



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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Town Clerk: Mrs Claire Commons
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To: Members of Shaftesbury Town Council's Full Council (FC). All other recipients for information only.

You are required to attend a meeting of the Full Council for the transaction of the business shown on the agenda below.

To be held at 7.00pm on Tuesday 10 October 2017 in the Council Chamber, Shaftesbury Town Hall

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 Full Council.
- 4 REPORTS 4**
To receive reports from the Mayor, District and County Councillors, Representatives from Local Organisations and any other meeting held with key partners or organisations and to receive the minutes of Committee meetings (for information) and any associated reports from the Committee Chairmen.
- 5 AUDIT REPORT..... 6**
To receive and adopt the external auditor's report and recommend to GEM to review the Internal Auditor's recommendations.
- 6 BUDGET 19**
To receive feedback from the public budget workshop in preparation for 2nd stage budget discussions

| | | |
|-----------|--|-----------|
| 7 | PAYMENTS | 20 |
| | To consider payments for authorisation | |
| 8 | BUSINESS MANAGER..... | 22 |
| | To resolve the appointment of Business Manager. | |
| 9 | LANGDALE FARM | 23 |
| | To consider Langdale Farm in relation to the Strategic Plan | |
| 10 | NEIGHBOURHOOD PLAN | 24 |
| | To receive an update from a meeting of the Neighbourhood Plan set-up group | |
| 11 | MAMPITTS LANE BUS GATE..... | 25 |
| | To respond to Dorset County Council in respect of a 'bus gate' at Mampitts Lane. | |
| 12 | A30 ALLOTMENTS | 30 |
| | To approve the transfer documents for the allotment land south of the A30 | |
| 13 | HUMAN RESOURCES TERMS OF REFERENCE..... | 31 |
| | To consider amending the Committee Membership for the Human Resources Committee. | |
| 14 | OFFICER REPORT..... | 32 |
| | 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 agendas. | |

(End)

Administration for a meeting of the Full Council
To be held at 7.00pm on Tuesday 10 October 2017 in the Council
Chamber, Shaftesbury Town Hall

1 Apologies

To receive and consider for acceptance, apologies for absence

1.1 Apologies received to date

1.1.1 Jeanne Loader due to holiday.

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.

3 Minutes

To confirm as a correct record, the minutes of the previous meeting of the Full Council.

3.1 Minutes to be adopted

3.1.1 5th September 2017

Report 1017FC4 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 10 October 2017 in the Council
Chamber, Shaftesbury Town Hall

4 Reports

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

4.1 Recommendation

4.1.1 That the reports be received and noted

4.2 Civic Report

4.2.1 The Mayor has attended the following events in September 2017;

| <u>Date</u> | <u>Event</u> | <u>Attended By</u> |
|----------------------------|---|--------------------|
| 10 th September | Battle of Britain Service | Cllr John Lewer |
| 15 th September | Open Day Room Service at Castle Hill House | Cllr John Lewer |
| 17 th September | Dedication of the Memorial to the County Regiments at the National Memorial Arboretum | Cllr John Lewer |
| 23 rd September | GMS Lion Club, Annual Charter Dinner | Cllr John Lewer |
| 30 th September | Sturminster Newton Civic Day | Cllr John Lewer |
| 30 th September | Shaftesbury Evening Carnival Procession | Cllr John Lewer |

4.2.2 Forthcoming Events Civic events are;

| <u>Date</u> | <u>Event</u> | <u>To be attended by</u> |
|---------------------------|--|--------------------------|
| 25 th October | SDTA AGM Dinner | TBA |
| 27 th October | Devonshire & Dorset and The Rifles Regimental Assoc. Annual Dinner | Cllr John Lewer |
| 12 th November | Remembrance Parade and Service | All Councillors |
| 28 th November | Judging Christmas Window Competition- Gillingham | Cllr John Lewer |

4.3 County and District Councillor Reports

4.3.1 County and District Councillors have been invited to provide a report or attend to give a verbal report.

4.4 Representatives to Local Organisations

4.4.1 Representatives

4.5 Committee Reports

4.5.1 The Committee minutes listed below are provided for information and the respective chairman are invited to provide a brief report or summary if desired.

4.5.2 HR 5th September 2017

4.5.3 P&H 12th September 2017

4.5.4 ROSE 19th September 2017

4.5.5 GEM 26th September 2017

(End)

Report Author:

Claire Commons, Town Clerk

**Report 1017FC5 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 10 October 2017 in the Council
Chamber, Shaftesbury Town Hall**

5 Audit Report

To receive and adopt the external auditor's report and recommend to GEM to review the Internal Auditor's recommendations.

5.1 Recommendation

- 5.1.1 That the Council adopts the external audit report for year ending 31st March 2017 and recommends to the General Management Committee to review the Internal Auditor's report and action plan arising.

5.2 Background

- 5.2.1 The external audit for the year ending 31st March 2017 has been completed. Attached at **Appendix A** is the Annual Return showing an unqualified audit.
- 5.2.2 Minor issues are identified within the attached report, members are also directed to the Internal Auditor's report provided in the papers for the Annual Meeting held on 23rd May 2017, Report 0517AM05 Appendix A.

5.3 Financial Implications

- 5.3.1 There are no financial implications arising from this report. There were no additional costs arising because of elector queries.

5.4 Legal Implications

- 5.4.1 The Accounts and Audit Regulations 2011 s.16 requires the Town Council to publish the notice of conclusion of audit in a conspicuous place for at least 14 days and the relevant accounting statements are available for inspection by local government electors. The notice was published on 11th September 2017 and remains on display.

5.5 Risks

- 5.5.1 There are no risks arising directly from this report.

(End)

Report Author:
Claire Commons, Town Clerk

**ISSUES ARISING REPORT FOR
Shaftesbury Town Council
Audit for the year ended 31 March 2017**

- 6 SEP 2017

BDO

Introduction

The following matters have been raised to draw items to the attention of Shaftesbury Town Council. These matters came to the attention of BDO LLP during the review of the annual return for the year ended 31 March 2017. This report must be presented to a full meeting of the smaller authority for review.

The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Internal Auditor's recommendations

The following issues have been raised as we have detected issues with the governance arrangements of the smaller authority. It is recommended that the smaller authority consider these matters and decide what action to take to improve the governance arrangements as soon as possible.

Internal Auditor's recommendations

What is the issue?

The internal auditor has made a few recommendations in respect to the internal controls/financial systems of the smaller authority.

Why has this issue been raised?

The smaller authority is exposed to the risks associated with these weaknesses.

What do we recommend you do?

The smaller authority must implement the recommendations made by the internal auditor to improve the financial systems of the smaller authority as soon as possible or in any event before the end of the current financial year.

If the smaller authority addresses all the issues raised by the internal auditor the smaller authority should improve internal controls which will help to prevent and detect error and fraud and assist the smaller authority to operate in an effective and efficient manner.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC

Introduction

The following items are being brought to the attention of the clerk of Shaftesbury Town Council. These items came to the attention of BDO LLP during the review of the annual return for the year ended 31 March 2017 but are not required to be reported to the smaller authority. These items are not considered to be either a breach of legislation or proper practices or other matters to report.

The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Section 1 and Section 2 - Trust Funds Disclosure Note
- Minor issues

The following matters are being brought to your attention as we have detected administrative matters aimed at improving the review process in the future or items that have changed that we wish you to just note. These matters are not raised as formal matters and do not require reporting to the council.

Section 1 and Section 2 - Trust Funds Disclosure Note

What is the issue?

The smaller authority has not answered box 11 in error in Section 2 of the annual return. The smaller authority has also not answered box 9 in section 1 of the annual return.

Why has this issue been raised?

The disclosure on the annual return has not been completed. We believe, based on prior year answers, that the smaller authority should have answered 'No' for both years in section 2 and n/a to section 1.

What do we recommend you do?

The smaller authority should ensure in future years that it answers 'No' in section 2, box 11 and 'N/a' in section 1, box 9 as the smaller authority does not act as the sole trustee and is not responsible for managing trust funds or assets. If however the smaller authority does act as a sole trustee then the questions should be answered Yes.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC

Minor issues

What is the issue?

The following issues have been raised as minor issues or omissions have been identified in the current year's Annual Return:

Section 2 of the annual return does not add up by £1.

Why has this issue been raised?

This is to draw these minor errors to the attention of the smaller authority.

What do we recommend you do?

The smaller authority should ensure in future years that the above minor errors or omissions are not included in the Accounting Statements.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 31 August 2017

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

SHAFTESBURY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

| | Agreed | | 'Yes' means that this smaller authority: |
|---|--------|-----|---|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances. | ✓ | | has only done what it has the legal power to do and has complied with proper practices in doing so. |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | considered the financial and other risks it faces and has dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements. | ✓ | | disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant. |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. |
| | | NA | |
| | | ✓ | |

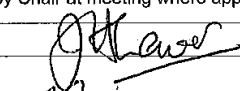
This annual governance statement is approved by this smaller authority on:

23/05/2017

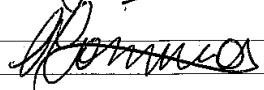
and recorded as minute reference:

FC05b

Signed by Chair at meeting where approval is given:



Clerk:



*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

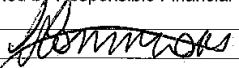
Enter name of
smaller authority here:

SHAFTESBURY TOWN COUNCIL

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2016 £ | 31 March 2017 £ | |
| 1. Balances brought forward | 260,723 | 336,858 | Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. |
| 2. (+) Precept or Rates and Levies | 443,791 | 446,900 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 3. (+) Total other receipts | 122,114 | 123,905 | Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received. |
| 4. (-) Staff costs | 226,185 | 224,052 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 6. (-) All other payments | 263,585 | 288,387 | Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any). |
| 7. (=) Balances carried forward | 336,858 | 394,223 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 8. Total value of cash and short term investments | 309,260 | 399,466 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6) |
| 9. Total fixed assets plus long term investments and assets | 2,647,018 | 2,723,649 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 10. Total borrowings | 0 | 0 | This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments. |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| | | | The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date 16/MAY/2017

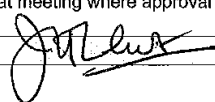
I confirm that these accounting statements were approved by this smaller authority on:

23/05/2017

and recorded as minute reference:

FC050

Signed by Chair at meeting where approval is given:



Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

SHAFTESBURY TOWN COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

(~~Except for the matters reported below~~)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (~~*delete as appropriate~~).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

Please see enclosed report

(c)

BDO LLP Southampton
United Kingdom

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

BDO LLP

External auditor name

BDO LLP Southampton
United Kingdom

Date

3/12/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of
smaller authority here:

SHAFTESBURY TC

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

| Internal control objective | Agreed? Please choose only one of the following | | |
|--|---|-----|----------------|
| | Yes | No* | Not covered** |
| A. Appropriate accounting records have been kept properly throughout the year. | ✓ | | |
| B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | ✓ | | |
| G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic and year-end bank account reconciliations were properly carried out. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. (For local councils only) Trust funds (including charitable) -- The council met its responsibilities as a trustee. | Yes | No | Not applicable |
| | | | ✓ |

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

EMANOR S. GRANE

Signature of person who carried out the internal audit

EMANOR S. GRANE

Date

9/5/17

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

6 SEP 2017

Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

| Completion checklist – 'No' answers mean you may not have met requirements | | Done? |
|--|---|-------|
| All sections | All highlighted boxes have been completed? | ✓ |
| | All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor? | ✓ |
| Section 1 | For any statement to which the response is 'no', an explanation is provided? | N/A |
| Section 2 | Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting? | ✓ |
| | An explanation of significant variations from last year to this year is provided? | ✓ |
| | Bank reconciliation as at 31 March 2017 agreed to Box 8? | ✓ |
| | An explanation of any difference between Box 7 and Box 8 is provided? | ✓ |
| Sections 1 and 2 | Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested. | N/A |
| Internal Audit report | All highlighted boxes completed by internal audit and explanations provided? | ✓ |

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

Report 1017FC6 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 10 October 2017 in the Council
Chamber, Shaftesbury Town Hall

6 Budget

To receive feedback from the public budget workshop in preparation for 2nd stage budget discussions

6.1 Recommendation

- 6.1.1 That the report be received and noted with specific discussion points being referred to the appropriate committees for detailed debate.

6.2 Background

- 6.2.1 The Public Budget meeting and mid-year review was held in the Council Chamber on Tuesday 3rd October 2017.

- 6.2.2 The presentation provided an overview of the work already completed in the first 6 months of the year, work currently underway and some of the projects identified for the future in the strategic plan. It then provided 3 provisional options – no increase to the precept request, an increase of 2.7% in line with CPI and an increase of 5% to allow for greater funds to be put towards projects.

- 6.2.3 Members of the public were invited to provide feedback on the 5-year strategic plan and give their views on areas of council spending, whether to increase or decrease spending in any particular area. The specifics raised were;

- Armory Yard. A request that the Council lobbies for better repair and looks to adopt the road surface in Armory Yard so that it can be kept in a better state of repair.
- Toilets. All comments made were in support of continuing to provide public toilets, three alternatives were put forward – 1) financial contribution to local businesses for their toilets to then be accessible to members of the public, 2) maintain as a basic facility, 3) improve the facility.
- Neighbourhood Plan. Discussion about whether the Neighbourhood Plan should precede and inform the Strategic Plan.
- 1 request that the precept was reduced.

- 6.2.4 All present were invited to continue to put suggestions forward relating to the budget for next year and attend any of the committee meetings through October where the budget would be discussed in more detail.

(End)

Report Author:
Claire Commons, Town Clerk

Report 1017FC7 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 10 October 2017 in the Council
Chamber, Shaftesbury Town Hall

7 Payments

To consider payments for authorisation

7.1 Recommendation

- 7.1.1 That the Council approves the payments from the Town Council's current account and minutes the resulting bank balance as detailed in **Appendix B**.

7.2 Background

- 7.2.1 A detailed list of payments is provided at **Appendix B**. An updated list may be provided to the Council prior to or at the meeting.

7.3 Financial Implications

- 7.3.1 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.

(End)

Report Author:
Claire Commons, Town Clerk

Appendix B.

Printed on : 04/10/2017

Shaftesbury Town Council

Page No 1

At : 13:45

NatWest Current A/c

List of Payments made between 29/09/2017 and 12/10/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 29/09/2017 | GMS Lions | ONLIN33 | 54.00 | | GMS Lions Annual Dinner |
| 29/09/2017 | Salaries September | ONLINE | 11,788.05 | | Salaries September |
| 29/09/2017 | Nat West Credit Card | DD | 752.80 | | Credit Card Payment |
| 30/09/2017 | Plusnet Ltd | dd | 29.71 | | Telephone/broadband |
| 02/10/2017 | Corona Energy | DD | 149.07 | | Gas Town Hall |
| 02/10/2017 | Telefonica Uk Ltd | DirectDebi | 70.16 | | Grounds Mobiles |
| 09/10/2017 | Tincknell Fuels | online34 | 384.36 | | Red Diesel |
| 10/10/2017 | British Telecommunications | Direct Deb | 268.27 | | Rental Charges Sept to Nov |
| 12/10/2017 | Blandford Office Furniture Ltd | online35 | 154.80 | | Office Chair |
| 12/10/2017 | Ben Johnson (Shaftesbury) Ltd | online36 | 69.06 | | Strimmer spares |
| 12/10/2017 | Aqua cleaning Services | online37 | 71.02 | | Toilet Rolls |
| 12/10/2017 | Caloo Ltd | online38 | 2,127.60 | | Wet pour repair- ref vandalism |
| 12/10/2017 | Chris Berwick Ltd | online39 | 854.40 | | 2nd Payment |
| 12/10/2017 | Clarity Copiers Ltd | online40 | 126.73 | | Printing September |
| 12/10/2017 | British Gas | online41 | 8.22 | | Aug/Sept Electric Barton Hill |
| 12/10/2017 | British Gas | online42 | 153.98 | | Electric Aug/Sept |
| 12/10/2017 | Spruce Pools | online43 | 303.34 | | Lower water level high TDS |
| 12/10/2017 | West Dorset District Council | online44 | 238.80 | | DorsetforYou -Staff vacancy ad |
| 12/10/2017 | HMRC | ONLINE45 | 3,612.86 | | Tax/NI |
| 12/10/2017 | DCC Pension Fund | ONLINE46 | 2,876.32 | | DCC Pension Fund |
| Total Payments | | | 24,093.55 | | |

Report 1017FC8 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 10 October 2017 in the Council
Chamber, Shaftesbury Town Hall

8 Business Manager

To resolve the appointment of Business Manager.

8.1 Recommendation

8.1.1 That the Council offers the position of Business Manager to its preferred candidate and delegates negotiation of the detail of the appointment, included any performance related plan, to the Clerk and HR Committee.

8.1.2 That the Council resolves the provision of a Performance Related Package.

8.2 Background

8.2.1 A thorough sifting process has been carried out for the position of Business Manager and a preferred candidate is recommended for appointment by the Council.

8.2.2 At its meeting on 18th July 2017 the Council agreed that an associated Performance Related Plan would be discussed with the successful candidate. This has not been captured in the minutes therefore the Council is asked to confirm this resolution.

8.3 Financial Implications

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

8.4 Legal Implications

8.4.1 A local council may appoint such officers as it thinks necessary for the proper discharge of its functions. (Local Government Act 1972 2.112)

8.5 Risk

8.5.1 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 1017FC9 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 10 October 2017 in the Council
Chamber, Shaftesbury Town Hall**

9 Langdale Farm

To consider Langdale Farm in relation to the Strategic Plan

9.1 Report to follow

(End)

Report Author:
Claire Commons, Town Clerk

**Report 1017FC10 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 10 October 2017 in the Council
Chamber, Shaftesbury Town Hall**

10 Neighbourhood Plan

To receive an update from a meeting of the Neighbourhood Plan set-up group

10.1 Recommendation

10.1.1 That the report be received and noted.

10.2 Background

10.2.1 At its meeting on 5th September 2017 the Council resolved that an initial group of representatives, not previously involved in the joint neighbourhood plan, meet to identify the Shaftesbury Neighbourhood Plan Steering Group stakeholders.

10.2.2 The set-up group has not met as at the time of writing this report, an update will be provided for the meeting.

(End)

Report Author:
Claire Commons, Town Clerk

**Report 1017FC11 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 10 October 2017 in the Council
Chamber, Shaftesbury Town Hall**

11 Mampitts Lane Bus Gate

To respond to Dorset County Council in respect of a 'bus gate' at Mampitts Lane.

11.1 Recommendation

11.1.1 That the Council supports the proposals outlined for the Mampitts Lane Bus Gate.

11.2 Background

11.2.1 Planning Permission granted in 2007 to develop land east of Shaftesbury included the requirement for a 'Bus Gate' to be installed at the western end of Mampitts Lane to restrict the flow of traffic from the new development directly into Mampitts Road.

11.2.2 A traffic regulation order will be required to prohibit motor vehicles (except for buses, cycles and emergency vehicles) from using this part of the existing highway network. The County Council is required to carry out a primary consultation before public advertisement of the proposed TRO can commence.

11.2.3 The letter and accompanying map are provided as an appendix to this report. It is based upon an existing design installed in Ipswich,
<https://www.google.co.uk/maps/@52.032725,1.1901243,3a,15y,300.54h,83.78t/data=!3m6!1e1!3m4!1scsy0GfFvzXpGjSdjdvZRsQ!2e0!7i13312!8i6656> instead of using blocks of granite (or rough-hewn cobbled setts), the detail is of standard block paving of two different heights. This eases the maintenance liability for DCC as these are "stock" items.



(End)

Report Author:
Claire Commons, Town Clerk

Dorset County Council



Dorset Highways
County Hall
Colliton Park
Dorchester
DT1 1XJ

Ms Claire Commons,
Town Clerk
Town Hall,
High Street,
SHAFTESBURY
Dorset SP7 8LY

Telephone: 01305 225401
Minicom: 01305 267933
We welcome calls via text Relay

Email: DLI@dorsetcc.gov.uk
DX: DX 8716 Dorchester
Website: www.dorsetforyou.com

Date: 25 August 2017
Ask for: Vern Phillips
My ref: VMP/DL1027
StIDL750

Dear Ms Commons

Development at Mampitt's Lane, Shaftesbury

North Dorset District Council has granted Planning Permissions 2/2002/0415 and 2/2002/0080 on 3 May 2007 (following an appeal through the Planning Inspectorate, dated 12 February 2007) to develop land for residential and mixed use purposes with associated open space, and the creation of vehicular and pedestrian accesses.

Within the decision made by the Planning Inspectorate were details of a "Bus Gate" to be installed upon the western end of Mampitt's Lane to restrict the flow of traffic from the new development directly into Mampitt's Road. The vehicular traffic is to access the site via the two signalised junction at the A30 Salisbury Road. Mampitt's Lane Planning Permission, 2/2012/0310, details the construction of the physical narrowing of Mampitt's Lane immediately to the east of Pound Lane.

The approved layout includes the prohibition of motor vehicles from Mampitt's Road into Mampitt's Lane (and vice versa) approx. 10m east of Pound Lane, as shown shaded red on the attached drawing.

A traffic regulation order will be required to prohibit motor vehicles (except for buses, cycles, and emergency vehicles) from using this part of the existing highway network. In accordance with the Council's Standing Orders I must carry out a primary consultation before public advertisement of the proposed TRO can commence. As such, I would be grateful if you could fill out the enclosed pro forma and return it to me as soon as possible.

Yours sincerely

Vern Phillips, Engineer
Developments Team

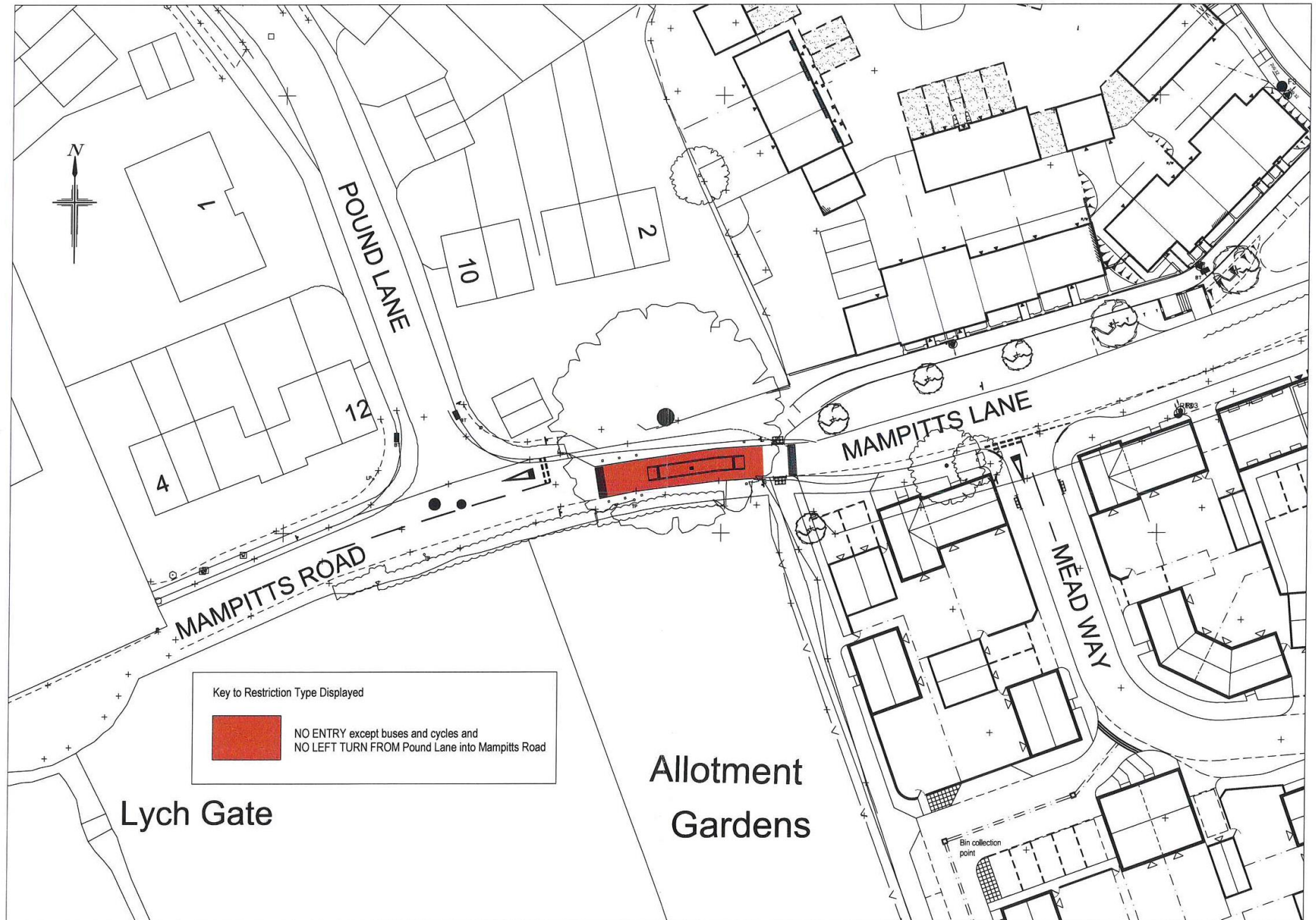
Enc.

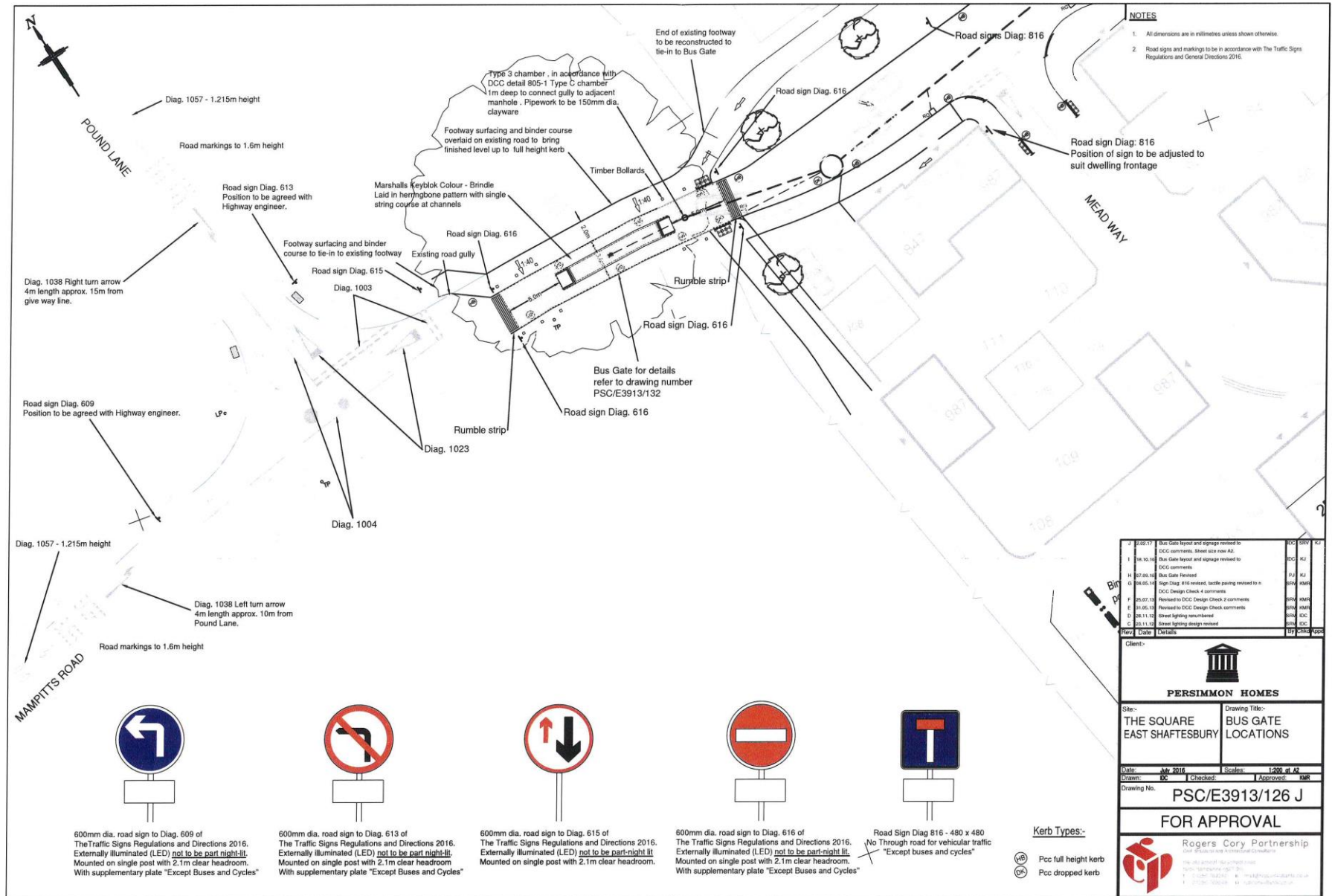
cc: Vanessa Penny, Regulation Team

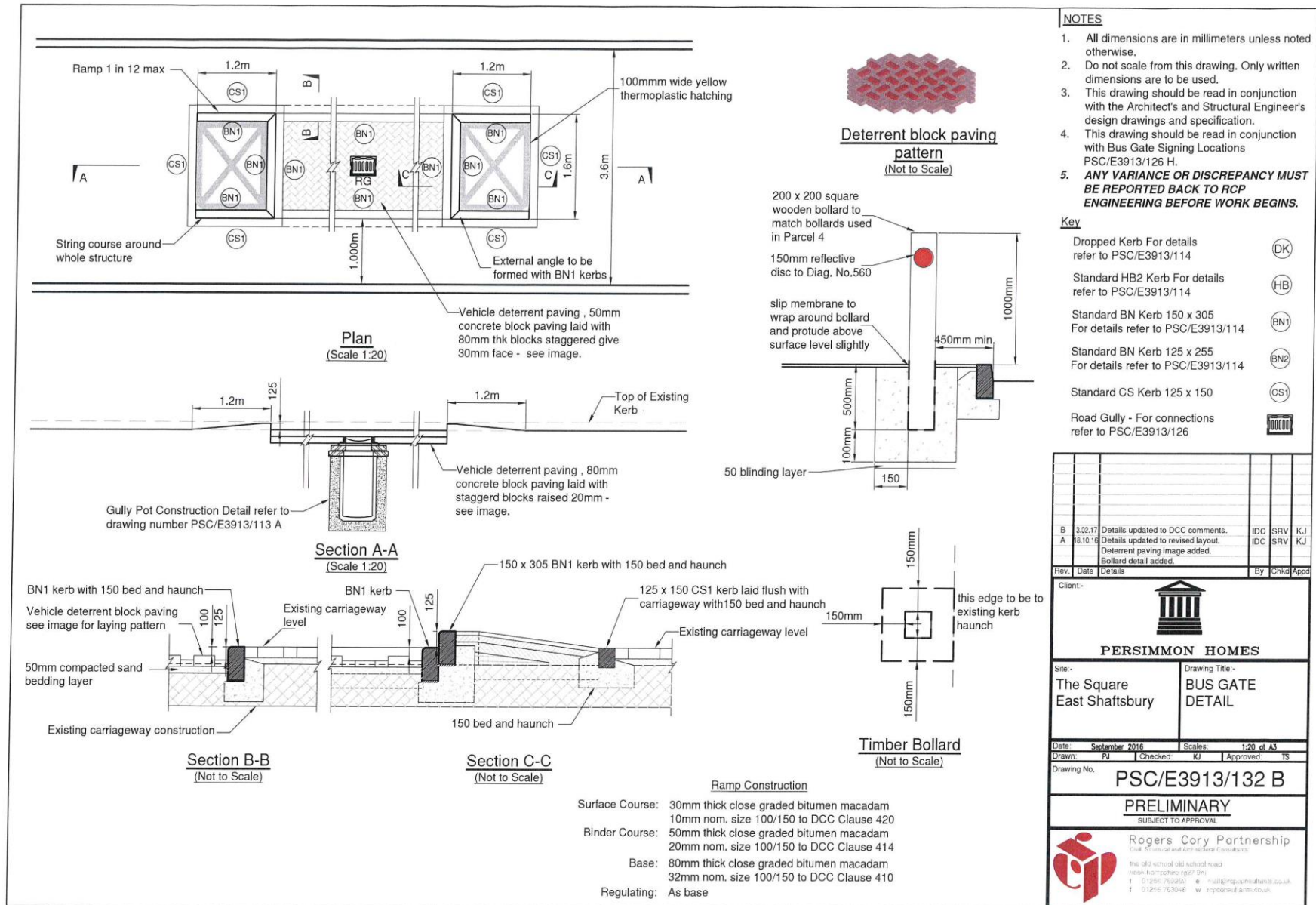
Director for Environment and the Economy Mike Harries

- 6 SEP 2017









**Report 1017FC12 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 10 October 2017 in the Council
Chamber, Shaftesbury Town Hall**

12 A30 Allotments

To approve the transfer documents for the allotment land south of the A30

12.1 Recommendation

12.1.1 That the transfer documents for the allotment land south of the A30 is approved for signature.

12.2 Background

12.2.1 The Council has resolved to receive the land south of the A30 for provision of allotments. The paperwork has been through the solicitors of both councils and is ready for signature. A copy of this has been provided to members in support of this report.

12.2.2 It is recommended that the Council approves the transfer document and refers the detail of creating parking, footpath and allotments to the ROSE Committee.

12.3 Financial Implications

12.3.1 There is no cost to the Council for the transfer of the land.

12.3.2 The Council has a budget line for the provision of the A30 allotments and there is s.106 money available for the allotments to be created. Financial consideration for creating the allotments will be debated by the ROSE Committee.

12.4 Legal Implications

12.4.1 Standing Order 22 requires that *A legal deed shall not be executed on behalf of the Council unless authorised by a resolution. Subject to Standing Order 22(a) above, any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.*

12.5 Risk

12.5.1 There is no financial risk arising from transferring the land to the Town Council

(End)

Report Author:
Claire Commons, Town Clerk

**Report 1017FC13 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 10 October 2017 in the Council
Chamber, Shaftesbury Town Hall**

13 Human Resources Terms of Reference

To consider amending the Committee Membership for the Human Resources Committee.

13.1 Recommendation

13.1.1 That the Human Resources Committee Terms of Reference be amended to include three councillors as reserve members of the Committee.

13.2 Background

13.2.1 The Human Resources Committee has a membership of five and quorum of three. There are occasions where it is difficult to co-ordinate the availability of members with the timing of the business to be transacted.

13.2.2 The membership of the Committee should not exceed ½ of the Council to ensure that there are sufficient members independent of any particular situation that could hear an appeal if necessary.

13.2.3 The alternative solution is to name three members of the Council who will not routinely sit on the committee but who can be brought in to ensure a quorum if required.

13.2.4 It is recommended that the Terms of Reference require that the quorum is never made up solely of the three reserve members thereby ensuring continuity of knowledge.

13.3 Financial Implications

13.3.1 There are no financial implications arising from this report

13.4 Legal Implications

13.4.1 There are no legal implications arising from this report

13.5 Risk

13.5.1 There is a risk of business being unable to be transacted due to the committee being inquorate.

(End)

Report Author:
Claire Commons, Town Clerk

Report 1017FC14 to a meeting of the Full Council
To be held at 7.00pm on Tuesday 10 October 2017 in the Council
Chamber, Shaftesbury Town Hall

14 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 agendas.

14.1 Recommendation

14.1.1 To receive and note the report

14.2 Updates

14.2.1 Updates relating to the work of the Council not already addressed in this agenda will be provided by the Clerk at the meeting.

14.3 Future Meetings

14.3.1 Shaftesbury Town Council's Committees are scheduled to meet over the next three weeks and the likely discussion points are detailed below. Please refer to the relevant published agenda for final discussion/debate items.

14.3.2 P&H – 17th October, items for discussion include but are not limited to;

- 2018/19 Committee Budget
- Neighbourhood Plan
- Planning Applications for;
 - 1 Bimport – convert ground floor into 3 flats
 - Nat West - Remove 2 No. existing counters, formation of new partition for relocated new automation machines and carry out associated internal alterations
 - 44 Sweetmans Road - Erect 1 No. dwelling and form new vehicular access to serve the existing dwelling.
- Lyon's Walk parking issues
- Coppice Street wall

14.3.3 HR – date to be advised

- 2018/19 Committee Budget
- Staff and Councillor event

14.3.4 ROSE – 24th October, items for discussion include but are not limited to;

- 2018/19 Committee Budget
- Tree Planting
- Ground Cover Planting
- St James Park, Jubilee Steps path
- Allotments

14.3.5 GEM – 31st October, items for discussion include but are not limited to;

- 2018/19 Committee Budget
- Payments
- Q2 report
- Financial Management
- Audit recommendations
- Strategic Plan
- Working Together, Dorset County Council

14.3.6 Full Council – 14th November. The Council is asked to consider items for inclusion on the agenda for the next meeting, items for discussion include but are not limited to;

- 2018/19 Budget and Precept
- Payments
- Strategic Plan

(End)

Report Author:
Claire Commons, Town Clerk