



# Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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To: All members of Shaftesbury Town Council

You are required to attend a meeting of the Council

**to be held at 7.00pm on Tuesday 24<sup>th</sup> January 2017 in the Council Chamber, Shaftesbury Town Hall**

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

**Mrs 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		
<b>01.</b>	<b>Election of Chairman and Town Mayor</b>	<b>p4</b>
To elect a Chairman and Town Mayor for the remainder of the municipal year 2016/17 and receive the Mayor's Declaration of Acceptance of Office.		
		Report 0117FC01
<b>02.</b>	<b>Election of Vice-Chairman and Deputy Mayor</b>	
To elect a Vice-Chairman and Deputy Mayor for the remainder of the municipal year 2016/17		

The Council will suspend Standing Orders to allow public participation to take place at this point in the meeting

<b>03.</b>	<b>Apologies</b>
To receive and consider for acceptance, apologies for absence	
<b>04.</b>	<b>Declarations of Interest and Dispensations</b>
Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.	

<b>05. Minutes</b>	
To confirm as a correct record, the minutes of the previous meetings of the Council.	
<b>06. Notice of Motion 00022 – Planning Issues</b>	<b>p5</b>
To establish the current situation regarding open spaces and assets, and progress as necessary,	
	Report 0117FC06
<b>07. Reports</b>	<b>p8</b>
To receive reports from the Mayor, District and County Councillors, Representatives to Local Organisations, from any other meetings held with key partners or organisations and to receive the minutes of Committee meetings (for information only) and any relating reports.	
	Report 0117FC07
<b>08. Payments</b>	<b>p10</b>
To consider payments for authorisation.	
	Report 0117FC08
<b>09. Budget</b>	<b>p12</b>
To approve the Budget for the financial year 2017/18 and resolve the precept request of the District Council.	
	Report 0117FC09
<b>10. Committee membership and Representatives to Organisations</b>	<b>p25</b>
To appoint members to Committees and Local Organisations for the remainder of the Municipal Year.	
	Report 0117FC10
<b>11. Financial Regulations</b>	<b>p27</b>
To consider an amendment to the Council's Financial Regulations.	
	Report 0117FC11
<b>12. Electricity Contract</b>	<b>p28</b>
To consider the Council's electricity supplier	
	Report 0117FC12
<b>13. Grant request</b>	<b>p32</b>
To consider community grant request the organisation below	
	Report 0117FC13
<b>14. The Point</b>	<b>p34</b>
To consider the next steps in relation to 'The Point' Community Hall, Coppice Street	
	Report 0117FC14
<b>15. Officer Report and Future Meetings of the Council</b>	<b>p35</b>
To receive any correspondence and updates relating to the work of the Council, to confirm the date of the next meeting and to identify matters for inclusion on the agenda.	
	Report 0117FC15

(End)

**Report 0117FC01 to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 24th January 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Election of Chairman and Town Mayor**

**1. Purpose of Report**

To elect a Chairman and Town Mayor for the remainder of the municipal year 2016/17 and receive the Mayor's Declaration of Acceptance of Office.

**2. Recommendation**

- 2.1. That the Council appoints its Chairman and Mayor for the remainder of the 2016/17 Municipal Year.

**3. Background**

- 3.1. The Mayor of the Town Council must, under law, be proposed, seconded and elected annually from amongst the members by the members. In the event of the Mayoralty becoming vacant for any reason during any Municipal year, the same procedure shall be followed at the ordinary meeting of the Council next following the arising of the vacancy in order to select a Mayor for the remainder of that Municipal Year.
- 3.2. Any two members of the Council may recommend in writing addressed to the Proper Officer any other member or members of the Council for nomination as Mayor for the remainder of the Municipal year and those members will be asked to express their willingness to accept such office if duly elected at the next meeting. Furthermore, the Council will be invited to request further nominations at the meeting.

**4. Declarations of Acceptance of Office**

"I, \_\_\_\_\_ having been elected Mayor for the Town of Shaftesbury, do hereby declare that I take the said office upon myself and will duly and faithfully fulfil the duties thereof according to the best of my judgment and ability."

**5. Financial Implications**

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

**6. Legal Implications**

- 6.1. The Chairman must make his declaration of acceptance of office in a prescribed form as set out in the LGA 1972 Act s.83, the form of the undertaking appears in Local Elections (Declaration of Acceptance of Office) Order 2012.

**7. Risks**

- 7.1. The Council must elect a chairman of at the first ordinary meeting of the Council following the position becoming vacant.

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk

**Report 0117FC06 to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 24th January 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Notice of Motion 00022 – Planning Issues**

**1. Purpose of Report**

To establish the current situation regarding open spaces and assets, and progress as necessary,

**2. Recommendation**

- 2.1. That the Council considers requesting a formal estimate for obtaining legal advice from Counsel to progress matters in relation to the Cattle Market site.

**3. Background**

- 3.1. The Notice of Motion form is at **Appendix A**.
- 3.2. Information has already been provided to members from the Planning Barrister. Members should consider the information and advice contained within that report and determine what next steps the Council should take.

**4. Financial Implications**

- 4.1. There are no financial implications at this point.

**5. Legal Implications**

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

**6. Risks**

- 6.1. Consideration should be given to ensure that a balance is struck between the amount of money expended and the likely success in trying to secure the open space and assets desired by the electorate.

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk



Report Number		NoM	00022
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**NOTICE OF MOTION**

To be considered by (please delete as applicable)	FC	GEM	ROSE	P&H	HR
Title of Motion	Professional advice on two planning issues				
Proposed by	Councillor P Proctor				
Seconded by	Councillor J Lewer				
Proposed Resolution	<p>That the Council discuss the present situation, and consider giving additional instructions to our Advisor to research further into each issue:</p> <ol style="list-style-type: none"> <li>1) Ownership of the Cattle Market and rights over it</li> <li>2) Provision of sufficient Open Spaces on the Persimmon Development</li> </ol>				
Background (provided by the proposer)	<p>The Town Council needs to identify the legal owner of the Cattle Market, and whether there are any covenants which restrict its future use or ownership. Also to identify what rights exist for access over the ground. Regarding the Persimmon development, there appear to be grounds to challenge the amount of open space provided in Phases 1 – 5, which might in turn allow a review of that proposed in Phases 6 &amp; 7.</p>				
Background (provided by the Proper Officer)	<p>Council should satisfy itself that the money spent progressing these two matters will fairly represent the anticipated gain. Property Developers will have significant funds at their disposal to protect their interests. Matters relating to the ownership of the Cattle Market site may return more favourable results. Consideration of how to proceed should only be made once the extent of the likely cost is known.</p>				
Financial implication (anticipated by the proposer)	Cost of advisor's time				
Financial implications (anticipated by the Proper Officer)	None at this point				
Legal implications	The Council has the General Power of Competence.				
Risks	None at this point if no funds are committed.				

Notes:

Standing Orders 9 and 10 relate to notices of motion

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

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

Office use only:

	Date motion received	19/12/16	
	Date motion resubmitted (if applicable)		
a)	A motion shall relate to the responsibilities of the meeting which it is tabled for an in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.	notes	
b)	No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.	notes	
c)	The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9b above, correct obvious grammatical or typographical errors in the wording of the motion	notes	
d)	If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9b above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least five clear days before the meeting.	Notes.  Adjustment made to the title to be more succinct.	
e)	If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.	notes	
f)	Subject to Standing Order 9e above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.	notes	
g)	Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.	notes	
h)	Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.	notes	
Proposal (delete as appropriate)		Carried	Fallen
Minute reference			Date:
If carried, any additional notes or amendments to the motion.			
If rejected, explanation.			

**Report 0117FC07 to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 24th January 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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### **Reports**

#### **1. Purpose of Report**

To receive reports from the Mayor, District and County Councillors, Representatives to Local Organisations, from any other meetings held with key partners or organisations and to receive the minutes of Committee meetings (for information only) and any relating reports.

#### **2. Recommendation**

2.1. That the reports and minutes be received and noted.

#### **3. Mayor's Report**

3.1. The previous Mayor attended the following events;

Date	Invitation From	Occasion	Venue
04/12/2016	Mayor of Verwood	Christmas Reception	Verwood
16/12/2016	Shaftesbury Cubs	100 years of Cubs	Town hall
22/12/2016	Westminster Hospital	Christingle Service	Shaftesbury

3.2. The following invitations have been received and await a response following the election of the new Mayor;

Date	Invitation From	Occasion	Venue	Time	Cost
06/02/2017	Weldmar Hospice	Snowdrop Memorial Service	St Peter's, Shaftesbury	3pm	
18/02/2017	Shaftesbury Snow Drops	Lantern Parade	Shaftesbury	6pm	
24/02/2017	Town Twinning	AGM	Town hall	7pm	
26/02/2017	Mayor of Verwood	Civic Service	Verwood	2.30pm	
11/03/2017	Mayor of Gillingham	Dinner/Dance	Gillingham	7pm	£35pp
25/04/2017	British Legion	ANZAC Ceremony (short service)	Park Walk	10.50am	

#### **4. County and District Councillor Reports**

4.1. County and District Councillors have been invited to provide a report and these will be circulated if received in advance of the meeting.

4.2. District Councillor Jo Francis has nothing to report to this meeting.

**5. Representatives to Local Organisations**

5.1. A verbal report will be provided from the Neighbourhood Plan group.

**6. Meetings held with key partners**

6.1. Members will be invited to report on any meetings they have had with key partners to inform the Council

**7. Legal Implications**

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

**8. Risks**

8.1. There are no risks identified within this report.

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk

**Report 0117FC08 to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 24th January 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Payments**

**1. Purpose of Report**

To consider payments for authorisation.

**2. Recommendation**

- 2.1. That the Council approves the payments from the Town Council's current account as detailed in **Appendix B** (to follow)

**3. Background**

- 3.1. A detailed list of payments is provided at **Appendix B** (to follow).

**4. Financial Implications**

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

**5. Legal Implications**

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

**6. Risks**

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

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk

Appendix B.  
To follow.

**Report 0117FC09 to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 24th January 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Budget**

**1. Purpose of Report**

To approve the Budget for the financial year 2017/18 and resolve the precept request of the District Council.

**2. Recommendation**

- 2.1. That the Council resolves its budget for 2017 / 2018 financial year and makes the corresponding precept request of the District Council.

**3. Background**

- 3.1. Shaftesbury Town Council has carried out a thorough review of its finances and requirements for the coming year. The public have been present at every meeting to discuss the budget and precept and a bespoke public budget meeting was held earlier this month to invite suggestions and receive a steer from the electorate on their budget preferences.
- 3.2. The General Management Committee considered the outcomes from that public budget meeting and has recommended that a precept request of £470,683 be made which equates to a £4.50 (3%) increase per band D household per annum.
- 3.3. In recommending this increase, an additional £10,376 was available to assign to matters of importance to the Town. A further £6,000 was available for allocation due additional savings being identified.
- 3.4. Allocation of the £16,376 was recommended thus;
- |        |   |
|--------|---|
| £2,000 | Tree and Open Spaces project  |
| £6,000 | Public Toilet refurbishment   |
| £8,000 | additional towards Professional Fees to help the Town Council secure the services and infrastructure which is important to the local community. |
| £376   | additional to the Town Hall electricity budget in recognition of the estimates received for the coming year.                                    |

**4. Financial Implications**

- 4.1. The Council must set its budget and precepts before 27<sup>th</sup> January 2017

**5. Legal Implications**

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

**6. Risks**

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

(End)

Report Author:

Claire Commons, Interim Deputy Town Clerk

Note : Full Council 24th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Budget for 2017</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
<b>101</b>	<b>Allotment</b>							
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
	<b>OverHead Expenditure</b>	<b>1,000</b>	<b>628</b>	<b>1,025</b>	<b>0</b>	<b>1,025</b>	<b>715</b>	<b>1,275</b>
1104	Allotment Rent Income	1,676	1,574	1,676	0	1,676	133	1,700
	<b>Total Income</b>	<b>1,676</b>	<b>1,574</b>	<b>1,676</b>	<b>0</b>	<b>1,676</b>	<b>133</b>	<b>1,700</b>
<b>101</b>	<b>Net Expenditure</b>	<b>-676</b>	<b>-945</b>	<b>-651</b>	<b>0</b>	<b>-651</b>	<b>583</b>	<b>-425</b>
<b>102</b>	<b>Cemetery</b>							
4150	Rates & Services	144	158	174	0	174	186	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
	<b>OverHead Expenditure</b>	<b>574</b>	<b>530</b>	<b>3,060</b>	<b>0</b>	<b>3,060</b>	<b>662</b>	<b>2,803</b>
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
	<b>Total Income</b>	<b>2,000</b>	<b>3,435</b>	<b>2,200</b>	<b>0</b>	<b>2,200</b>	<b>2,238</b>	<b>2,300</b>
<b>102</b>	<b>Net Expenditure</b>	<b>-1,426</b>	<b>-2,905</b>	<b>860</b>	<b>0</b>	<b>860</b>	<b>-1,575</b>	<b>503</b>

Note : Full Council 24th January 2017

		<u>Last Year</u>		<u>Current Year</u>				<u>Budget for 2017</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>
<b>103</b>	<b>General Grounds</b>							
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	2,347	2,509
4155	Electricity	500	994	580	0	580	589	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	2,537	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	1,534	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 : Full Council 24th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Budget for 2017</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
	<b>OverHead Expenditure</b>	<b>34,395</b>	<b>33,905</b>	<b>38,361</b>	<b>0</b>	<b>38,361</b>	<b>28,014</b>	<b>50,864</b>
1102	Contribution to Services	0	672	0	0	0	1,019	1,200
1103	Rents	400	1,986	3,165	0	3,165	2,289	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
	<b>Total Income</b>	<b>400</b>	<b>3,146</b>	<b>3,165</b>	<b>0</b>	<b>3,165</b>	<b>9,094</b>	<b>10,115</b>
<b>103</b>	<b>Net Expenditure</b>	<b>33,995</b>	<b>30,760</b>	<b>35,196</b>	<b>0</b>	<b>35,196</b>	<b>18,920</b>	<b>40,749</b>
<b>105</b>	<b>Local Delivery services</b>							
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	2,468	2,078
4155	Electricity	565	724	760	0	760	506	760
4165	Water Rates	1,500	2,095	2,100	0	2,100	1,787	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 : Full Council 24th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Budget for 2017</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
	<b>OverHead Expenditure</b>	16,650	13,459	15,980	0	15,980	9,147	13,588
1501	Street Market Rents R'ved	7,500	7,754	7,500	0	7,500	6,253	7,999
	<b>Total Income</b>	7,500	7,754	7,500	0	7,500	6,253	7,999
<b>105</b>	<b>Net Expenditure</b>	9,150	5,705	8,480	0	8,480	2,895	5,589
<b>201</b>	<b>Town Hall</b>							
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	7,260	6,771
4155	Electricity	1,800	2,313	1,800	0	1,800	836	2,176
4160	Gas	1,500	927	1,800	0	1,800	1,933	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	420	450
4250	Repairs & Maintenance	3,150	2,966	3,000	0	3,000	2,287	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 : Full Council 24th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Budget for 2017</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
4400	Printing	0	0	0	0	0	126	0
	<b>OverHead Expenditure</b>	21,740	20,789	22,110	0	22,110	17,433	19,337
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
	<b>Total Income</b>	48,030	55,522	47,100	0	47,100	35,247	50,151
<b>201</b>	<b>Net Expenditure</b>	-26,290	-34,733	-24,990	0	-24,990	-17,814	-30,814
<b>301</b>	<b>Civic</b>							
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
	<b>OverHead Expenditure</b>	7,440	6,774	8,780	0	8,780	3,777	6,240
	<b>Total Income</b>	0	0	0	0	0	0	0
<b>301</b>	<b>Net Expenditure</b>	7,440	6,774	8,780	0	8,780	3,777	6,240

Note : Full Council 24th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Budget for 2017</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
<b>302</b>	<b><u>Legal and Professional</u></b>							
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	7,105	25,000
4342	Election Costs	2,000	3,839	4,000	0	4,000	0	4,000
	<b>OverHead Expenditure</b>	<b>31,600</b>	<b>32,920</b>	<b>38,750</b>	<b>0</b>	<b>38,750</b>	<b>23,972</b>	<b>46,250</b>
1301	Miscellaneous Income	0	1,005	0	0	0	1,075	0
	<b>Total Income</b>	<b>0</b>	<b>1,005</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,075</b>	<b>0</b>
<b>302</b>	<b>Net Expenditure</b>	<b>31,600</b>	<b>31,915</b>	<b>38,750</b>	<b>0</b>	<b>38,750</b>	<b>22,897</b>	<b>46,250</b>
<b>303</b>	<b><u>Grants &amp; SLA</u></b>							
4350	Community Grants	35,000	21,700	39,000	0	39,000	30,175	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
	<b>OverHead Expenditure</b>	<b>68,497</b>	<b>55,197</b>	<b>39,000</b>	<b>0</b>	<b>39,000</b>	<b>30,175</b>	<b>30,000</b>
	<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>303</b>	<b>Net Expenditure</b>	<b>68,497</b>	<b>55,197</b>	<b>39,000</b>	<b>0</b>	<b>39,000</b>	<b>30,175</b>	<b>30,000</b>

Note : Full Council 24th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Budget for 2017</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
<b>304</b>	<b><u>Finance</u></b>							
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
	<b>OverHead Expenditure</b>	<b>3,240</b>	<b>2,113</b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>17,532</b>	<b>500</b>
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	470,683
1377	Transitional Grant	0	4,545	0	0	0	0	0
1400	Mayor's Charity Income	0	91	0	0	0	138	0
	<b>Total Income</b>	<b>443,827</b>	<b>452,463</b>	<b>446,936</b>	<b>0</b>	<b>446,936</b>	<b>464,742</b>	<b>470,719</b>
<b>304</b>	<b>Net Expenditure</b>	<b>-440,587</b>	<b>-450,350</b>	<b>-446,836</b>	<b>0</b>	<b>-446,836</b>	<b>-447,210</b>	<b>-470,219</b>
<b>305</b>	<b><u>Swimming Pool</u></b>							
4008	Life Guard Salaries	0	0	0	15,500	15,500	18,773	21,000

Note : Full Council 24th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Budget for 2017</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 : Full Council 24th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Budget for 2017</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget
4410	Telephone	0	0	0	204	204	229	275
	<b>OverHead Expenditure</b>	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
	<b>Total Income</b>	0	0	0	15,500	15,500	18,272	40,500
305	<b>Net Expenditure</b>	0	0	0	25,000	25,000	18,299	0
<b>401</b>	<b>General Running Costs</b>							
4265	General Supplies	150	67	100	0	100	95	150
4345	Advertising	1,000	542	1,000	0	1,000	1,155	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	1,864	3,000
4415	IT Support	1,000	958	1,250	0	1,250	900	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
	<b>OverHead Expenditure</b>	12,550	16,883	14,050	0	14,050	10,073	13,756

## Note : Full Council 24th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Budget for 2017</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
	<b>Total Income</b>	0	0	0	0	0	0	0
<b>401</b>	<b>Net Expenditure</b>	12,550	16,882	14,050	0	14,050	10,073	13,756
<b>402</b>	<b>Staffing Costs</b>							
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	842	1,500
4015	Staff Travel & Subsistence	200	502	300	0	300	544	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
	<b>OverHead Expenditure</b>	226,897	226,185	266,916	0	266,916	158,685	265,438
1360	Contribution Street Cleaning	9,800	9,956	10,055	0	10,055	10,055	10,250
	<b>Total Income</b>	9,800	9,956	10,055	0	10,055	10,055	10,250
<b>402</b>	<b>Net Expenditure</b>	217,097	216,229	256,861	0	256,861	148,630	255,188
<b>901</b>	<b>Reserves &amp; Projects</b>							
4902	Community Hall Cockrams	0	0	3,000	0	3,000	0	0

## Note : Full Council 24th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Budget for 2017</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	6,000
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	2,000
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 : Full Council 24th January 2017

		<u>Last Year</u>				<u>Current Year</u>		<u>Budget for 2017</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	4,325	0
4933	A30 Allotment Site	0	0	0	0	0	0	25,000
	<b>OverHead Expenditure</b>	88,650	80,387	70,500	149,313	219,813	63,828	65,500
1301	Miscellaneous Income	0	3,341	0	0	0	6,153	0
1900	Capital Receipts	0	27,710	0	0	0	0	0
	<b>Total Income</b>	0	31,051	0	0	0	6,153	0
<b>901</b>	<b>Net Expenditure</b>	88,650	49,336	70,500	149,313	219,813	57,675	65,500
<b>902</b>	<b>Capital Replacement Reserve</b>							
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
	<b>OverHead Expenditure</b>	0	0	0	44,000	44,000	0	37,683
<b>902</b>	<b>Net Expenditure</b>	0	0	0	44,000	44,000	0	37,683
	<b>Total Budget Expenditure</b>	513,233	489,771	518,632	233,813	752,445	400,584	593,734
	<b>Income</b>	513,233	565,905	518,632	15,500	534,132	553,260	593,734
	<b>Net Expenditure</b>	0	-76,135	0	218,313	218,313	-152,676	0

**Report 0117FC10 to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 24th January 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Committee membership and Representatives to Organisations**

**1. Purpose of Report**

To appoint members to Committees and Local Organisations for the remainder of the Municipal Year.

**2. Recommendation**

- 2.1. That the Council appoints members to its standing Committees, working groups and representatives to local organisations for the remainder of the municipal year 2016/17.

**3. Background**

- 3.1. Membership of the Town Council's Human Resources Committee, Planning and Highways Committee, Recreation, Open Spaces and Environment Committee and General Management Committee is determined at the Annual Meeting.
- 3.2. Following three vacancies, the Council is recommended to consider the membership of all committees and reappoint the Committees to ensure an appropriate share of responsibility for members.
- 3.3. A maximum of seven Councillors will be members of the General Management Committee made up of the Chair and Vice Chair of the Planning and Highways Committee, Chair and Vice Chair of the Recreation, Open Spaces and Environment Committee, Deputy Mayor and at least one independent member. Independent in this instance means not holding a position of chair or vice on one of the committees.
- 3.4. The Terms of Reference do not currently require the Chair and Vice Chair of the Human Resources Committee to be members of the General Management Committee however it is beneficial to conducting Council business if all committees are represented.
- 3.5. Following resolution of Committee membership, the Council will adjourn briefly to allow the HR Committee, P&H Committee and ROSE Committee to elect their Chairs and Vice-Chairs. This will take place in public session.
- 3.6. On resuming, the Council will know the Chairs and Vice-Chairs of its Standing Committees (automatically members of GEM) and it can appoint at least one 'independent' member to GEM.
- 3.7. The Council will then adjourn briefly again for GEM to elect its Chair and Vice-Chair.
- 3.8. Members of each Standing Committee will be able to propose a candidate from within their number, who must then receive a seconder.
- 3.9. A vote will then be taken from amongst the members of the Committee concerned. Committees should not elect members to serve as Chairman or Vice-Chairman in their absence, unless the absent member(s) have previously indicated their willingness to serve. If the only nominations are for absent member(s) and no previous indication of

willingness has been received, the election should be deferred until the next substantive meeting of the Committee concerned.

- 3.10. The following organisations have historically had a Town Council representative(s) which are currently vacant;

DAPTC (2)

Neighbourhood Plan (2)

North Dorset CAB (1)

Open Spaces Group (1)

Shaftesbury Arts Centre (1)

Shaftesbury Charitable Trust (2)

Shaftesbury Municipal Almshouse (1)

Swans Trust (1)

Silver Band, Town Twinning and Trinity Centre Trust, represented by the Mayor in an ex-officio capacity.

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

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

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

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

#### **6. Risks**

- 6.1. Committees which carry vacancies risk being inquorate at a convened meeting of that Committee and unable to conduct the required business.

(End)

Report Author:

Claire Commons

Interim Deputy Town Clerk

**Report 0117FC11 to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 24th January 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Financial Regulations**

**1. Purpose of Report**

To consider an amendment to the Council's Financial Regulations.

**2. Recommendation**

- 2.1. That the Financial Regulations be amended to increase the Clerk's authority to spend to £2,500 within each agreed budget line.

**3. Background**

- 3.1. The General Management Committee considered the Financial Regulations and recommended that the Clerk's authority to spend be increased to £2,500.
- 3.2. The Council is referred to section 4 of the Financial Regulations and the values being recommended for amendment are;
- A duly delegated committee of the council for items over **£500** (recommend amending to £2,500)
  - the Clerk, in conjunction with the Chairman of the Council or Chairman of the appropriate committee, for any items below **£500** (recommend amending to £2,500)
- para 4.5 (recommend amending £500 to £2,500)
- 3.3. The Committee considered that the increased delegated authority would demonstrate and increased level of trust in the Council's officers and allow greater speed and efficiency in delivering the business of the Council.

**4. Financial Implications**

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

**5. Legal Implications**

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

**6. Risks**

- 6.1. There is a risk of unauthorised expenditure. Regular financial reports to the General Management Committee and oversight from Internal and External Auditors mitigate this risk.

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk

**Report 0117FC12 to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 24th January 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Electricity Contract**

**1. Purpose of Report**

To consider the Council's electricity supplier

**2. Recommendation**

- 2.1. That the Committee enters into a contract for the supply of electricity for at least one year to 31 March 2018 with supplier A.

**3. Background**

- 3.1. On 31st March 2017, the current contract with British Gas for the provision of electricity to the Town Hall, Bell Street Toilets and Barton Hill Hut will expire.
- 3.2. Utility Renewals Ltd were approached to obtain comparative quotes for the provision of electricity to the Council's properties.
- 3.3. Quotes from three providers have been provided for 1, 2 and 3 year contracts. See **Appendix D**.
- 3.4. The current charges made by British Gas are 23.777p per day standing charge and 9.373p per kWh.

**4. Financial Implications**

- 4.1. 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.

**5. Legal Implications**

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

**6. Risks**

- 6.1. Although a 1 year contract shows cheaper rates, there is a risk that electricity prices will rise over and above the 2 or 3 year rate when the contract expires.

(End)

Report Author:  
Barbara Carter  
Compliance and Information Officer

## ELECTRCITY SUPPLIER QUOTATIONS

## QUOTATION COMPARISONS

Contract Start Date: 31-Mar-17

Supplier		Rate per Kwh	Standing Charge	Contract Term	Est Usage p.a.		Standing Charge	Est Cost p.a.
A	Town Hall	£0.12590	£0.0000	1 year	12100	£1,523.39	£0.00	£1,523.39
	Bell St Toilets - Day	£0.1284	£0.2262		4200	£539.28	£82.56	£621.84
	Bell St Toilets - Night	£0.0736			1740	41.35		£41.35
	Barton Hill	£0.13780	£0.2262		2200	£303.16	£82.56	£385.72
								£2,572.31
	Town Hall	£0.1307	£0.0000	2 year	12100	£1,581.47	£0.00	£1,581.47
	Bell St Toilets - Day	£0.1342	£0.2279		4200	£563.64	£83.18	£646.82
	Bell St Toilets - Night	£0.0823			1740	41.35		£41.35
	Barton Hill	£0.1438	£0.2279		2200	£316.36	£83.18	£399.54
								£2,669.19
	Town Hall	£0.1356	£0.0000	3 year	12100	£1,640.76	£0.00	£1,640.76
	Bell St Toilets - Day	£0.1396	£0.2357		4200	£586.32	£86.03	£672.35
	Bell St Toilets - Night	£0.0885			1740	41.35		£41.35
	Barton Hill	£0.1467	£0.2357		2200	£322.74	£86.03	£408.77
								£2,763.23
B	Town Hall	£0.1287	£0.2700	1 year	12100	£1,557.27	£98.55	£1,655.82
	Bell St Toilets - Day	£0.1395	£0.2700		4200	£585.90	£98.55	£684.45
	Bell St Toilets - Night	£0.0846			1740	£147.20		£147.20
	Barton Hill	£0.1287	£0.2700		2200	£283.14	£98.55	£381.69
								£2,869.16
	Town Hall	£0.1311	£0.2700	2 year	12100	£1,586.31	£98.55	£1,684.86
	Bell St Toilets - Day	£0.1426	£0.2700		4200	£598.92	£98.55	£697.47

Supplier		Rate per Kwh	Standing Charge	Contract Term	Est Usage p.a.		Standing Charge	Est Cost p.a.
	Bell St Toilets - Night	£0.0882			1740	£153.47		£153.47
	Barton Hill	£0.1311	£0.2700		2200	£288.42	£98.55	£386.97
								£2,922.77
	Town Hall	£0.1329	£0.2700	3 year	12100	£1,608.09	£98.55	£1,706.64
	Bell St Toilets - Day	£0.1446	£0.2700		4200	£607.32	£98.55	£705.87
	Bell St Toilets - Night	£0.0895			1740	£155.73		£155.73
	Barton Hill	£0.1329	£0.2700		2200	£292.38	£98.55	£390.93
								£2,959.17
C	Town Hall	£0.1257	£0.1900	1 year	12100	£1,520.97	£69.35	£1,590.32
	Bell St Toilets - Day	£0.1377	£0.2000		4200	£578.34	£73.00	£651.34
	Bell St Toilets - Night	£0.0847			1740	£147.38		£147.38
	Barton Hill	£0.1257	£0.1900		2200	£276.54	£69.35	£345.89
								£2,734.93
	Town Hall	£0.1272	£0.2200	2 year	12100	£1,539.12	£80.30	£1,619.42
	Bell St Toilets - Day	£0.1377	£0.2300		4200	£578.34	£83.95	£662.29
	Bell St Toilets - Night	£0.0847			1740	£147.38		£147.38
	Barton Hill	£0.1270	£0.2200		2200	£279.40	£80.30	£359.70
								£2,788.79
	Town Hall	£0.1335	£0.2500	3 year	12100	£1,615.35	£91.25	£1,706.60
	Bell St Toilets - Day	£0.1449	£0.2500		4200	£608.58	£91.25	£699.83
	Bell St Toilets - Night	£0.0912			1740	£158.69		£158.69
	Barton Hill	£0.1335	£0.2500		2200	£293.70	£91.25	£384.95
								£2,950.07

Supplier		Rate per Kwh	Standing Charge	Contract Term	Est Usage p.a.		Standing Charge	Est Cost p.a.
Current Costs								
	Town Hall	£0.09376	£0.23777		12100	£1,134.50	£86.79	£1,221.28
	Bell St Toilets - Day	£0.10444	£0.23777		4200	£438.65	£86.79	£525.43
	Bell St Toilets - Night	£0.0600			1740	41.35		£41.35
	Barton Hill	£0.09373	£0.23777		2200	£206.21	£86.79	£292.99
								£2,081.06

**Report 0117FC13 to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 24th January 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Grant request**

**1. Purpose of Report**

To consider community grant request the organisation below

**2. Recommendation**

- 2.1. That the Council allocates up to £2,000 for publicity by the Westminster Memorial Hospital Working Group and the 'Save our Beds' campaign.

**3. Background**

- 3.1. An application for a grant of £2,000 has been received to pay for the costs of printing, stationery and marketing for the 'Save our Beds' campaign. This has been sent out by email.
- 3.2 The 'Save our Beds' campaign is working in partnership with the Westminster Memorial Hospital Working Group to deliver the CCG Consultation Document and encourage participation in the public completing the questionnaire, obtaining statistics and to sign a petition with the aim of saving the beds at the hospital in Shaftesbury.
- 3.2. Council, at its meeting on 6<sup>th</sup> December 2016 agreed that a small amount of printing could be achieved within the Clerk's delegated authority. With the Working Group expanding and working in partnership with the 'Save our Beds' campaign and other local organisations the reach of the Group has extended to include Gillingham, Mere and surrounding villages, the amount of marketing, printing and stationery has increased.
- 3.3 A contribution of £200 towards costs has been agreed by Shaftesbury and District Task Force.

**3.3 Financial Implications**

- 3.3. Budget allocation for current year (Grants and SLA)..... £39,000  
Expenditure approved to date ..... - £32,504  
Estimated expenditure outlined above..... - £2,000  
**Budget remaining ..... £4,496**

- 3.4. Budget remaining for current year (Printing and Stationery)..... £1,483

- 3.5. Financial Regulation 4.1 requires that expenditure on revenue items may be authorised in the approved budget by the Council for any items over £5,000.
- 3.6. If funds are allocated for this request, Council should identify the budget line to be used.

**4. Legal Implications**

The Town Council has the Power of General Competence.

## 5. **Risks**

Organisations unable/not providing invoices/receipts for approved grants may lead to an underspend at the end of 2016/17.

(End)

Report Author:  
Barbara Carter  
Project Officer

**Report 0117FC14 to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 24th January 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**The Point**

**1. Purpose of Report**

To consider the next steps in relation to 'The Point' Community Hall, Coppice Street

**2. Recommendation**

- 2.1. That a working group is established to consider the detail of 'The Point' project and make recommendations to Council.
- 2.2. That funding is allocated to facilitate submission of a full Planning Application.

**3. Background**

- 3.1. The Interim Deputy Town Clerk has met with representatives of 'The Point' to identify what steps are required to progress the project.
- 3.2. Significant funding has already been secured for the project but it is acknowledged that more is required. A separate report will be provided by email to members once the exact figures are known.
- 3.3. The Point project acknowledges that the project will ultimately fall to the Town Council to deliver although the individual members of the project are keen to remain involved and offer their expertise. It is recommended that a working group is formed to consider the detail of the project and make recommendations to Council through its progression.
- 3.4. There may be a requirement for funding to get plans drawn up, details on this aspect of the recommendation will follow as soon as they are known.

**4. Financial Implications**

- 4.1. Financial implications will be advised by email as soon as they are known.

**5. Legal Implications**

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

**6. Risks**

- 6.1. There is a risk that funds may be committed to a project which is later unsuccessful. The Council should satisfy itself that The Point is a viable project.

(End)

Report Author:  
Claire Commons  
Interim Deputy Town Clerk

**Report 0117FC15 to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 24th January 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Officer Report and Future Meetings of the Council**

**1. Purpose of Report**

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

**2. Recommendation**

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

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

**3. Updates**

3.1. Detail any updates of ongoing projects or matters of information that are not requiring a decision.

**4. Correspondence**

There has been no correspondence received to bring to the Council's attention. Any relevant correspondence received before the meeting will be tabled.

**5. Date of next meeting**

5.1. The next scheduled meeting of the Council is 7<sup>th</sup> March 2017.

**6. Items for next meeting**

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

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;

- Recommendations anticipated from the General Management Committee relating to virements and carry forward budget lines prior to the end of the 2016/17 Financial Year.
- Draft schedule of meetings for the municipal year 2017/18

**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.