



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

e-mail: enquiries@shaftesburytowncouncil.co.uk

Website: www.shaftesburytowncouncil.co.uk

To: Members of Shaftesbury Town Council's **General Management Committee**,
Councillors: George Hall, Mark Jackson, John Lewer, Andy Perkins, Lester Taylor
All other recipients for information only.

You are required to attend a meeting of the Committee
to be held at 7.00pm on Tuesday 17th January 2017 in the Council Chamber, Shaftesbury Town Hall

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

Claire Commons

Interim Deputy Town Clerk

Members are reminded of their duty under the Code of Conduct

Public Participation

Due to the large volume of business on upcoming meetings of the Council and its Committees, public questions will be restricted to those being provided in writing to the office in advance. Questions received less than 48 hours before the meeting may not be addressed.

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.

Agenda Item	
01. Apologies	
To receive and consider for acceptance, apologies for absence	
02. Declarations of Interest and Dispensations	
Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.	
03. Minutes	
To confirm as a correct record, the minutes of the previous meeting of the Committee.	
04. Policies and Procedures	p3
To review the Compliments and Complaints Procedure and the Data Protection Policy. Report 0117GEM04	
05. Public Toilet Refurbishment – Changing Places	p18
To consider refurbishing the Bell St. toilets to accommodate a Changing Places facility. Report 0117GEM05	

Agenda Item		
06. Football Club	p21	
To consider the request for rent review of the Football Club.		Report 0117GEM06
07. Enmore Green Allotments	p22	
To consider lease for Enmore Green Allotments.		Report 0117GEM07
08. Payments	p23	
To consider payments for authorisation and consider approving certain suppliers to be paid by Direct Debit or Online Payment.		Report 0117GEM08
09. Budget	p26	
To consider the Council's Budget and Precept request for 2017/18 and make final recommendations to Council.		Report 0117GEM09
10. Planning and Tree Applications	p40	
To consider responses to Planning and Tree applications as outlined in the appendix to this report.		Report 0117GEM10
11. Community Grants	p42	
To resolve upon grant applications received and consider forming a Working Group to review the process for application and selection for Community Grants for 2017/18.		Report 0117GEM11
12. Way of Working – working group	p44	
To consider a working group to review the Council's policies and procedures.		Report 0117GEM12
13. Bury Litton – Tree Management	p45	
To consider proposal for tree works at Bury Litton (St John's Churchyard)		Report 0117GEM13
14. TOBY's	p48	
To consider request from Toby's regarding repayment of a loan		Report 0117GEM14
15. Westminster Memorial Hospital	p56	
To receive an update and consider items from the Westminster Memorial Working Group		Report 0117GEM15
16. Financial Regulations	p59	
To consider amendment to the Town Council's financial regulations		Report 0117GEM16
17. Officer Report and Future Meetings of the Committee	p60	
To receive any correspondence and updates relating to the work of the Committee, to confirm the date of the next meeting and to identify matters for inclusion on the agenda.		Report 0117GEM17

(End)

**Report 0117GEM04 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 17th January 2017 in the Council Chamber,
Shaftesbury Town Hall**

Policies and Procedures

1. Purpose of Report

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

2. Recommendation

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

3. Background

- 3.1. This item is being considered as unfinished business from the meeting of the Committee held on 15th November 2016.
- 3.2. The Town Council's Constitution was withdrawn at the Extraordinary Meeting of the Council held on 5th April 2016. It would be replaced with each of its constituent Policies, Procedures and Protocols and Council would review each of these in due course.
- 3.3. At its meeting on 26th July 2016 the GEM Committee resolved to form a working party to review policies for consideration by the Council. The group did not meet although a draft document was prepared by Cllr K Tippins and circulated to other members of the Council for comment. This document has been reviewed by the Council's HR Advisor and is provided at **Appendix A**.
- 3.4. The Council's previous Complaints Procedure was adopted on 24th June 2014 and is available for reference on request.
- 3.5. A draft policy for Freedom of Information and Data Protection Act requests is attached in **Appendix B**.
- 3.6. The policy covers the process of receiving requests from members of the public, the type of information that can be requested, the Council's and Councillor's responsibilities.
- 3.7. The policy Includes information to requesters which details the type of information that can be requested and how to make those requests.
- 3.8. The Committee asked that the feasibility of charging is investigated. The Council may currently levy a charge of £10 for Data Protection Act and Subject Access requests in its publication scheme, although the new General Data Protection Regulations due to come into force mid-2018 state that in most cases will be unable to charge for complying with a request.

4. Financial Implications

- 4.1. There are no financial implications.

5. Legal Implications

- 5.1. A Council may delegate responsibility for handling and determining complaints to staff. Many Councils may prefer complaints to be handled by members. If so, they are advised to appoint a committee or sub-committee responsible for considering and determining complaints. (NALC Legal Topic Note 9E)
- 5.2. The Human Resources Committee's Terms of Reference provide it with the delegation to deal with staff matters including training and disciplinary matters.

6. Risks

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

(End)

Report Authors:

Claire Commons

Interim Deputy Town Clerk

Barbara Carter

Project Officer



SHAFTESBURY TOWN COUNCIL

COMPLIMENTS, COMPLAINTS POLICY AND PROCEDURES

COMPLIMENTS, COMPLAINTS, SUGGESTIONS AND OPINIONS

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

Please let us know if: -

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

We should like to know because: -

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

THE IMPORTANCE OF COMPLAINTS

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

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

What is a complaint?

Complaints may fall into different categories: -

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

- A risk concerning the health and safety issues

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

What is not a Complaint: -

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

How can Complaints be Made: -

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

Email townclerk@shaftesburytowncouncil.co.uk

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

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

When Can a Complaint be Made?

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

EQUAL OPPORTUNITIES

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

COMPLAINTS OFFICER

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

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

STAGES OF THE PROCEDURE

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

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

Informal Complaint

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

Formal Complaint (First Stage)

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

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

Review of Investigation and Complaint (Second Stage)

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

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

Unreasonable and Vexatious Complaints

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

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

Anonymous Complaints

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

RESOLUTION AND REMEDIES

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

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

Recommended to council on: dd mmm 2016

Adopted by Council on: dd mmm 2016

To be reviewed every two years

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

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

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

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

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

Access to Information held by the Authority

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

It does this in two ways:

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

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

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

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

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

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

Access to information held by Local Councillors

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

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

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

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

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

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

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

How to request information under the Freedom of Information Act 2000

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

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

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

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

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

Does a reason need to be given to see information?

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

Requests for personal information about myself?

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

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

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

How to make a request for information?

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

Please address your request to:

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

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

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

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

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

Are there limits to the information asked for?

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

How to describe the information asked for?

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

What happens if the Council does not hold the information?

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

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

Can the council charge a fee?

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

How is the information requested received?

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

When must the Council provide the information asked for?

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

Can the Council refuse requests for information?

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

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

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

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

Email: enquiries@shaftesburytowncouncil.co.uk

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

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

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

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

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

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

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

Data Protection Act 1998 – Subject Access Requests

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

What are the key features of the Data Protection Act?

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

What are the eight data protection principles?

Personal Data must:

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

What are an individual's rights?

These rights include:

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

How to make a subject Access request?

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

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

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

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

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

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

How to manage and safeguard personal information?

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

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

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

Tel: (01625) 545700

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

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

Appendix i



FREEDOM OF INFORMATION REQUEST FORM



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

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

Applicant Details:

Title:

Forename:

Surname:

Name of Organisation:

Address:

Contact Telephone No:

Home:

Work:

Email Address:

Details of Request:

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

Please continue overleaf

Fees and Charges

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

Advice and Assistance

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

For advice and guidance on submitting a request for information, visit the Information Commissioner's website at: <http://www.ico.org.uk/for-the-public/official-information>

Data Protection



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

Appendix ii

Subject Access request letter template

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

[Name and address of the organisation]

Dear Sir or Madam

Subject access request

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

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

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

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

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

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

Yours faithfully
[Signature]

**Report 0117GEM05 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 17th January 2017 in the Council Chamber,
Shaftesbury Town Hall**

Public Toilet Refurbishment – Changing Places

1. Purpose of Report

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

2. Recommendation

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

3. Background

- 3.1. This item is being considered as unfinished business from the meeting of the Committee held on 15th November 2016.
- 3.2. The General Management Committee expressed an interest in refurbishing the Public Toilets at Bell Street to include a Changing Places facility. The current provision is three standard unisex units and one disabled toilet. More information about Changing Places is available on their website <http://www.changing-places.org/>
- 3.3. A Changing Places guide has been circulated to all members for information and is available from the office on request. A summary of the requirements is detailed below.



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

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

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



Equipment

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

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

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

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

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

4. Financial Implications

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

5. Legal Implications

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

6. Risks

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

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk.

**Report 0117GEM06 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 17th January 2017 in the Council Chamber,
Shaftesbury Town Hall**

Football Club

1. Purpose of Report

To consider the request for rent review of the Football Club.

2. Recommendation

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

3. Background

- 3.1. This item is being considered as unfinished business from the meeting of the Committee held on 15th November 2016.
- 3.2. The Council has received correspondence from the Shaftesbury Football Club requesting a rent review. The General Management Committee was asked to consider this request and make its recommendations back to Full Council.
- 3.3. The letter was provided to members by email on 27th September 2016.
- 3.4. Notwithstanding this request, the Council has agreed to combine the leases for the Clubhouse and Pitch into a single 12-year lease (minute reference FC37) subject to the southern boundary being confirmed, following Dorset County Council Highways cycleway survey.
- 3.5. Dorset County Council has carried out a site visit and assessment of the proposed cycleway route and confirmed that it would not be possible to progress a cycleway on the land between Coppice Street and the Football Club.
- 3.6. Considering the information at 3.4, Officers will instruct the Council's solicitor to prepare the appropriate lease. Any rent recommendations approved by Council can therefore be incorporated.

4. Financial Implications

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

5. Legal Implications

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

6. Risks

- 6.1. There are no risks identified within this report

(End)

Report Author:
Claire Commons, Interim Deputy Town Clerk

**Report 0117GEM07 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 17th January 2017 in the Council Chamber,
Shaftesbury Town Hall**

Enmore Green Allotments

1. Purpose of Report

To consider lease for Enmore Green Allotments.

2. Recommendation

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

3. Background

- 3.1. This item is being considered as unfinished business from the meeting of the Committee held on 15th November 2016.
- 3.2. The current lease with the Trustees of the Enmore Green Allotmenters has expired and a request from the trustees has been received to increase the rent from £5 to £10 per annum and the length of lease from 5 years to 10 years.
- 3.3. The expired lease has been circulated to members for reference.

4. Financial Implications

- 4.1. Funds available (Legal and Professional)..... £23,467
Estimated expenditure for revised lease..... - £100
Budget remaining **£23,367**
- 4.2. Financial Regulation 4.1 requires that expenditure on revenue items is to be determined by the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

5. Legal Implications

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

6. Risks

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

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report 0117GEM08 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 17th January 2017 in the Council Chamber,
Shaftesbury Town Hall**

Payments

1. Purpose of Report

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

2. Recommendation

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

3. Background

- 3.1. A detailed list of payments for authorisation is provided at **Appendix C**. An updated list may be provided to the Committee prior to or at the meeting.
- 3.2. The following payments are made regularly and Officers recommend that these are paid by Direct Debit or Online Payment.

3.2.1. DAX Professionals £2,000 fixed annual HR support

4. Financial Implications

- 4.1. Financial Regulation 5.2 requires the RFO to prepare a schedule of payments requiring authorisation to be presented to the council or finance committee. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of contract of employment) may be summarised to remove public access to any personal information.

5. Legal Implications

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

6. Risks

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

(End)

Report Author:

Claire Commons, Interim Deputy Town Clerk.

Appendix C.

Printed on : 16/01/2017

Shaftesbury Town Council

Page No 1

At : 13:30

NatWest Current A/c

List of Payments made between 01/12/2016 and 16/01/2017

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
01/12/2016	NDDC	Std Ord	247.00		Business Rates Bell St
01/12/2016	NDDC	Std Ord	726.00		Rates Town Hall
01/12/2016	NDDC	Std Ord	235.00		Rates Unit 9C
01/12/2016	NDDC	Std Ord	19.00		Rates Cemetery
01/12/2016	Investec Asset Fin	DIRECTDEBI	214.03		Photo Lease quarterly payment
07/12/2016	British Telecommunications	393995/001	35.16		Grounds Mobiles
08/12/2016	Eon	0148452853	202.68		Electric Oct/Nov estimated
08/12/2016	Society of Local Council Clerk	012848	150.00		Purchase Ledger Payment
13/12/2016	Fuel Genie	6356295000	239.28		Fuel November
16/12/2016	DCC Pension Fund	CALLREF678	3,160.89		DCC Pension Fund-Dec Salaries
16/12/2016	HMRC	ONLINE	2,567.49		Tax/Ni November Salaries
16/12/2016	Sage Uk Ltd	dd00477266	67.20		Purchase Ledger Payment
20/12/2016	British Gas	012849	371.53		Gas 1/9 to 30/11
20/12/2016	Toogoods Prperty Co Ltd	online	2,175.00		Rent Unit 9C
25/12/2016	NDDC	Std Ord	242.00		Rates Swimming Pool
28/12/2016	Plusnet Ltd	dd	28.20		Purchase Ledger Payment
29/12/2016	Corona Energy	20159781	362.50		Correction to prior year
29/12/2016	Nat West Credit Card	dd	23.78		Credit Card Payment
31/12/2016	Aqua cleaning Services	012850	151.81		Toilet rolls/hand towels
31/12/2016	Angel Springs Ltd	012851	28.69		Water Cooler CC
31/12/2016	Busy Bees	012852	214.50		Town Hall Cleaning December
31/12/2016	Claire Commons	012853	29.25		Travel to Dorch.SLCC Branch Me
31/12/2016	Shaftesbury Chamber of Commere	012856	500.00		Shaftesbury Chamber of Commere
31/12/2016	Clarity Copiers Ltd	012853	67.78		Staples for copier
31/12/2016	Cumbria Clock Company Ltd	012857	150.00		Town Hall Clock Service
31/12/2016	EG. Coles	012858	629.20		Repairs to road sweeper
31/12/2016	Andy Dodd	012860	11.70		Travel to attend ROSE meeting
31/12/2016	Hawes Arborists	012861	300.00		Remove damaged limb St Johns
31/12/2016	The IT Department Solutions Lt	012862	99.54		Monthly support
31/12/2016	LGRC Associates Ltd	012863	1,870.76		Locum Town Clerk
31/12/2016	Partnership Fire and Security	012865	558.00		Install. CCTV system
31/12/2016	RBS Software Solutions	012866	393.90		Purchase Order Processing
31/12/2016	Tracy Moxham	012867	26.55		Travel to Wareham Pension Meet
31/12/2016	Spruce Pools	012868	756.00		Tile repairs agreed R45
31/12/2016	Spaldings Limited	012869	43.20		Silicone Grease
31/12/2016	Travis Perkins	012870	3.00		Lock for toilets
31/12/2016	Service-U-Right Ltd	012871	24.00		Wheel barrow tyre
31/12/2016	Wessex Water	012872	112.25		Park Walk Stand Pipe
31/12/2016	Whitebridge Hire Services Ltd	012873	63.85		Steam Cleaning Toilets
31/12/2016	Dec Salaries/Cllr Allowances	ONLINE	9,210.63		Dec Salaries/Cllr Allowances
31/12/2016	Lyreco	012864	546.27		Stamps
01/01/2017	NDDC	Std Ord	247.00		Business Rates Bell St
01/01/2017	NDDC	Std Ord	726.00		Rates Town Hall
01/01/2017	NDDC	Std Ord	235.00		Rates Unit 9C
01/01/2017	NDDC	Std Ord	19.00		Rates Cemetery
03/01/2017	Trinity Trust	SO	210.00		Trinity Trust
03/01/2017	British Telecommunications	dd.	111.00		Broadband Charges 1/12-28/02

Continued on Page 2

List of Payments made between 01/12/2016 and 16/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/01/2017	British Telecommunications	DD.	38.77		Grounds Mobiles
10/01/2017	British Telecommunications	DD	266.94		Charges 01/12 to 28/02
12/01/2017	Eon	dd.	194.28		Purchase Ledger Payment
13/01/2017	Fuel Genie	dd	160.26		Fuel December
16/01/2017	Petty Cash	012874	142.59		Petty Cash Vouchers 208-219
16/01/2017	ND Rugby Club	012875	2,000.00		ND Rugby Club
16/01/2017	1st Shaftesbury Rainbows	012885	153.50		1st Shaftesbury Rainbows
16/01/2017	HMRC	ONLINE	2,710.33		Tax/NI December Salaries
16/01/2017	DCC Pension Fund	ONLINE	3,140.89		December Salaries
16/01/2017	Sage Uk Ltd	DD	67.20		Sage Payroll monthly subscript
16/01/2017	The IT Department Solutions Lt	012876	218.34		Monthly Support
16/01/2017	Dorset County Council	012877	410.11		Waste Collection Jan-March
16/01/2017	Local World	012878	128.40		Public Budget Meeting Advert
16/01/2017	Wessex Electricals	012879	541.84		Remedial works to intruder alar
16/01/2017	Wessex Water	012880	1,787.13		Water 6/1/16 to 9/01/17
16/01/2017	Dax	012881	2,000.00		Providing HR Services 1 year
16/01/2017	Dorset Planning Consultant Ltd	012882	1,000.00		SEA screening, liasing with ND
16/01/2017	Tracy Moxham	012883	45.45		Travel to RBS for training
16/01/2017	RBS Software Solutions	012884	210.00		Yr End Accounts training
16/01/2017	British Gas	012886	209.46		Electric town hall Nov/Dec
16/01/2017	British Gas	012887	7.48		Electric standing charge Barto
16/01/2017	British Gas	012888	77.67		Electric Bell St
16/01/2017	British Gas	012889	113.89		Electric Unit 9c
Total Payments			44,030.15		

**Report 0117GEM09 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 17th January 2017 in the Council Chamber,
Shaftesbury Town Hall**

Budget

1. Purpose of Report

To consider the Council's Budget and Precept request for 2017/18 and make final recommendations to Council.

2. Recommendation

- 2.1. That consideration is given to comments made at the public budget workshop
- 2.2. That final recommendations are made to Council for the Town Council's 2017/18 Budget and Precept request.

3. Background

- 3.1. The current year's precept is £446,900, the Council Tax base for the current year is 2979.6 making the precept £149.98 per band D equivalent.
- 3.2. At its meeting of the 15th November, the Committee recommended that the precept be increased by 3%. The Council Tax base for 2017/18 is 3,046.9 which means that a 3% increase on the precept to £460,343 represents a 0.74% increase per band D equivalent household.
- 3.3. Members are reminded that there are indications that Parish and Town Councils will be capped in the future and many Town and Parish Councils are taking larger precept requests to safeguard against shortfalls in the future.
- 3.4. The table below demonstrates the current year's precept implications and two alternative scenarios for a 3% increase for 2017/18.

Year	Precept	% precept increase	Annual Band D cost	Monthly Band D cost	% band D increase	£ annual band D increase	£ monthly band D increase
2016/17	£446,900	0.7%	£149.98	£12.50	0%	£0.00	£0
2017/18	£460,343	3%	£151.09	£12.59	0.74%	£1.11	£0.09
2017/18	£470,683	5.32%	£154.48	£12.87	3%	£4.50	£0.37

- 3.5. The draft budget is provided at **Appendix D**. It is currently prepared showing a 3% increase on the precept. If the alternative is preferred by members, it would represent an additional £10,340 available for projects and services for the Shaftesbury.
- 3.6. You will see that there is a Net Expenditure of -£6,000 which is where additional savings have been made within the revenue budget freeing up £6,000 to be allocated.

4. Public Budget Workshop

- 4.1. The Public Budget workshop was a successful evening, raising some interesting thoughts for consideration for the budget. The key points were;
- Build a fund up to about £200,000 for full refurbishment of the public toilets.
 - Improve cycle and walkway network between the east of the town and the town centre.
 - Increase professional fees to allow for adequate professional advice re infrastructure and to progress parking issues in the town.
 - Support for Shaftesbury and District Task Force. Suggested £6,000
 - Additional £5,000 for Neighbourhood Plan to provide high quality presentation material. This could be reduced if support was provided to the Task Force and the Task Force carried out some of the consultation requirements for the Neighbourhood Plan.
- 4.2. Although opinion was expressed both for and against the 3% increase per household, the overriding message was that if it was identified how that money would be spent and demonstrated why it was important for Shaftesbury, it should be acceptable to the majority.

5. Financial Implications

- 5.1. The Council must set its budget and precept before 27th January 2017.

6. Legal Implications

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

7. Risks

- 7.1. The risk in not raising a precept is that the Council will not be able to continue providing services to the town.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

Appendix D.

Printed on 12/01/2017

At 15:23

Shaftesbury Town Council

Budget Detail - By Centre

Page No 1

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

Note : GEM 17th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Next Year (4th Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
101	Allotment							
4165	Water Rates	500	456	500	0	500	209	550
4250	Repairs & Maintenance	350	0	350	0	350	350	200
4265	General Supplies	150	173	175	0	175	156	175
4275	Equipment Hire	0	0	0	0	0	0	350
	OverHead Expenditure	1,000	628	1,025	0	1,025	715	1,275
1104	Allotment Rent Income	1,676	1,574	1,676	0	1,676	133	1,700
	Total Income	1,676	1,574	1,676	0	1,676	133	1,700
101	Net Expenditure	-676	-945	-651	0	-651	583	-425
102	Cemetery							
4150	Rates & Services	144	158	174	0	174	167	413
4165	Water Rates	80	81	86	0	86	0	90
4250	Repairs & Maintenance	150	0	2,500	0	2,500	207	2,000
4265	General Supplies	200	291	300	0	300	270	300
	OverHead Expenditure	574	530	3,060	0	3,060	643	2,803
1105	Cemetery Income	2,000	3,436	2,200	0	2,200	2,238	2,300
1301	Miscellaneous Income	0	-1	0	0	0	0	0
	Total Income	2,000	3,435	2,200	0	2,200	2,238	2,300
102	Net Expenditure	-1,426	-2,905	860	0	860	-1,594	503

Note : GEM 17th January 2017

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year (4th Draft)</u>
		<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Fwd/Rev Budget</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Next Year Budget</u>
103	General Grounds							
4020	Sub Contract Labour	1,000	1,210	1,200	0	1,200	40	4,300
4150	Rates & Services	2,750	2,148	2,500	0	2,500	2,112	2,509
4155	Electricity	500	994	580	0	580	538	800
4165	Water Rates	200	-25	1,500	0	1,500	1,402	2,600
4250	Repairs & Maintenance	2,570	2,866	2,500	0	2,500	1,215	2,200
4256	Treework & Fencing	4,000	2,990	4,000	0	4,000	945	4,000
4257	Plants	0	0	0	0	0	0	2,000
4261	Refuse Collection	2,100	2,498	2,500	0	2,500	2,126	3,500
4265	General Supplies	150	433	350	0	350	263	350
4270	Equipment Repairs	1,000	1,803	2,000	0	2,000	1,599	2,000
4271	Equipment Purchases	500	573	500	0	500	273	3,500
4272	Fuel for Equipment	1,000	762	1,000	0	1,000	1,471	2,500
4274	Rent Unit 9C	7,250	7,250	7,111	0	7,111	7,111	7,250
4275	Equipment Hire	1,000	564	750	0	750	335	750
4278	Alarm Costs	215	210	220	0	220	68	230
4280	Fuel for Vehicles	3,000	2,067	2,500	0	2,500	1,401	2,200
4281	Motor Expenses	3,160	3,054	3,500	0	3,500	1,852	2,500
4285	PPE	650	721	800	0	800	511	1,000
4290	Playground Inspections	350	300	350	0	350	300	750

Note : GEM 17th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Next Year (4th Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
4291	Playground Repair/Maintenance	3,000	3,487	4,500	0	4,500	2,197	4,500
4299	SLA-Trinity Grounds Maintainan	0	0	0	0	0	1,424	1,425
	OverHead Expenditure	34,395	33,905	38,361	0	38,361	27,184	50,864
1102	Contribution to Services	0	672	0	0	0	1,019	1,200
1103	Rents	400	1,986	3,165	0	3,165	1,689	3,220
1300	Grass Cutting Income	0	0	0	0	0	5,695	5,695
1301	Miscellaneous Income	0	488	0	0	0	90	0
	Total Income	400	3,146	3,165	0	3,165	8,494	10,115
103	Net Expenditure	33,995	30,760	35,196	0	35,196	18,690	40,749
105	Local Delivery services							
4020	Sub Contract Labour	2,000	2,100	2,500	0	2,500	2,520	2,500
4150	Rates & Services	2,420	1,701	2,695	0	2,695	2,221	2,078
4155	Electricity	565	724	760	0	760	506	760
4165	Water Rates	1,500	2,095	2,100	0	2,100	0	2,200
4175	Car Parking Contribution	2,000	2,000	2,000	0	2,000	0	2,000
4176	CCTV	2,000	0	2,000	0	2,000	0	0
4177	Bus Shelters	150	0	225	0	225	0	250
4250	Repairs & Maintenance	4,815	3,612	2,500	0	2,500	1,096	2,700
4260	Cleaning Supplies	1,000	986	1,000	0	1,000	769	1,100

Note : GEM 17th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Next Year (4th Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
4265	General Supplies	50	0	50	0	50	0	0
4271	Equipment Purchases	150	239	150	0	150	0	0
	OverHead Expenditure	16,650	13,459	15,980	0	15,980	7,113	13,588
1501	Street Market Rents R'ved	7,500	7,754	7,500	0	7,500	6,253	7,999
	Total Income	7,500	7,754	7,500	0	7,500	6,253	7,999
105	Net Expenditure	9,150	5,705	8,480	0	8,480	860	5,589
201	Town Hall							
4020	Sub Contract Labour	4,900	2,321	3,720	0	3,720	2,155	320
4150	Rates & Services	7,100	7,687	7,500	0	7,500	6,534	6,771
4155	Electricity	1,800	2,313	1,800	0	1,800	836	1,800
4160	Gas	1,500	927	1,800	0	1,800	1,506	1,800
4165	Water Rates	300	461	300	0	300	181	250
4200	Wedding Costs	500	493	650	0	650	849	550
4230	Trinity Car Park Space	440	620	440	0	440	210	450
4250	Repairs & Maintenance	3,150	2,966	3,000	0	3,000	1,835	4,000
4260	Cleaning Supplies	450	294	350	0	350	209	370
4265	General Supplies	200	1,092	850	0	850	140	850
4271	Equipment Purchases	200	135	200	0	200	15	500
4278	Alarm Costs	1,200	1,479	1,500	0	1,500	1,022	1,300

Note : GEM 17th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Next Year (4th Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
4400	Printing	0	0	0	0	0	126	0
	OverHead Expenditure	21,740	20,789	22,110	0	22,110	15,618	18,961
1201	Hall Hire	27,500	26,437	25,000	0	25,000	19,112	28,691
1203	Weddings	2,530	3,640	2,300	0	2,300	1,940	2,070
1204	Shop Rents	18,000	18,000	18,000	0	18,000	13,500	18,000
1220	Solar Panel Feed in Tariff	0	7,446	1,800	0	1,800	695	1,390
	Total Income	48,030	55,522	47,100	0	47,100	35,247	50,151
201	Net Expenditure	-26,290	-34,733	-24,990	0	-24,990	-19,629	-31,190
301	Civic							
4300	Mayors Allowance	2,000	2,418	2,000	0	2,000	735	2,100
4302	Councillor Allowances	4,320	3,180	4,320	0	4,320	2,160	3,240
4310	Councillor Training	500	864	840	0	840	100	420
4311	Councillor Travel/Subsistence	400	137	400	0	400	48	200
4315	Hospitality	220	176	220	0	220	166	280
4316	Civic Event Queens 90th	0	0	1,000	0	1,000	567	0
	OverHead Expenditure	7,440	6,774	8,780	0	8,780	3,777	6,240
	Total Income	0	0	0	0	0	0	0
301	Net Expenditure	7,440	6,774	8,780	0	8,780	3,777	6,240

Note : GEM 17th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Next Year (4th Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
302	<u>Legal and Professional</u>							
4325	Audit	2,200	4,081	3,250	0	3,250	614	2,750
4326	Books & Subscriptions	1,400	1,152	1,500	0	1,500	1,393	1,500
4330	Insurance	19,000	18,016	15,000	0	15,000	14,860	13,000
4340	Legal Fees	3,000	35	0	0	0	0	0
4341	Professional Fees	4,000	5,798	15,000	0	15,000	5,105	17,000
4342	Election Costs	2,000	3,839	4,000	0	4,000	0	4,000
	OverHead Expenditure	31,600	32,920	38,750	0	38,750	21,972	38,250
1301	Miscellaneous Income	0	1,005	0	0	0	1,075	0
	Total Income	0	1,005	0	0	0	1,075	0
302	Net Expenditure	31,600	31,915	38,750	0	38,750	20,897	38,250
303	<u>Grants & SLA</u>							
4350	Community Grants	35,000	21,700	39,000	0	39,000	28,022	30,000
4351	Section 137 Grants	2,000	200	0	0	0	0	0
4352	Service Level Agreements	31,497	31,497	0	0	0	0	0
4353	Community Chest Grant	0	1,800	0	0	0	0	0
	OverHead Expenditure	68,497	55,197	39,000	0	39,000	28,022	30,000
	Total Income	0	0	0	0	0	0	0
303	Net Expenditure	68,497	55,197	39,000	0	39,000	28,022	30,000

Note : GEM 17th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Next Year (4th Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
304	Finance							
4286	Neighbourhood Planning Group	0	1,100	0	0	0	0	0
4299	SLA-Trinity Grounds Maintainan	3,000	650	0	0	0	0	0
4380	Bank Charges	240	42	100	0	100	32	500
4390	Mayor's Charity Expenditure	0	321	0	0	0	0	0
4392	S106 Expenditure	0	0	0	0	0	17,500	0
	OverHead Expenditure	3,240	2,113	100	0	100	17,532	500
1301	Miscellaneous Income	0	0	0	0	0	176	0
1340	Bank Interest Received	36	36	36	0	36	28	36
1350	S106 Income	0	0	0	0	0	17,500	0
1352	Neighbourhood Planning Grant	0	4,000	0	0	0	0	0
1376	Precept	443,791	443,791	446,900	0	446,900	446,900	460,307
1377	Transitional Grant	0	4,545	0	0	0	0	0
1400	Mayor's Charity Income	0	91	0	0	0	138	0
	Total Income	443,827	452,463	446,936	0	446,936	464,741	460,343
304	Net Expenditure	-440,587	-450,350	-446,836	0	-446,836	-447,209	-459,843
305	Swimming Pool							
4008	Life Guard Salaries	0	0	0	15,500	15,500	18,773	21,000

Note : GEM 17th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Next Year (4th Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
4010	Staff Training	0	0	0	200	200	22	1,000
4150	Rates & Services	0	0	0	2,450	2,450	2,178	2,586
4155	Electricity	0	0	0	1,100	1,100	1,093	1,000
4160	Gas	0	0	0	3,220	3,220	2,011	2,500
4165	Water Rates	0	0	0	1,400	1,400	565	1,500
4250	Repairs & Maintenance	0	0	0	500	500	1,554	1,000
4260	Cleaning Supplies	0	0	0	200	200	228	260
4270	Equipment Repairs	0	0	0	350	350	0	350
4271	Equipment Purchases	0	0	0	1,000	1,000	1,884	1,050
4285	PPE	0	0	0	70	70	30	0
4360	Chemicals	0	0	0	2,500	2,500	4,030	4,000
4361	Pool Cleaning	0	0	0	1,000	1,000	800	0
4362	Plant Servicing/Repairs	0	0	0	1,500	1,500	1,221	1,600
4363	DBS Checks	0	0	0	200	200	158	200
4364	Uniforms	0	0	0	200	200	20	500
4365	Music Licences	0	0	0	150	150	120	249
4366	Confectionery	0	0	0	300	300	367	500
4367	Insurance Swimming Pool	0	0	0	750	750	0	0
4370	Swimming Pool Advertising	0	0	0	1,050	1,050	1,289	700
4372	Emergency Fund	0	0	0	6,656	6,656	0	0
4373	ATC Renewal	0	0	0	0	0	0	230

Note : GEM 17th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Next Year (4th Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
4410	Telephone	0	0	0	204	204	229	275
	OverHead Expenditure	0	0	0	40,500	40,500	36,571	40,500
1220	Solar Panel Feed in Tariff	0	0	0	0	0	1,126	0
1365	Swimming Pool Income	0	0	0	15,500	15,500	17,146	40,500
	Total Income	0	0	0	15,500	15,500	18,272	40,500
305	Net Expenditure	0	0	0	25,000	25,000	18,299	0
401	General Running Costs							
4265	General Supplies	150	67	100	0	100	95	150
4345	Advertising	1,000	542	1,000	0	1,000	1,048	1,000
4400	Printing	2,400	2,219	2,200	0	2,200	1,155	1,800
4401	Stationery	1,200	1,157	1,300	0	1,300	862	1,300
4402	Postage	800	736	850	0	850	732	850
4410	Telephone	1,700	3,307	1,800	0	1,800	1,674	2,400
4414	IT Software & Equipment	2,800	4,266	3,400	0	3,400	1,701	3,000
4415	IT Support	1,000	958	1,250	0	1,250	825	1,250
4416	IT Equipment	0	2,450	0	0	0	0	0
4417	Web Site	750	660	800	0	800	593	856
4419	Rifles Monument storage	0	0	200	0	200	0	0
4420	Office Equipment	750	520	1,150	0	1,150	1,043	1,150
	OverHead Expenditure	12,550	16,883	14,050	0	14,050	9,728	13,756

Note : GEM 17th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Next Year (4th Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
1301	Miscellaneous Income	0	0	0	0	0	0	0
	Total Income	0	0	0	0	0	0	0
401	Net Expenditure	12,550	16,882	14,050	0	14,050	9,728	13,756
402	Staffing Costs							
4000	Salaries	176,244	172,705	194,394	0	194,394	117,781	202,682
4005	Employers NI	12,209	11,830	25,802	0	25,802	11,283	17,994
4006	Employers Superann	37,244	36,404	44,920	0	44,920	24,182	42,962
4010	Staff Training	1,000	1,218	1,500	0	1,500	667	1,500
4015	Staff Travel & Subsistance	200	502	300	0	300	499	300
4020	Sub Contract Labour	0	0	0	0	0	4,053	0
4021	Prior Year Pension Fund	0	3,526	0	0	0	0	0
	OverHead Expenditure	226,897	226,185	266,916	0	266,916	158,465	265,438
1360	Contribution Street Cleaning	9,800	9,956	10,055	0	10,055	10,055	10,250
	Total Income	9,800	9,956	10,055	0	10,055	10,055	10,250
402	Net Expenditure	217,097	216,229	256,861	0	256,861	148,410	255,188
901	Reserves & Projects							
4902	Community Hall Cockrams	0	0	3,000	0	3,000	0	0

Note : GEM 17th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Next Year (4th Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
4904	Toilets	0	0	0	21,500	21,500	0	0
4905	Town Hall Building Fund	10,000	0	0	0	0	0	0
4906	Playground Equipment	0	17,999	10,000	26,987	36,987	25,500	0
4907	Grounds Equipment	5,000	2,762	5,000	0	5,000	3,589	2,000
4910	Street Furniture	4,150	1,324	14,000	2,826	16,826	5,637	4,000
4912	Energy System Town Hall	5,000	0	0	5,000	5,000	0	0
4913	Town Centre Enhancement	0	802	0	9,198	9,198	0	0
4914	Ground Cover Planting	2,000	290	2,000	1,810	3,810	2,110	0
4917	Cycle Route	0	0	10,000	1,500	11,500	0	0
4920	Town Entrance	2,000	1,295	2,000	705	2,705	0	0
4921	Swimming Pool	25,000	36,829	0	30,755	30,755	13,678	0
4922	Vehicles	10,000	16,400	10,000	0	10,000	0	14,000
4923	Grit Bins	1,000	941	0	0	0	0	0
4924	Heritage Lanterns	10,000	0	0	10,000	10,000	0	0
4925	Toilet Improvements	3,000	0	0	3,000	3,000	0	0
4926	Tree Planting	1,500	755	2,000	745	2,745	387	0
4927	Tree Removal	2,000	990	0	1,510	1,510	595	0
4928	Replacement IT Equipment	0	0	2,500	0	2,500	513	2,500
4929	Cemetery Improvements	0	0	0	9,800	9,800	7,496	0
4930	Jubilee Steps Enhancement	8,000	0	0	8,000	8,000	0	0
4931	Swimming Pool Running costs	0	0	0	12,967	12,967	0	10,000

Note : GEM 17th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Next Year (4th Draft)</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
4932	Neighbourhood Planning Group	0	0	10,000	3,010	13,010	3,325	0
4933	A30 Allotment Site	0	0	0	0	0	0	25,000
	OverHead Expenditure	88,650	80,387	70,500	149,313	219,813	62,828	57,500
1301	Miscellaneous Income	0	3,341	0	0	0	6,153	0
1900	Capital Receipts	0	27,710	0	0	0	0	0
	Total Income	0	31,051	0	0	0	6,153	0
901	Net Expenditure	88,650	49,336	70,500	149,313	219,813	56,675	57,500
902	Capital Replacement Reserve							
4905	Town Hall Building Fund	0	0	0	35,000	35,000	0	31,683
4909	Gold Hill Wall	0	0	0	5,000	5,000	0	0
4918	CCTV	0	0	0	4,000	4,000	0	6,000
	OverHead Expenditure	0	0	0	44,000	44,000	0	37,683
902	Net Expenditure	0	0	0	44,000	44,000	0	37,683
	Total Budget Expenditure	513,233	489,771	518,632	233,813	752,445	390,167	577,358
	Income	513,233	565,905	518,632	15,500	534,132	552,660	583,358
	Net Expenditure	0	-76,135	0	218,313	218,313	-162,493	-6,000

**Report 0117GEM10 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 17th January 2017 in the Council Chamber,
Shaftesbury Town Hall**

Planning and Tree Applications

1. Purpose of Report

To consider responses to Planning and Tree applications as outlined in the appendix to this report.

2. Recommendation

2.1. That responses are provided to the Planning and Tree Applications listed below.

3. Background

- 3.1. The General Management Committee's Terms of Reference provide it to exercise all the powers, duties and functions of the Council and its Committees where, in the interests of the town, it is essential for decisions to be taken notwithstanding the fact that ordinarily the matter would have been referred to another Committee of the Council for determination.
- 3.2. The following Planning and Tree Applications should be considered and observations made for return to the District Council.

Application number	Applicant / location	Detail
2/2016/1864/FUL	Lindlar Hall, SP7 8PS	Erect single storey extension to community hall
2/2016/1867/FUL	19 Old Boundary Road	Change of use from carpark to office, form 7 No. parking spaces (drop kerb into carpark)
2/2017/0001/CATREE	St James Lodge, Raspberry Lane	T1- Ginkgo tree - Crown reduction, remove between 4-5 feet of height. T2- Yew tree - Crown reduction, remove 1 foot. T3- Bay tree - Remove first 2 limbs of trunk closest to building, over hanging roof, to take away the threat of damage.

2/2017/0008/TPTREE	Dorset Foods, Longmead Industrial Estate	T1 - Lawson Cypress (x33) - Reduce the height of the row of trees by 3m Please see agents letter with application for reasons
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3.3. Details of the applications can be seen online at <http://planning.nor-dorset.gov.uk/online-applications/> from Saturday 14th January 2017

4. Financial Implications

4.1. There are no financial implications in this report.

5. Legal Implications

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

5.2. The Town Council is not the determining body for Planning and Tree Applications, but may make observations to inform the decision-making process.

6. Risks

6.1. There are no risks identified in this report.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report 0117GEM11 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 17th January 2017 in the Council Chamber,
Shaftesbury Town Hall**

Community Grants

1. Purpose of Report

To resolve upon grant applications received and consider forming a Working Group to review the process for application and selection for Community Grants for 2017/18.

2. Recommendation

- 2.1. That the Committee makes recommendations on the level of grant to be awarded to the organisations listed below.
- 2.2. Members are requested to form a one-time only Working Group to review the Community Grant process, to include interested members of the Council, the Project Officer and the Finance and Services Officer.

3. Background

- 3.1. The Trinity Centre Trust applied for a Community Grant of £4,500 towards Phase 1 of the upgrade project for Trinity Hall.
- 3.2. Phase 1 has been sufficiently funded and is scheduled for completion this month. Phase 2 is to continue straight away, which will involve new electrics, a ladies' toilet, re-decorating and new flooring. Phase 2 is due for completion during summer 2017.
- 3.3. The Trust have applied for and received grant funding from other sources and are requesting £4,500 from the Town Council.
- 3.4. Shaftesbury Snowdrop Project submitted two applications for Community Grants: £750 to cover the costs of the 2017 Lantern Parade that mark the end of the 2017 Shaftesbury Snowdrop Festival. £700 to cover the costs of a three-day workshop for Local Schools and youth groups to create an illuminated dragon sculpture to participate in the 2017 and future Lantern Parade.
- 3.5. Copies of the application forms have been emailed to members separately.
- 3.6. The current Grant Awarding Policy and application form were adopted by Council on 15th March 2016.
- 3.7. It is recommended that a Working Group is formed to discuss what worked well and what didn't and revise the Grant Awarding Policy accordingly for 2017/18 Community Grants.

4. Financial Implications

- 4.1. Budget allocation for current year (Grants and SLA) £39,000
Expenditure approved to date -£31,054
Estimated expenditure outlined above - £5,900
Budget remaining **£2,046**

- 4.2. Financial Regulation 4.1 requires that expenditure on revenue items may be authorised by a duly delegated committee of the council for items over £500; or

5. Legal Implications

- 5.1. The Town Council has the Power of General Competence.
- 5.2. Reference any other legal implications as may have been identified in the background information above.

6. Risks

- 6.1. There is a risk of providing funds and the project not being delivered according to the application.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk.

**Report 0117GEM12 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 17th January 2017 in the Council Chamber,
Shaftesbury Town Hall**

Way of Working – working group

1. Purpose of Report

To consider a working group to review the Council's policies and procedures.

2. Recommendation

- 2.1. That the Committee forms a 'Way of Working' (WOW) group to consider the town council's policies and procedures.

3. Background

- 3.1. The Town Council's Constitution was withdrawn at the Extraordinary Meeting of the Council held on 5th April 2016. It would be replaced with each of its constituent Policies, Procedures and Protocols and Council would review each of these in due course.
- 3.2. A working group would be able to look strategically at the range of policies and procedures as well as the detail of the content to recommend to council a comprehensive set of documents to best serve the Town Council and in turn the Town.
- 3.3. To quote from The Good Councillor Guide; "If you are beginning to think there are too many rules, remember that they protect people's rights (including yours) and give confidence that the council is properly run."

4. Financial Implications

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

5. Legal Implications

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

6. Risks

- 6.1. The Council must have adequate governing documents to protect the Council and the electorate.

(End)

Report Author:

Claire Commons

Interim Deputy Town Clerk

**Report 0117GEM13 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 17th January 2017 in the Council Chamber,
Shaftesbury Town Hall**

Bury Litton – Tree Management

1. Purpose of Report

To consider proposal for tree works at Bury Litton (St John's Churchyard)

2. Recommendation

- 2.1. That works are undertaken to maintain and improve the historic site of Bury Litton (Churchyard at St John's Hill).

3. Background

- 3.1. Shaftesbury Tree Group advocate that the following works to trees is accomplished in Bury Litton this winter while the trees are dormant, and before the bird nesting season.
- 3.2. This application is part of the ongoing tree management in the churchyard. This includes:
- i) gradually giving the ancient yew tree more light by thinning/removing trees around it
 - ii) cutting back cracked/dangerous branches
 - iii) removing dead/dangerous trees
 - iv) maintaining views over the Blackmore Vale through the tree canopy
- 3.3. Proposed work for winter of 2017. This mainly concerns safeguarding the health of the Shaston Yew, the ancient yew tree on the north side of the churchyard. At the moment, saplings and laurel hedges on either side of it are shading it out. Old yews do not respond well to sudden changes in light levels or in their microclimate, so it is necessary to clear the space around them gradually.
- 3.4. a) Trees around the old yew:
- G1 laurel hedge - aim to reduce to 1m above hedge line over 3 years. Reduce by a third this year.
 - T27 hazel & sycamore growing together on the west side of the yew - coppice
 - T 28 Hazel on west side of the yew - coppice
 - T2 Goat willow by road. Cut back all side branches leaving main trunk (also for safety reasons)
 - T5 Goat willow - dead - remove
 - T17 Goat willow - coppice
 - Laurel hedge by road and entrance: reduce by 2m

3.5. b) maintaining the views across the Blackmore Vale:

T14 Remove lowest branch on western side to maintain views

Reduce height of laurel on the bank going down to St John's Hill on the southern side by 2m

3.6. N.B. Trees numbers refer to the arboriculture report produced by David Prince in 2011 for Shaftesbury Town Council show at **Appendix E**

4. Financial Implications

4.1. Tree works budget.....	£3,055
Estimated expenditure outlined above.....	- <u>£2,000</u>
Budget remaining	<u>£1,055</u>

4.2. Financial Regulation 4.1 requires that expenditure on revenue items may be authorised by a duly delegated committee of the council for items over £500.

5. Legal Implications

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

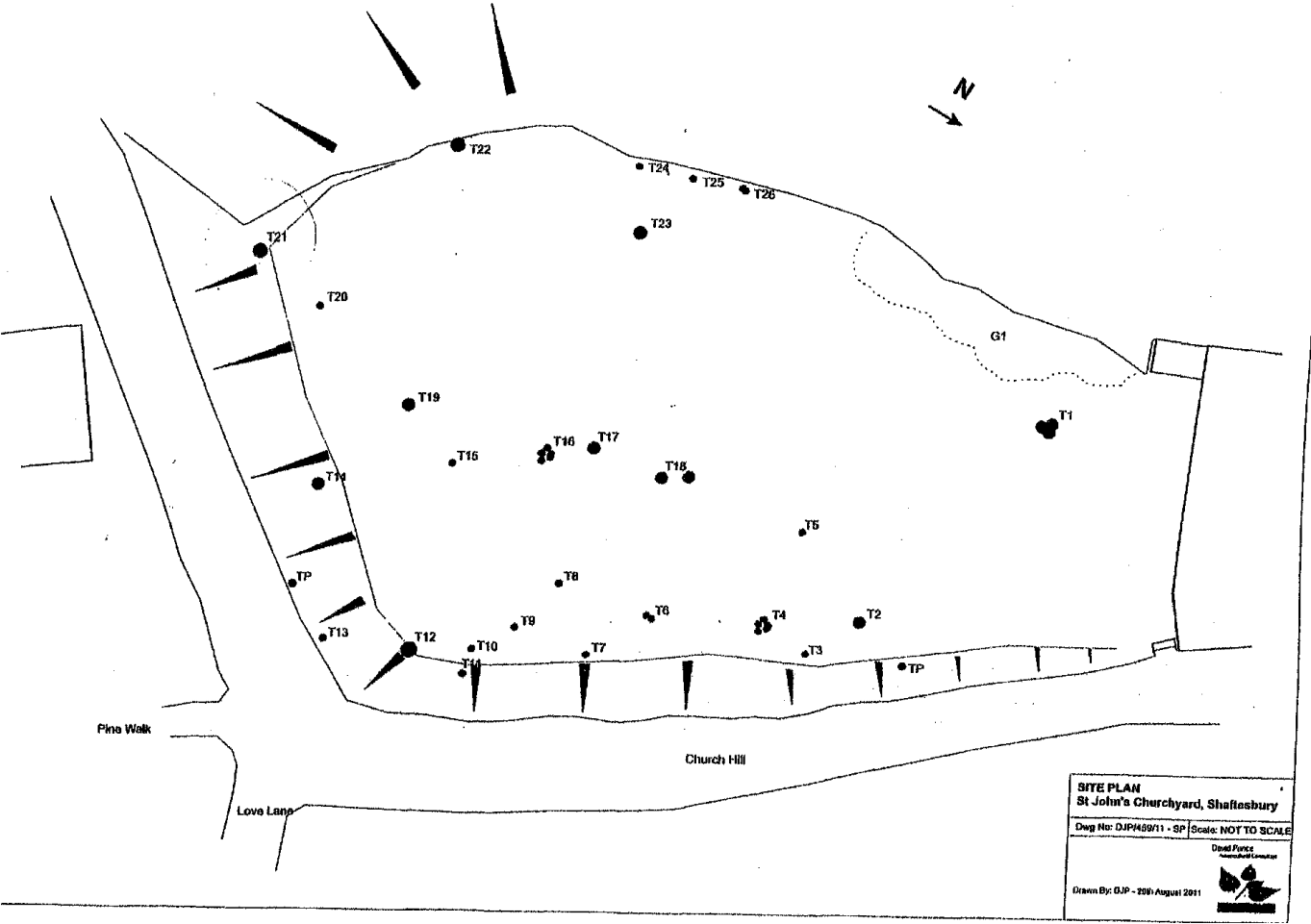
6. Risks

6.1. Failure to maintain the trees may result in necessary emergency works in the future.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

Appendix E.



Report 0117GEM14Report 0117GEM to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 17th January 2017 in the Council Chamber,
Shaftesbury Town Hall

TOBY's

1. Purpose of Report

To consider request from Toby's regarding repayment of a loan

2. Recommendation

2.1. There is no officer recommendation on this item.

3. Background

- 3.1. The Town Council has a couple of historical loan agreements with Toby's (£5,000 and £10,00) which unfortunately were never supported by formal signed agreements although they are clearly documented in Council minutes, asset register and acknowledged by Toby's
- 3.2. Following the closure of Toby's, Officers contacted them to make arrangements for the repayment of the loan. Due to the absence of a formal document, a retrospective agreement was requested and subsequently drawn up with the Council's solicitor in the form of a promissory note.
- 3.3. Representatives of Toby's met with the Interim Deputy Town Clerk to discuss the viability of an alternative to returning the money to the Town Council which would benefit the young people of Shaftesbury. 'Toby's' were informed that it was not within the delegated authority of the Clerk to decide on the matter but if a formal request was received, it would be presented to the Council for consideration.
- 3.4. The letter from Toby's and the draft criteria for the fund mentioned in the letter is provided **Appendix F**. The promissory note is provided at **Appendix G**.

4. Financial Implications

4.1. Reserves carried forward from 2015/16 for this project	£8,000
Budget allocation for current year.....	+ £2,000
Estimated expenditure outlined in Appendix A/above.....	- £6,800
Budget remaining	£3,200

- 4.2. Financial Regulation 4.1 requires that expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5,000;
 - a duly delegated committee of the council for items over £500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Edit 4.2 above to just show the relevant expenditure bracket. If borderline, quote both applicable.

5. Legal Implications

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

5.2. Reference any other legal implications as may have been identified in the background information above.

6. Risks

6.1. Use this to identify any risks to the Council

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

Proposal from Toby's Trustees to Shaftesbury Town Councillors.

Background information.

Toby's Young People's Project closed in September 2016 after nearly 20 years of working with young people in the town and surrounding area. The Trustees have taken the decision to set up a discrete fund within the Dorset Community Foundation to continue the work which has been done in the past. The draft proposal for this fund is attached: we are still negotiating finer details before the Fund, to be known as The Toby's of Shaftesbury Fund is finally set up.

After Toby's closed, the question of grants/loans from the then Town Council and their repayment was raised. There is no paper work about any of this and this has been discussed with Mrs Claire Commons.

Proposal from Toby's Trustees.

The Trustees of Toby's would therefore like to make a proposal to the Town Councillors for their approval that these moneys be added to the Toby's of Shaftesbury Fund to help continue the work with young people of our town.

Final accounts are not yet to hand following the sudden and protracted illness of our accountant Mr Alan Parish, but indications are positively suggesting that the amount of the fund will be no less than £150,000 and is likely to be more. If the amount outstanding from Town Council past moneys which we understood to be a grant and not a loan (repayable) could be added to this amount, then the increased benefit to the young people of Shaftesbury would be significant.

Such a decision could be noted in any literature about the fund showing the partnership working of which both we and the Town Council were part. It is very much hoped that this will be discussed and agreed.

Sara Jacson MBE

Chair and Founder of Toby's Young People's Project



**Dorset
Community
Foundation**

Raising funds for those most in need

The Toby's of Shaftesbury Fund

**Your main named contact at the
Foundation is:**

Ellie Curry, Grants Manager

E: ellie@dorsetcf.org T: 01202 670815

The Spire, High Street, Poole, Dorset BH15 1DF

Telephone: 01202 670815 web: www.dorsetcommunityfoundation.org

Toby's – Shaftesbury Young People's Project, was a charitable organisation operating in Shaftesbury, Dorset from 1999 – 2016. The charity provided support to enable young people to reach their full potential in all areas of their lives.

The Toby's Fund will continue to support young people in Shaftesbury and the immediate surrounding area, by awarding grants to local groups and charities working with young people and in some cases awarding grants to individual young people. The area of benefit is shown below

(MAP)

Priorities of the Toby's of Shaftesbury Fund

- To support young people experiencing mental health problems
- To support young people experiencing bereavement and family breakdown
- To encourage healthy lifestyles and the development of life skills
- To address anti-social behavior
- To raise the aspirations of young people

Criteria – applications from groups

Applications from groups will be invited on an annual basis. Priority will be given to local groups delivering services that make a real difference to the lives of young people. Groups will be asked to evidence the need for their service and to describe how they monitor or intend to monitor the service, in order to evidence clear outcomes for young people.

- Groups eligible to apply are local charities, local branches of national charities, constituted community groups and CICs.
- The project for which funding is requested should benefit young people age 13 to 25 living in the area of benefit (map above)

- In most cases the group must be based in the area of benefit, as shown by their registered address or service delivery premises
- Groups can apply for core costs, project costs and/or capital costs, although requests for funding towards large appeals such as the purchase or refurbishment of a building, are a low priority for funding
- Groups can apply for grants to fund the continuation of existing services or to pilot new projects or services
- If the grant requested does not cover the total cost of a project or service, the remaining costs should either be secured or plans in place to raise the funds
- The agreed activity or expenditure should begin within 2 months and the grant should be spent within 12 months of receipt

Criteria – applications from individuals

Applications from individuals can be submitted at any time. If it may be possible for a local service to meet the needs of an individual applicant, an appropriate recommendation or referral may be made rather than awarding a grant. The individual may apply again should they need support in the future.

Applicants must be identified as in need of support by a local agency such as a charity or school, medical practitioner or council/social services.

- Applicants must be age 13 – 25 and experiencing financial or social disadvantage
- Applicants who need help in completing the form should read and sign the form before submission to the Foundation
- Applications must be endorsed and signed by a representative from a local group, charity or school (this cannot be a parent or relative)
- Applications should specify how the grant will be spent and where appropriate, include the name of the company from whom items or services will be purchased and a quote or weblink to show the cost
- Grants may be for capital items or to fund activities or services. Examples of eligible costs include but are not restricted to: professional counselling or therapy, associated costs of taking part in other therapeutic or beneficial activities, specialist equipment for those with disabilities, instruments, tools or materials to enable a young person to pursue a talent or ambition, items or associated costs to enable young entrepreneurs to pilot business ideas
- The agreed activity or expenditure should begin within 2 months and the grant should be spent within 12 months of receipt

Outcomes

The Toby's of Shaftesbury Fund is looking to support projects and services that deliver life changing outcomes for the young people who are supported, whether the grant is awarded to a group or to an individual.

Successful groups will be required to monitor the outcomes that have been described and report back on their progress towards achieving the outcomes in their End of Grant report. Individual applicants

will be asked to complete an evaluation after 12 months or on completion of the activity, describing how the grant has benefitted them.

We are looking to award grants that will result in one of the following outcomes for young people.

- Improve mental health and wellbeing
(e.g. increased self-esteem, assertiveness skills, hope or ambitions for the future, increased ability to manage mental health conditions, increased ability to express thoughts and feelings, reduction of symptoms indicating poor mental health such as panic attacks, self-harming or suicidal ideation)
- Increase and improve life skills
(e.g. cooking and healthy eating, financial management, listening & communication skills, problem solving, parenting skills)
- Reduce incidents of anti-social behavior
(e.g. redirect young people involved in vandalism, criminal damage etc into healthier activities such as volunteering and community activities)
- Enable young people to achieve goals or ambitions who would otherwise be unable to, due to financial disadvantage

Appendix G.

Promissory Note

Dated: 2016

Shaftesbury Young People's Project Limited incorporated and registered in England and Wales with company number 03693562 whose registered office is at Unit 32, Block 3, Wincombe Business Centre, Shaftesbury Dorset SP8 9QJ a Charity registered under Charity Number 1076524 under the name Toby's – Shaftesbury Young Peoples Project for value received (**Promisor**) promises to pay to Shaftesbury Town Council of the Town Hall Shaftesbury Dorset (**Payee**) the principal amount of £15,000 (**Principal Amount**) on the earlier of 50 years from the date hereof or the resolution by Shaftesbury Young People's Project Limited to cease trading activities and/or wind the business up (**Due Date**).

The Principle amount was lent to the Promisor by the Payee by way of a loan for £5,000 agreed on the 6th day of July 1999 and a further loan for £10,000 agreed on the 7th day of July 2007.

Interest shall not accrue on this promissory note save that if the Promisor fails to pay under this promissory note on the Due Date, then the Promisor shall pay interest on the Principal Amount from and including the Due Date until the date of actual payment in full of the Principal Amount and all interest accrued under this promissory note, at the rate of 4% per annum. Such interest shall accrue on a daily basis and shall be payable immediately on demand.

Unless otherwise agreed all payments shall be made in pounds sterling in immediately cleared funds in full and without any deduction or withholding.

This promissory note shall be governed by, and construed in accordance with, the law of England and Wales. The Promisor irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction over any dispute or claim arising out of or in connection with this promissory note.

This promissory note has been entered into as a deed on the date stated at the beginning of it.

Executed as a deed by Shaftesbury Young People's Project Limited acting by [] a director and [], [a director OR its secretary] and by the Mayor and Deputy Mayor of Shaftesbury Town Council

.....
[SIGNATURE OF FIRST DIRECTOR]
Director

.....
[SIGNATURE OF SECOND DIRECTOR OR SECRETARY]
.....
Mayor of Shaftesbury Town Council

.....
Deputy Mayor of Shaftesbury Town Council

Report 0117GEM15Report 0117GEM16 **to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 17th January 2017 in the Council Chamber,
Shaftesbury Town Hall**

Westminster Memorial Hospital

1. Purpose of Report

To receive an update and consider items from the Westminster Memorial Working Group

2. Recommendation

- 2.1. To receive the notes of the first meeting of the Westminster Memorial Hospital Working Group and its Terms of Reference.
- 2.2. To approve a Press Release in respect of the NHS and CCG Consultation Questionnaire regarding Health Care in Dorset and specifically in relation to the Westminster Memorial Hospital in Shaftesbury.
- 2.3. To consider contributing to funding publicity being produced by an external group campaigning against the proposed changes to the Westminster Memorial Hospital in Shaftesbury.

3. Background

- 3.1. Council at its meeting on 6th December 2016 **RESOLVED** that a working group be established through the General Management Committee to include representatives of all interested parties. This working group to report to the General Management Committee. It was reported that a small amount of printing could be achieved within the Clerk's delegated authority.
- 3.2. The first meeting of the Working Group took place on 10th January 2016.
- 3.3. Notes of the meeting and the Terms of Reference for the Working Group are attached in **Appendix H**
- 3.4. The Chair of the Working Group will provide a verbal report on meetings held subsequently with the Save our Beds Campaign and their request for a contribution towards the distribution of publicity to residents of Shaftesbury, Gillingham and surrounding areas.

4. Financial Implications

Not know at this time

5. Legal Implications

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

(End)

Report Author:
Barbara Carter, Project Officer

WESTMINSTER MEMORIAL HOSPITAL WORKING GROUP

Notes of meeting held on Tuesday 10th January 2017 at 6pm in the Town Hall

Present: Councillors Anthony Austin, John Lewer, Piers Brown, Richard Tippins, George Hall and Lester Taylor; Steve Unwin

1. Nomination and Election of Chair

Councillor Anthony Austin was elected Chair of the Working Group

2. To consider and agree the Terms of Reference for the Group

The draft Terms of Reference (ToR) were discussed and amendments agreed. It was also agreed that the ToR may be amended as other parties joining the group. See **Appendix A** for the revised ToR.

3. To nominate and extend invitations to representatives of interested parties to join the Working Group

It was agreed that Steve Unwin join the working group and was invited to join the meeting. It was agreed that further invitations to join the working group be extended to the Save our Beds Group; Gillingham Town Council; Local Parish Councils including those on the Wiltshire borders; Friends of Westminster Hospital; Ray Humphries; Dick Ripper; The Cedars Nursing Home; Lynne Fish - Shaftesbury & Gillingham Transport Forum.

An invitation will be sent for the next meeting of the Working Group.

4. To prepare an update report for the General Management Committee (GEM) meeting to be held on 17th January 2017.

Notes of the meeting to be presented to GEM

5. Any other business

The cost of producing leaflets had been agreed by Council on 6th December 2016 that a small amount of printing could be achieved within the Clerk's delegated authority. It was agreed that a leaflet be designed for door to door distribution, which would encourage residents to complete the consultation questionnaire. Cllr Brown to liaise with Cllr Austin in the design of the leaflet.

It was agreed that some members of the group would hand out leaflets and the Consultation document and questionnaire at the Thursday market.

A Press Release would be prepared by Cllr Austin, to be approved by the Acting Deputy Town Clerk and GEM.

It was agreed that a Freedom of Information request be submitted to the Dorset Healthcare University NHS Foundation Trust for information on the number of beds and nursing staff costs for current and previous years.

6. To agree agenda items and date for next meeting

The next meeting of the Working Group will take place on Tuesday 17th January 2017, 6pm in the Town Hall.

The meeting closed at 6:58pm

The Council and the Westminster Hospital

Terms of Reference

DRAFT

Working Group

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

The Group is asked to determine the following:

1. To make representation to save the beds at the Westminster Memorial Hospital Shaftesbury
2. To identify reasons to keep the beds at the Westminster Memorial Hospital Shaftesbury
3. To establish legal ownership of the Hospital and determine whether the hospital was gifted and whether there are any conditions of use or restrictive covenants in place.
4. To establish the terms of agreement of its use by the NHS, funding of staffing and running costs, provision and maintenance of equipment and Service Level Agreements.
5. To establish the NHS Trusts who have a direct interest in the Hospital and their understanding of their “rights” of use
6. To understand the Dorset CCG and their relationship and/or agreements with other CCG’s and Social Services
7. To establish whether discussions are taking place with the other CCG’s
8. To establish which Town Councils, Parishes and other stakeholders who have an expectation of a say in the future of the Hospital. Make contact and extend an invitation to join Group.
9. To keep local Members of Parliament, District and County Council portfolio holder and other local organisations informed of the Working Group’s actions in order to lead a co-ordinated response to the Consultation.

**Report 0117GEM16 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 17th January 2017 in the Council Chamber,
Shaftesbury Town Hall**

Financial Regulations

1. Purpose of Report

To consider amendment to the Town Council's financial regulations

2. Recommendation

- 2.1. That the Committee recommends to Council that the Financial Regulations be amended to increase the Clerk's authority to spend to £2,000 within each agreed budget line.

3. Background

- 3.1. The current model financial regulations limit the delegated expenditure by the Clerk to £500.
- 3.2. The Clerk's authority to spend is already restricted to the limit of the agreed budget in each budget heading. Much of the routine business of the Council is delayed due to the need to seek committee or council approval for the expenditure.
- 3.3. There are many variations on the Clerk's authority to spend therefore it was not possible to recommend a 'usual'. Based on the experience of what the Town Council's operations are, it is the Deputy Town Clerk's recommendation that £2,000 would be sufficient to allow routine business to continue and for the Council's attention to be focused on more strategic matters.
- 3.4. Payment schedules will still be prepared for authorisation providing twice monthly scrutiny of spend, in addition, quarterly accounts will also be scrutinised to allow a clearer overview of performance against budget.
- 3.5. The Council may review and amend the Financial Regulations at any point.

4. Financial Implications

No financial implications

5. Legal Implications

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

6. Risks

- 6.1. The Council must satisfy itself that there are sufficient controls in place to protect the public purse.

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk

**Report 0117GEM17 to a Meeting of Shaftesbury Town Council's
General Management Committee,
to be held at 7.00pm on Tuesday 17th January 2017 in the Council Chamber,
Shaftesbury Town Hall**

Officer Report and Future Meetings of the Committee

1. Purpose of Report

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

2. Recommendation

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

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

3. Updates

3.1. There are no updates to provide at this point.

4. Correspondence

4.1. There is no correspondence to bring to your attention at this point.

5. Date of next meeting

5.1. The next scheduled meeting of the Committee is 21st February 2017

6. Items for next meeting

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

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

6.3. Items already noted for consideration are;

- Quarter 3 accounts

7. Financial Implications

There are no financial implications arising from this report

8. Legal Implications

There are no legal implications arising from this report

9. Risks

There are no risks identified from this report

(End)

Report Author:
Claire Commons
Interim Deputy Town Clerk