



# Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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To: Members of Shaftesbury Town Council's General Management Committee (GEM), Councillors Austin, Brown, Cook, Hall, Kirton, Perkins, Todd. All other recipients for information only.

You are required to attend a meeting of the General Management Committee for the transaction of the business shown on the agenda below.

To be held at **7.30pm** on Tuesday 26 September 2017 in the Council Chamber, Shaftesbury Town Hall

**\*\*\*Note change of start time\*\*\***

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

- 1 APOLOGIES .....3**  
To receive and consider for acceptance, apologies for absence
- 2 DECLARATIONS OF INTEREST .....3**  
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.
- 3 MINUTES .....3**  
To confirm as a correct record, the minutes of the previous meeting of the General Management Committee.
- 4 BUSINESS MANAGER.....4**  
To consider recommending a candidate for the position of Business Manager
- 5 PAYMENTS .....5**  
To consider payments for authorisation
- 6 PLANNING APPLICATIONS .....7**  
To consider responses to planning applications

<b>7</b>	<b>CYCLE SPEEDWAY .....</b>	<b>8</b>
	To consider approval of the proposed siting of a cycle speedway track at Wincombe Recreation Ground; and to agree terms for a long term lease for the land.	
<b>8</b>	<b>THE POINT .....</b>	<b>10</b>
	To resolve continued support for the Community Hall project and agree to the drawdown of s.106 funds for consultation expenses	
<b>9</b>	<b>STRATEGIC PLAN .....</b>	<b>12</b>
	To review the Committee related aspects of the Strategic Plan	
<b>10</b>	<b>WESTMINSTER MEMORIAL HOSPITAL WORKING GROUP.....</b>	<b>19</b>
	To consider next steps in light of CCG decision regarding the Westminster Memorial Hospital	
<b>11</b>	<b>COMMITTEE BUDGET .....</b>	<b>21</b>
	To consider requirements for the budget for 2018/19	
<b>12</b>	<b>FOOTPATH DIVERSION APPLICATION.....</b>	<b>28</b>
	To consider request for a footpath diversion for footpath 31 at Motcombe Road	
<b>13</b>	<b>MAPPING.....</b>	<b>30</b>
	To consider purchase of software for the management of the Town Council's land and assets.	
<b>14</b>	<b>COMMUNITY GRANTS .....</b>	<b>32</b>
	To consider purchase of software for the management of the Town Council's land and assets.	
<b>15</b>	<b>OFFICER REPORT.....</b>	<b>34</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	

(End)

**Administration for a meeting of the General Management Committee  
To be held at 7.30pm on Tuesday 26 September 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**1 Apologies**

To receive and consider for acceptance, apologies for absence

**1.1 Apologies received to date**

1.1.1 George Hall due to work commitments.

1.1.2 Andy Perkins due to work commitments.

**2 Declarations of Interest**

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.

**2.1 Declarations of Interest received to date**

2.1.1 There have been no declarations received at the point of papers being issued.

**3 Minutes**

To confirm as a correct record, the minutes of the previous meeting of the General Management Committee.

**3.1 Minutes to be adopted**

3.1.1 13<sup>th</sup> June 2017

**Report 0917GEM4 to a meeting of the General Management Committee  
To be held at 7.30pm on Tuesday 26 September 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**4 Business Manager**

To consider recommending a candidate for the position of Business Manager

**4.1 Recommendation**

- 4.1.1 That the Committee recommends to Full Council, a preferred candidate for the position of Business Manager from those who presented to members of the Committee.

**4.2 Background**

- 4.2.1 The Clerk and HR Committee have carried out a sifting process of applicants for the position of Business Manager and interviewed the preferred five candidates.
- 4.2.2 Of those preferred candidates, two have been selected to present to members of the General Management Committee.
- 4.2.3 The Committee is asked to select from those two, its preferred candidate for the position of Business Manager.

**4.3 Financial Implication**

- 4.3.1 The salary range of £30, 000-£33,000 for the position of Business Manager is within the staffing budget for 2017/18.

**4.4 Legal Implication**

- 4.4.1 A local council may appoint such officers as it thinks necessary for the proper discharge of its functions. (Local Government Act 1972 s.112, 1972)

**4.5 Risk**

- 4.5.1 A thorough process has been carried out in the selection of candidates and any risk arising from a new appointment has been minimised.

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0917GEM5 to a meeting of the General Management Committee  
To be held at 7.30pm on Tuesday 26 September 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**5 Payments**

To consider payments for authorisation

**5.1 Recommendation**

5.1.1 That the Committee approves the payments from the Town Council's current account and minutes the resulting bank balance as detailed in **Appendix A**.

**5.2 Background**

5.2.1 A detailed list of payments is provided at **Appendix A**. An updated list may be provided to the Committee prior to or at the meeting.

**5.3 Financial Implications**

5.3.1 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.

**5.4 Legal Implications**

5.4.1 There are no legal implications arising from this report

**5.5 Risk**

5.5.1 There are no risks identified in this report

(End)

Report Author:  
Claire Commons, Town Clerk

## Appendix A.

Printed on : 20/09/2017

Shaftesbury Town Council

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At : 14:56

NatWest Current A/c

### List of Payments made between 01/09/2017 and 19/09/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2017	NDDC	Std Ord	207.00		Business Rates- Bell St Toilet
01/09/2017	NDDC	Std Ord	676.00		Rates Town Hall
01/09/2017	NDDC	Std Ord	251.00		Rates Unit 9C
01/09/2017	NDDC	Std Ord	41.00		Rates Cemetery
06/09/2017	Firmsites Ltd	Online1	165.00		Quarterley Hosting
06/09/2017	Piers Brown	online2	98.20		Travel for training/planning m
06/09/2017	British Gas	Online3	49.59		Bell Street toilets July/Aug
06/09/2017	Aqua cleaning Services	online4	63.12		Bleach, Disinfectant, floor cl
06/09/2017	Wessex Water	Online5	290.43		St James Allotment
06/09/2017	Spruce Pools	Online7	683.95		Chlorine, Swimfresh
06/09/2017	Society of Local Council Clerk	online8	210.00		Business Manager Vacancy
06/09/2017	Tincknell Fuels	online9	365.92		Red Diesel
08/09/2017	British Gas	online12	11.57		Barton Hill
08/09/2017	British Gas	online13	85.73		Electric 18/07 to 17/08
08/09/2017	Vale Advertising	online14	70.00		Advert Gillingham & Shaftes Gu
08/09/2017	HMRC	ONLINE10	5,326.87		Tax/Ni August Salaries
08/09/2017	DCC Pension Fund	ONLINE11	3,842.29		Pension Fund Aug Salaries
08/09/2017	M Hayes	OTR	28.75		Hall Hire Refund
08/09/2017	Eon	dd	165.19		Electricity July/Aug
11/09/2017	Hitachi Capital	Std Ord	849.20		Hitachi Capital
13/09/2017	Fuel Genie	DD	315.84		Fuel for August
19/09/2017	Aqua cleaning Services	online15	31.20		Toilet rolls
<b>Total Payments</b>			<u>13,827.85</u>		

**Report 0917GEM6 to a meeting of the General Management Committee  
To be held at 7.30pm on Tuesday 26 September 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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## **6 Planning Applications**

To consider responses to planning applications

### **6.1 Recommendation**

6.1.1 That the Committee provides its observations on the below listed planning applications

### **6.2 Background**

6.2.1 Shaftesbury Town Council is a statutory consultee which is provided the opportunity to make observations on planning applications within its parish boundary.

6.2.2 Members are asked to consider for each application shown below whether they support the application or object to it. Consideration should be given to matters relating to planning law and also to local knowledge.

6.2.3 More guidance on how to comment on planning applications can be found at <http://planninghelp.org.uk/improve-where-you-live/how-to-comment-on-a-planning-application>. Applications can be viewed online at <http://planning.north-dorset.gov.uk/online-applications/>, or the relevant link below.

### **6.3 Applications**

6.3.1 [2/2017/1326/VARIA](#) – ATS Euromaster. Demolish existing ATS garage, erect 28 No. sheltered apartments for the elderly including communal facilities, access, car parking and landscaping. (Variation of Condition Nos. 2, 5, 6, 7, 8, 9 & 10 of Planning Permission No. [2/2016/0629/FUL](#) for a revised building footprint, internal layout, elevations (including additional windows), and landscaping). Applicant Name - Renaissance Retirement.

6.3.2 [2/2017/1295/HOUSE](#) - 4 Bimport Shaftesbury Dorset SP7 8AX. Form new vehicular access (remove part of existing wall). Applicant Name - Mr T Traves, Agent Name - Mr T Traves.

### **6.4 Financial Implications**

6.4.1 There are no financial implications arising from this report

### **6.5 Legal Implications**

6.5.1 The Council is a statutory consultee on planning applications and is thereby invited to provide observations but does not hold any power to determine the applications.

### **6.6 Risk**

6.6.1 There are no risks identified in this report.

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0917GEM7 to a meeting of the General Management Committee  
To be held at 7.30pm on Tuesday 26 September 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**7 Cycle Speedway**

To consider approval of the proposed siting of a cycle speedway track at Wincombe Recreation Ground; and to agree terms for a long term lease for the land.

**7.1 Recommendation**

- 7.1.1 That the Shaftesbury Rotary Club's proposal to build a small cycle speedway on the Wincombe Recreation Ground is approved– see plan attached (**Appendix B**).
- 7.1.2 Discussions are opened to agree terms of a lease between Shaftesbury Town Council and Shaftesbury Rotary Club for the land shown on the attached plan.

**7.2 Background**

- 7.2.1 On 29<sup>th</sup> November 2012 the Recreation, Open Spaces and Environment Committee resolved to support the proposal in principle to allocate approximately one third of the open spaces at Wincombe Recreation Ground for cycling.
- 7.2.2 The Shaftesbury Open Spaces Group and the Chairman of the Maltings Residents Association have been consulted and support the proposed siting. The project sponsors are satisfied that the proposal will be of considerable benefit to the community, and will not be detrimental to the other uses of the recreation ground.
- 7.2.3 Shaftesbury Rotary Club plan to establish a charitable trust to fund to manage the project. Shaftesbury Town Council is requested to grant a long-term lease for the track area before fund raising can be progressed.

**7.3 Financial Implication**

- 7.3.1 There will be nominal legal fees for drawing up the agreement which can be met within the Professional Fees budget.

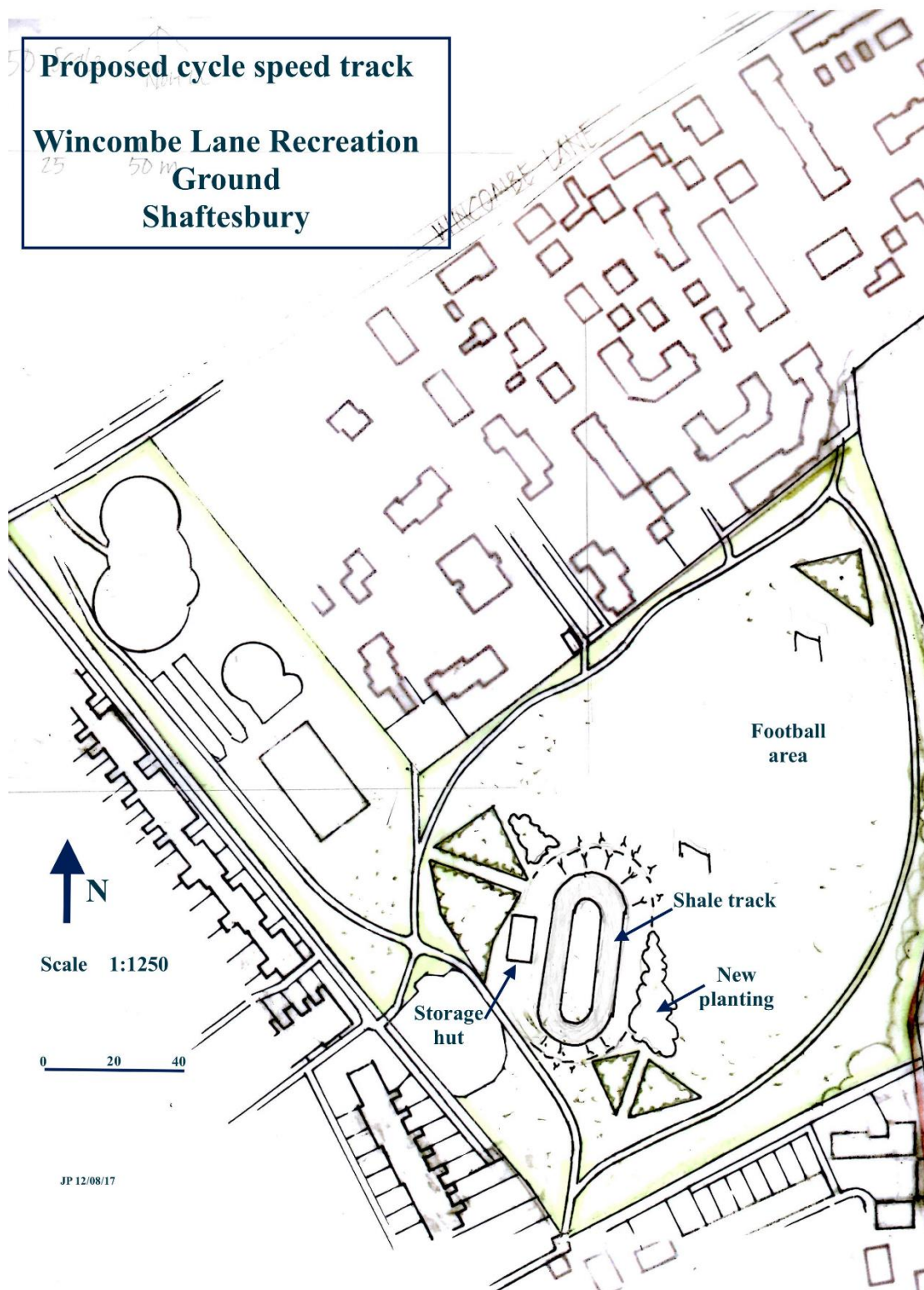
**7.4 Legal Implications**

- 7.4.1 Legal implications arising from this proposal will be expressed in the terms of the lease and be presented to the General Management Committee or Full Council for agreement and signature.

(End)

Report Author:  
Carmel Wilkinson, LGRC





**Report 0917GEM8 to a meeting of the General Management Committee  
To be held at 7.30pm on Tuesday 26 September 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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## **8    The Point**

To resolve continued support for the Community Hall project and agree to the drawdown of s.106 funds for consultation expenses

### **8.1   Recommendation**

- 8.1.1 That Shaftesbury Town Council supports the consultation exercise to confirm the views of the community regarding development of a medium size community hall to the east of Shaftesbury. Also, that Shaftesbury Town Council notes the allocation of section 106 funds to develop the project, as outlined below.

### **8.2   Background**

- 8.2.1 The purpose of this report is to receive an update on a community consultation exercise to assess support for a medium-sized community hall adjacent to the Eastern Area Development. The need for a hall in this location was identified in the Neighbourhood Plan.
- 8.2.2 The aim of this consultation is to provide more detailed feedback on local needs which will inform potential uses for the hall not already identified in the Neighbourhood Plan. There is already some information on what some existing groups want, this consultation is an opportunity to find out about other groups that might potentially use the facility, and what they need. New ideas and information will shape the design of the building and provide valuable information for the Business Plan.
- 8.2.3 This is the first step in a long journey, and further progression of the project is contingent on public support, and eligibility for match funding. Public consultation undertaken during the development of a Neighbourhood Plan for Shaftesbury indicated a majority of local people supported a medium sized community hall within the Eastern Area Development.
- 8.2.4 Section 106 funding was set in the Local Plan, which referred to two options, a small hall on the Eastern Area Development, or a larger hall to serve the Eastern Area Development and Shaftesbury as a whole.
- 8.2.5 A small working group is focussed on validating the strength of public support for the community hall through a wide-reaching consultation exercise.
- 8.2.6 Consultation will target hard to reach groups, particularly children and young people in the locality.
- 8.2.7 Consultation will provide evidence of need to support future funding applications.
- 8.2.8 Shaftesbury Arts Centre welcomes the idea of a community hall, and sees opportunities for collaboration, and to make Shaftesbury a better place.

### **8.3   Financial Implications**

- 8.3.1 There are no financial implications for Shaftesbury Town Council.
- 8.3.2 The cost of this initial consultation exercise is set out in the table below:

<b>ACTION</b>	<b>COST ex VAT</b>
Preparation of presentation boards and large scale plans on ridged boards.	£750
Print standard drawings	£0
Prepare illustrated panels for display stands	£300
Banner advertising consultation	£50
Advertising in Blackmore Vale magazine	£154
Large flat screen TV – on loan	£0
PC – on loan	£0
Hall hire – Town Hall & Youth Club	£0
<b>Estimated total cost</b>	<b>£1254</b>

8.3.3 The working group will submit invoices to Shaftesbury & District Task Force Limited for payment, and the Task Force will recover eligible expenditure (outlined above) from North Dorset District Council's Project Completion Fund.

8.3.4 Section 106 monies are allocated to develop the project further.

#### **8.4 Legal Implications**

8.4.1 There are no legal implications for Shaftesbury Town Council arising from this consultation exercise.

(End)

Report Author:  
Carmel Wilkinson, LGRC

**Report 0917GEM9 to a meeting of the General Management Committee  
To be held at 7.30pm on Tuesday 26 September 2017 in the Council  
Chamber, Shaftesbury Town Hall**

## **9 Strategic Plan**

To review the Committee related aspects of the Strategic Plan

### **9.1 Recommendation**

9.1.1 That the Committee notes its programme of work.

### **9.2 Background**

9.2.1 The Town Council has adopted its strategic plan and acknowledges that it is a living document subject to change in accordance with the needs of the town and the wishes of the electorate.

9.2.2 The Committee is asked to consider whether there are any projects on the horizon which are not currently identified in the strategic plan and whether provision should be made for them within the next five years. One such example for consideration is the provision of sports pitches at Langdale Farm, what is the timescale for providing the pitches, what financial implications are there for the Council, which other organisations may need to be involved (sports clubs etc) and what public consultation will need to be carried out.

9.2.3 The current projects and themes in the plan relevant to the GEM Committee are;

<b>Action/ Project</b>	<b>Detail / Objectives</b>	<b>Priority</b>	<b>Strategic Plan Area</b>
Grants to voluntary organisations			3.2.1 Current Services
Civic events promoted by the Town Mayor	including; Mayor Making Gillingham and Shaftesbury Show Battle of Britain Parade November 11 Remembrance parade and wreath laying ANZAC day wreath laying and service Town Meetings Gold Hill Fair Christmas Fair Opening of the Abbey AGM of all organisations of which (s)he is president		3.2.1 Current Services and 3.2.11 Civic Events
A30 Allotments			3.2.10 Current major projects
Little Shilling and Great Ground play area and open spaces			3.2.10 Current major projects
Renovation of the Town Hall			3.2.10 Current major projects
Community Hall			3.2.10 Current major projects

Westminster Memorial Hospital	Campaign to retain the beds	H	3.2.10 Current major projects
Library	Possible future objective	L	3.2.2 Future services
Cattle Market	Possible future objective	L	3.2.2 Future services
Mampitts Lane community land			3.2.2 Future services and 3.2.10 Current major projects
Council Twitter			3.2.3 Communications
Council website			3.2.3 Communications
Annual Report			3.2.3 Communications
General Power of Competence	Maintain eligibility for General Power of Competence All Members elected: Actively promote May 2019 STC elections as an opportunity for Shaftesbury residents to stand for election and make a difference for Shaftesbury	M	7.1.1 Town Council Reputation
Procedures	Town Clerk to review corporate governance policies and procedures. Bring all together in an integrated Corporate Constitution that has a clear schedule for review.	H	7.1.1 Town Council Reputation
5 year development plan	Put in place a 5 year STC development plan to respond to the opportunities of devolution and staffing levels needed.	H	7.1.2 Staffing
Councillor Training	Following by-election March 2017 Councillors to be trained in: "Basic legal framework for town/parish sector; planning and negotiations with developers; basic local government finance Block training for STC Members: Introduction to Local Council Administration (ILCA)"	H	7.1.4 Staff and Councillor Development and Support
Local Council Awards Scheme	Local Council Awards Scheme Review of what is required for STC to meet the criteria and develop implementation plan to achieve · Bronze level in 12 months · Silver level by 2019 · Gold level within 5 years	H	7.1.4 Staff and Councillor Development and Support
Business Plan	Develop 5 Year Financial Plan	H	7.1.5 Financial Strategy
Financial Strategy	Review investment of council funds: a) develop investment strategy b) meet with CCLA) Maximise the use of external funding for projects available through Section 106 'Planning Gain'	H	7.1.5 Financial Strategy
Social Media	Social Media Set up working party with social media experience to develop a fully costed plan for the procurement, development and management of:	H	7.2.1 Community Engagement

	<ul style="list-style-type: none"> <li>• New integrated STC and Shaftesbury Town website</li> <li>• Online digital social networking media to promote STC and town activities such as: <ul style="list-style-type: none"> <li>o Facebook</li> <li>o Twitter</li> <li>o Live streaming of STC meetings and events</li> </ul> </li> </ul>		
Funding Opportunities	<p>STC to make funding available to pump prime establishment of other organisation's projects</p> <p>Review Community Grant Policy.</p> <p>Stimulate interest by offering targeted grants for specific parts of the community</p> <p>Increase range of funding support for service delivery e.g. Service Level Agreements as well as one off project grants</p>	H	7.2.1 Community Engagement
Communications	Develop Communication and Public Relations Strategy	H	7.2.1 Community Engagement
Civic Profile	<p>Enhance Civic profile</p> <p>Increase community engagement in Civic events:</p> <ul style="list-style-type: none"> <li>• Develop Mayors Day</li> <li>• Mayor Making event: hold it on a separate day to Annual Town Council Meeting and make into a community event</li> <li>• Hold annual Mayors Christmas Card competition</li> <li>• Launch Civic Community Awards Scheme</li> </ul>	H	7.2.1 Community Engagement
Events	<p>Increase Council events</p> <p>Civic Community Awards day celebrating and promoting the voluntary sector in Shaftesbury</p>	H	7.2.1 Community Engagement
Youth Links	<p>Hold competition to choose a Junior Shaftesbury Town Crier</p> <p>Develop Council and youth links (project team Lester Taylor, Lauren Todd)</p> <p>Consider links with Town Council and ways to involve schools:</p> <ul style="list-style-type: none"> <li>• School class visits to Town Hall</li> <li>• Mayor visiting school assemblies to talk about the role</li> <li>• Town Council engaging with A level Politics classes</li> <li>• Develop Youth Council</li> </ul> <p>To:</p> <ul style="list-style-type: none"> <li>• Bring local politics to youngsters.</li> <li>• Get young people involved in local issues</li> <li>• Engaging with young people to find out what they want</li> <li>• Be a vibrant 'shadow council'</li> <li>• Undertake specific projects e.g. Tackle childhood obesity Via:</li> </ul>	H	7.2.1 Community Engagement

	schools/clubs/scouts/guides • Possibly look at age tiers		
Public Toilets	Undertake refurbishment of existing toilets Conduct toilet audit Investigate Changing Places inclusive toilet facilities Develop costed plan for implementation	H	7.2.2 Improving and increasing services and facilities provided by STC7.2.2 Improving and increasing services and facilities provided by STC7.2.2 Improving and increasing services and facilities provided by STC
Town Hall	Review and implement Town Hall refurbishment scheme Review Christmas lighting scheme implemented 2015 Develop business plan for existing historic Town Hall maximising income generation including: Weddings Events Music concerts Undertake feasibility study for provision of a museum to bring visitors to the historic building	M	7.2.2 Improving and increasing services and facilities provided by STC7.2.2 Improving and increasing services and facilities provided by STC7.2.2 Improving and increasing services and facilities provided by STC
Assets	Draw up priority list of assets and services STC wants to take over from the other authorities. Start early negotiation with the other authorities Undertake a community consultation as part of review	H	7.2.2 Improving and increasing services and facilities provided by STC7.2.2 Improving and increasing services and facilities provided by STC7.2.2 Improving and increasing services and facilities provided by STC
Cattle Market	Protect the Cattle Market for the benefit of Shaftesbury Undertake a community consultation as part of review Develop business plan Community consultation Community competition to vote on the most popular plan	H M	7.2.2 Improving and increasing services and facilities provided by STC7.2.2 Improving and increasing services and facilities provided by STC7.2.2 Improving and increasing services and facilities provided by STC
Business / Employment	Develop and run business/employment land Develop business plan for income generation opportunities if STC acquires some land Build and let units Create start up/incubation units	L	7.2.2 Improving and increasing services and facilities provided by STC7.2.2 Improving and increasing services

			and facilities provided by STC7.2.2 Improving and increasing services and facilities provided by STC
Revenue	Review opportunities for Council retail and income generating opportunities that do not conflict with other businesses in the town.	H	7.2.2 Improving and increasing services and facilities provided by STC7.2.2 Improving and increasing services and facilities provided by STC7.2.2 Improving and increasing services and facilities provided by STC
Hub	Investigate feasibility of creating a new 1 stop shop HUB incorporating: <ul style="list-style-type: none"> <li>· Town Council offices</li> <li>· library</li> <li>· visitor centre</li> <li>· community centre</li> </ul>	M	7.2.2 Improving and increasing services and facilities provided by STC7.2.2 Improving and increasing services and facilities provided by STC7.2.2 Improving and increasing services and facilities provided by STC
Community Hall	Open Community / leisure Centre to serve Eastern Development	M	7.2.4 Recreational Facilities
Tourism Strategy	Develop integrated tourism strategy Link with existing town tourism groups: Shaftesbury & Gillingham Tourism Services (STIC), Shaftesbury and District Tourism Association Join 'Visit Dorset Tourism Partnership' Consult on what gaps there are in tourism initiatives. Educate about Shaftesbury's history: open a visitor centre/improve visitor experience Social media campaign - TripAdvisor YouTube, Shaftesbury history channel, website Create Visitor advocates (project team Lester Taylor, LT) Develop income generation plan Promote USP - leisure shopping with independent traders Independent Traders shopping guide – online and leaflet	M	7.2.6 Tourism



Digital Town	Install free public Wi-Fi in town centre Develop <dot>.shaftesbury domain Develop an APP for the town	M L M	7.2.6 Tourism
Tourist Trails	Develop tourist trails for walking and cycling to hinterland villages (also good for residents) (project team – JL, MJ, AA)	M	7.2.6 Tourism
Business Engagement	Consult with employers over schemes to increase employment opportunities with wider range of sectors and types of work Develop policy to make Shaftesbury small shop friendly STC initiative to pump prime pop up shops Consult businesses on setting up Town Team with a view to create a Business Improvement District (BID) Encourage bigger shops to offset charity shops Consider opportunities for STC engaging specialist staff: Business Development Officer Town Centre Manager Lobby over limiting business rate increases Work with businesses to smarten up the town - centre see objective 5 above	H  H   M   H	7.2.7 Business Development
Networking, Links and Engagement	Develop links with adjoining towns (collaborative working STC to lead on hub and spoke service delivery) STC to initiate meeting with surrounding parishes to look at common issues and ways of proactively working collaboratively on solutions. Opportunities for joint funding of some projects and parishes offering services to neighbouring parishes as a revenue earning contract (hub and spoke service delivery)	H	7.2.8 Engagement with other Authorities
Public Order	Invite police representative – PCSO to come to Council meetings to help community engagement in policing matters. Promote initiatives such as Smart Water marking and bike marking Promote CCTV	H	7.2.8 Engagement with other Authorities
Promoting Health and Well-Being	Health facilities/ screening centre Lobby for new developments to include more provision Continue to lobby for appropriate level of services and beds at Westminster Memorial Hospital	M	7.2.8 Engagement with other Authorities
Consultation	Review needs of aging population Facilities improvements Undertake review of community need from	M	7.2.9 Shaftesbury Infrastructure and Facilities

	<p>services</p> <p>Review open space usage opportunities for different ages</p> <p>Parkour (free running) park for all ages, adult open air gym equipment, sensory gardens</p> <p>Create micro parks</p> <p>Review Grosvenor Road and St. James' Common – consult on increasing scope of use of the area</p>	H	
Healthcare	<p>Lobby to extend number of hospital beds/hospital facilities/medical facilities generally</p> <p>Tackle childhood obesity Links to objective 1. Youth Council projects above – YC to develop and promote childhood health/activity initiatives</p>	H	7.2.9 Shaftesbury Infrastructure and Facilities
Arts	<p>Consult on what the gaps are in arts provision. Consider what STC can do to support arts development in Shaftesbury.</p> <p>Increase engagement with Shaftesbury Arts centre</p> <p>Ask what support they would like from STC.</p>	M	7.2.9 Shaftesbury Infrastructure and Facilities
Collaborative working	<p>STC to help revitalise community support for Civic Society and Tree Group</p> <p>Consult with Tree Group and Civic Society to see what help they would like from STC.</p> <p>Hold public meetings inviting anyone with an interest in</p> <p>built heritage</p> <p>green environment</p> <p>to come along and join Civic Society and Tree Group</p> <p>Work with Tree Group to produce 5 year tree planting schedule</p>	H	7.2.9 Shaftesbury Infrastructure and Facilities
Town Connectivity	<p>Investigate getting a bridge or other link created to physically enable the 2 parts of the town to be linked</p>	L	7.2.9 Shaftesbury Infrastructure and Facilities

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0917GEM10 to a meeting of the General Management Committee  
To be held at 7.30pm on Tuesday 26 September 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**10 Westminster Memorial Hospital Working Group**

To consider next steps in light of CCG decision regarding the Westminster Memorial Hospital

**10.1 Report from Councillor Austin**

Following the incredible and successful result of the campaign, led by the Council, to change the Dorset Clinical Commissioning Group's proposal to remove the "in-patient" beds from the Westminster Memorial Hospital and to turn the Hospital premises into a "Hub" without beds, the General Management Committee needs to review the Council's WMH Working Group's future.

As Chair of the Group, I recommend that the Working Group is now disbanded as it has honoured and fulfilled both its remit and terms of reference.

The future of National Health Services for Shaftesbury, Gillingham, the surrounding areas and districts to the North of Dorset including parts of South Wiltshire, are faced with a series of opportunities suggested by Dorset CCG that are unexpected, wide ranging and very challenging.

*"The original proposals for North Dorset, which were that the Westminster Memorial Hospital should lose its in-patients' beds and therefore become a Hub without beds, have been revised due to consideration about:*

- 1. Travel and Transport*
- 2. Access to community beds*
- 3. Rural nature of the community area and community isolation*
- 4. Additional housing developments planned*

*The agreed proposal is, therefore:*

*To maintain a community hub with beds in Shaftesbury whilst working with the local community on a sustainable model for future services based on the health and care needs of the locality."*

What Dorset CCG is offering is to look, with us, at every option that the local community wishes to explore to see if there are ways that what the community feels it wants, needs and is appropriate to the community may be provided by the CCG in the future.

The CCG is asking the "community" to look, in detail, at the widest options available, and with them to seek ways of ensuring that these are available in the future.

1. NHS Hospital beds are wanted in the WMH
  - a. Is this feasible?
  - b. Is this a short term solution or long term?
  - c. are the present premises capable of providing a cost effective long term solution?
2. Mental Health Service Beds are wanted.
  - a. There is no effective drop-in service and no beds in the area – the review of Mental Health Services offers a limited support –what is the real need?
3. Integrated Social Services/Health Service care is needed to bring better protective services for an ageing population.
  - a. What are the plans for the North Dorset community?

The list is endless.

There is a need for all those in the community who have views on the provision of future services, to come together to identify:

- what is wanted,
- where it is wanted,
- how it is wanted
- when it is needed

Stakeholders need to be identified, brought together and a concerted and practical plan laid down to provide the full range of NHS/Social services needed for the whole of our area – that includes the South Wiltshire communities and SWCCG giving us their support.

Where does the Council go from here?

1. Do we offer the umbrella of a Council Working Group on the same sort of terms as the previous one?
2. Do we simply say that this is what we feel should be looked at by the stakeholders and leave the “community” to establish who those are?
3. Do we aim to identify the Stakeholders in the first instance and then hand over?
4. Do we write to the identifiable core of Stakeholders and ask them if they would like us to be involved and how?

Recommendation

1. Short discussion on 1-4 above.
2. Discuss the potential of the Council offering to provide lead role for the start of the process.
3. Take lead on helping establish stakeholders.

The Council works best where it helps but it also is the one central point that could hold the lot together at the beginning.

Discuss and decide.

**Report 0917GEM11 to a meeting of the General Management Committee  
To be held at 7.30pm on Tuesday 26 September 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**11 Committee Budget**

To consider requirements for the budget for 2018/19

**11.1 Recommendation**

11.1.1 That the Committee recommends its budget requirements for 2018/19 for consideration in preparing the Council's budget and precept request for 2018/19.

11.1.2 That the Committee considers the existing earmarked reserves for conclusion of works, carried forward as a capital replacement sum or return to the general fund balance

**11.2 Background**

11.2.1 **Appendix C** provides the previous year and current year budget and actuals for the GEM Committee and the Reserves / Projects to date. Please refer to this document in consideration of budget proposals.

11.2.2 The Internal Auditor has asked that the Council and its Committees look at the reserves and carry forward balances to ensure that they are either spent or committed by the end of this financial year. The Committee is asked to consider the last 2 pages of Appendix A (Projects and Reserves) in this respect. The current running costs of the Swimming Pool as at 21st September is £14,427 with an anticipated final cost for the year coming in at approximately £20,000. This figure is currently not shown on Appendix A.

11.2.3 In view of impending devolved services, it is recommended that the Council begins allocating an earmarked reserve budget line for Devolved Services.

**11.3 Financial Implications**

11.3.1 There is no expenditure identified in this report.

**11.4 Legal Implications**

11.4.1 The Town Council has the Power of General Competence.

**11.5 Risks**

11.5.1 There are no risks identified within this report

(End)

Report Author:  
Claire Commons, Town Clerk

## Appendix C.

Printed on 21/09/2017

At 08:14

**Shaftesbury Town Council**  
**Budget Detail - By Committee**

Page No 1

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

Note : Budget as @ 21/09/2017

		<u>Last Year</u>		<u>Current Year</u>						
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual
<b><u>General Management</u></b>										
<b><u>301</u></b>	<b><u>Civic</u></b>									
4300	Mayors Allowance	2,000	1,375	2,100	0	0	2,100	935	0	0
4301	Civic Allowance	0	0	0	0	0	0	173	0	0
4302	Councillor Allowances	4,320	2,160	3,240	0	0	3,240	630	0	0
4310	Councillor Training	840	630	420	0	0	420	155	0	0
4311	Councillor Travel/Subsistence	400	108	200	0	0	200	48	0	0
4315	Hospitality	220	281	280	0	0	280	86	0	0
4316	Civic Event Queens 90th	1,000	951	0	0	0	0	0	0	0
4390	Mayor's Charity Expenditure	0	150	0	0	0	0	0	0	0
	<b>OverHead Expenditure</b>	<b>8,780</b>	<b>5,656</b>	<b>6,240</b>	<b>0</b>	<b>0</b>	<b>6,240</b>	<b>2,027</b>	<b>0</b>	<b>0</b>
1400	Mayor's Charity Income	0	0	0	0	0	0	55	0	0
	<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>55</b>	<b>0</b>	<b>0</b>
<b>301</b>	<b>Net Expenditure</b>	<b>8,780</b>	<b>5,656</b>	<b>6,240</b>	<b>0</b>	<b>0</b>	<b>6,240</b>	<b>1,972</b>	<b>0</b>	<b>0</b>
<b><u>302 Legal and Professional</u></b>										
4325	Audit	3,250	3,364	2,750	0	0	2,750	0	0	0
4326	Books & Subscriptions	1,500	1,603	1,500	0	0	1,500	1,342	0	0
4330	Insurance	15,000	12,590	13,000	0	0	13,000	14,998	0	0

Note : Budget as @ 21/09/2017

		<u>Last Year</u>		<u>Current Year</u>						
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual
4341	Professional Fees	15,000	9,081	25,000	0	0	25,000	7,757	0	0
4342	Election Costs	4,000	8,000	4,000	0	0	4,000	-7,594	0	0
	<b>OverHead Expenditure</b>	<b>38,750</b>	<b>34,638</b>	<b>46,250</b>	<b>0</b>	<b>0</b>	<b>46,250</b>	<b>16,502</b>	<b>0</b>	<b>0</b>
1301	Miscellaneous Income	0	1,075	0	0	0	0	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>1,075</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>302</b>	<b>Net Expenditure</b>	<b>38,750</b>	<b>33,563</b>	<b>46,250</b>	<b>0</b>	<b>0</b>	<b>46,250</b>	<b>16,502</b>	<b>0</b>	<b>0</b>
<b><u>303 Grants &amp; SLA</u></b>										
4350	Community Grants	39,000	33,482	30,000	0	0	30,000	26,135	0	0
	<b>OverHead Expenditure</b>	<b>39,000</b>	<b>33,482</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>26,135</b>	<b>0</b>	<b>0</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>0</b>	<b>0</b>
<b>303</b>	<b>Net Expenditure</b>	<b>39,000</b>	<b>33,482</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>26,135</b>	<b>0</b>	<b>0</b>
<b><u>304 Finance</u></b>										
4380	Bank Charges	100	32	500	0	0	500	0	0	0
4392	S106 Expenditure	0	17,500	0	0	0	0	0	0	0
	<b>OverHead Expenditure</b>	<b>100</b>	<b>17,532</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>
1301	Miscellaneous Income	0	176	0	0	0	0	0	0	0

Continued on Page 3

Note : Budget as @ 21/09/2017

		<u>Last Year</u>		<u>Current Year</u>						
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual
1340	Bank Interest Received	36	31	36	0	0	36	4	0	0
1350	S106 Income	0	17,500	0	0	0	0	0	0	0
1376	Precept	446,900	446,900	470,683	0	0	470,683	235,342	0	0
1400	Mayor's Charity Income	0	138	0	0	0	0	0	0	0
<b>Total Income</b>		446,936	464,744	470,719	0	0	470,719	235,345	0	0
<b>304</b>	<b>Net Expenditure</b>	-446,836	-447,212	-470,219	0	0	-470,219	-235,345	0	0
<b>401 General Running Costs</b>										
4265	General Supplies	100	124	150	0	0	150	29	0	0
4345	Advertising	1,000	1,155	1,000	0	0	1,000	1,208	199	0
4400	Printing	2,200	1,914	1,800	0	0	1,800	454	0	0
4401	Stationery	1,300	975	1,300	0	0	1,300	621	0	0
4402	Postage	850	906	850	0	0	850	215	0	0
4410	Telephone	1,800	2,259	2,400	0	0	2,400	1,086	0	0
4414	IT Software & Equipment	3,400	3,119	3,000	0	0	3,000	1,120	0	0
4415	IT Support	1,250	363	1,250	0	0	1,250	450	0	0
4417	Web Site	800	758	856	0	0	856	330	0	0
4419	Rifles Monument storage	200	0	0	0	0	0	0	0	0
4420	Office Equipment	1,150	1,123	1,150	0	0	1,150	608	129	0
<b>OverHead Expenditure</b>		14,050	12,696	13,756	0	0	13,756	6,121	328	0
<b>Total Income</b>		0	0	0	0	0	0	0	0	0
<b>401</b>	<b>Net Expenditure</b>	14,050	12,696	13,756	0	0	13,756	6,121	328	0

Continued on Page 4



Note : Budget as @ 21/09/2017

	<u>Last Year</u>		<u>Current Year</u>							
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	
<b>General Management - Expenditure</b>	100,680	104,005	96,746	0	0	96,746	50,784	328	0	
<b>Income</b>	446,936	465,819	470,719	0	0	470,719	235,400	0	0	
<b>Net Expenditure</b>	-346,256	-361,815	-373,973	0	0	-373,973	-184,616	328	0	
<b>Total Budget Expenditure</b>	100,680	104,005	96,746	0	0	96,746	50,784	328	0	
<b>Income</b>	446,936	465,819	470,719	0	0	470,719	235,400	0	0	
<b>Net Expenditure</b>	-346,256	-361,815	-373,973	0	0	-373,973	-184,616	328	0	

## Note : Reserves and Projects as @ 21/09/2017

		<u>Last Year</u>		<u>Current Year</u>						
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual
<b>901</b>	<b>Reserves &amp; Projects</b>									
4902	Community Hall Cockrams	3,000	0	0	3,000	0	3,000	0	0	0
4904	Toilets	21,500	0	6,000	24,500	0	30,500	0	0	0
4905	Town Hall Building Fund	0	0	0	0	0	0	8,358	0	0
4906	Playground Equipment	36,987	31,770	0	5,217	0	5,217	0	0	0
4907	Grounds Equipment	6,089	6,089	2,000	0	0	2,000	0	0	0
4910	Street Furniture	16,826	5,979	4,000	10,847	0	14,847	200	0	0
4912	Energy System Town Hall	5,000	0	0	5,000	0	5,000	0	0	0
4913	Town Centre Enhancement	8,109	0	0	8,109	0	8,109	0	0	0
4914	Ground Cover Planting	3,810	2,110	0	1,700	0	1,700	947	0	0
4917	Cycle Route	11,500	0	0	11,500	0	11,500	0	0	0
4920	Town Entrance	2,705	0	0	0	0	0	0	0	0
4921	Swimming Pool	30,755	17,864	0	0	0	0	0	0	0
4922	Vehicles	10,000	0	14,000	10,000	0	24,000	0	0	0
4924	Heritage Lanterns	10,000	0	0	10,000	0	10,000	0	0	0
4925	Toilet Improvements	3,000	0	0	0	0	0	0	0	0
4926	Tree Planting	2,745	387	2,000	3,273	0	5,273	0	0	0
4927	Tree Removal	1,510	595	0	0	0	0	0	0	0
4928	Replacement IT Equipment	2,500	2,345	2,500	0	0	2,500	0	0	0
4929	Cemetery Improvements	9,800	7,496	0	2,304	0	2,304	0	0	0

## Note : Reserves and Projects as @ 21/09/2017

		<u>Last Year</u>		<u>Current Year</u>						
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual
4930	Jubilee Steps Enhancement	8,000	2,600	0	5,400	0	5,400	720	0	0
4931	Swimming Pool Running costs	12,967	0	10,000	35,895	0	45,895	799	0	0
4932	Neighbourhood Planning Group	13,010	4,325	0	8,686	0	8,686	583	0	0
4933	A30 Allotment Site	0	0	25,000	0	0	25,000	0	0	0
<b>OverHead Expenditure</b>		<b>219,813</b>	<b>81,559</b>	<b>65,500</b>	<b>145,431</b>	<b>0</b>	<b>210,931</b>	<b>11,607</b>	<b>0</b>	<b>0</b>
1301	Miscellaneous Income	0	6,153	0	0	0	0	0	0	0
<b>Total Income</b>		<b>0</b>	<b>6,153</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>901</b>	<b>Net Expenditure</b>	<b>219,813</b>	<b>75,406</b>	<b>65,500</b>	<b>145,431</b>	<b>0</b>	<b>210,931</b>	<b>11,607</b>	<b>0</b>	<b>0</b>
<b>902</b>	<b>Capital Replacement Reserve</b>									
4905	Town Hall Building Fund	35,000	0	31,683	35,000	0	66,683	0	0	0
4909	Gold Hill Wall	5,000	0	0	0	0	0	0	0	0
4918	CCTV	4,000	0	6,000	4,000	0	10,000	0	0	0
<b>OverHead Expenditure</b>		<b>44,000</b>	<b>0</b>	<b>37,683</b>	<b>39,000</b>	<b>0</b>	<b>76,683</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>902</b>	<b>Net Expenditure</b>	<b>44,000</b>	<b>0</b>	<b>37,683</b>	<b>39,000</b>	<b>0</b>	<b>76,683</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Budget Expenditure</b>		<b>263,813</b>	<b>81,559</b>	<b>103,183</b>	<b>184,431</b>	<b>0</b>	<b>287,614</b>	<b>11,607</b>	<b>0</b>	<b>0</b>
<b>Income</b>		<b>0</b>	<b>6,153</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure</b>		<b>263,813</b>	<b>75,406</b>	<b>103,183</b>	<b>184,431</b>	<b>0</b>	<b>287,614</b>	<b>11,607</b>	<b>0</b>	<b>0</b>

**Report 0917GEM12 to a meeting of the General Management Committee  
To be held at 7.30pm on Tuesday 26 September 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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## **12 Footpath Diversion Application**

To consider request for a footpath diversion for footpath 31 at Motcombe Road

### **12.1 Recommendation**

12.1.1 That the Committee responds to the proposal for a footpath diversion application at Motcombe Road

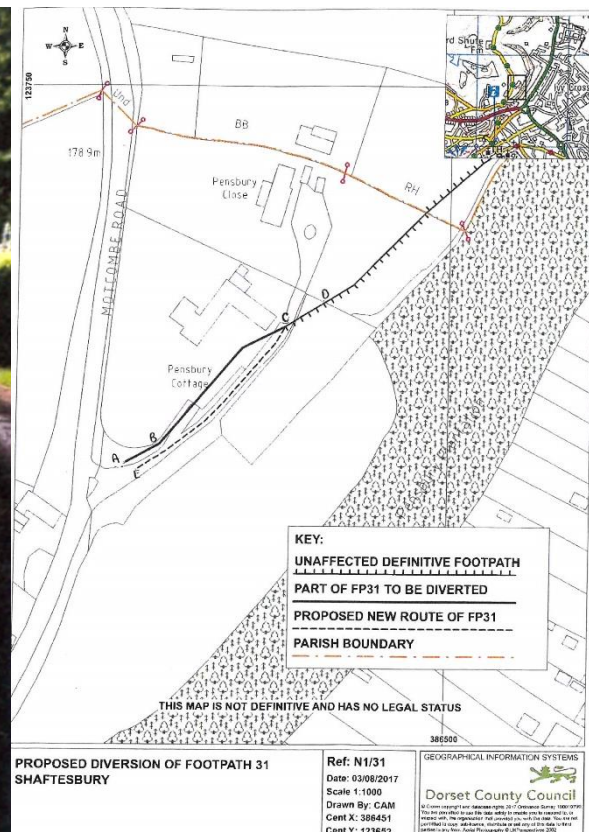
### **12.2 Background**

12.2.1 The Council has received correspondence from a solicitor acting on behalf of a Shaftesbury Resident. The request is that the Council considers their client's application for a footpath diversion.

12.2.2 The requested diversion is to accurately reflect the route adopted by users for the past 40 years.

12.2.3 The photograph below (left) shows the private driveway along which the footpath currently runs on the left and the shared driveway for the proposed diversion on the right. The suggested diversion has been adopted by users over many years and the solicitor has written evidence supporting this use. In any event the diversion provides a footpath in a suitable condition as the driveway has been continuously maintained to its current standard.

12.2.4 The diagram below (right) shows the current path and the proposed diversion in relation to the private property concerned.





12.2.5 The Committee is asked to respond with one of the following statements;

- ☐ I see no reason at this stage to object to the proposed diversion(s), but reserve the right to do so later.
- ☐ I support the proposal outlined above at the present time but reserve the right to withdraw support later.
- ☐ I do not support the proposal outlined above for the reasons set out in the attached letter
- ☐ I am unable to comment at the present for the reasons set out in the attached letter

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0917GEM14 to a meeting of the General Management Committee  
To be held at 7.30pm on Tuesday 26 September 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**13 Mapping**

To consider purchase of software for the management of the Town Council's land and assets.

**13.1 Recommendation**

13.1.1 That the Committee considers purchasing the software in full or in part.

**13.2 Background**

13.2.1 Officers have been looking at options for producing a digital map of the Cemetery which will link through with the Council's current software. Various different providers were investigated.

13.2.2 A leading digital mapping services supplier, which specialise in providing services for Town and Parish Councils, was chosen to provide a presentation to officers.

13.2.3 The Ordnance survey based maps will provide the council with an affordable and easy to use management tool for producing tailor made maps, accurately identifying asset locations, owned land, location of services, rights of way, plans for events, properties under planning review, and other applications. Areas and distances can be measured accurately without leaving the office and updated easily, the maps can be linked to spreadsheets and databases, providing an excellent means of communicating information with Council members, the public and staff.

13.2.4 The mapping software would provide;

- Up to date customised maps tailored to our needs
- A tool for showing detailed locations for planning applications, during planning meetings.
- A Cemetery map , linked to the Council's current software
- Maps of the Council's Allotment plots, this would also assist in the planning of the creation of new plots for the A30 allotment site.
- A map of all of our street furniture, which can be photographed and logged immediately, with the use of a GPS hand held device, this would provide instant information as to the condition and location of all of our bins, benches etc, it can also be used in this way to create maps of all our play area's complete with photographs of the play equipment and details of installation dates, condition and costings.
- Tree management – all trees owned by STC can be plotted, with photographs and condition reports
- Asset management – would enable STC to manage its assets and meet audit requirements in an easy to use, time-efficient way.
- Neighbourhood Plan - Producing maps for the Neighbourhood Plan
- Ownership and Property Management- identifying council owned land and buildings, highlighting parish and ward boundaries. Our own information can be added including information from outside sources, such as Land Registry Titles and map data from local authorities. This data could include information on Tree Protection Orders (TPO's), Listed Buildings, as well as access and maintenance issues.

- Event Services - Sections of map can be “cut out” and edited to plan Carnival routes, Food Festivals, Christmas lights, street markets and processions etc. Once the map has been created it could be displayed on the website and on notice boards.
- Recreational Grounds and Buildings – Planning play and sport areas and creating maps of seating plans for the Town Hall if required.

### 13.3 Financial Implications

13.3.1 Basic set up of Mapping Software including preparing digital map of Cemetery and Asset Manager	£2395.00
Training	£ 500.00
Technical support and software updates	£ 250.00 per annum
Total	£3095.00

13.3.2 Current Funds available;	
Cemetery Improvements (4929)	£2,304
Anticipated underspend on IT Software at year end (4410)	£600
Staff Training (4010)	£1,400
Total	<u>£3,710</u>

13.3.3 Additional Optional Cost; Land Registry Data = £75, preparing digital maps of allotment gardens £50 per site

### 13.4 Legal implications

13.4.1 The Council has access to OS maps through the Public Sector Mapping Agreement but does not have the relevant software to utilise these maps as outlined above.

### 13.5 Risk

13.5.1 Correct and accurate mapping will guard against errors in land management and improved asset control.

(End)

Report Author:  
Tracy Moxham, Finance and Services Officer

**Report 0917GEM14 to a meeting of the General Management Committee  
To be held at 7.30pm on Tuesday 26 September 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**14 Community Grants**

To consider purchase of software for the management of the Town Council's land and assets.

**14.1 Recommendation**

14.1.1 That the Committee considers the Community Grant applications

**14.2 Background**

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

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

14.2.3 The Council resolved to consider the grants twice per year. The grants put before you are for the second round of funding for this financial year.

14.2.4 Committee members are referred to the applications forms for full details of the individual requests.

**14.3 Youth Club Application**

14.3.1 Amount requested; £1,000 (£600 to fund ongoing activities including holiday drop in sessions, £400 to help fund children from under-privileged families to go on trips organised during school holidays).

14.3.2 Other funding sources are; £400 provided by William Williams and other funds by ongoing fundraising activities.

**14.4 Community Choir Application**

14.4.1 Amount requested; £500 to enable the choir to remain as inclusive and socially useful as possible by retaining the fee at £3 per session OR reduction of hall hire cost from £57.50 to £30 per session.

14.4.2 Other funding sources are; £3 per session fee to attend. Publicity events such as performances, bring a friend evening, articles in local press.

**14.5 Shaftesbury School PTA**

14.5.1 The Shaftesbury Primary School PTA are organising their annual firework display which is currently the only official display in Shaftesbury. A request is being submitted for financial support, the Committee is referred to the application provided by email.

**14.6 Financial Implication**

14.6.1 There is £3,865 remaining in the budget of £30,000 for grants for this financial year.



14.6.2 The Choir currently receive a 50% discount on hall hire for being a local not-for-profit organisation and storage of their belongings at no additional cost. A further reduction from £57.50 to £30 per week will result in a further £1,375 loss of income to the Council.

#### **14.7 Legal Implication**

14.7.1 The Council has the power to provide community grants for the benefit of Shaftesbury.

#### **14.8 Risk**

14.8.1 The Council may mitigate risk by requiring the recipient of a grant to provide evidence of expenditure prior to receipt of funds. An end of grant evaluation form is required of each recipient for the council to assess the effectiveness and reach of its financial support.

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0917GEM15 to a meeting of the General Management Committee  
To be held at 7.30pm on Tuesday 26 September 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**15 Officer 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

**15.1 Recommendation**

15.1.1 That the Committee notes the report and the date of the next meeting as 24<sup>th</sup> October 2017 and identifies matters for inclusion on its next agenda.

**15.2 Updates**

15.2.1 A30 Allotments – The transfer documents have just been received back from the solicitor. The proposal to sign the documents will be put before Council or the General Management Committee in October.

15.2.2 Audit report – The Council has received its external audit report with no further action to take beyond the advice received from the internal auditor. This will be provided to the Council on 10<sup>th</sup> October for adoption.

15.2.3 Strategic Plan – this has been adopted and published on the council's website. The public have been invited to provide feedback on it and the Council and its committees will be reviewing the components of the plan at each meeting.

15.2.4 Business Plan – a draft business plan was prepared to support the staff restructure. Work is now underway to complete this in line with the requirements of the Strategic Plan.

**15.3 Next meeting**

15.3.1 The Committee is requested to consider items for the next meeting of the Committee. Items already identified for consideration are;

- Health and Safety Provision
- Working Together
- Q2 report
- Budget
- Strategic Plan
- A30 Allotments
- CCTV

(End)

Report Author:  
Claire Commons, Town Clerk



