



To: All members of Shaftesbury Town Council

You are hereby summoned to attend a **Meeting of Shaftesbury Town Council** to be held at **7.00pm on Tuesday 15th March 2016 in the Council Chamber, Shaftesbury Town Hall** for the transaction of the business shown on the agenda below.

Stephen Holley

Town Clerk

Members are reminded of their duty under the Code of Conduct

Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.

Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business. Out of courtesy to those present, the Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

Agenda Item
01. Apologies To receive and consider for acceptance, apologies for absence
02. Declarations of Interest and Dispensations Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.
03. Minutes To confirm as a correct record, the minutes of the Extraordinary meeting of the Council, 9 th February 2016 and the minutes of the Council meeting of the 23 rd February 2016.
04. Reports <ol style="list-style-type: none">To receive report from the MayorTo receive reports from District and County CouncillorsTo receive reports from representatives to Local OrganisationsTo receive reports from other meetings held with key partners or organisations <p style="text-align: right;">Oral Report</p>

Agenda Item	
05. Payments	p4
To receive a list of payments for authorisation.	
Report 0316FC05 attached	
06. Reports from Committees	
To receive the minutes of Committee meetings (for information) and to receive any reports from Committee Chairmen:	
General Management Committee – Tuesday 1 st March 2016	
07. Budget-Setting	
To consider the budget for 2016/17 for adoption. (Note to include feedback from the public consultation event held on 8 th March 2016)	
Report 0316FC07 to follow	
08. Risk Assessments	p6
To consider and approve the Financial and General Risk Assessments for year ending 31st March 2016 and to review the level of Fidelity Guarantee Insurance before the first Precept instalment.	
Report 0316FC08 attached	
09. Shaftesbury Cricket Club	p25
To consider proposed works to install a low voltage underground electricity supply connected to existing pole mounted transformer.	
Report 0316FC09 attached	
10. Leases	p29
To agree negotiations be entered in to, in order to renew the leases held by the Donkey Field Orchard, Enmore Green Playing Field Association, Enmore Green Allotments, the Youth Club and the Licence to Occupy for the Football Club pitch and changing rooms.	
Report 0316FC10 attached	
11. Mayoralty 2016/17	p31
1. To identify Mayor Elect for municipal year 2016/2017	
2. To identify Deputy Mayor Elect for municipal year 2016/2017	
Report 0316FC11 attached	
12. Schedule of Meetings for 2016/17	p45
To consider for adoption, a schedule of meetings for 2016/17	
Report 0316FC12 attached	
13. Website	p47
To consider recommendation from the General Management Committee to apply for a .gov.uk domain	
Report 0316FC13 attached	

Agenda Item	
<p>14. Community Grants p48</p> <p>1. To resolve the process for application and selection for Community Grants for 2016/17.</p> <p>2. To resolve the Council's Grant Awarding Policy.</p> <p style="text-align: right;">Report 0316FC14 attached</p>	
<p>15. Constitution p57</p> <p>To consider withdrawing the Council's Constitution.</p> <p style="text-align: right;">Report 0316FC15 attached</p>	
<p>16. Officer Report p58</p> <p>To receive any correspondence and updates relating to the work of the Council, including but not limited to;</p> <ul style="list-style-type: none"> • Library Service • Draft Five Year Plan <p style="text-align: right;">Report to 0316FC16 attached</p>	
<p>17. Next meeting of the Council p59</p> <p>1. To confirm 17th May 2016 as the date of the Annual Meeting of the Council</p> <p>2. To identify matters for inclusion on the agenda for the next meeting.</p> <p style="text-align: right;">Report 0316FC17 attached</p>	

(End)



**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 23rd February 2016
in the Council Chamber, High Street Shaftesbury**

PAYMENTS

1. Purpose of Report

To receive list of payments for authorisation.

2. Recommendation

That the Council considers the below listed payments for authorisation.

3. Background

Financial Regulations require that payments are authorised by the Finance Committee or Full Council.

4. Payments

Date	Chq No	Supplier/Payee	Amount	Description
08/03/2016	Direct Debit	BT	£ 40.08	Ground mobiles Feb/March
08/03/2016	012445	Civic Pride	£ 1,254.00	Water Bowser
08/03/2016	012446	E C Electrical	£ 195.84	Fixing lights in Council Chamber
08/03/2016	012447	E G Coles	£ 329.92	Blade for edger and filters, oil to carry out services to equipment
08/03/2016	012448	British Gas	£ 58.43	Electricity Bell St Toilets
08/03/2016	012449	British Gas	£ 284.19	Electricity Town Hall
08/03/2016	012450	British Gas	£ 7.72	Standing electricity charge Barton Hill hut
08/03/2016	012451	Simon Stevens Property	£ 890.00	Painting play equipment St James
08/03/2016	012452	Sydenhams	£ 206.34	Materials for repairs to St James
08/03/2016	012453	Travis Perkins	£ 244.62	Materials for repairs to St James
08/03/2016	012454	Wallgate	£ 1,075.20	Annual service maintainance contract for hand driers Bell St
08/03/2016	012455	Wessex Water	£ 81.00	Water rates Cemetery
08/03/2016	012456	Wessex Fire & Security	£ 29.04	Battery and tube for emergency lighting Town Hall
08/03/2016	012457	Shaftesbury Arts Centre	£ 1,046.74	Providing lunch and refreshments for Civic Day
08/03/2016	012458	Busy Bees Ltd	£ 279.50	Town Hall cleaning Feb
08/03/2016	012459	Clarity Copiers	£ 118.76	Photocopying Feb
08/03/2016	Direct Debit	Eon	£ 228.18	Electricity Swimming Pool Jan/Feb

08/03/2016	012460	Glasdon	£ 813.72	Fixing kits for bins
08/03/2016	012461	Lyreco	£ 154.88	Postage and stationery
08/03/2016	012462	Pocock Storage	£ 390.00	Monument storage Sept to March
08/03/2016	012463	RBS Software	£ 1,259.88	Omega annual support and transferring accounts from Sage
08/03/2016	012464	Trade Uk Account	£ 44.89	Grounds general supplies from Screwfix
08/03/2016	012465	Solent Fire Safety Services	£ 330.00	Fire risk assessment report for Town Hall
08/03/2016	012466	Sydenhams	£ 30.97	Wooden stakes for Cemetery
08/03/2016	012467	Travis Perkins	£ 136.89	Woodpreserver for St James , lock and handle toilet door Town Hall
08/03/2016	012468	Ben Johnson	£ 23.89	Blade disc
08/03/2016	012469	The IT Department	£ 90.00	Monthly support March
08/03/2016	012470	E G Coles	£ 39.17	Spares for mower
08/03/2016	012471	A Dodd	£ 11.70	Travel claim to attend ROSE
08/03/2016	Direct Debit	Fuel Genie	£ 188.77	Fuel usage Feb
08/03/2016	012472	Stannah	£ 63.60	Attend to faulty stair lift
08/03/2016	012473	British Gas	£ 30.28	Gas usage swimming pool
08/03/2016	012474	NDDC	£ 20.00	Small lottery licence
08/03/2016	012475	Travis Perkins	£ 122.81	Postcrete for repairs
08/03/2016	012476	DCC Pension Fund	£ 3,750.13	Pension contributions Feb salaries
08/03/2016	012477	HMRC	£ 3,232.05	Tax/Ni contribution Feb salaries
08/03/2016	012478	Petty cash	£ 149.04	Reimburse petty cash payments
08/03/2016	012479	Tracy Moxham	£ 41.75	Travel claim travel attend finance officers meeting in Bridport
		Total	£ 17,293.98	

5. **Financial Implications**

As detailed in the list above

6. **Legal Implications**

Every local council is responsible for ensuring that financial management of the council is adequate and effective and that the Council has a sound system of internal control. Audit and Accountability Act 2014.

End.
Tracy Moxham
Finance Officer

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 15th March 2016
in the Council Chamber, High Street Shaftesbury**

RISK ASSESSMENTS AND FIDELITY GUARANTEE INSURANCE

7. Purpose of Report

To consider for adoption the General Risk Assessment and the Financial Risk Assessment, together with an increase in the level of its Fidelity Guarantee Insurance cover.

8. Recommendations

- 2.1 That the Council adopts the General Risk Assessment and the Fire Risk Assessment. A full copies of the documents are available from the office. The General Risk Assessment Action Plan for 2015/2016, noting the actions identified, in **Appendix A**. The Fire Risk Assessment Action Plan for 2016/2017, noting actions identified, in **Appendix B**.
- 2.2 That the Council reviews and adopts the Financial Risk Assessments in **Appendix C**, for 2015/2016.
- 2.3 That the Council reviews its level of Fidelity Guarantee Insurance and increases the level of cover to £446,900

9. Background

- 3.1 EllisWhittam have been appointed as the Council's Health and Safety advisors, and are listed as the Responsible Person for Health and Safety matters.
- 3.2 EllisWhittam carried out a General Risk Assessment of the organisation on 2nd December 2015 and reviewed the Council's Risk Assessments.
- 3.3 The majority of the established assessments required no change and therefore remain the same as last year. A Risk Assessment has been added covering the Swimming Pool, which makes some medium risk recommendations. Overall, Ellis Whittam were pleased with the standard of Health and Safety provided.
- 3.4 Solent Fire Services were appointed to carry out a Fire Risk Assessment on the Town Hall.
- 3.5 The External Auditor requires that the Financial Risk Assessments be considered by the Council (ie they should not be delegated to a Committee), before the end of March 2016.
- 3.6 An initial Financial Risk Assessment has been carried out by the Town Clerk / RFO and the Council is requested to review and adopt that Financial Risk Assessment.
- 3.7 On an annual basis the Council is obliged to consider whether the level of its Fidelity Guarantee Insurance is appropriate on an annual basis. In light of the precept level for 2016/2017 it is recommended that the level be increased to £444,900 from 1st April 2016 in order to match the Precept income.

10. Financial Implications

As detailed in the report

11. Legal Implications

None arising directly from this report.

End

Barbara Carter
Compliance and Information Officer

Appendix A

Health and Safety Issues Action Plan

Following a visit by Jim Nicholson, Health and Safety Consultant, Ellis Whittam on 2nd December 2015.

Priority areas of concern are highlighted below:

Area of Concern	Priority	Proposed Action	By Whom	Dates Actioned	Date Completed
Fire Safety					
It is possible that Wessex Fire has undertaken the fire assessment on your behalf, however, if it has not then an assessment should be done of all premises occupied by the Council. With regard to the Town Hall the assessment would need to pay particular attention to the staircase being the single exit route with little or no protections to those using it	1	FRA on the Town Hall to be carried out by Solent Fire Safety Services on 18 th February 2016.	BC	28.01.2016	18.02.2016
Implement any outstanding issues identified by your fire risk assessment	3	Await inspection report	BC	Feb/Mar 16	
Review your fire evacuation plan to include your arrangements for the complete evacuation of the premises in all situations including during Council meetings and during use by hirers. When reviewing the procedure pay particular attention to disabled people. The chair life enables them to move to the first floor but there is no provision for them leaving if the chairlift is put out of action in a fire.	3	Await inspection report Full test with evacuation: Hall Hirers: 22.05.2015 Office staff: 31.07.2015 Council Meeting: 01.12.2015 Log of events in Fire Safety Log Book	BC MW	Feb/Mar 16	
Arrange for all employees to receive instruction and training on your fire evacuation plan. New employees should normally receive this at induction. Keep a record of all instruction given	3	Office staff training: 24.04.2015 No new employees since Feb 2015	MW		
Your fire risk assessment will provide guidance but the doors at the bottom of the stairs may need to be changed to fire resisting doors to provide a safe route out of the building for those upstairs	3	Await inspection report	BC	Feb/Mar 16	

Area of Concern	Priority	Proposed Action	By Whom	Dates Actioned	Date Completed
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Swimming Pool					
Establish a written procedure for bulk delivery of chemicals	3	BC to prepare	BC/DB/ SH		
Provide suitable personal protective equipment as determined by your COSHH assessment for each chemical	3	PPE provided and stored in pump room	BC/DB	23/02/2016	23/02/2016
Instruct and train employees in the delivery procedure for water treatment chemicals and on the correct use and care of personal protective clothing and equipment. Record all training given.	3	RB and DB trained 2015 Training records kept for LCAS Awards	RB BC		23/02/2016
Prepare an emergency chemical leak procedure, including emergency evacuation.	3	To be prepared by Pool Manager – May 2016	RB/DB	May 2016	
Provide a suitable supply of emergency canister respirators	3	Provided and stored in the pump room and in the office	TM		23/02/2016
Provide a storage point for emergency canister respirators	3	Provided and stored in the pump room and in the office	BC/DB TM		23/02/2016
Segregate incompatible chemicals (such as acids and alkalis) to prevent them coming into contact with one another	3	Incompatible chemicals are stored in the pump room at opposite sides of the room	DB		23/02/2016
Provide appropriate information/instruction in the safe use and/or handling of chemicals when undertaking water treatment	3	Data sheets for all water treatment chemicals are displayed on the wall in the pump room	DB/RB		23/02/2016
Keep a record of all water tests for a minimum of 12 months	3	Pool manager keeps records for when pool open to the public. DB to keep records for test when pool closed to the public wef March 2016	RB DB	23/02/2016	
Test the chemical content of the pool water prior to opening and every 2 hours thereafter. Keep a record of all water tests.	3	To be kept by pool manager wef: May 2016	RB	May 2016	
Produce and implement a comprehensive pool safety operating plan, comprising a normal operating plan (NOP) and an emergency action plan (EAP). All employees should be aware of the plans and have ready access to them.	3	Prepared by RB for 2015 opening. Pool Manager to check current plans and advise employees wef: May 2016	RB	May 2016	

Train employees in the normal operating plan and emergency plan. Record all training	3	To be prepared by pool manager wef: May 2016	RB	May 2016	
Train poolside attendants/lifeguards in first aid. Keep records of all training	3	To be prepared by pool manager wef: May 2016	RB	May 2016	
Calculate the maximum pool occupancy figures taking consideration of the size, shape/depth of the pool, age of pool users (particularly children under 8 years old) and the capacity of the pool water treatment plant equipment	3	To be prepared by pool manager wef: May 2016	RB	May 2016	
Inform all relevant employees of the maximum pool occupancy figures	3	To be prepared by pool manager wef: May 2016	RB	May 2016	
Implement controls to ensure the safety of people with disabilities	3	To be prepared by pool manager wef: May 2016	RB	May 2016	
Clearly divide the pool between programmed and unprogrammed activities to ensure adequate lifeguard cover	3	To be prepared by pool manager wef: May 2016	RB	May 2016	
All programmed activities must have their own supervision. If the pool users are not providing their own supervision then alternative arrangements must be considered	3	To be prepared by pool manager wef: May 2016	RB	May 2016	
Display warning signs such as pool depths (shallow and deep end indicated by access point to the pool area from the changing rooms), 'No Diving', 'No Running' etc., around the poolside	3	Some warning signs in place. Pool manager to order as required wef: May 2016 DB to provide clearer depth notices (paint on wall)	RB/TM DB	May 2016	
A sufficient number of suitably trained lifeguards must be present at poolside for every session when persons are in the water. The number will depend on the size of the pool and the level of occupancy	3	To be prepared by pool manager wef: May 2016	RB	May 2016	
Only employ lifeguards that have obtained a qualification issued by an appropriate recognised national body demonstrating an acceptable level of competence	3	Lifeguards employed 2015 trained. New lifeguards to be trained by pool manager as qualified trainer	SH/RB		
Reassess all lifeguards at least once every 2 years	3	Lifeguards trained 2015 due reassessment 2017	SH/RB	Due 2017	
Ensure the fire assessment for the swimming pool complex has been completed	3	MW to carry out Fire Risk Assessment: March 2016	MW		

The fixed electrical wiring inspection is recommended to be undertaken annually for the swimming pool, unless advised otherwise by the electrical contractor. Ensure the survey is diarised so that the Council can prompt the electrical contractor	3	BC to arrange: March 2016	BC		
Arrange for maintenance of the pool/plant/equipment. All maintenance should be diarised by the pool operator. There should be no reliance upon the contractor to attend at the appropriate intervals	3	DB & Pool manager completed plant operative training course: July 2015 Maintenance carried out by DB. Weekly checks made during closed period. DB/RB to carry out maintenance during opening periods. Spruce Pools used as and when required. No maintenance contract in place.	SH/DB/ BC		23/02/2016

Lone Working

Establish monitoring system that records current location and when the lone worker has returned to base/home. This may be included in the 'Buddy' system	3	Current 2011 Lone Working system to be reviewed by the Clerk Lone Working RA completed 25/11/2015	SH BC	25.11.2015	
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Trees and Outdoor Areas

Although there might be irregular checks on the trees, the Council should develop a Policy on tree inspection and maintenance. All inspections should be documented	3		ROSE/S H		
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Vehicles

It is advisable to get each member of staff driving for work to sign a declaration each year confirming they are medically fit to drive including having had their eyesight tested within the last two years and they wear their vision aids prescribed	3	Declarations last signed Jan 2015 Declarations for 2016 circulated	BC	16.02.2016	Ongoing
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Work at Height					
Before working at height, a risk assessment must be completed. This should include the tree lights, flat raising etc.,	3	Risk Assessment for access to roof completed 04.08.2015 Risk Assessments for Working at Height completed 04.08.2015			04.08.2015
Work equipment provided must prevent falls and where falls cannot be eliminated you must take measures to minimise the distance and consequence of a fall	3	No equipment provided – Assessed by AD as not necessary for current work	AD		Ongoing
Establish a safe system of work for all work at height	3	DSE guidance for Working at Height circulated and available in Grounds Unit	BC AD		Feb 2015

Health and Safety Policy					
We recommend regular spot checks on the external work force to ensure they are adhering to risk assessments and safety procedures. Document any check and findings	3		SH		
Training is required to ensure that managers and supervisors are competent to undertake their health and safety responsibilities	3		SH		

Employee Training					
Maintain records as evidence of compliance	3	Records maintained for LCAS Awards	BC		Ongoing

COSHH					
Review COSHH assessments at least annually to verify that control measures remain adequate to control any health risk	4	Current Hazardous Substances Log completed August 2015 Review with AD Aug 16	BC/AD		

Display Screen Equipment					
Review at least annually your workstation assessments and include any new employees	5	DSE Assessments completed for 2016	BC	01.02.2016	02.02.2016

Priorities explained:

1	<p>Immediate action</p> <p>A condition or activity likely to cause an immediate risk of fatal or major injury (usually dealt with during the consultant's inspection)</p>
2	<p>Short term action required</p> <p>Contravention of a legal requirement with a potential to cause a serious injury or ill health. It may result in a Prohibition Notice if not attended to</p>
3	<p>Medium term action required</p> <p>A legal contravention likely to result in injury or ill health which may result in an Improvement Notice if not attended to</p>
4	<p>Longer term action required plan to complete within 12 months</p> <p>Control inadequate or not in line with best practice/current guidance. Enforcement may follow if no action taken</p>
5	<p>Review as part of Business Plan</p> <p>No immediate risk to health or property. Action is desirable to meet current standards though costs not currently justified by risk</p>



**REGULATORY REFORM (FIRE SAFETY) ORDER 2005
FIRE RISK ASSESSMENT (LIFE ONLY)**

6. ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

TRIVIAL
✓

TOLERABLE

PRIORITIES:

1	IMMEDIATELY – WITHIN ONE WEEK
2	SHORT TERM – WITHIN ONE MONTH
3	MEDIUM TERM – WITHIN THREE MONTHS
4	LONG TERM – WITHIN NINE TO TWELVE MONTHS
5	LONGER TERM – TIME OF UPGRADE OR REFURBISHMENT

CRITICALITY:

HIGH	Breach of legislation, having the potential for serious injury to relevant persons.
MEDIUM	Breach of legislation, but not considered to constitute a serious threat to relevant persons.
LOW	Necessary for best practice, but existing situation unlikely to constitute a serious threat to relevant persons.

ITEM	REF	LOCATION	ADVISORY
AD01	7.10	Fire Ignition Control Measures – Electrical Hazards	ADVISORY
OBSERVATION / FINDING			
No official policy on the use of personal electrical appliances.			
RECOMMENDATION / SOLUTION			
To show due diligence and reduce the possibility of fires initiated by personal electrical appliances, STC are advised to put in place a suitable policy for the use and safety of electrical devices brought onto the premises by staff and other groups.			

ITEM	REF	LOCATION	CRITICALITY	PRIORITY
SF01	8.10	Fire Ignition Control Measures – Heating	Medium	2
OBSERVATION / FINDING				
8.10 Filtration of first floor heat pump convector heaters clogged.				
RECOMMENDATION / SOLUTION				
STC management should employ a competent person or company to inspect the heat pump convector heater filter systems and clean / maintain if necessary. STC management should ensure the heaters are subject to a suitable maintenance schedule in accordance with the manufacturers guidelines. A record of the heating system maintenance should be retained in the fire log folder.				

ITEM	REF	LOCATION	CRITICALITY	PRIORITY
SF02	8.12	Fire Ignition Control Measures – Heating	Medium	3
OBSERVATION / FINDING				
8.12 No system in place to ensure that the gas boiler is subject to regular test, service and inspection.				
RECOMMENDATION / SOLUTION				
STC management should employ a competent Gas Safe registered person or company to service the combi boiler annually. A record of the gas burning equipment maintenance (certificate) should be retained in the fire log folder.				

ITEM	REF	LOCATION	CRITICALITY	PRIORITY
SF03	9.11-23	Fire Ignition Control Measures – Possible Arson	Medium	2-3
OBSERVATION / FINDING				
9.11 Refuse sack and leaflet display board available for deliberate ignition in reception lobby. 9.23 Although considered unlikely, a vulnerability has been identified with combustible items located inside the entrance lobby. Only considered a problem during opening hours.				
RECOMMENDATION / SOLUTION				
1/ STC management should ensure that rubbish is not stored in the Reception lobby during opening hours. The information leaflet display board should be maintained so that there are just enough leaflets for the expected demand for them. 2/ Although considered unlikely, arson cannot be ruled out. CCTV cameras covering the front façade of the building and entrances can significantly deter unlawful acts including arson. STC should consider installing overt CCTV cameras covering these areas.				

ITEM	REF	LOCATION	CRITICALITY	PRIORITY
SF04	11.2	Cooking Hazards	Low	2
OBSERVATION / FINDING				
11.2 Presently there are no start-up and shut-down procedures in place for the kitchen.				
RECOMMENDATION / SOLUTION				
Shaftesbury Town Council should put in place a suitable kitchen start-up and close-down procedure for staff, volunteers or hall hirers to follow to reduce the possibility of accidental kitchen fires. The procedure should be prominently displayed in the kitchen and form part of the hall hire terms and conditions.				

ITEM	REF	LOCATION	CRITICALITY	PRIORITY
SF05	13	Fire Safety Housekeeping	Medium	1-2
OBSERVATION / FINDING				
13. Minor housekeeping issues identified, combustible items stored on top of microwave, compartment doors wedged in open position, multipoint adaptors misused, waste and combustible items left in unsuitable locations.				
RECOMMENDATION / SOLUTION				
The duty Fire Warden should continue to carry out regular fire safety related housekeeping checks to ensure all potential fire hazards are eliminated, escape routes are free from fire hazards and obstructions. Formal housekeeping checks should be carried out at least weekly and results recorded in the fire log folder.				

ITEM	REF	LOCATION	CRITICALITY	PRIORITY
SF06	17.2	Means of Escape	Medium	1-2
OBSERVATION / FINDING				
17.2 Excessive travel distance in one direction from first floor. 17.2 Suitable protection of escape routes is compromised by the stairs not being protected from fire or smoke from the reception lobby.				
RECOMMENDATION / SOLUTION				
The findings above can be mitigated if the recommendations of SF03 are followed. In addition to this, STC must ensure that if the Council chamber or Mayor's parlour are in use for members of the public, the balcony door is checked for operation before admission.				

ITEM	REF	LOCATION	CRITICALITY	PRIORITY
SF07	17.2	Means of Escape	Medium	2
OBSERVATION / FINDING				
17.2 Suitable protection of escape routes is compromised by the notional fire door between the stair and central corridor, sticking in the open position (bottom of door fouling floor).				
RECOMMENDATION / SOLUTION				
STC should employ a competent person to repair or adjust the self-closing door between the stair and central corridor so that it closes fully to the door stop when the fire alarm activates.				

ITEM	REF	LOCATION	CRITICALITY	PRIORITY
SF08	17.2	Means of Escape for Disabled People	Medium	2
OBSERVATION / FINDING				
17.3 Presently, there are no reasonable arrangements for means of escape for disabled people from the first floor.				
RECOMMENDATION / SOLUTION				
After the assessor considering and discounting the Stair-lift due to speed of operation, STC management should provide a suitable portable evacuation chair (or other suitable device) and mount it on first floor landing together with an instructional leaflet that should be retained in the cover. Once provided, staff members should be trained on how to use the equipment safely.				

ITEM	REF	LOCATION	CRITICALITY	PRIORITY
SF09	18.1	Compartmentation	Medium	2
OBSERVATION / FINDING				
18.1 The Dutch door of the photocopier room is not suitable for the location and present use of room.				
RECOMMENDATION / SOLUTION				
STC management should employ a competent person or company to either replace the door with a FD30(S) fire rated door, or repair / modify the existing door so it can offer a similar notional fire resistance as the other doors in the premises. The door once fitted should be fitted with suitable combined fire seals around the door or the frame. The door should also be fitted with a positive action self-closing device capable of closing the door fully to the door stop when released from any angle. If the door needs to be held ajar, a suitable device should be employed to release the door automatically when the fire alarm activates. The Fire door should comply with BS 476-22 1987.				

ITEM	REF	LOCATION	CRITICALITY	PRIORITY
SF10	18.1	Compartmentation	Low	3
OBSERVATION / FINDING				
18.1 The hole in the box trunking (located close to the ceiling mounted heat detector) may allow smoke or fire gasses from a fire in the kitchen, to travel to other parts of the building (possibly the first floor MoE or toilets).				
RECOMMENDATION / SOLUTION				
STC management should employ a competent person or company to repair or fill the hole with a suitable fire stopping material or cover.				

ITEM	REF	LOCATION	CRITICALITY	PRIORITY
SF11	20.1	Fire Safety Signage	Medium	2
OBSERVATION / FINDING				
20.1 A staff fire action procedure notice is displayed in the reception lobby that may confuse visitors as to the correct actions to take in the event of fire				
20.1 A staff fire action procedure notice is displayed on the first floor landing that may confuse visitors as to the correct actions to take in the event of fire.				
RECOMMENDATION / SOLUTION				
STC management should remove the unsuitable notice from the reception lobby and first floor landing and install a standard public fire action notice instead (See example notice on page 20). Advice: Simple but relevant Fire Action Notices should be displayed above all manual break glass call points and blank fields completed.				

ITEM	REF	LOCATION	ADVISORY
AD02	25.3	Procedures and Arrangements	
OBSERVATION / FINDING			
<p>25.3 The present Hall hire agreement form does not provide sufficient fire safety information to the groups or individuals that hire the building e.g. Actions to take in the event of fire, kitchen and security procedures.</p>			
RECOMMENDATION / SOLUTION			
<p>STC management should amend the present Policies for use of Town Hall terms and conditions to include:</p> <p>1/ A suitable procedure for hirers for the Actions to take in the event of fire,</p> <p>2/ Kitchen safety rules including suitable close-down procedure and,</p> <p>3/ A suitable procedure to ensure security on the premises if council staff members are not on the premises.</p> <p>An example hirer Fire Action Procedure has been provided for amendment if suitable (See page 18). It is suggested that this notice is placed in an appropriate location (Kitchen or kitchen lobby).</p>			

ITEM	REF	LOCATION	ADVISORY
AD03	25.3-4	Procedures and Arrangements	
OBSERVATION / FINDING			
<p>25.3 The present Hall hire agreement form does not provide sufficient fire safety information to the groups or individuals that hire the building e.g. responsibility reminder to the hirers to ensure the safety of those visitors within the group that may require help or assistance to evacuate.</p> <p>25.4 Apart from the procedures recorded in paragraph 4 of the Part 2 Fire Instructions (See page 19) there are no suitable procedures in place to evacuate persons with a disability from the first floor. The way the procedure is written may be viewed by some as not very sympathetic or caring towards this group of people either.</p>			
RECOMMENDATION / SOLUTION			
<p>All users (STC staff and Hirers) are responsible for ensuring the safe evacuation of persons with disabilities or anyone else that requires assistance to evacuate the premises. Suitable procedures must be put in place by STC and advice given to hirers.</p> <p>1/ To identify those in the above group.</p> <p>2/ To provide that assistance if required.</p> <p>Further advice can be obtained by referring to the Fire Risk Assessment supplementary guide 'Means of Escape for Disabled People' - ISBN-13: 978 1 85112 873 7.</p> <p>STC after developing the procedures should ensure the information is distributed to relevant persons and displayed in a suitable location. A copy of the procedures should be kept in the fire log folder.</p>			

ITEM	REF	LOCATION	CRITICALITY	PRIORITY
SF12	26.2	Training & Drills	Medium	3
OBSERVATION / FINDING				
<p>26.2 Staff are not officially provided with periodic fire safety refresher training.</p>				
RECOMMENDATION / SOLUTION				
<p>The person responsible for safety should ensure all staff members receive fire safety training that includes:</p> <p>Information about the fire risks in the premises. Information about the general fire precautions in the building. The action to take in the event of fire. The action to take if the warning of fire is heard. How to operate manual break glass call points or raise the alarm. Location & operation of installed fire extinguishers & their safe & effective use for different types of fire. How to call for the fire service & what information should be passed. Who will be in charge if a fire does occur. Who will assist and how people with disabilities are evacuated from the premises to a safe place. How evacuation is co-ordinated with other occupiers and the meaning of fire safety signage.</p> <p>This training should be repeated periodically (at least once per year).</p> <p>All training should be recorded in the fire log folder.</p> <p>Fire practice drills should be conducted at least once every 12 months. They should be monitored for correct procedures or inappropriate actions. A hot debrief should take place after the drill so everyone can learn from mistakes made or inappropriate actions. The drill should be timed. An acceptable time frame for evacuation from this building would be 2 minutes although 1-1.5 minutes should be easily obtainable / aimed for.</p> <p>All fire drills should be recorded in the fire log folder.</p> <p>One one member of staff who usually works away from the premises has received fire extinguisher training. It is recommended that when the staff receive their general fire safety awareness training, suitable fire extinguisher training is provided at the same time.</p> <p>Contact Solent Fire Safety Services for advice on types of course available.</p>				

ITEM	REF	LOCATION	CRITICALITY	PRIORITY
SF13	27-28	Testing & Maintenance – Record Keeping	Medium	3
OBSERVATION / FINDING				
<p>27.3 The monthly user checks on the emergency lighting system are not presently being conducted by a competent member of staff.</p> <p>27.4 The weekly user checks on the fire extinguishers are not presently being conducted by a competent member of staff.</p> <p>27.11 No formal general house-keeping or other fire precautions checks in place at present.</p> <p>28.1 Maintenance test records (in Fire Log Folder) not complete.</p>				
RECOMMENDATION / SOLUTION				
<p>The person responsible for maintaining the premises should ensure that periodic checks of all fire safety systems are carried out at the correct intervals and results recorded in the fire log folder. An example list of common fire related checks provided below. (All records of tests below should be retained in the Fire log folder)</p> <p>The appointed person should ensure the following items are recorded to show due diligence to the enforcing authorities if required.</p> <ol style="list-style-type: none"> 1/ The Fire Drills carried out including details of the drill. 2/ The maintenance & testing regime for the Emergency Lighting system. 3/ The maintenance & testing regime for the Fire Alarm system. 4/ The maintenance & testing regime for the installed Fire-fighting equipment. 5/ The checking of Fire exit doors & Security equipment. 6/ The maintenance & checking of internal Fire door assembly's. 7/ The recording of regular Housekeeping and Means of Escape checks. 8/ The record of Fire Safety Training for all employees. 9/ Record of all maintenance to Fixed Electrical system. 10/ Record of all Portable Electrical Appliance testing. 11/ Record of all on maintenance of Gas Fired installations if installed. 12/ Record of all maintenance of the fixed heating system. 				

IMPORTANT – TOWN CLERK TO SIGN OFF WHEN COMPLETED

7. MANAGER'S CHECKLIST

ITEM	Person Responsible for Action	Date Completed	Actioned Sig
AD1			
SF01			
SF02			
SF03			
SF04			
SF05			
SF06			
SF07			
SF08			
SF09			
SF10			
SF11			
AD02			
AD03			
SF12			
SF13			

Appendix C

Shaftesbury Town Council

Risk assessment and management (financial) for the period 1 April 2015 to 31 March 2016

Income

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

Hall Hire/Markets/ Rents	Cash handling	L	Cash through cash box and accounting software	Reconcile to take	12 months
	Cash banking	L	Segregate duties. Check to bank	Reconcile to take	24 months

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)
Grants – District	Claims procedure	L	Clerk/RFO check quarterly	RFO verify	12 months
	Receipt of grant when due	M	Check & Report to General Management Committee	Diary	12 months
Grants - Other	Claims procedure	L	Clerk/RFO check quarterly	RFO verify	12 months
	Receipt of grant when due	M	Check & Report to General Management Committee	Diary	12 months

Expenditure

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

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

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

	Fraud by staff	L	Fidelity Guarantee Insurance value £443,791 with Aviva Internal controls checked by Council and IA review	Council	12 months
			Insurance Co conditions met?		12 months
Loss	Consequential loss due to critical damage or third party performance	L	Insurance cover review adequacy Insurance held with Aviva, level of cover £10,000,000, renewal date 1 st June	Diary	12 months
Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)
Cash	Loss through theft or dishonesty	L	Insurance cover review ensure adequacy of Fidelity guarantee insurance - value £443,791 with Aviva IA review	Dialy	12 months
Maintenance	Poor performance of assets or amenities loss of income or performance	M	Regular maintenance inspection	Diary	12 months
Borrowing/lending	Adequacy of finances to be able to repay loans	M	Financial review and cashflow forecasting monthly	Diary	
Legal Powers	Illegal activity or payment	H	Educate Council as to their legal powers	Diary	24 months
Financial Records	Inadequate records	L	RFO/clerk check quarterly + regular internal audit	Diary	12 months
Minutes	Accurate and legal	L	Review at following meeting	Diary	12 months

Members interests	Conflict of interest	M	Update declarations of interest	Diary	12 months
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Reviewed and adopted on: _____

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

**Report to the Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 15th March 2016
in the Council Chamber, High Street, Shaftesbury**

SHAFTESBURY CRICKET CLUB

12. Purpose of Report

To consider proposed works to install a low voltage underground electricity supply connected to existing pole mounted transformer.

13. Recommendation

That the Council provides a response to Scottish and Southern Energy.

14. Background

14.1. The Council has received correspondence as shown at **Appendix A** in relation to installing a low voltage electricity supply to be connected to the existing pole mounted transformer at the Cricket Club.

14.2. The Town Council owns the freehold to the land in question under title number DT288412. A plan showing the location is attached at **Appendix B**

15. Financial Implications

There are no financial implications indicated in this report.

16. Legal Implications

There are no legal implications arising from this report.

End.

Report Author:

Claire Commons

Committee Services Officer

Shaftesbury Town Council,
The Town Hall,
Shaftesbury,
Dorset
SP7 8JE

Edward Close
Houndstone Business Park
Yeovil
Somerset
BA22 8RU

Phone:
Mob:

E-mail:

8th February 2016

Our site ref:

Dear Sir/Madam,

This company has recently been requested to provide a new low voltage underground electricity supply to Bell's Farm, St James Common, St James, Shaftesbury.

The proposed cable route would be connected to the existing pole mounted transformer known as Cricket Club Guys Marsh PMT which I understand is located on land owned by Shaftesbury Town Council (Land Registry Title Number DT288412).

The cable route would proceed westwards under the watercourse which is currently being discussed with North Dorset District Council.

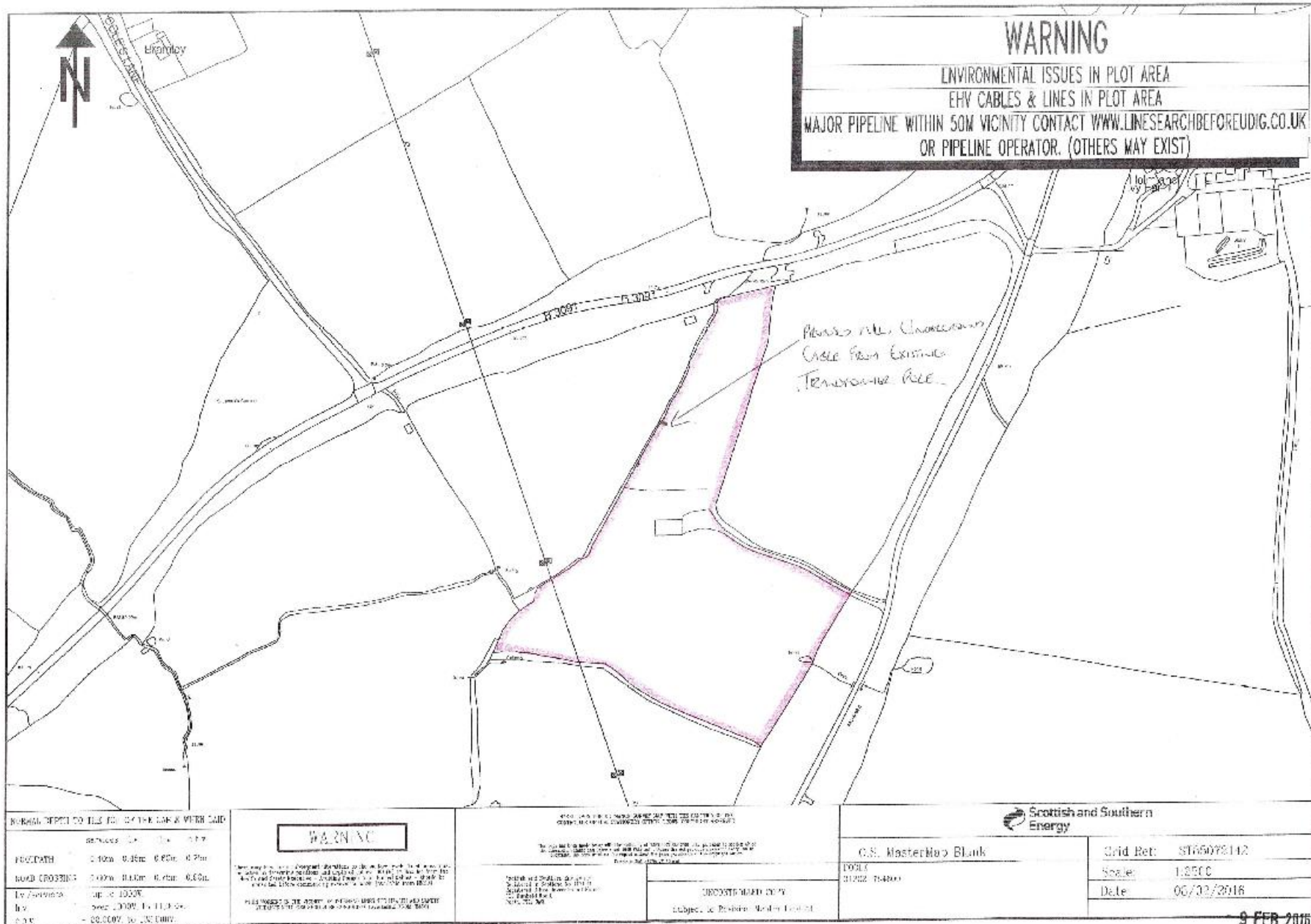
Please could you advise if you have any objections to the proposed works on Shaftesbury Town Council land.

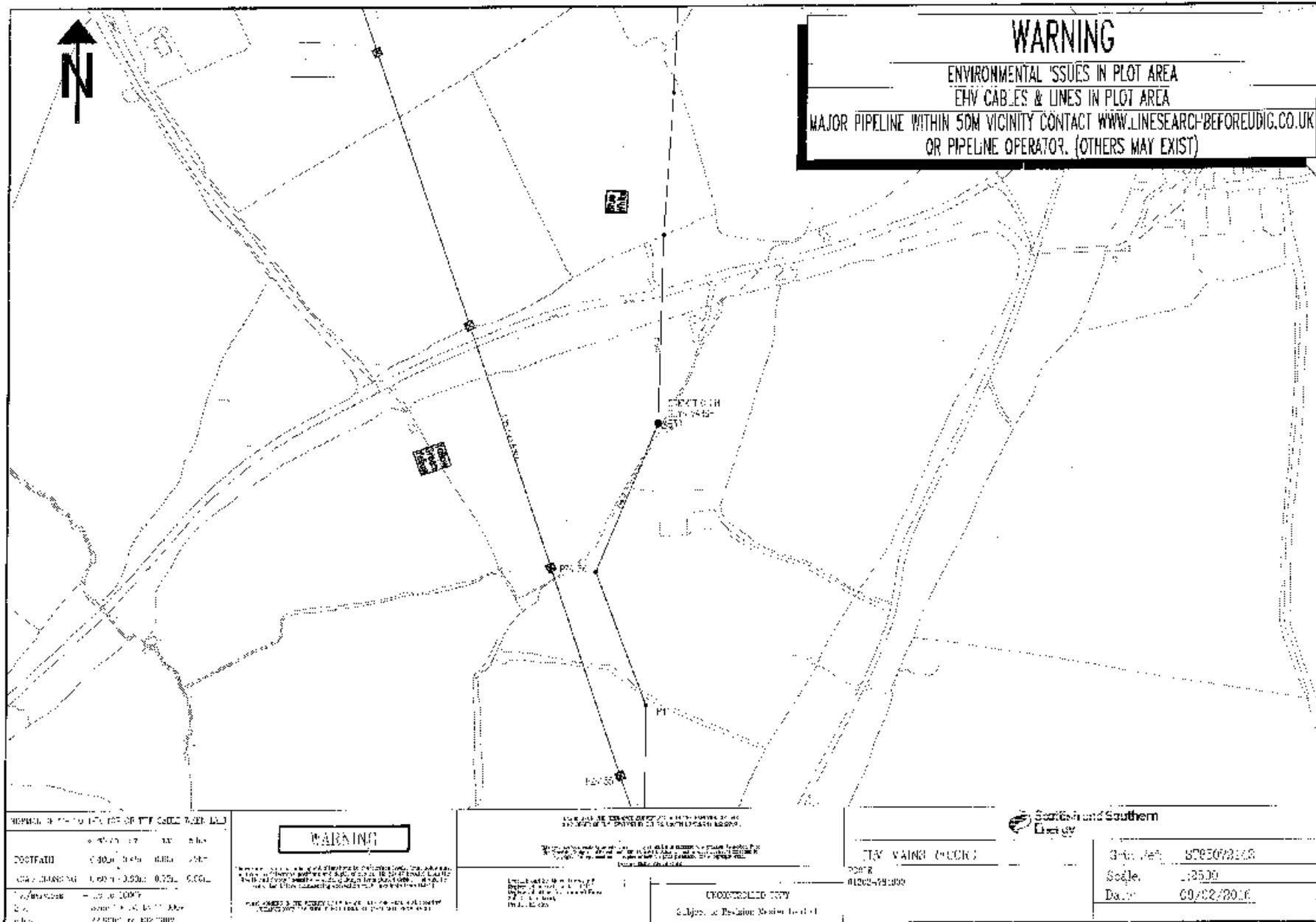
I look forward to hearing from you in due course.

Thank you in advance for your help in this matter.

Yours faithfully

Wayleave Officer





WARNING
 ENVIRONMENTAL ISSUES IN PLOT AREA
 EHV CABLES & LINES IN PLOT AREA
 MAJOR PIPELINE WITHIN 50M VICINITY CONTACT WWW.LINESEARCH-BEFOREUDIG.CO.UK
 OR PIPELINE OPERATOR. (OTHERS MAY EXIST)

REVISIONS TO THE DRAWING OF THE GRID PAPER L20

NO. OF REV.	DATE	BY	CHKD.
001	01/01/01
002	01/01/01
003	01/01/01
004	01/01/01

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Date: 09/02/2016

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 15th March 2016
in the Council Chamber, High Street Shaftesbury**

LEASES FOR RENEWAL

17. Purpose of Report

To consider agreeing to enter into the following negotiations: (a) to renew the leases held by the Donkey Field Orchard, Enmore Green Playing Field Association, Enmore Green Allotments, the Youth Club, and (b) to combine the Football Club's Licence to Occupy the pitch and changing rooms with the 12-year lease for the clubhouse.

18. Recommendations

2.1 That the Clerk be authorised to commence negotiations for:

(i) the renewal of the lease with the Donkey Field Orchard, due on 11th August 2016, for a further period of seven years, on the same terms and conditions as at present;

(ii) the renewal of the lease with the Enmore Green Playing Field Association, due on 9th June 2016, for a further period of 25 years on the same terms and conditions as at present;

(iii) the renewal of the lease with Enmore Green Allotmenters, for a further period of five years;

(iv) the renewal of the lease with the Youth Club, for a period of 15 years, based on the terms and conditions of the lease drafted (but not concluded) in 2008.

2.2 That the licence for Shaftesbury Football Club to occupy the pitch and changing room be added to the 12-year lease for the Clubhouse, for the remaining term of that lease.

2.3 That final drafts of the above leases be referred back to the Council for consideration of approval.

19. Background

3.8 The Donkey Field Orchard lease expires on 11th August 2016. The current annual rental is one peppercorn or one apple, payable on 29th September.

3.9 The Enmore Green Playing Field Association lease expires on 9th June 2016. The current annual rental is a peppercorn rent of £1 per annum.

3.10 The Enmore Green Allotments lease with the Enmore Green Allotmenters expired on 23rd May 2005. The current rental continuing to be paid is £5 per annum.

3.11 The Youth Club lease expired in 2009. A further lease was drafted in November 2008 but was not completed. The rental in a draft lease, prepared in 2008, was £100 per annum.

3.12 The licence to occupy the Football Club pitch and changing rooms is due to expire on 30th June 2017. Shaftesbury Football has requested that the pitch and changing rooms be added to the current lease for the Clubhouse under the same terms and conditions as the lease. The Club has advised that it has made an application for promotion to the Wessex Premier League and security of tenure is the only remaining aspect of the documentation required. The Club is qualified for promotion in all other respects (points, pitch size, supporter entrancing, being a chartered standard club, having an Under-18s team and a Reserve team). The deadline for the application round this year is 18th March 2016. The next opportunity will not be until 2017.

20. Financial Implications

As detailed in the report

21. Legal Implications

None arising directly from this report.

End

Barbara Carter
Compliance and Information Officer

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 23rd February 2016
in the Council Chamber, High Street Shaftesbury**

MAYOR AND DEPUTY MAYOR ELECT - 2016/17

22. Purpose of Report

To advise the Council of the nominations received for the posts of Mayor Elect and Deputy Mayor Elect and to provide information as to the procedure to be followed in determining those appointments.

23. Recommendation

That the Council nominated a Mayor Elect and a Deputy Mayor Elect for the 2016/17 Council Year.

24. Background

3.1 Mayor Elect

3.1.1 Legislation requires that the Mayor of the Town Council be elected annually from amongst the members by the members as the first item of business for the Annual Meeting of the Council in May. Many Councils make it their practice to identify the Mayor Elect, and the Deputy Mayor Elect, in advance of the Annual Meeting.

3.1.2 The reason for nominating a Mayor Elect in March is in order to make the formal election of Mayor at the Annual Meeting of the Council a formality only, because this meeting is traditionally the 'Mayor Making' Ceremony for many Councils, and the Mayor Elect will invite his/her friends and family to attend the event.

3.1.3 The procedure in 2015 was different in that it was an Election Year, and in the weeks prior to the Elections, the Council could not be confident that a Mayor Elect and/or Deputy Mayor Elect would continue to be members.

3.2 Procedure in Place and Alternatives

3.2.1 Attached at **Appendix A** is the Town Council's publication 'A Brief History and Guide to the Mayoralty' published in 2011.

3.2.2 Since at least the time of Local Government re-organisation in 1974 Shaftesbury Town Council has followed the usual practice of electing its Mayor to serve for one year only. The same Councillor has been elected in two successive years on three occasions only

3.2.3 Election is by majority vote, as outlined in **Appendix B** (Appendix 7 of 'Civic Ceremonial', Fifth Edition 2007). Alternatives options to election by majority vote in place elsewhere are:

- Election by seniority, i.e. the longest serving member is next in line for the Mayoralty
- Election of the candidate nominated by the political group in power

3.2.4 The procedure for the election of the Mayor is as follows:

- Members of the Council will be invited to submit nominations to the Proper Officer via an official nomination form.
- On receipt of nominations, and in advance of the meeting, the Proper Officer will ask each nominated candidate to confirm that they are willing to serve before declaring that person nominated.
- The Proper Officer will circulate a list of interview questions based on the circulated criteria which candidates will be invited to answer by the current Mayor.
- Councillors will have the opportunity to put questions to the candidates in an open forum at the start of the meeting.
- The selection of the Mayor will take place during the body of the meeting via a traditional vote – on paper and counted in public. The criteria for the vote will be as follows:
 - (a) The successful candidate must have received an absolute majority vote of those present and voting.
 - (b) If there are more than two candidates and no one of them at the first count receives a majority over the aggregate votes given to the rest, the candidate with the least number of votes will be struck off and the remainder must then be put to the vote again.
 - (c) This process must, if necessary, be repeated until an absolute majority is obtained.
- The Mayor Elect will then attend the Annual Assembly in May to be formally introduced to the public.
- The formal election of the Mayor will take place as the first item of business at the Annual General Meeting, as prescribed by law.
- Accession of the Deputy Mayor to the Mayoralty is not automatic and the Deputy Mayor will be required to follow the same procedure as any other candidate.
- Candidates will be asked to declare, during the interview held at May's Council meeting, any other organisation in which they hold a position of influence, such as being the Chairman, Company Secretary or Director, and which they intend to continue to hold during their Mayoral year in order that such positions can be made a matter of public record.

3.2.4 Job Descriptions for the Mayor and Deputy Mayor, suggested criteria and interview questions are provided at **Appendix C**.

3.3 Deputy Mayor Elect

The procedures for the election of the Deputy Mayor follow the same process as those for the election of the Mayor.

3.4 Nomination Forms

Nomination forms for the Mayor Elect and Deputy Mayor Elect are provided as loose sheets in the Agenda pack.

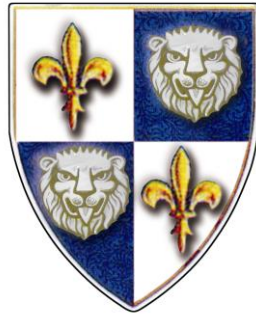
25. **Financial Implications**

None arising directly from this report.

26. **Legal Implications**

Section 15 of the Local Government Act 1972 requires that the Chairman (or Mayor) of a Parish or Town Council be elected annually, as the first business transacted at the annual meeting of the Council. However, it is common practice for many Councils to identify the Mayor Elect, and the Deputy Mayor Elect, in advance of the Annual Meeting.

End.
Stephen Holley
Town Clerk



TOWN COUNCIL

A BRIEF HISTORY AND GUIDE TO THE MAYORALTY

(Published– May 2011)

1. Introduction

- 1.1. The Mayoralty is one of the most ancient offices in British history but has changed its role, importance and public perception throughout the ages.
- 1.2. The office of Mayor was brought to this country, together with the Domesday Book and the feudal system, by the Normans. It has been suggested that the word Mayor is composed of two Germanic words 'Mord' and 'Dome' meaning 'Judge of Murderers' – these words being latinised into *major domers*.
- 1.3. The first Mayor was believed to have been established in Thetford in 1199. The first recorded Burgess/Mayor of Shaftesbury is listed as 1313, following the issue of the Royal Charter. The office of Mayor in the town is therefore 700 years old.
- 1.4. During the Middle Ages the Mayor was acknowledged as the 'First Citizen' of the town, he had a Council (under differing names) to assist him and he was a 'Custodian of the Peace' – an early name for a magistrate. He would have presided in the Borough's civil and criminal courts.
- 1.5. By Tudor times the powers of the Mayor were greatly increased making magistrates the Tudor 'maid of all work'. They had powers such as – the power to make arrests, the power to regulate the size of loaves of bread and the power to compel persons to go into service. As a result their personal importance was greatly enhanced.
- 1.6. By the seventeenth century the Mayor had become all-powerful and in many instances his powers included:- Chairman of the Council, Chief Magistrate, President of the Civil and Manorial Courts (sitting with the Town Clerk), Coroner, Clerk of the Market, Keeper of the Goal and creator of the Freemen (often for a fee).
- 1.7. By the nineteenth century the legal position of the Mayor had been restricted and regulated by statute and the Mayor was left with three main roles: - constitutional monarch for the city, speaker for the Council and a kind of Council Prime Minister. Only the first two roles have continued into the present day.
- 1.8. In the nineteenth century a Mayor could be the centre of all political activity, with the term of office often lasting two to four years. The political role of the Mayor during the Victorian period was of far more importance than the social and ceremonial role – a situation which is reversed today.
- 1.9. The eventual separation of the office of Mayor and the Magistracy in the boroughs began in 1949 when Mayors were no longer permitted to remain Magistrates during the year succeeding their year of office. In 1951 they ceased to preside at the sittings of the Borough Justices, this being made absolute by the Justices of the Peace Act 1968.
- 1.10. It is interesting to note that it was not until 1974 that Mayors had to be elected from members of the Council.

2. The Importance and role of the Mayor today

- 2.1. There are three main important roles for the Mayor in today's local authorities and society: - as a symbol of the authority, as a symbol of open society and as an expression of social cohesion.
- 2.2. As a symbol of the authority the Mayor is invested with the insignia of the robes and chains of office and connects the present day with history acting as a symbol of continuity. The Mayor as 'First Citizen' speaks for the whole town and gives it an identity.
- 2.3. It is important to note that the office of Mayor is more important than the office-holder.
- 2.4. As a symbol of open society the Mayor can and does come from any class, gender or ethnic background. The First Citizen is no longer the privilege of the white middle/upper class male.
- 2.5. As an expression of social cohesion the Mayor undertakes social engagements that give cohesion to the life of the town. The Mayor acts a link between various bodies and organisations feeding back the views and concerns of the people into the political field. The Mayor can also take the Council's message and themes out into the community.
- 2.6. The history of the Mayoralty is important because it is the one well known and continuous factor in people's experiences. The power of the Mayor has undoubtedly reduced through the ages and today's Mayor will not have the power or authority of a Tudor or Victorian Mayor. The office however, continues to have a central part to play in modern Councils and society and this role is a result of the tradition it has inherited.

3. The Office of Mayor – precedence and protocol

- 3.1. The main duty of the Mayor is to preside over principal meetings of the Council and, if present, he/she must preside.
- 3.2. If the Mayor is not present the Deputy Mayor must preside. If neither is present the members must elect a Chairman for the meeting.
- 3.3. The Mayor has precedence over everyone apart from the Queen and representatives of the Royal Family – including the High Sherriff and the Lord Lieutenant. The Mayoress will customarily take precedence immediately after the Mayor although she has no legal status. It is understood that the Mayoress should rarely function independently of the Mayor.
- 3.4. Shaftesbury has a tradition which has allowed the Mayor's title to be preceded by 'Lord'. On detailed research it appears that this tradition is incorrect. The use of the word Lord can only be applied if the town has been granted a Lord Mayoralty by Letters Patent. It would appear that, at some historical point, the town has mistaken the Royal Charter for this grant. The Mayor and Deputy Mayor must not therefore include the word 'Lord' in their titles.

4. The effect of being Mayor

Appendix A

- 4.1. Being the Mayor is most definitely different to being a councillor – it has different rules, different working hours, different restraints and is often physically and mentally tiring. It can also be hugely enjoyable and rewarding if entered into in the right spirit.
- 4.2. Being the Mayor will have an effect on friends and family – his/her personal social life will be severely disrupted and replaced with a new social life not of their own making or, perhaps, choice. In addition, the effect on the Mayor's partner can be dramatic as they are expected to play a full part in the Mayoral world and will be in a public role for their partners' term of office. It is advisable for prospective Mayors to discuss this aspect with their partners, family and friends before taking office.
- 4.3. There will also be an effect on the Mayor's career or job due to the time that may be needed to be spent away from the workplace. Candidates for the position of Mayor should consider carefully how they will manage their working life if elected to the post.
- 4.4. Becoming a Mayor could also be said to stifle a political career as the Mayor is traditionally neutral and steps back from politics for the term of his/her office. Given that the Town Council is apolitical this is not a particular issue at STC.
- 4.5. The Mayor must be seen to represent all sections of the Council and the community and it is vital to note that the office of the Mayor belongs to the public not the individual who occupies it.
- 4.6. Some Mayors may feel uncomfortable with the formality of the traditional office of Mayor – the wearing of robes and chains and the protocols which need to be followed. Yet most of the public want to see the trappings of office and these traditional links to the past history of the area are important to others even if they may not be important to the Mayor. However, it is understood that each Mayor will want to add their own personality and flair to the proceedings and uniformity and constraint are not aims of the protocols at STC.

5. Further information

- 5.1. Further information on the following aspects of the Mayoralty can be located in the Town Council's constitution: - The civic allowance and the rules for spending it, the staffing support for the Mayor, a list of fixed events which the Mayor is expected to attend, a job description for the role of Mayor and Deputy Mayor and procedures for the election of the Mayor and Deputy Mayor.

APPENDIX 7

Selecting the Mayor (Chairman) - Majority Voting

Bournemouth Borough Council

(Extract from the Council's Constitution 2006)

10. Procedure for the Selection of Mayor

1. At the ordinary meeting of the Council held during the month of March any two members of the Council may recommend in writing addressed to the Chief Executive any other member of members of the Council (except the Mayor then in office) for re-election as Mayor for the ensuing Municipal year and any member or members so recommended shall be invited by the Head of Town and Country Governance to express a written prior to the said ordinary meeting of the Council his or her willingness to accept such office if duly elected at the next following Annual Meeting.
2. At the said ordinary meeting of the Council the person proposed shall announce the names of names of those members who have been recommended and have expressed their willingness to accept office and shall ask for those members (that he or she) to be formally proposed and seconded.
3. If only one member is proposed and seconded and is willing to accept the office if elected, that member shall thereupon be elected the Mayorality for the ensuing Municipal year.

CIVIC CEREMONIAL

A Handbook, History and Guide for Mayors, Councillors and Officers

FIFTH EDITION

by

Paul Millward

Head of Registrar, Bournemouth City Council
Chief National Coordinator of Civic Officers

Shaw & Sons

APPENDIX B

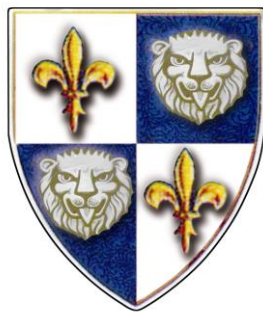
- 4. If two or more members are proposed and accepted and are willing to accept the office if elected, the members of the Council, then presents will be invited to vote by rising in their places for the candidate of their choice, each member having one vote. If one candidate receives a majority vote of more than one half of those present and voting that candidate shall be offered the Mayoralty.

In the event no candidate receiving such a majority vote, the candidate receiving the lowest number of votes shall be eliminated and a further vote by Members rising in their places shall be taken and so on until such a majority is given in favour of one candidate having the majority vote who shall thereupon be offered the Mayoralty. In the event of more than one candidate having the lowest number of votes, all the candidates who tie with the lowest number of votes shall be eliminated except that when such action would eliminate all but one candidate, there shall be a vote to determine which one candidate of those with the equal number of votes shall be included in the next vote in the procedure.

- 5. In the event of an equality of voting between the last two candidates the person presiding at the meeting shall have a casting vote.
- 6. In the event of the procedure being followed prior to Municipal Elections and the Mayor Elected and or the Deputy Mayor Elected not being re-elected to the Council, the Head of Law and Corporate Governance shall circulate immediately all Members of the Council seeking nominations for consideration at the first ordinary meeting of the newly elected

Council, in accordance with the procedure outlined above.

- 7. In the event of the Mayoralty becoming vacant for any reason during any Municipal year, the above procedure shall be followed at the ordinary meeting of the Council next following the arising of the vacancy in order to select a Mayor for the remainder of that Municipal Year.



SHAFTESBURY TOWN COUNCIL

Job Description - The Mayor

Responsible to: Shaftesbury Town Council and local people

Role Purpose: To be an ambassador for the Council and to provide overall strategic and civic leadership.

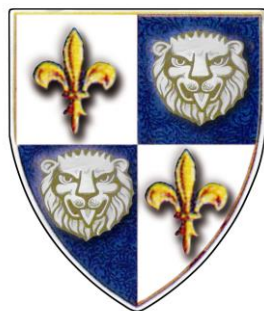
Main duties and responsibilities:

1. To act as ambassador for the Council – to promote its work and act as the chief spokesperson for the Council representing the authority at all appropriate levels.
2. To make on behalf of the Council, in consultation with the Proper Officer, all major policy announcements and position statements.
3. To uphold and promote the Council's Standing Orders, Financial Regulations and all other policies and procedures agreed by the Council.
4. To act as the Chairman of meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community. To hold the authority to regulate and control the meeting, to ensure that business is transacted, debate facilitated and clear legal decisions are made.
5. To sign the minutes of the meetings of the Council and its committees.
6. To ensure that the Council meeting is a forum for debate of matters of concern to the local community.
7. To promote public involvement in the Council's activities.
8. To participate in collective decision making and to work closely with other members to ensure the development of effective Council policies and the delivery of high quality services to local people.
9. To liaise with the Proper Officer of the Council on a regular basis in relation to the strategic vision and direction of the Council, the management roles of officers and the development of policy issues.
10. To develop and maintain a working knowledge of the Council's services, management arrangements, powers/duties and constraints and to develop good working relationships with the relevant officers of the Council.
11. To act as the Council's first citizen and to undertake such civic and ceremonial duties as he/she deems appropriate taking precedence at such events but not so as to prejudicially affect Her Majesty's royal prerogative.

Appendix C

12. To represent the Town Council on such other outside organisations as he/she is appointed and to hold an ex officio position on the Shaftesbury Charitable Trust and the Shaftesbury Trinity Centre Trust.
13. To sit on each committee of the Council except the General Management Committee.
14. To undertake in a constructive manner such training and development as the Council may recommend from time to time and within specified time limits.
15. To act as an authorised signatory for the Town Council, if deemed appropriate.
16. To reprimand unruly Councillors and to direct such reprimands to be minuted.
17. The Mayor will be treated as a Councillor unless the law or context requires otherwise and, in particular, is subject to the same rules as any other Councillor.
18. The Mayor will hold office from the Annual Meeting of the Council at which he/she is elected until the next Annual Meeting of the Council unless they resign from office, or are suspended or disqualified from being a Councillor *(Note: if the Mayor/Chairman of a Council ceases to be a Councillor at Election, there remains a legal requirement for the Mayor/Chairman to retain that role until a new Mayor/Chairman is elected at the Annual Meeting, even though he/she is no longer a Councillor .*

(END)



SHAFTESBURY TOWN COUNCIL

Job Description - The Deputy Mayor

Responsible to: Shaftesbury Town Council and local people

Role Purpose: To deputise for the Mayor and to chair the General Management Committee

Main duties and responsibilities:

1. If required, to deputise for the Mayor in his/her absence including chairing meetings of the Council.
2. To assist the Mayor as requested and, if necessary, to assist the Mayor in the representation of the Council on state, civic or formal occasions.
3. To support and assist the Mayor in managing and leading the work of the Council.
4. To act as the spokesperson for the Council in respect of any areas of responsibility assigned to them by the Council.
5. To participate in the development of the Council's policy framework within his/her responsibility as Chair of the General Management Committee and to make recommendations to Council.
6. To uphold and promote the Council's Standing Orders, Financial Regulations and all other policies and procedures agreed by the Council.
7. To represent the Town Council on such other outside organisations as he/she is appointed and to hold an ex officio position on the Shaftesbury Charitable Trust.
8. To undertake in a constructive manner such training and development as the Council may recommend from time to time and within a given time-frame.
9. The Deputy Mayor will be treated as a Councillor unless the law or context requires otherwise and, in particular, is subject to the same rules as any other Councillor.
10. The Deputy Mayor will hold office for the term of one municipal year unless he/she resigns from office, ceases to be a Councillor or is suspended or disqualified from being a Councillor.

(END)

Suggested criteria for the selection of the Mayor and Deputy Mayor and Interview Questions

1. Suggested Criteria for Selection

The Council should choose a Mayor who best exhibits the following criteria, whilst recognising that the criteria should not be too prescriptive and that each candidate will bring his/her individual personality and style to the office of Mayor:

- Chairmanship skills – the candidate can run public meetings efficiently and effectively to ensure that all councillors and as many members of the public as possible are able to provide input on the Council decisions. There will be a requirement for experience of chairing formal meetings and the candidate should have had experience of chairing a Council committee for a minimum of one municipal year.
- Integrity – the candidate maintains the highest possible ethical standards, works well with other councillors and officers, has the courage to take an unpopular position if it is best for the town and adheres to all the protocols laid down for conduct and behaviour.
- Commitment – the candidate is able and willing to devote sufficient time to the role of Mayor in order to perform it properly, is supportive of and supported by the community. The candidates past actions have been for the benefit of the Town rather than being self-serving.
- Relationships – the candidate should be able to demonstrate the confidence and willingness to meet and interact with the public and external organisations at all levels as part of the ambassadorial role.

2. Interview questions

- What do you consider the roles and responsibilities of the Mayor/Deputy Mayor to be?
- Can you please tell us what your vision for the town is and your goals for the year ahead?
- What do you see are the differences between a leader and the role of a Chairman and what experience have you got in these roles.
- Good working relationships between the Mayor/Deputy Mayor and councillors and officers are vital. Please can you tell us how you would ensure these relationships are well maintained?
- How much time do you envisage the role taking up and how are you able to meet that requirement?
- Can you tell us about some past projects or actions which you feel demonstrate that you have the best interests of the town at heart?

Appendix C

- The Town Council's relationships with the public and with external organisations are extremely important – please can you tell us how you would meet and develop this ambassadorial role?
- How important do you deem the civic and ceremonial aspects of the role to be?
- The Mayor/Deputy Mayor may well be asked to assist in the resolution of conflicts – can you tell us what experience you have in this area?
- One of the roles of the Mayor/Deputy Mayor is to uphold the constitution – please can you tell us your views on this document and confirm whether you are happy to adhere to the protocols for conduct and behaviour laid down within it?
- What training and development are you prepared to undertake to assist you in the delivery of your responsibilities?
- Please can you declare any organisation in which you hold - and intend to continue to hold - a position of influence during your year in post?

(END)

**Report to a Meeting of Shaftesbury Town Council's
General Management Committee
to be held at 7.00pm on Tuesday 1st March 2016
in the Council Chamber, High Street Shaftesbury**

SCHEDULE OF MEETINGS FOR 2016/17

27. Purpose of Report

To consider a recommendation from the General Management Committee to adopt a schedule of meetings for 2016/17.

28. Recommendation

That the Council adopts a schedule of meetings for the municipal year 2016/17.

29. Background

The General Management Committee considered, at its meeting on 1st March 2016, two draft schedules of meetings for the municipal year 2016/17. It recommended to Council to adopt the cyclical schedule as at **Appendix A**.

The calendar will provide the following number of meetings as well as sufficient 'free' Tuesday evenings which can be used for informal discussions or training.

	<u>Current year</u>	<u>Next Year</u>
Full Council	8	7
Extraordinary	5	
Planning	11	13
ROSE	8	9
GEM	8	8

30. Financial Implications

None directly arising from this report.

31. Legal Implications

The Council is required to hold an Annual Meeting and to have at least three other ordinary meetings each year.

End.

Claire Commons
Committee Services Officer

	2016										2017						
	March	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		
Mo						1									1 Early May BH	Mo	
Tu	1 GEM					2				1 GEM (Q2)					2 GEM (Q4)	Tu	
We	2			1		3				2		1	1		3	We	
Th	3			2		4	1			3	1	2	2		4	Th	
Fr	4	1		3	1	5	2			4	2	3	3		5	Fr	
Sa	5	2		4	2	6	3	1		5	3	4	4	1	6	Sa	
Su	6	3	1	5	3	7	4	2		6	4	1 New Year	5	5	2	7	Su
Mo	7	4	2 Early May BH	6	4	8	5	3		7	5	2 Substitute Day	6	6	3	8	Mo
Tu	8	5 GEM	3	7 P&H	5 Council	9 P&H	6 Council	4		8	6 Recess	3 P&H	7 P&H	7 Council	4	9	Tu
We	9	6	4	8	6	10	7	5		9	7	4	8	8	5	10	We
Th	10	7	5	9	7	11	8	6		10	8	5	9	9	6	11	Th
Fr	11	8	6	10	8	12	9	7		11	9	6	10	10	7	12	Fr
Sa	12	9	7	11	9	13	10	8		12	10	7	11	11	8	13	Sa
Su	13	10	8	12	10	14	11	9		13	11	8	12	12	9	14	Su
Mo	14	11	9	13	11	15	12	10		14	12	9	13	13	10	15	Mo
Tu	15 Council	12	10 Parish	14 ROSE	12 P&H	16	13 P&H	11 Council		15 Council	13 P&H	10 ROSE	14 ROSE	14 P&H	11 Council	16 Parish	Tu
We	16	13	11	15	13	17	14	12		16	14	11	15	15	12	17	We
Th	17	14	12	16	14	18	15	13		17	15	12	16	16	13	18	Th
Fr	18	15	13	17	15	19	16	14		18	16	13	17	17	14 Good Friday	19	Fr
Sa	19	16	14	18	16	20	17	15		19	17	14	18	18	15	20	Sa
Su	20	17	15	19	17	21	18	16		20	18	15	19	19	16	21	Su
Mo	21	18	16	20	18	22	19	17		21	19	16	20	20	17 Easter Monday	22	Mo
Tu	22 P&H	19	17 AM	21 GEM (Q4)	19 ROSE	23	20 ROSE	18 P&H		22 P&H	20	17 GEM (Q3)	21 GEM	21 ROSE	18 P&H	23 AM	Tu
We	23	20	18	22	20	24	21	19		23	21	18	22	22	19	24	We
Th	24	21	19	23	21	25	22	20		24	22	19	23	23	20	25	Th
Fr	25	22	20	24	22	26	23	21		25	23	20	24	24	21	26	Fr
Sa	26	23	21	25	23	27	24	22		26	24	21	25	25	22	27	Sa
Su	27	24	22	26	24	28	25	23		27	25 Christmas Day	22	26	26	23	28	Su
Mo	28	25	23	27	25	29 August BH	26	24		28	26 Boxing Day	23	27	27	24	29 Spring BH	Mo
Tu	29 ROSE	26 P&H	24 P&H	28	26 GEM (Q1)	30	27 GEM	25 ROSE		29 ROSE	27 Substitute Day	24	28	28 GEM	25 ROSE	30 P&H	Tu
We	30	27	25	29	27	31	28	26		30	28	25	29	29	26	31	We
Th	31	28	26	30	28		29	27			29	26		30	27		Th
Fr		29	27		29		30	28			30	27		31	28		Fr
Sa		30	28		30			29			31	28		29			Sa
Su			29		31			30				29		30			Su
Mo			30 Spring BH					31				30					Mo
Tu			31 MM									31 Council					Tu

**Report to the Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 15th March 2016
in the Council Chamber, Town Hall, High Street, Shaftesbury**

WEBSITE WORKING GROUP

32. Purpose of Report

To consider a recommendation from the General Management Committee for the Council to apply for a .gov.uk domain name.

33. Recommendation

That the Council resolves to apply for the .gov.uk domain name shaftesbury-tc.gov.uk, through Firmsites as approved registrar.

34. Background

- 34.1. The General Management Committee at their meeting on 19th January 2016 recommended that the Council to apply for a '.gov.uk' domain name for the Council's website.
- 34.2. The Website Working Group has investigated the Council having a .gov.uk domain name. An application is required to be submitted and approved by Central Government's Naming and Approvals Committee (NAC) by an approved registrar.
- 34.3. Firmsites, who host the Council's website, is an approved registrar with the Government's Joint Information Systems Committee (JISC).
- 34.4. Following the recommended format for a town council, the Council's domain name would be Shaftesbury-tc.gov.uk
- 34.5. The Council would have exclusive rights to its .gov.uk domain name. The Council would not own the domain name outright and periodic renewals have to be undertaken to retain the right to use it. Upon approval of the domain name, NAC would expect that, if an organisation's content is currently hosted on a non public sector domain, the content would be migrated to the .gov.uk domain within a reasonable timescale, usually three months.
- 34.6. The current website would be required to meet the standards set by the NAC prior to application being made and the Council will have to accept those terms and conditions.
- 34.7. The cost of registration is £80 for the first two years, and £40 for subsequent two year periods.
- 34.8. The current domain name cost is £20 per two year period, and would need to be continued to enable links to email and website addresses to ensure continuity.

35. Financial Implications

£80 for the first two years from the General Running Costs - IT Software budget.

36. Legal Implications

None arising directly from this report.

End.
Barbara Carter
Compliance and Information Officer

**Report to the Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 15th March 2016
in the Council Chamber, Town Hall, High Street, Shaftesbury**

COMMUNITY GRANTS

37. Purpose of Report

- 1.1 To resolve the process for application and selection for Community Grants for 2016/17.
- 1.2 To resolve the Council's Grant Awarding Policy.

38. Recommendation

- 2.1 Members are requested to approve the Community Grant application form. See **Appendix A**
- 2.2 Members are requested to approve the Grants Awarding Policy. The Council are required to provide a Grant Awarding Policy in order to comply with the criteria set down for the Quality Level of the Local Council Award Scheme. See **Appendix B**
- 2.3 Members are requested to approve the wording for the Council's website. See **Appendix C.**
- 2.4 Members are requested to approve the timetable for the submission and award of Community Grants for 2016/17.

39. Background

- 3.1 The General Management Committee on 24th November 2015 Agreed that the Compliance and Information Officer would review the Council's grant process together with Councillors Taylor, K Tippins refer back to the next meeting on 26th January 2016.
- 3.2 Draft documents have been prepared and are attached in Appendices A, B, and C for approval by Council.
- 3.3 That the Committee approve the proposed dates for the application and submission of 2016/17 Community Grant applications, as below:

• Application forms sent to local organisations and published on website	w/b 21 st March 2016
• Deadline for return of application forms	30 th April 2016
• Grant applications for consideration by the General Management Committee	21 st June 2016
• Recommendations to Council	5 th July 2016

4 Financial Implications

No financial implications at this time

5 **Legal Implications**

None for this item

End.

Barbara Carter

Compliance and Information Officer

Appendix A



SHAFTESBURY TOWN COUNCIL

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

DETAILS OF ORGANISATION:

Name: _____ Registered Charity? Yes/No
(If yes please give registration no.)

DETAILS OF PERSON APPLYING ON BEHALF OF THE ORGANISATION:

Name: _____ Address: _____ Tel. No: _____

Position in Organisation : _____ E-mail address: _____

AIMS AND OBJECTIVES OF THE ORGANISATION:

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

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

BENEFIT TO SHAFTESBURY TOWN:

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

PURPOSE OF GRANT SOUGHT:

Please note that retrospective applications will not be considered.

AMOUNT OF GRANT:

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

DETAILS OF OTHER GRANTS RECEIVED OVER THE PAST FIVE YEARS:

OUTSTANDING GRANT APPLICATIONS:

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

CURRENT SIZE OF MEMBERSHIP ORGANISATION:

How many volunteers work in your organisation:- _____

How many salaried staff do you have:- _____

Who will benefit from your grant application? _____

Age Ranges:-

0-5 _____

5-11 _____

11-19 _____

19-25 _____

25-40 _____

40-60 _____

60+ _____

IF YOU WORK WITH CHILDREN AND/OR VUNERABLE ADULTS – Please list how you meet the current legislation for working with children and vulnerable adults.

PRESENT COST OF ANNUAL SUBSCRIPTION:

ENTRY REQUIREMENTS:

Please give details of any entry requirements to joining Organisations

DETAILS OF OTHER FUNDRAISING ACTIVITIES:

DATA PROTECTION LICENCE #- if appropriate, if you hold personal information about your members, please state your data protection licence number.

REASONS FOR NOT PROVIDING SUPPORTING FINANCIAL INFORMATION (WHERE APPLICABLE):

DECLARATION:

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

SIGNED:

DATE:

Completed applications and accompanying Documents should be sent to:

The Town Clerk
Shaftesbury Town Council
Town Hall, High St
Shaftesbury
Dorset

For Office Use
Application checked
Application acknowledged
Date of Full Council Meeting
Application decision (Y/N)
Applicant notified of decision

Appendix B



Shaftesbury Town Council

The Town Hall, Dorset. SP78JE

Tel: 01747 852420 Email: enquiries@shaftesburytowncouncil.co.uk

GRANT AWARDING POLICY

- A copy of your Organisation's latest audited accounts and balance sheet must accompany the application.
- In the case of smaller organisations, a recent income and expenditure statement certified by a qualified accountant must be submitted instead.
- Where such statements have not been certified, they must be signed by two persons from within the organisation who have been appointed to act as auditors.
- Applications for grants of over £5,000 will only be considered in exceptional circumstances.
- Grants over £1,000 will only be made where an acceptable business plan has been prepared - which sets out how the organisation intends funding its activities over the next three years (or, in the case of large grants for one-off events, for the event itself). The business plan must accompany the completed application form.
- Please feel free to send any other relevant information along with your completed application form.

ELIGIBILITY

Grants will not be made:

- To organisations situated outside the area administered by Shaftesbury Town Council unless a clear benefit to the inhabitants of the Town can be established. In such cases, supporting information demonstrating the level of benefit must be provided.
- To organisations that are socially exclusive ie where there are unreasonable restrictions on membership inconsistent with equal opportunities.
- To support or promote religious/political belief/interest of an individual or organisation.
- For Food or hospitality
- To fund salaries payable to project organisers.

- To schools or businesses.
- Where the aims and objectives of the organisation are inconsistent with the values of the Town Council as set out below.

ADDITIONAL CONDITIONS:

- Successful applicants will be required to provide a written report to the Town Council within six months of receiving a grant award explaining how the grant has been used. In addition, successful applicants must mention the receipt of grant assistance on the organisation's letterhead as soon as practicable. Organisations with premises will also be required to fix a suitable plaque in a prominent place within its building mentioning the support given by the Town Council.
- Organisations receiving financial assistance will be given a letter of authority by the Town Council indicating the award made and its purpose. This will enable the goods/services to be ordered. A cheque in the sum of the award will be released upon production of an original invoice for the goods/services. Alternatively, organisations may make arrangements for the Town Council to be invoiced direct. These arrangements will not apply where assistance is given towards running costs.

SHAFTESBURY TOWN COUNCIL

Values

The Council believes in:

- **Promoting the well-being of the Town and its people**

This includes respect for people and places, creating a sense of belonging which is so vital to the well-being of all the people in Shaftesbury, raising awareness of environmental issues, improving the quality of the environment and encouraging an environmentally friendly ethos.

- **Helping people to help themselves**

The Council will help generate local ideas and responses to address local needs; the Council may trigger and nurture ideas itself but, in addition, it will help people to organise and act to sort things out for themselves.

- **Involving others and working in partnership**

We can only understand, learn and respond effectively to the range of problems and issues faced by local communities through partnerships and involving others in the process; in so doing, we will explore new ways of working and expect to draw on help in kind and other resources from a wide range of organisations, groups and individuals.

- **Equality and fairness**

Like most growing towns, Shaftesbury is becoming a more diverse place and we welcome the richness and variety this development brings. It is important that all citizens get equal access to the Council and are treated fairly. We will encourage everyone to participate in the decision making process, and will consider all representations made and viewpoints put forward in making decisions and acting on behalf of the community.

- **Being approachable, welcoming, open and honest**

The way in which we work helps to build understanding, trust and confidence in those we work with and for; whatever decisions we reach, we hope that all those involved in the process will support the approach we follow.

- **Simple, commonsense approaches and solutions**

Although we need to recognise the complexity of today's issues, we must also offer value for money and be efficient so that scarce resources can be channelled to where they are most needed.

Appendix C

Shaftesbury Town Council Small Grant Assistance

Each year, Shaftesbury Town Council makes a limited sum available to help support local community and voluntary organisations. The Council wishes to see such organisations flourish and develop in the Town and grant assistance helps to achieve this objective.

If you would like to apply on behalf of a local organisation, please click on the link below and use the attached application form.

The accompanying notes will help you establish whether your Organisation is eligible to be considered for a grant, and if so, how to apply. They also explain what additional information you need to provide with your application and how any financial assistance given will be paid.

Please read these notes before you complete the enclosed application form and make sure all necessary information is submitted along with your application.

All applications received will be acknowledged in writing within 7 days. If you do not receive written confirmation within this time, please contact the Compliance and Information Officer, Barbara Carter

**Report to a Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 15th March 2016
in the Council Chamber, High Street Shaftesbury**

CONSTITUTION

40. Purpose of Report

To consider withdrawing the Council's Constitution.

41. Recommendations

That the Constitution be withdrawn, and Officers requested to review those parts of it which may still have relevance, for future consideration.

42. Background

- 3.1 There is no requirement for Parish and Town Councils to have a Constitution, although it is a legal requirement for the principal Councils to have one. A Constitution sets out how the Council operates, how decisions are made, and the procedures which are followed.
- 3.2 The Town Clerk has learned that Shaftesbury Town Council is the only Town Council in Dorset known to have a Constitution. Fellow Clerks do not recommend having one.
- 3.3 The Internal Auditor has advised that: "The constitution document runs to over 170 pages, many of which are duplicated in more recent documents, many of which are not relevant to a Town Council and some of which are not in accordance with current legislation. The Constitution should be superseded by specific documents and policies with appropriate review dates and best practice information." (*Extract from the Internal Auditor's Report to the Council, considered 23rd February 2016*).
- 3.4 In accordance with the Internal Auditor's recommendation, the Council is requested to withdraw the Constitution document, and to request that Officers review the constituent parts of the Constitution document throughout 2016/17, for consideration of approval by the Council.

43. Financial Implications

None arising directly from this report.

44. Legal Implications

Withdrawing the Constitution will go some way to correcting a legal anomaly. Reviewing those parts of the Constitution which still have relevance will be undertaken throughout 2016/17.

End

Stephen Holley
Town Clerk

**Report to the Meeting of Shaftesbury Town Council
to be held at 7.30pm on Tuesday 15th March 2016
in the Council Chamber, Town Hall, High Street, Shaftesbury**

OFFICER REPORT

45. Purpose of Report

To provide an update on matters relating to the work of the Council.

46. Recommendation

That the report be noted

47. Updates

- 3.1 Library Service - The County Council is consulting with communities and library users to help shape the service for the future.

<http://www1.dorsetforyou.com/Council/COMMIS2013.nsf/MIN?OpenView&Count=1000&id=E701A6E15F7F1A9FD9CAA464DADCB156>

- 3.2 Five Year Plan – Officers are working on a programme for public consultation on the Five Year Plan

48. Financial Implications

There are no financial implications arising directly from this report.

49. Legal Implications

There are no legal implications arising from this report.

(End)

Stephen Holley
Town Clerk

**Report to the Meeting of Shaftesbury Town Council
to be held at 7.00pm on Tuesday 15th March 2016
in the Council Chamber, High Street, Shaftesbury**

NEXT MEETING OF THE COUNCIL

50. Purpose of Report

50.1. To confirm the date of the next meeting of the Council

50.2. To identify matters for inclusion on the agenda for the next meeting.

51. Recommendation

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

52. Date of next meeting

This is the last meeting of this municipal year, the Parish Meeting is scheduled for 10th May 2016 and the Annual Meeting for the 17th May 2016.

53. Items for next meeting

Certain items for the Annual Meeting are set in statute and the meeting is predominantly one to set up the framework for the year ahead. It is recommended that substantial items of business are held for the next appropriate meeting of the relevant Committee or Council.

54. Financial Implications

There are no financial implications arising from this report

55. Legal Implications

There are no legal implications arising from this report.

End.

Report Author:

Claire Commons

Committee Services Officer