

# Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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Town Clerk: Mrs Claire Commons

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VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council's

**General Management Committee,**

Councillors: Cook (Chair), Perkins (Vice-Chair), Austin, Brown, Hall, Kirton, Todd

All other recipients for information only.

You are required to attend a meeting of the Committee

**to be held at 7.00pm on Tuesday 13 June 2017 in the Council Chamber, Shaftesbury Town Hall**

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

**Claire Commons, Town Clerk**

Members are reminded of their duty under the Code of Conduct

## Public Participation

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

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

Agenda Item	
<b>01. Apologies</b>	
To receive and consider for acceptance, apologies for absence	
<b>02. 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>03. Minutes</b>	
To confirm as a correct record, the minutes of the previous meeting of the Committee held on 9 <sup>th</sup> May 2017.	
<b>04. Payments</b>	<b>p3</b>
To consider payments for authorisation.	
Report 0617GEM04	

Agenda Item		
<b>05. CCLA</b>	<b>p5</b>	
To consider investing with CCLA – Local Authorities' Property Fund and Public Sector Deposit Fund and open a second High Street Bank Account.		Report 0617GEM05
<b>06. Allotments South of the A30</b>	<b>p14</b>	
To consider the transfer agreement for the Allotments south of the A30.		Report 0617GEM06
<b>07. Strategic Plan</b>	<b>p16</b>	
To consider the detail plans of the General Management elements of the Strategic Plan		Report 0617GEM07
<b>08. The Point</b>	<b>p18</b>	
To update on The Point Community Hall at Cockrams.		Report 0617GEM08
<b>09. Football Club</b>	<b>p19</b>	
To consider methods for supporting the Shaftesbury Football Club		Report 0617GEM09
<b>10. Community Grants</b>	<b>p20</b>	
To consider applications for Community Grants		Report 0617GEM10
<b>11. Markets</b>	<b>p25</b>	
To consider a policy for management of the Weekly Street Market and to consider support of the monthly Sunday Market.		Report 0617GEM11
<b>12. Officer Report and Future Meetings of the Committee</b>	<b>p26</b>	
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 0617GEM12

(End)

**Report 0617GEM04 to a Meeting of Shaftesbury Town Council's  
General Management Committee,  
to be held at 7.00pm on Tuesday 13 June 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 Committee approves the payments from the Town Council's current account as detailed in **Appendix A**.

**3. Background**

- 3.1. A detailed list of payments for authorisation is provided at **Appendix A**. An update may be provided to the Committee prior to or at the meeting.

**4. Financial Implications**

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

(End)

Report Author:  
Claire Commons, Town Clerk

Appendix A.  
Payment list to follow

**Report 0617GEM05 to a Meeting of Shaftesbury Town Council's  
General Management Committee,  
to be held at 7.00pm on Tuesday 13 June 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**CCLA**

**1. Purpose of Report**

To consider investing with CCLA – Local Authorities' Property Fund and Public Sector Deposit Fund and open a second High Street Bank Account.

**2. Recommendation**

- 2.1. That the Committee considers investing £89,502, the balance of its reserve account currently held at NatWest. £50,000 in the CCLA Property Fund and £39,502 in the Public Deposit Fund.
- 2.2. That the Council transfer £50,000 from its Current Account to another High Street bank to reduce the financial risk of holding all its funds with one bank.

**3. Background**

- 3.1. Shaftesbury Town Council currently holds two bank accounts with NatWest, a current account and a reserve account. The funds in the reserve account have not been used for at least ten years.
- 3.2. The Town Council is not covered under the Financial Services Compensation due to having a budget of over £500,000. The Financial Services Compensation Scheme states "*Until July 2015, local councils were not covered by the Financial Services Compensation Scheme. However small authorities with an annual budget of less than 500,000 euros are now covered. This is a new development arising from E.U. regulations and councils are advised to check directly with the FSCS to make absolutely sure that a particular course of action by them is covered, if such cover is a material consideration in their decision making process. The limit of the cover is, with effect from July 2015, £75,000, so it would be sensible to consider including something in a relevant council's investment strategy about spreading investments in such a way as to limit exposure to this limit.*"
- 3.3. The Internal Auditor has advised that the Council should actively seek a better account for contingency, currently the interest on the Reserve Account is 0.01%
- 3.4. The CCLA specialises in funding for Local Authorities. Several local, District and County Councils have investments with them and they are also recommended by the Society of Local Council Clerks.
- 3.5. The CCLA offer two accounts specially for Local Authorities. The Public Sector Deposit Fund offers instant daily withdrawals and its current interest rate at 19<sup>th</sup> May 2017 is 0.2161%. The Local Authorities Property Fund is for fixed longer term investments, the minimum term recommended is 5 years and its current yield is 4.5%+
- 3.6. Further information is shown at **Appendix B** and additional detailed information is available to read in the office.

**4. Financial Implications**

- 4.1. Professional Services of an Independent Financial Adviser as recommended by the CCLA will cost up to £250 (Account code 4341, Professional Fees)

**5. Risks**

- 5.1. All financial investments carry a level of risk. The CCLA recommend an independent financial advisor for the property fund so that the Council can be sure it is receiving appropriate financial advice.

(End)

Report Author:  
Claire Commons, Town Clerk

## Appendix B.

### CCLA/Public Sector Deposit Fund

- CCLA (Churches, Charities & Local Authorities) is a mutually owned firm of investment managers, owned by LAMIT (Local Authorities Mutual Investment Trust), the Church of England (Central Board of Finance) Investment Fund and the Charities (COIF) Investment Fund;
- we have 40,000+ clients and manage £6.5bn of cash and investments;
- the Local Government Association appointed us to develop the Fund in collaboration with the sector, as a result of the Icelandic banking crisis. It was launched in May 2011;
- it is a AAAmmf rated (Fitch Ratings) money market fund with the priorities of security, liquidity and yield;
- the Fund boasts strong governance with an Advisory Board made up of representatives of the LGA, CIPFA and treasury specialists from the sector including the LB of Waltham Forest and the GLA;
- transparency is key with everything published on a dedicated website - [www.psdf.co.uk](http://www.psdf.co.uk). You will find the latest yield (0.2743% at close of business on 9/11/16), yield history, counterparty exposure, fund size, outstanding transactions by maturity date, etc - all updated at close of business each day;
- the Fund is managed on a very conservative basis (beyond the requirements of AAA-rating), only using plain cash products with well rated (minimum F1 short term) banks: call; notice; term and certificates of deposit - the kind of products that Councils themselves feel comfortable using. There is no exposure to the stock market, derivatives, other funds, asset backed securities - nothing exotic;
- the minimum initial investment is just £25,000 so there are an increasing number of parish and town councils making use of the Fund, besides principal authorities;
- access is same day for withdrawals. We have an [11:30](#) cut-off time for instructions;
- the Fund exceeded £250m under management a few months ago with almost 300 clients (including 10 County Councils, 180+ Parish, Town and Community Councils and 70+ District/Borough Councils, Police, Fire plus the LGA, NALC, 6 County Associations, SLCC and NILGA), a trigger point for the activation of additional share classes. However, the minimum requirement for share class 4 investors (£15m) has been waived for the time being to allow all investors to take advantage of the lowest fee and most favourable yield, highlighted above. The yield we quote on-line is net of all fees;
- finally, as the Fund grows and a dividend payment would be due to LAMIT, it has been agreed to reduce fees in the true spirit of mutuality. As a share class 4 investor the fee is currently 0.08%, reduced from 0.10% in November 2015.

## The Local Authorities' Property Fund

### Fund Fact Sheet – 31 March 2017

#### Investment objective

The Fund aims to provide investors with a high level of income and long-term capital appreciation.

#### Investment policy

The Fund is an actively managed, diversified portfolio of UK commercial property. It will principally invest in UK commercial properties, but may invest in other assets.

#### Suitability

The Fund is suitable for the long-term funds of any local authority seeking exposure to UK commercial property.

#### Independent Governance

The trustee is the Local Authorities' Mutual Investment Trust (LAMIT) a body controlled by appointees of the Local Government Association, the Convention of Scottish Local Authorities, the Northern Ireland Local Government Officers' Superannuation Committee and investors in the Fund.

#### Who can invest?

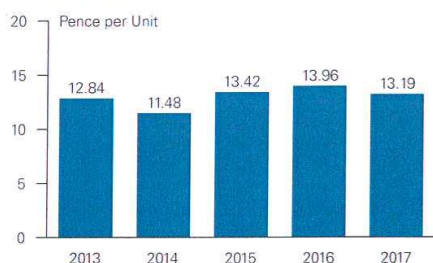
Any local authority in England, Wales, Scotland and Northern Ireland.

#### Income

Gross dividend yield	4.57%*
AREF/IPD™ Other Balanced Property	3.95%
Fund Index yield	
Official Bank Rate	0.25%

\* Based upon the net asset value and historic gross annual dividend of 13.1861p.

#### Past distributions



#### Unique accounting advantages

Unlike other property fund investments or even direct property purchases, investment in the Fund does not count as capital expenditure for English or Scottish local authorities. Dividends are treated as revenue but the General Fund is protected from fluctuations in the unit price. The investment is treated as an available for sale financial asset.

#### Fund update

Transaction levels improved again over the period, supported in particular by overseas investors. Valuations rose, if slightly and there was encouraging evidence of continued rental value growth, up by +1.7% in the year to end February.

The Fund enjoyed strong cash inflows which meant that the prime emphasis of activity was on investment, a challenging task in an environment where the supply of good quality assets was thin. Three properties were acquired, an industrial warehouse situated close to the M5 motorway which was acquired on an initial yield of 8.4%, a similar asset with a M62 location which provided a 6.4% yield and a car showroom in Cheshire, acquired on a long lease. The initial income yield here is 4.9% but income is linked to inflation. At the end of the period three other properties were under offer. One small office property was sold, achieving a price over valuation.

#### Asset allocation



The Fund has credit facilities which, at quarter end, were not utilised.



**Discrete year total return performance (net)**

12 months to 31 March	2017	2016	2015	2014	2013
The Local Authorities' Property Fund	+3.1%	+11.3%	+17.8%	+14.3%	+3.4%
Benchmark	+4.6%	+11.0%	+16.9%	+12.2%	+0.3%

**Annualised total return performance (net)**

Performance to 31 March 2017	1 year	3 years	5 years
The Local Authorities' Property Fund	+3.1%	+10.5%	+9.8%
Benchmark	+4.6%	+10.7%	+8.8%

Benchmark AREF/IPD™ Other Balanced Property Fund Index. Net performance shown after management fees and other expenses. Past performance is no guarantee of future returns. Source: CCLA

**Top ten property holdings – total 42.4%**

London, Stockley Park, Longwalk	Coventry, Torrington Avenue
London, Kingsway	Cambridge, Science Park
Bracknell, The Arena	Leeds, Leeds Industrial Estate
London, Beckton Retail Park	London, Fenchurch Street
Bristol, Gallagher Retail Park	Edinburgh, Lochside Avenue

**Key facts**

Total fund size	£708m
Current borrowing	£0m
Number of holdings	53

**Income units**

Offer (buying) price	307.78p (xd)
Net asset value	288.32p (xd)
Bid (selling) price	283.85p (xd)
Bid/offer spread	8.3%

Launch date	18 April 1972
Unit types	Income
Minimum initial investment	£25,000
Minimum subsequent investment	£10,000
Dealing day	Month end valuation day*
Sedol & ISIN numbers	0521664, GB0005216642
Dividend payment dates	End January, April, July & October
Annual management charge (taken 100% from income)	0.65%

\* Instructions for the issue or redemption of units must be received by CCLA no later than 5pm on the business day prior to the Valuation Date. If the valuation day is a bank holiday, the dealing day will be the previous working day. Units are only realisable on each monthly dealing date and redemptions may not be readily realisable; a period of notice not exceeding six months may be imposed for the redemption of units.

Tax reclaims should be addressed to:  
Glynis Free, Specialist Repayment Team  
7 South, Ty - Glas, Cardiff CF14 8HR  
Telephone 03000 580618 9.30am - 1pm

**Important Information**

Investment in the Fund is for Eligible Local Authorities who are Professional Investors only.

Past Performance is not an indicator of future performance. The value of investments and the income derived from them may fall as well as rise. Investors may not get back the amount originally invested and may lose money. Any forward looking statements are based upon our current opinions, expectations and projections. We undertake no obligations to update or revise these. Actual results could differ materially from those anticipated.

Investments in the Fund and the Fund are not covered by the Financial Services Compensation Scheme (FSCS). However, the Manager may pay fair compensation on eligible claims arising from its negligence or error in the management and administration of the Fund.

The Fund is an Alternative Investment Fund and an Unregulated Collective Investment Scheme established under a Scheme approved by H M Treasury under Section 11 of the Trustee Investments Act 1961 and is subject to provisions of a Trust Deed dated 6 April 1972 and a supplemental Trust Deed dated 13 September 1978. The Fund operates as an open-ended Fund under Part IV of the schedule to the Financial Services and Markets Act 2000 (Exemption) Order 2001.

CCLA Fund Managers Limited (registered in England No. 8735639 at Registered office Senator House, 85 Queen Victoria Street, London EC4V 4ET) is authorised and regulated by the Financial Conduct Authority and is the manager of the Local Authorities Property Fund.

Senator House, 85 Queen Victoria Street, London, EC4V 4ET  
Freephone: 0800 022 3505  
www.ccla.co.uk

## The Local Authorities' Property Fund

Fund Profile – 31 March 2017

**A unique, specialist Property Fund available only to Local Authority Investors**

### Price at 31.03.17

### Net asset value

Income units	288.32p (xd)
Gross dividend yield	4.57% *
* Based upon the net asset value and historic gross annual dividend of 13.1861p.	

### Strong governance

The trustee is the Local Authorities' Mutual Investment Trust (LAMIT). LAMIT is controlled by members and officers of the Local Government Association, the Convention of Scottish Local Authorities, the Northern Ireland Local Government Officers' Superannuation Committee and by Trustees to represent Unitholders. As fully independent trustee, LAMIT approves the investment strategy and the risk profile of the portfolio and reviews performance.

### Unique accounting advantages

Unlike other property funds or direct property purchases, investment in the Fund does not count as capital expenditure for English and Scottish Local Authorities. Dividends are treated as revenue income, but the General Fund is protected from fluctuations in the unit price. The investment is treated as an available for sale financial asset.

### Meeting your needs

Suitable for Local Authorities the Fund aims to provide investors with a high level of income and long-term capital appreciation.

The Property Fund is designed to achieve long term capital growth and a rising income from investments in the domestic commercial property sector.

The portfolio is actively managed with a focus on asset selection. The intention is to boost returns by lease and tenant management and property improvement.

The Fund has a broad sector spread, with prudent diversification to keep risks under control.

### Asset allocation by investment category 31 March 2017



The Fund has a revolving credit facility which at end March had a nil balance.

### Property portfolio details

Top 5 properties = 27.2% of the portfolio

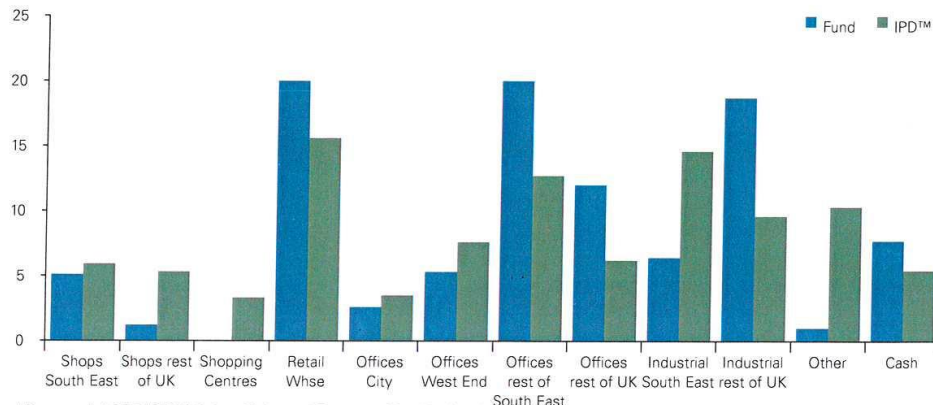
Top 5 tenants = 20.1% of rental income

Weighted unexpired lease term 5.7 years

Vacancy rate 6.7%

**Total fund size £708 million**

### Asset allocation by region and category 31 March 2017



Fund Data and AREF/IPD™ Other Balanced Property Fund Index data as at 31 March 2017

### Top ten property holdings – total 42.4%

London, Stockley Park, Longwalk  
 London, Kingsway  
 Bracknell, The Arena  
 London, Beckton Retail Park  
 Bristol, Gallagher Retail Park

Coventry, Torrington Avenue  
 Cambridge, Science Park  
 Leeds, Leeds Industrial Estate  
 London, Fenchurch Street  
 Edinburgh, Lochside Avenue

### Market update

Transaction volumes improved in the first quarter with strong involvement from overseas investors, particularly in London. Rental value growth continued albeit not at the rates achieved in 2016, the increase in the year to end February was +1.7%. All the commercial sectors participated in the improvement. Capital values rose but only to a limited extent. The best performing sub-sectors were industrials and offices but there was support too for assets with a secure long term income stream – such as car parks and hotels. Retail remained challenged by excess supply at a time when shopping patterns are changing.

### Fund activity

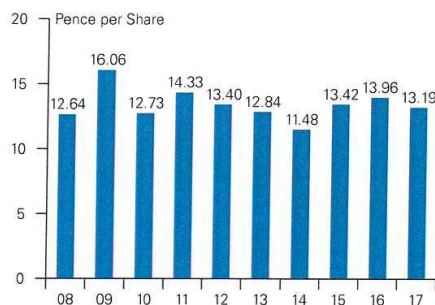
The Fund has continued to experience strong inflows of new money, allowing a number of attractive additions to the portfolio. Three assets have been acquired; an industrial warehouse close to the M5 motorway, which was purchased on an initial yield of 8.4%, a similar asset with an M62 location, which has a 6.4% yield and a car showroom in Cheshire. This has a lower starting yield, at 4.9%, but the lease is long and rents are inflation linked. At the end of the period another three properties were under offer. One property was sold, a small office in Milton Keynes. The sale achieved a price above the recent valuation.

### Outlook

The uncertainties associated with Brexit, specifically for the sector but also for the economy as a whole, will act as a constraint on investor sentiment and restrain growth in capital valuations. Our expectation therefore that sector returns will be dominated by income.

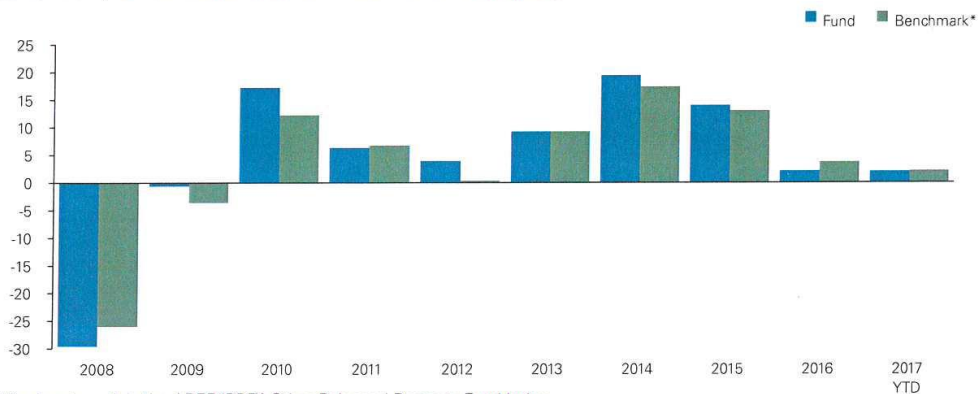
### Dividend history of The Local Authorities' Property Fund

Years to 31 March





### Calendar performance versus the benchmark (net)



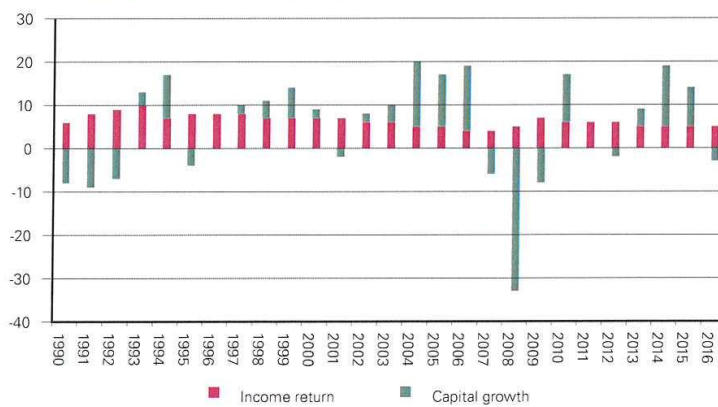
\* The benchmark is the AREF/IPD™ Other Balanced Property Fund Index.

Performance shown after management fees and other expenses. Past performance is not a guide to future performance and future returns are not guaranteed.

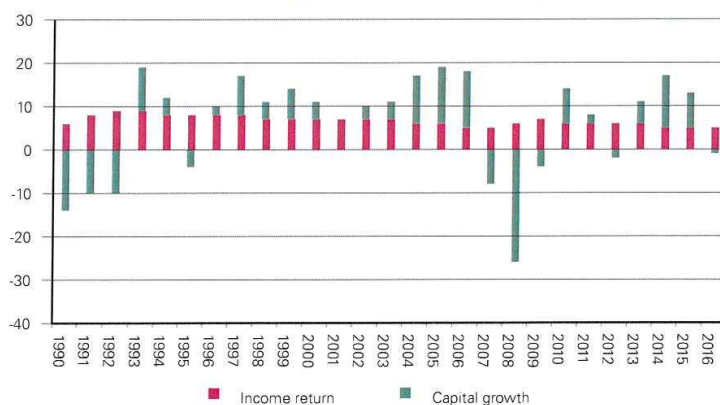
Source: CCLA & AREF/IPD™

Note: Fund calendar performance refers to total return whereas investment returns (shown below) splits the total return between income and capital. A small difference arises as a result of the compounding on the income and capital components.

### The Local Authorities' Property Fund investment returns (after expenses)



### AREF/IPD™ UK Annual Property Digest returns (before expenses)



Source: AREF/IPD™

Income from Property and the Fund has been consistent even in downturns, a reflection of its contractual basis.

## Long-term performance

### Total return performance (net) 12 months to end of March

	2017	2016	2015	2014	2013
The Local Authorities' Property Fund	+3.1%	+11.3%	+17.8%	+14.3%	+3.4%
Benchmark*	+4.6%	+11.0%	+16.9%	+12.2%	+0.3%

\* The benchmark is the AREF/IPD™ Other Balanced Property Fund Index.

Performance shown after management fees and other expenses. Past performance is not a guide to future performance and future returns are not guaranteed.

Source: CCLA & AREF/IPD™

## Costs and charges

Our policy is always to keep costs and charges low - we believe that high costs and charges have a very damaging cumulative effect on investor returns. We negotiate to keep expenses low and monitor dealing costs closely. We have no entry or exit fees, the only income taken by the investment manager is the annual charge of 0.65%.

## Key facts

Bid/offer spread	8.3%
Dealing day	Month end valuation day*
Minimum initial investment	£25,000
Minimum subsequent investment	£10,000
Dividend payment dates	End January, April, July & October
Annual management charge	0.65% (deducted from income)
Unit types available	Income
Sedol number	0521664
ISIN number	GB0005216642

Income payments are now made gross of tax.  
Any outstanding historic tax reclaims should be addressed to:

Glynis Free  
Specialist Repayment Team  
7 South  
Ty - Glas  
Cardiff CF14 8HR  
Telephone 03000 580618 9.30am - 1pm

\* Instructions for the issue or redemption of units must be received by CCLA no later than 5pm on the business day prior to the Valuation Date. If the valuation day is a Bank Holiday the dealing day will be the previous working day. Units are only realisable on each monthly dealing date and redemptions may not be readily realisable; a period of notice not exceeding six months may be imposed for the redemption of units.

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Senator House, 85 Queen Victoria Street, London, EC4V 4ET  
Freephone: 0800 022 3505  
www.ccla.co.uk

**Report 0617GEM06 to a Meeting of Shaftesbury Town Council's  
General Management Committee,  
to be held at 7.00pm on Tuesday 13 June 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Allotments South of the A30**

**1. Purpose of Report**

To consider the transfer agreement for the Allotments south of the A30.

**2. Recommendation**

- 2.1. That the agreement with North Dorset District Council be signed to complete transfer of the land south of the A30 for the purpose of providing additional allotment gardens.

**3. Background**

- 3.1. The transfer documents to receive the Land South of the A30 for allotments has been received from the District Council and passed to the Town Council's solicitor in readiness for completing the transfer.
- 3.2. The plan of the area to be transferred and the proposed allotment layout is shown at **Appendix C**. You will note that 11 full size allotment plots are shown as an indicative guide, the Town Council may determine the size and layout of the allotments within the area of land being transferred.
- 3.3. S.106 will be available to draw on for the creation of the allotments, it has previously been reported that these sums amount to £48,000 and confirmation is awaited from the District Council as there may be as much as £51,500.
- 3.4. Officers are beginning to prepare the tender process for the works to be undertaken and this will come back to the Council at a later date.

**4. Financial Implications**

- 4.1. Budget for Legal and Professional ..... £23,539  
Estimated expenditure outlined above..... - £1,142  
**Budget remaining** ..... **£22,397**

**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, Town Clerk



**Report 0617GEM07 to a Meeting of Shaftesbury Town Council's  
General Management Committee,  
to be held at 7.00pm on Tuesday 13 June 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Strategic Plan**

**1. Purpose of Report**

To consider the detail plans of the General Management elements of the Strategic Plan

**2. Recommendation**

2.1. That the Committee identifies the component parts of its section of the Strategic Plan

**3. Background**

3.1. The Committee has identified one area within its Strategic Plan that falls within the responsibility of the General Management Committee but the breadth of the item is significant.

3.2. The Committee should consider creating a task and finish group to break the project down into SMART targets, reviewing the timeframe and priority for each element as well as any external organisations or individuals who may need to or wish to be involved. Below is the overview as identified in the strategic plan.

<b>Project</b>	<b>Project or Programme Objectives</b>	<b>Timeframe</b>	<b>Importance</b>	<b>Priority</b>	<b>Other Community Groups / Volunteers</b>
DOMAIN NAME	dot(.)shaftesbury  <b>How will it be implemented:</b> <ul style="list-style-type: none"> <li>Seek advice – 'IDS' Dorset Internet</li> </ul> <b>Success measured by:</b> <ul style="list-style-type: none"> <li>Who signs up</li> </ul> <b>Resources:</b> <ul style="list-style-type: none"> <li>£1000? Then self funding/revenue generating</li> </ul>	12 months	Low  Perceived too expensive, anticipated resources underestimated in project objectives. Cllr Perkins to provide more information	Low	
ENCOURAGE SHAFTESBURY BUSINESS	<b>How will it be implemented:</b> <ul style="list-style-type: none"> <li>Chamber of Commerce survey</li> <li>Need expressions of interest to allow plan</li> <li>Organise workshop</li> </ul>	Implement by 2019 election	H	H	Chamber of Commerce Shaftesbury Businesses



Project	Project or Programme Objectives	Timeframe	Importance	Priority	Other Community Groups / Volunteers
IMPROVE VISITOR EXPERIENCE AND EDUCATION ON THE HISTORY OF SHAFTESBURY	<ul style="list-style-type: none"> <li>• More informed visitors</li> <li>• Visitors who want to return</li> <li>• Visitor advocates who spread the Shaftesbury message</li> </ul> <p><b>How will it be implemented:</b></p> <ul style="list-style-type: none"> <li>• More information on town history for visitors.</li> <li>• YouTube, Shaftsbury history channel, website</li> <li>• Social media campaign</li> </ul> <p><b>Success measured by:</b></p> <ul style="list-style-type: none"> <li>• More informed visitors</li> <li>• More visitors</li> <li>• Returning visitors</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• Leaflets</li> <li>• Maps</li> <li>• An APP that you can follow like an online map</li> <li>• More resourced travel info set-up</li> </ul>	Implement by 2019 election	H	H	Shaftesbury and District Tourist Association
ESTABLISH YOUTH COUNCIL	<ul style="list-style-type: none"> <li>• Bring local politics to youngsters.</li> <li>• Get young people involved in local issues</li> <li>• A vibrant 'shadow council'</li> </ul> <p><b>How will it be implemented:</b></p> <ul style="list-style-type: none"> <li>• Engaging with young people</li> <li>• Going via schools/clubs/scouts/guides</li> <li>• Possibly look at age tiers</li> </ul> <p><b>Success measured by:</b></p> <ul style="list-style-type: none"> <li>• That one exists after 12 months</li> <li>• More young people want to get involved, leading to need for youth elections</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>• Advertising</li> <li>• Councillor time</li> </ul>	Within 12 months		H to start, drop to L	

(End)

Report Author:

Claire Commons, Town Clerk

**Report 0617GEM08 to a Meeting of Shaftesbury Town Council's  
General Management Committee,  
to be held at 7.00pm on Tuesday 13 June 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**The Point**

**1. Purpose of Report**

To update on The Point Community Hall at Cockrams.

**2. Recommendation**

- 2.1. That the Committee provides direction on the next steps for the project

**3. Background**

- 3.1. A Project Officer has been engaged to take forward the Community Hall project which received Council support in October 2016.
- 3.2. To date the project has been run by enthusiastic volunteers and stakeholders but to continue it will need project managing and full community engagement.
- 3.3. There is significant s.106 funding available to assist with this project but of that, £11,000 is at risk if it is not spent by the end of December 2017. If the project is to progress, it must do so promptly to secure the developer contribution funds currently allocated.
- 3.4. The Committee is asked to provide direction on the importance of this project and proposed next steps to deliver the Community Hall as requested in the Neighbourhood Plan questionnaire and as per the developer contribution contracts identified in lieu of on-site community provision East of Shaftesbury.

**4. Financial Implications**

- 4.1. £11,000 s.106 monies at risk.

**5. Legal Implications**

- 5.1. The District Council has legal agreements with the developers from which some of the funds are at risk if they are not spent by the end of this calendar year.

**6. Risks**

- 6.1. The Council loses the benefit of £11,000 for Community Use.

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0617GEM09 to a Meeting of Shaftesbury Town Council's  
General Management Committee,  
to be held at 7.00pm on Tuesday 13 June 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Football Club**

**1. Purpose of Report**

To consider methods for supporting the Shaftesbury Football Club

**2. Recommendation**

- 2.1. That the Council determines the next steps for supporting the Shaftesbury Football Club.

**3. Background**

- 3.1. Shaftesbury Town Council has been in discussion with the Shaftesbury Football Club in relation to its current business position and how the Council may provide professional advice and alleviate financial pressure on the club.
- 3.2. The Council's solicitor has been briefed on the current situation and will be providing advice (currently awaited). This will be reported to the Committee on 13<sup>th</sup> June 2017.
- 3.3. This item may be discussed in Confidential Session. If this is to be, the Clerk will advise the legislation under which this is to happen and the Council will make a resolution before asking the public and press to leave and continuing in confidential session.

**4. Financial Implications**

- 4.1. To be advised.

**5. Risks**

- 5.1. The Council's Internal Auditor has recommended that the Council review its debtors quarterly.

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0617GEM10 to a Meeting of Shaftesbury Town Council's  
General Management Committee,  
to be held at 7.00pm on Tuesday 13 June 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Community Grants**

**1. Purpose of Report**

To consider applications for Community Grants

**2. Recommendation**

2.1. That the Committee considers the Community Grant applications.

**3. Background**

3.1. Shaftesbury Town Council makes grants each year to provide support to local groups that benefit the people of Shaftesbury

3.2. A new grants awarding policy and process was adopted by Council on 11<sup>th</sup> April 2017.

3.3. The number of grant applications received is growing year on year and the requests exceed the allocation in the budget.

3.4. Members of the Committee are now provided with electronic copies of the grant applications received and the Committee is requested to consider these applications listed at **Appendix D**.

3.5. The Council resolved to consider the grants twice per year. The Committee should consider this when allocating the fund.

**4. Financial Implications**

4.1. Budget allocation for current year.....	£30,000
4.2. Already spent / allocated .....	£900
<b>Budget remaining .....</b>	<b><u>£29,100</u></b>

(End)

Report Author:  
Claire Commons, Town Clerk

Appendix D.

1 <sup>st</sup> Shaftesbury Scout Group	£350	Towards the purchase of a barbeque for all sections to use especially at camp and on summer events.  Total cost £400  Accounts for period 1 April 2016 to 28 February 2017 provided
Dorset Blind Association	£300	To help meet the annual running costs of the social club for the blind and partially sighted people which meets each month in Shaftesbury.  Club costs for 2017/18 £1,000  Annual report and financial statements for year ended 31 March 2016 provided.
Friends of the Donkey Field Community Orchard	£60	For three aluminium signs warning visitors of any potential Health & Safety hazards  Total cost £60  Income & expenditure for 1 January to 30 September 2016 provided
Kipling Carnival Club	£200	To assist with funding to upgrade the Carnival tractor, to replace the battery, new tyres and inner tubes  Total cost £200  Balance sheet as at 24 February 2017 provided  Invoices for the replacement items provided
North Dorset Club for the visually impaired	£200	To help towards the costs of the annual summer outing to Sidmouth  Total cost £1,095  Profit & Loss account for year to 31 December 2016 provided
North Dorset Rugby Football Club	£500	For seed and fertiliser to assist with the continuing nourishment and development of the new ground surface  Unaudited financial statement for the year ended 31 May 2016 provided
Open House	£1,000	To provide emergency food aid, Shelter training and equipment for cookery classes  Total cost £1,000  Report and financial statements for year ended 31 March 2016 provided

Read Easy Gillingham & Shaftesbury	£635	For REUK Affiliation fee, reading resources, co-ordinators expenses, publicity, office expenses and training Total cost £635 Profit & Loss account for 2015-16 provided
Shaftesbury & District Carers Association	£1,000	Towards the 3 HOPE projects which help people affected by mental issues to get work experience and learn to re-integrate into society. Total cost £75,000 Management accounts to March 2017 provided
Shaftesbury & District Tourism Association	£8,000	For the continued promotion and distribution of the Welcome to Shaftesbury and Gillingham leaflets etc., to local visitors and other Tourist Offices. On-line marketing and a facebook group are proposed. Total cost £11,000 2016/17 Budget Summary provided
Shaftesbury Abbey Museum & Gardens	£5,000	To assist with a Community based project to make the first ever comprehensive survey of the remains of Shaftesbury Abbey Church and its cloister and the associated medieval churches within the town. Total cost £108,300 Unaudited financial statements for the year ended 31 December 2016 provided
Shaftesbury Arts Centre	£5,000	Towards the 'Raise the Roof' project which extends the present accommodation with a three storey building which will provide Workshops, backstage toilets, showers, modern dressing rooms, costume workshop, storage and dedicated art and dance studios Total cost £996,000 2015/16 Annual Report and accounts provided
Shaftesbury Cricket Club	£1,000	Towards the purchase of a replacement shipping container for storage of small machinery, tools, fertilizer and grass seed Total cost £1,500

		Income & expenditure for year to 31 December 2016 provided
Shaftesbury District Guides	£500 - £1,000	To help Shaftesbury District Guides to apply for Capital funding for the development of a permanent headquarters adjacent to Lindlar Hall. Total cost circa £60,000 2015/16 Income & Expenditure Account provided
Shaftesbury Municipal Almshouse Charity	£600	Towards the cost of a Large TV with built in DVD player and new curtains for the lounge Total cost £1,100
Shaftesbury Rotary	£500	Towards Gold Hill Fair, specifically for support for their music programme which will be run in the Abbey grounds Income & expenditure for 2013 to 2016 provided
Shaftesbury Snowdrops	£523.28	For the purchase of a three day conference ticket and two nights B&B for a delegate to attend the first international 'Urban Growth' conference in Lund, Sweden Total cost £1,047.68
Shaftesbury Sports Club Ltd	£500+	For publicity and marketing, website and brochures to advertise facilities to generate additional income Total cost £500
Shaftesbury Tourist Information	£2,000	For a contribution towards running costs of the Tourist Information Centre. Utility costs for 2016 = £2,680 Profit & Loss account for 2016/17 to February 17 provided.
Shaftesbury Town Silver Band	£500 - £1,000	Towards the cost of providing 6 uniforms at £500 each, and updating the library of music with new files, binders etc., Total cost £3,000 for Uniforms, £500-£1,000 for the library Financial statement for the year ended 31 December 2016 provided
Shaftesbury Trinity Centre Trust	£4,000	Towards the cost of phase 2 of the project for the installation of 2 female toilets, upgrade the male toilets, construction of meeting rooms and breakout rooms, new

		lighting system, floor covering and redecoration Total cost £250,000 Financial statement for the year ended 30 <sup>th</sup> September 2016 provided
Swans Trust	£919	For the design and installation of new signage to Swans Yard following re-branding of the Trust Total cost £1,019 Accounts to follow
Total Requested	£35,287.28	[max]
2017/18 Grant Budget	£30,000	



**Report 0617GEM11 to a Meeting of Shaftesbury Town Council's  
General Management Committee,  
to be held at 7.00pm on Tuesday 13 June 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Markets**

**1. Purpose of Report**

To consider a policy for management of the Weekly Street Market and to consider support of the monthly Sunday Market.

**2. Recommendation**

- 2.1. To adopt a Street Markets policy
- 2.2. To support the ATM Sunday market

**3. Background**

- 3.1. Shaftesbury's weekly street market takes place every Thursday. The market has a core of regular traders which pitch every week and additional traders which pitch more frequently in the summer when the weather conditions are more favourable.
- 3.2. Officers recommend that a Market Policy is implemented to ensure fair treatment of all traders, that pitch sizes and prices are consistent and procedures for booking regular pitches and occasional pitches are in place.
- 3.3. Expansion of the market will be easier to implement if a set of procedures are already in place upon which to build.
- 3.4. The 'Super Sunday' Market has stopped operating under its previous organiser and the Anonymous Travelling Market would like to continue holding a monthly market on the 3<sup>rd</sup> Sunday of each month. The Town Council has been asked if it has any objections to a road closure licence being issued so that the market can take place.

**4. Financial Implications**

- 4.1. There are no financial implications relating to this report.

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0617GEM12 to a Meeting of Shaftesbury Town Council's  
General Management Committee,  
to be held at 7.00pm on Tuesday 13 June 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**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 as 18<sup>th</sup> July 2017 and identifies matters for inclusion on its next agenda(s).

**3. Updates**

- 3.1. CCTV – The Council has historically purchased and maintained a CCTV system for the Town. This was allowed to fall into disrepair and the Council was awaiting the outcome of a pan-Dorset CCTC scheme. The Council however is needing to address more and more frequent unsociable behaviour with the cost of damage to the public toilets, play equipment, street furniture and grounds mounting. It is recommended that the Committee proceeds to a tender process for CCTV to be reinstated in Shaftesbury by Christmas '17.
- 3.2. Town Hall Maintenance – The Clerk has received quotes for bringing the hearing loop systems up to a functioning level in the Guildhall and Council Chamber. There are also maintenance issues for the building itself and proposals for refurbishment and possible rearrangement of internal rooms within the Town Hall. It is therefore suggested that this item is considered in depth at the next meeting of the Committee so that the project can be considered as a whole.

**4. Items for next meeting**

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

(End)

Report Author:  
Claire Commons, Town Clerk