _____**DATE:** _____*28 April 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	3/5
Date of Full Council Meeting	
Application decision	
Applicant notified of decision	

As agreed with your Project Officer, the Report and Accounts for Shaftesbury Trinity Centre Trust have been forwarded by e mail.

Continuation Sheet: if required

Trinity Hall is situated on the first floor of the Shaftesbury Trinity Centre. It has been in use continually by the 1st Shaftesbury Scout Group since 1980. The partnership between Shaftesbury Trinity Centre Trust and the 1st Shaftesbury Scout Group is to:

Install a lift, fit a modern kitchen, install a toilet suitable for the disabled and to bring the entire Hall up to modern day standards.

Phase 1 of the Project will be Lift Installation, new partitioning on the ground floor between the entrance and the Trinity Day Centre on the ground floor, new kitchen and a toilet for the disabled. Total cost is estimated at £100,000 and we have raised £84,000. Tenders for the installation have been received and we expect to start work in June with completion by September 2016.

Phase 2 is the upgrade and fitting of doors to a new Committee Room
Phase 3 is the modernisation of plumbing, electrics, lighting and flooring

With such a major project there can always be the assumed danger of not being able to complete and the building becomes a 'White Elephant'. The Hall is already used each week day evening by the Scout Group. We have established a Hall Letting portal and once the lift is installed we know that bookings for day time and weekend use will increase.

The Trinity Day Centre on the ground floor has a remit to increase their work with those newly diagnosed with dementia. They envisage running short courses for these people, some involving their Carers. For practical reasons, using the ground floor will not be possible and the Hall will be ideal for their purposes.

The Abbey Medical Centre has also indicated that, because of overload at their premises, they might be able to use the Hall during the day for their groups such as the Parent and Toddlers.

The Hall itself is 17m x 7m and has three ancillary rooms that can be used for a variety of purposes. Once completely renovated, it will be a major asset to the Town, situated in the lovely setting of Trinity Gardens with its 17 century Lime Tree Walk, on a level access and accessible to all sections of the community.

Once the entire Project is completed, the Trust will revert to its major role which is to financially support the community of Shaftesbury.

- 3 MAY 2016

Appendix N.

Additional information supplied by Home-Start North Dorset

Since Home-Start North Dorset was established in 2010 we have seen an ever increasing number of referrals each year. To enable us to work with more families, more funds are needed and with statutory funding being cut we are finding the competition for grants more challenging therefore we increased our request for a grant from £500 to £1000.

In the 12 months ending 31st July 2016 we received 19 referrals from Shaftesbury (34% of all referrals in North Dorset). 73% of these families are lone parents mostly living on the new Persimmon estate. 42% of these families have had issues with domestic violence and have spent time in the North Dorset Refuge. 26% of these families have mental health issues.

We have recently been working in partnership with the Shaftesbury Children's Centre at the summer community activity days. These events have been very successful in bringing together the hard to reach and vulnerable families (many of whom we have been supporting) within the Shaftesbury community with the end goal of promoting community cohesion and giving the families more confidence to integrate within the town.

**Report 1216FC14 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th December 2016 in the Council
Chamber, Shaftesbury Town Hall**

Mobile Phone Contract

1. Purpose of Report

To consider quotations received for the provision of a mobile phone contract for three mobile phones for the Grounds Team.

2. Recommendation

- 2.1. That the Council procures a contract for three mobile phones for the grounds staff with Company 'C' as identified in **Appendix O**.

3. Background

- 3.1. The current contract for mobile phone provision is a sim only contract and doesn't include automatic upgrades for the phones themselves. The current phones are not fit for purpose and need urgent replacement.
- 3.2. The contract is due for renewal in April 2017. The current cost is £17 p.m. plus call charges which averages a total cost of £35 per month (£420 p.a). The cost to buy out the remainder of the contract is £17 per month – 4 months buy-out £68.
- 3.2 Three quotations have been sought for the provision of one smart phone and two robust mobile phones. One provider has not yet responded.
- 3.3 Quotations received are all inclusive packages. See **Appendix O** for the quotation summary.
- 3.4 One smart phone is required for the Head Groundsman, in order to receive emails and to take photographs. Two robust basic phones are required for the other two groundsmen. One of these phones is the emergency out of hours contact number for the Council.
- 3.5 The current provider uses the EE network, and reception coverage has proved to be unreliable in this area. One quotation received uses EE and one uses the O2 network.
- 3.6 One quotation received includes a smart phone and two CAT B25 robust phones, together with a contribution of £45 towards the buy-out of the current contract and two spare CAT B25 phones, to cover should the emergency phone get damaged. The other quotation is for three smart phones.

4. Financial Implications

- 4.1. 2016/17 Mobile Phone Budget £1,800 (including office phones and broadband lines)
- 4.2. Current contract buy-out £17 per month – maximum 4 months £68 with a possible £45 contribution dependent upon which contract is recommended and approved by Full Council
- 4.3. Two year contract maximum £684 p.a.

5. Legal Implications

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

6. **Risks**

- 6.1. By not having a reliable network coverage or working handset, the Council risks not being able to contact the grounds team, not having sufficient out of hours emergency contact and risk to lone working members of staff being unable to make required calls.

(End)

Report Author:
Barbara Carter
Project Officer

MOBILE PHONES

QUOTATION COMPARISONS

Current contract ends April 2017

Cost to end contact at an earlier date = £17 p mnth

Company	Date quote rec'd	Model	Network	Monthly Rental for 3 mobiles	Annual cost	24 month cost	Comments
A	11-Nov-16	Motorola Moto E3	EE	£37.50	£450.00	£900.00	Business Tariff : 250Mb + 250 Mins & Texts included 24 month Contract Out of bundle costs: 35p p m: 10p per text: 25p p MMS: Addl Data add ons = £5 for 500mb, £12.50 for 2GB, £16.50 for 4GB
B							No response to request for quotation
C	14-Nov-16	Samsung Galaxy J3 2x CAT B25	O2	£57.00	£684.00	£1,368.00	Small Business entry level tariff: 750 mins + 750mb + unlimited texts 24 month Contract * Includes £45 towards buy-out from BT Contract * 2 spare CAT phones Out of bundle costs: 0800 and 0808 numbers free; 0500 12.02p p m; 0845 & 0870 37p p m; 056 25p p m; messages 21.28p; data 2.5p p mb

**Report 1216FC15 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th December 2016 in the Council
Chamber, Shaftesbury Town Hall**

Notice of Motion – Westminster Memorial Hospital

1. Purpose of Report

To consider establishing a working group for matters concerning the Westminster Memorial Hospital.

2. Recommendation

- 2.1. That a working group be established through the General Management Committee to include representatives of all interested parties. This working group to report to the General Management Committee.

3. Background

- 3.1. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- 3.2. Standing Orders 9 and 10 relate to notices of motion.
- 3.3. The notice of motion and proposed Terms of Reference are attached at **Appendix P**.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY
Telephone: 01747 852420

e-mail: enquiries@shaftesburytowncouncil.co.uk

Report Number	1216FC15	NoM	00014
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NOTICE OF MOTION

To be considered by: (please delete as applicable)	FC	GEM	ROSE	P&H	HR
Title of Motion	Westminster Memorial Hospital				
Proposed by	Councillor Anthony Austin				
Seconded by	Councillor Andy Perkins				
Proposed Resolution	That a working group be established through the General Management Committee to include representatives of all interested parties. This working group to report to the General Management Committee.				
Background (provided by the proposer)	<p>The future of the Westminster Memorial Hospital is under review by the NHS Clinical Services Group and it is facing closure.</p> <p>Although earlier reference to the Hospital is contained in the Minutes of 11th October, there has been no proper discussion or debate as to the way the Council should approach the issues that have been raised.</p> <p>The objectives of this group will include making every attempt to retain this hospital and to ensure that it functions within or as close to its present management.</p>				
Background (provided by the Proper Officer)	<p>At its meeting on 11th October, the Council agreed that the main principles were to retain the beds at the hospital and to work with all the local town and parishes to establish the position.</p> <p>“Shaftesbury Town Council supports the Dorset Clinical Commissioning Group (DCCG) in its proposals to improve health care and reduce costs in Dorset. However, it opposes the downgrade or removal of beds from Westminster Memorial Hospital until proposals are announced for a hub without beds, as this will reduce healthcare in the area without producing any significant cost benefit. Shaftesbury Town Council seeks a credible and viable alternative which is acceptable to local people. Shaftesbury Town Council is prepared to take the lead in</p>				

	striving for the best outcome, and work with all local Town and Parish Councils whose residents will be affected by the proposed changes, to retain the services at Shaftesbury's Westminster Memorial Hospital."
Financial implication (anticipated by the proposer)	-
Financial implications (anticipated by the Proper Officer)	None identified at this point
Legal implications	The Council has the General Power of Competence
Risks	That the Town Council misses the opportunity to represent its electorate in preserving a "much loved and needed" facility.

Notes:

Standing Orders 9 and 10 relate to notices of motion

Components in Blue to be completed by the member putting the motion

Components in Black to be completed by the Proper Officer or their delegate

Office use only:

	Date motion received	23/11/16
	Date motion resubmitted (if applicable)	
a)	A motion shall relate to the responsibilities of the meeting which it is tabled for an in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.	notes
b)	No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.	notes
c)	The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9b above, correct obvious grammatical or typographical errors in the wording of the motion	notes
d)	If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9b above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least five clear days before the meeting.	notes
e)	If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.	notes
f)	Subject to Standing Order 9e above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.	notes
g)	Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.	notes
h)	Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.	notes
Proposal carried or fallen		
Minute reference		
If rejected, explanation.		

The Council and the Westminster Hospital

Terms of Reference

DRAFT

Working Group

This Working Group is established by Shaftesbury Town Council to lead the community in its determination to ensure the future of the Westminster Memorial Hospital as a major asset to Shaftesbury and the surrounding community.

The Group is asked to determine the following:

1. Establish who owns the Hospital

This will require determining the legality of ownership

In the event that the Hospital was gifted with conditions these should be listed and the implications explained.

Conditions of its use by the NHS should be determined including:

Which of the NHS Trusts has overall responsibility eg

Wiltshire/Dorset/Somerset

Are there service agreements between the Trust and on what basis do they determine their rights of use.

If the Hospital is closed who has rights over it

2. The terms of agreement of its use

Is it a “cottage Hospital in essence

Who funds its running costs? eg basic staff costs/maintenance/ medical equipment such as X-Ray

Visiting Specialists – use of accommodation

SLA's

3. The NHS Trusts who have a direct interest in the Hospital and their understanding of their “rights” of use

Establish with each “user” how they determine the use made of the facilities from long-term care/palliative Care/short term post Acute services discharge/where there is a short term nursing need

4. The Dorset CCG and their relationship with other CCG's

Which other CCG's are involved and to what extent are they in agreement with the Dorset CCG

5. Discussions the other CCG's

Overall costs/usage/dependency/residents areas identified

6. Establish which towns – such as Gillingham – Parishes and others who have an expectation of a say in the future of the Hospital. Make contact and invitation to join Group

7. County and District Councils involvements

Establish with all Councils their position on their Health Committees of the future of the Westminster and similar “Cottage” Hospitals.

8. Include all relevant Local MP's.

**Report 1216FC16 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th December 2016 in the Council
Chamber, Shaftesbury Town Hall**

Land at Salisbury Street

1. Purpose of Report

To consider engaging with Dorset County Council regarding the possible acquisition of land at Salisbury Street.

2. Recommendation

- 2.1. That a meeting is arranged with Dorset County Council to discuss the current situation with land at Salisbury Street. That the Council determines which members are to be present at that meeting.

3. Background

- 3.1. Shaftesbury Open Spaces Group have been made aware of a piece of land at Salisbury Street being offered for sale by Dorset County Council.
- 3.2. Correspondence relating to this area of land has been circulated to members for information.
- 3.3. A location plan and general arrangement plan are provided at **Appendix Q**.
- 3.4. It is recommended that a meeting is arranged with Dorset County Council to discuss the current situation with the land at Salisbury Street and determine what direction the Council would like to take in this respect.

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

Appendix Q.



SHAFTESBURY SALISBURY STREET OPEN SPACE LINK

Location Plan

1:1250 SCALE



**Report 1216FC17 to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 6th December 2016 in the Council
Chamber, Shaftesbury Town Hall**

Officer Report and Future Meetings of the Council

1. Purpose of Report

To receive any correspondence and updates relating to the work of the Council, to confirm the date of the next meeting and to identify matters for inclusion on the agenda.

2. Recommendation

2.1. That the Council notes the report and the date of its next meeting.

2.2. That the Council identifies matters for inclusion on its next agenda(s).

3. Updates

3.1. Land Transfer Great Ground and Little Shilling. This is progressing with the solicitor.

3.2. Land Transfer Allotments south of the A30. Instruction has been given to transfer the land and is progress.

3.3. Emergency repairs on the Town Hall. Confirmation was received from North Dorset District Council that listed building consent was not required due to the material of the cills. Work is scheduled to start after Christmas. The contractors have given permission for us to make use of the scaffold while its up to carry out any further inspection of the Town Hall or minor maintenance works – an ideal opportunity to clean the windows!

4. Date of next meeting

4.1. The next scheduled meeting of the Council is 31st January 2017 although an earlier date might be desirable for the purposes of submitting the precept request.

5. Items for next meeting

5.1. The Council is requested to consider items for inclusion on the agenda for its next meeting in order to provide sufficient time for matters to be researched and reports written for issue with the agenda papers and in turn provide for greater transparency and informed decision making.

5.2. Consideration should be given to the purpose of any subject for inclusion, an indication of what is hoped can be achieved by the items will help to focus the report and subsequent debate and avoid general discussion.

5.3. Where notices of motions are to be provided by members, please note the requirement for them to be submitted 7 clear days ahead of the meeting not including the day of the meeting or the day of the motion being submitted. See Standing Orders 9 and 10 for more information.

5.4. Items already noted for consideration are;

- Resolving the budget and precept request
- Notice of Motion 00015 Resolution Tracker

- Notice of Motion 00016 Meetings information
- Notice of Motion 00017 Committees

6. Financial Implications

There are no financial implications arising from this report

7. Legal Implications

There are no legal implications arising from this report

8. Risks

There are no risks identified from this report

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk