



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

Town Clerk: Mrs Claire Commons

e-mail: enquiries@shaftesbury-tc.gov.uk

Website: www.shaftesbury-tc.gov.uk

VAT Reg No 241 1307 58

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 7.00pm on Tuesday 31 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 General Management Committee.
- 4 WORKING TOGETHER - HIGHWAYS 4**
To consider entering into an agreement with Highways to undertake non-essential highway functions.
- 5 PAYMENTS 11**
To consider payments for authorisation.

6	FINANCES – QUARTER 2	13
	To receive the Town Council’s accounts for the second quarter of the financial year 2017/18.	
7	BUDGET	24
	To consider the draft budget for 2018/19	
8	AUDIT RECOMMENDATIONS	40
	To review the Internal Auditor’s recommendations.	
9	FINANCIAL MANAGEMENT	42
	To resolve that the Council holds a debit card in the Town Clerk’s name to replace the current credit card	
10	PLANNING APPLICATIONS	43
	To consider responses to planning applications identified for return to the Planning Authority, to include but not be limited to: 21 Coppice Street, and Flat 8 Spillers House.	
11	HEARING LOOP	45
	To consider bringing the hearing loop systems up to a functioning level in the Guildhall and Council Chambers	
12	OFFICER REPORT	46
	To receive any correspondence and updates relating to the work of the Committee, to confirm the date of the next meeting and to identify matters for inclusion on the agenda.	

(End)

**Administration for a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 31 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

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 Dispensations and Declarations of Interest received to date

- 2.1.1 There have been no dispensations or 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 26th September 2017

**Report 1017GEM4 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 31 October 2017 in the Council Chamber,
Shaftesbury Town Hall**

4 Working Together - Highways

To consider entering into an agreement with Highways to undertake non-essential highway functions.

4.1 Recommendation

- 4.1.1 That the Council enters into an agency agreement Option 4 with Dorset County Council Highways

4.2 Background

- 4.2.1 As outlined at **Appendix A**

4.3 Financial Implication

- 4.3.1 There is no cost to the Council for entering into the agreement. Costs incurred resulting from additional duties taken on will be managed within the existing revenue budgets.

4.4 Legal Implication

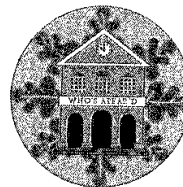
- 4.4.1 A sample agreement has been provided to members by email.

(End)

Report Author:
Claire Commons, Town Clerk

Working Together - Highways

Local Communities, Local Priorities, Local Choices



Dorset Association of Parish & Town Councils

(Affiliated to the National Association of Local Councils)

Local Communities, Local Priorities, Local Choices

Dorset County Council (DCC) has a duty to maintain highways maintainable at the public expense and a power to maintain other highways. Dorset Highways is the Service responsible for carrying out DCC's duties and powers to maintain surfaced highways, footpaths and associated features. DCC's duty to maintain unsurfaced highways is carried out by the Countryside Service.

The level of maintenance necessary to comply with DCC's duty can be lower than that expected by local communities. Over the past decade Dorset Highways has seen a significant reduction in the budgets for delivering routine highway maintenance and, as a result, non-essential and minor maintenance items can no longer be carried out; it is necessary to focus resources on the priority issues that affect public safety and the integrity of the highway, i.e. Core Functions.

Many communities have contacted Dorset Highways expressing a wish to become involved in commissioning or carrying out some of the minor maintenance activities which DCC is unable to finance. **This leaflet is designed to offer Parish and Town Councils a list of options to carry out additional highway maintenance works in their respective areas, should they wish to do so.**

The following items are considered to be **core functions** and will be provided by Dorset Highways -

- Inspect and maintain surfaced highways and associated features in accordance with the Dorset Highway Maintenance Plan.
- Install new and maintain surface water drainage pipes.
- Empty surface water gullies in accordance with the Dorset Highway Maintenance Plan.
- Investigate and rectify flooding as and when required.
- Maintain highway verges in accordance with the Dorset Highway Maintenance Plan.
- Development of safety schemes where accident hotspots are identified.
- Resurfacing as required.
- Maintain highway bridges and retaining walls.
- Maintain salt stocks and clear snow in accordance with the published Winter Maintenance Plan.
- Replacement of essential signs.

Local communities may want the following **non-essential functions** to be carried out -

- Increased frequency of:
 - Urban grass cutting;
 - Rural verge cutting;
 - Gulley emptying;
 - Weed killing;
 - Sign cleaning;
 - General cleaning (road sweeping);
 - Tree pruning;
 - Siding out (removal of detritus from the back of footways),

than would be achieved through the Council's normal maintenance schedule.

- Earlier refreshing of road markings and replacement of roads signs than would be achieved through the Council's normal maintenance schedule.
- Additional winter service functions (more salt bins, more salt, salting of additional routes, etc.)
- Fingerpost arm replacement or re-painting.
- Village gateway signage.
- Other non-essential sign replacement.
- Grip clearing more frequently than biennial.
- Cutting back overgrowth around surface water gullies.
- Clearance of fallen leaves from gullies.
- Proactive clearing of surface water systems.
- Painting or treating fencing.

It is hoped that by working together with Parish and Town Councils, Dorset Highways can enable non-essential and minor maintenance items to be undertaken in areas where local communities consider them to be desirable.

There are **four** options that Parish, Town and Borough Councils may consider implementing to enable non-essential and minor maintenance items to be carried out in their area, these options are outlined on the following page. These are:

- Option 1 Use of Volunteers.
- Option 2 Town / Parish Councils commission suitable contractor.
- Option 3 Dorset Highways are commissioned by Town / Parish Council.
- Option 4 Agency Agreement between Town / Parish Council and Dorset County Council.

Should you have any concerns or queries regarding which option is most suited, your local Community Highway Team will be happy to advise.

OPTION ONE

Use of Volunteers

↓

Parish / Town or Borough compile programme of works to be carried out and discuss with the Community Highway Officer.

↓

Parish / Town or Borough organise volunteer teams.

↓

Direct liaison with Community Highway Officer to co-ordinate the works.

↓

Dorset Highways provide suitably qualified Supervisor / Chargehand and appropriate personal protection equipment and hand tools free of charge.

Refer to "Community Volunteer Guidance" on SharePoint page

OPTION TWO

Parish / Town or Borough Council use a Suitably Qualified Contractor or In-House Workforce

↓

Parish / Town or Borough compile programme of works to be carried out and discuss with the Community Highway Officer.

↓

Parish / Town or Borough source suitable contractor.

↓

Direct liaison with Community Highway Officer to co-ordinate the works.

↓

Contractor carries out the work directly for Parish / Town or Borough Council.

Refer to "Consent Form" on SharePoint page

OPTION THREE

Dorset Highways carry out works paid for by the Parish / Town or Borough Council

↓

Parish / Town or Borough compile programme of works to be carried out and discuss with the Community Highway Officer.

↓

Agree with Dorset Highways resources required and cost (an idea of likely costs in 2016 for particular tasks are set out below).

↓

Direct liaison with Community Highway Officer to co-ordinate the works.

↓

Dorset Highways carries out the works funded by the Parish / Town or Borough Council.

Refer to "Community Contribution Guidance" on SharePoint page

OPTION FOUR

Parish / Town Council enter into an Agency Agreement with Dorset County Council

↓

Contact Community Highway Officer to agree that works will be included within the Agency Agreement.

↓

Agency Agreement signed by both parties.

↓

Parish Council carries out works with the chosen supplier / provider.

↓

Annual Agency Review carried out.

Refer to "Agency Agreement Template" on SharePoint page

Please note: Collaboration between Parish and Town Councils working in Partnerships

There are a number of Parish and Town Councils who are showing interest in sharing arrangements / establishing partnerships within all of the above 4 options, this would be welcomed and the County Council and DAPTC would be happy to lend any assistance required.

Sample of Typical Costs (subject to change due to inflation or increased material costs):

• Gully Emptier with Two Operatives	£ 450.00 per day	• White Lining Team	£ 550.00 per day
• Flail Mower and Driver	£ 375.00 per day	• General Maintenance Team (Two Operatives)	£ 400.00 per day
• Mechanical Side Verging Team	£1200.00 per day	• Drainage Survey and Jetting Team	£ 450.00 per day

Sample of some typical outputs per 8 hour day:

- Gully Emptier with Two Operatives – 80-150 gullies per day.
- White Lining Team - up to twenty complete junction markings.
- Flail Mower and Driver – up to 5 miles of single width verge cutting.
- Mechanical Side Verging Team – 2-4 miles in length of verge cutting.

Smaller quantities should be priced for separately as they will likely be cheaper than the day rate.

There are many schemes already operating for Parish and Town Councils and Community Groups to work with DCC in relation to their local highways. The options set out above are intended to build on the success of schemes such as:

- **Flood Warden Scheme**

A community champion who monitors drainage problems and flooding hotspots and works in conjunction with the Community Highway team to resolve any issues

- **First Line of Highway Enforcement**

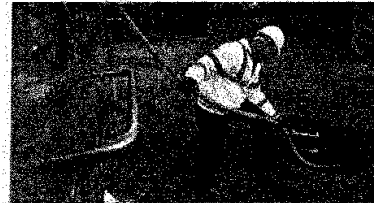
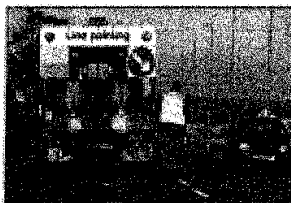
We supply you with a template letter to provide to home/landowners when a ditch requires clearing or hedge needs cutting, this will remove the need for formal action from DCC and this less formal approach to enforcement has been seen as a more acceptable and less adversarial option.

- **Snow and Ice Clearance**

Dorset Highways will support communities who wish to formulate a snow plan for their Parish, with the provision of a snow plough blade, a supply of rock salt to assist in the removal of snow and the prevention of ice and help in preparing a Parish Snow Plan.

The choice is yours, we are available to discuss any of the above initiatives you may wish to be involved in. Your **Community Highway Officer** is the key contact for discussing any proposals you may have.

We hope you will get involved..... you may be surprised at what can be achieved by working together!



**Report 1017GEM5 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 31 October 2017 in the Council Chamber,
Shaftesbury Town Hall**

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 B**.

5.2 Background

- 5.2.1 A detailed list of payments is provided at Appendix B. An updated list may be provided to the Committee prior to or at the meeting.
- 5.2.2 The Card Payments breakdown is Credit Card Purchases for the month

Item	Value
DVLA Road Tax	£242.50
Card Fee	£32.00
Total	£274.50

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 B.

Printed on : 26/10/2017

Shaftesbury Town Council

Page No 1

At : 13:48

NatWest Current A/c

List of Payments made between 13/10/2017 and 02/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/10/2017	Eon	DD	162.80		Electricity Sept
13/10/2017	British Telecommunications	dd	106.20		Purchase Ledger Payment
31/10/2017	Wincombe MOT & Repair Centre L	013131	50.80		MOT and bulb
31/10/2017	Shaftesbury Museum	013132	200.00		Fixing ref Train sign
31/10/2017	Petty Cash	013133	121.06		Petty Cash
31/10/2017	Shaftesbury Youth Club	013134	1,000.00		Community Grant
31/10/2017	Choir	013135	500.00		Shaftesbury Choir
31/10/2017	Shaftesbury Primary PTA	013136	300.00		Shaftesbury Primary PTA
02/11/2017	EG. Coles	online	256.93		Fit new tyre and rim Mower
02/11/2017	The IT Department Solutions Lt	Online47	166.56		Monthly support charge
02/11/2017	Aqua cleaning Services	online48	106.54		Toilet rolls/H/towels
02/11/2017	NDM Electrical	online49	639.18		Work to Offices, CC and MP
02/11/2017	North Dorset District Council	online50	4,658.71		By Election cost March 2016
02/11/2017	British Gas	online51	54.67		Electric Unit 9
02/11/2017	British Gas	online52	51.88		Electric Sept/Oct
02/11/2017	Octopus Personnel	online53	3,529.72		Temp Staff w/e 17/09
02/11/2017	LGRC Associates Ltd	online54	508.30		Project deve. assistance
02/11/2017	Dorset County Council	online55	306.53		Repairs to surface RBL
02/11/2017	Angel Springs Ltd	online57	17.60		Water for dispenser
02/11/2017	Gillingham Glass Co Ltd	online58	179.96		Replacement glass- Pix Mead Sh
02/11/2017	Cllr John Lewer	online59	156.20		Travel to Nat. Mem. Aboretum
Total Payments			13,073.64		

**Report 1017GEM6 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 31 October 2017 in the Council Chamber,
Shaftesbury Town Hall**

6 Finances – Quarter 2

To receive the Town Council's accounts for the second quarter of the financial year 2017/18.

6.1 Recommendation

- 6.1.1 That the Committee receives and notes the report, noting the cleared bank balances as at 30th September 2017 held in each bank account; Nat West Current Account £577,22.72, Town Hall Petty Cash £28.94, Swimming Pool Petty Cash £97.24, Local Authorities Property Fund £ 50,0000 and Public-Sector Deposit Account £39,502.
- 6.1.2 That the Committee considers any action it wishes to take in relation to Toby's (6.5)
- 6.1.3 That the Committee considers any action it wishes to take in relation to the Football Club (6.4)
- 6.1.4 That the Committee considers any action it wishes to take in relation to the Shaftesbury and District Task Force (6.3)

6.2 Balances

- 6.2.1 Cleared bank balances and earmarked reserves are shown on the detailed balance sheet at **Appendix C**.
- 6.2.2 Shaftesbury Town Council's progress against budget is shown on the Income and Expenditure at **Appendix D**, this appendix provides a single page summary and then 6 pages which provide the detail.
- 6.2.3 The overall position of the budget is healthy, a detailed budget note list has been provided by email for further information. Key points to note are;
 - 6.2.3.1 Staffing Costs 44.9% - Slightly under budget, this includes costs for temporary staffing costs due to staff vacancies/sickness.
 - 6.2.3.2 Civic 51.8% - Councillor Training and Councillor Travel/Subsistence are currently underspent, due to low up take of training.
 - 6.2.3.3 Legal and Professional 35.2%– Audit invoices are not due until the year end; Professional fees are currently underspent and the invoice for elections held last year had not been received as at 30th September.
 - 6.2.3.4 Grants 87.1% - Grant payments agreed at GEM (Oct) of £1800 not taken into account.
 - 6.2.3.5 Finance – The Council is still currently receiving free banking, the 2nd instalment of the precept has been received.
 - 6.2.3.6 General Running Costs 51.4% – Overall budget on target, even though advertising costs are over due to recruitment advertisements.
 - 6.2.3.7 Allotments – Annual rents are not due until January, water rates are higher due to a water leak at St James, which has now been repaired. No maintenance work to date, some planned for winter months.
 - 6.2.3.8 Cemetery – Income to date is in line with income budgeted for, although hard to predict. Repairs not yet carried out to Lych Gate.

- 6.2.3.9 General Grounds – Mower payments to be set against EMR for Vehicles as agreed. Playground repairs include an insurance claim for wet pour repairs to Wincombe (£1939). Tree work to be carried out over winter months.
- 6.2.3.10 Local Delivery Services – Toilets were cleaned throughout the summer by the grounds thus saving £2500 sub contract labour.
- 6.2.3.11 Town Hall – Currently on budget, overspend on equipment due to purchase of new boiler for kitchen, saving on alarm costs due to changing suppliers.
- 6.2.3.12 Swimming Pool – Despite poor weather over the summer holidays, the pool is within its budget for the year.
- 6.2.4 Purchase and Sales Ledger Balances are shown at **Appendix E**. Payments have been received in October from NDDC and Aaron. The Sales Ledger balance includes outstanding invoices to the Shaftesbury and District Task Force and the Football Club.

6.3 Shaftesbury and District Task Force

- 6.3.1 Minute FC 141 of 23rd February 2016 resolved that “the Clerk be delegated the maximum sum of £1,500 to allow for the appointment of specialist legal advice in respect of two planning matters” (that being the Cattle Market and Open Space provision on the Eastern Development).
- 6.3.2 Agreement had been reached verbally between the Chairman of the Task Force and the Clerk that the cost of the legal fees would be split between the Council and the Task Force.
- 6.3.3 The total legal bill was £2,163, of which £1,075 was invoiced to the Task Force. Last chased in August 2017.

6.4 Football Club

- 6.4.1 The Council resolved to freeze the debt while investigations were carried out into the history of the lease and rent.
- 6.4.2 Rent from 2004 – 2009 was £1,000 rising in £125 increments to £1,500. The District Valuer’s report in 2015 agreed, based on the condition of the building, with the proposed new agreement of 0 – 6 months £nil, 6 – 12 months £500, until the end 2016 £2,000 per annum, End 2017 £2,000 per annum thereafter £5,000 (as stated in DV report, lease quotes “and thereafter as revised as pursuant to this lease”)
- 6.4.3 The District Valuer’s report acknowledges the poor condition of the building and the annual rent listed was within the bounds of reasonableness taking into account of tenant works to make the premises fit for purpose.

6.5 Toby’s

- 6.5.1 Two loans of £5,000 and £10,000 respectively had been provided to Toby’s Young People’s Project. On the cessation of Toby’s operating, those monies became due.
- 6.5.2 A cheque of £10,000 has been received by the Council and the enclosed letter provides explanation for that sum – this has been provided to members by email.

(End)

Report Authors:

Claire Commons, Town Clerk and Tracy Moxham, Finance and Services Officer

Appendix C. Bank Balances and Earmarked Reserves

Date :- 25/10/2017

Shaftesbury Town Council

Page No: 1

Time :- 09:27

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 6 30th September 2017

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	16,318
105	Vat Control	4,755
200	NatWest Current A/c	577,222
203	Petty Cash	29
204	Petty Cash- Swimming Pool	97
205	Local Authorities PropertyFund	50,000
206	Public Sector Deposit A/c	39,502
Total Current Assets		687,922
<u>Current Liabilities</u>		
500	Creditors	7,910
516	PAYE & NI Due	3,613
517	Superannuation Due	2,876
565	Holding Deposits	23
Total Current Liabilities		14,422
Net Current Assets		673,500
Total Assets less Current Liabilities		673,500
<u>Represented By :-</u>		
300	Current Year Fund	205,835
310	General Reserve	209,792
322	EMR CCTV	10,000
323	EMR Cycle Routes	11,500
324	EMR Playground Equipment	5,217
325	EMR Toilet Capital Re-build	30,500
327	EMR Town Hall Building Fund	58,325
329	EMR Town Hall Energy Fund	5,000
330	EMR Ground Works Equipment	2,000
332	EMR Heritage Style Lanterns	10,000
335	EMR Ground Planting/SIB	754
336	EMR Street Furniture	14,647
337	EMR Strategic Tree Works	5,273
339	EMR Swimming Pool	26,961
340	EMR Neighbourhood Planning	8,102
343	EMR Town Centre Enhancement	8,109
344	EMR Cemetery Enhancement	2,304
345	EMR Jubilee Park Enhancement	4,680
346	EMR Community Hall Cockrams	3,000
347	EMR Vehicles	24,000
348	EMR Replacement IT Equipment	2,500
349	A30 Allotment Site	25,000
Total Equity		673,500

Appendix D. Income and Expenditure

25/10/2017

Shaftesbury Town Council

09:33

Detailed Income & Expenditure by Budget Heading 30/09/2017

Page No 1

Month No : 6

Q2 Income and Expenditure as @ 30/09/17

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Personnel								
402	Staffing Costs							
4000	Salaries	153,927	75,270	202,682	127,412		127,412	37.1 %
4005	Employers NI	14,322	7,876	17,994	10,118		10,118	43.8 %
4006	Employers Superann	32,591	16,035	42,962	26,927		26,927	37.3 %
4010	Staff Training	3,678	60	1,500	1,440		1,440	4.0 %
4015	Staff Travel & Subsistence	739	83	300	217		217	27.7 %
4020	Sub Contract Labour	9,223	19,965	0	-19,965		-19,965	0.0 %
	Staffing Costs :- Expenditure	214,480	119,290	265,438	146,148	0	146,148	44.9 %
1360	Contribution Street Cleaning	10,055	9,585	10,250	-665			93.5 %
	Staffing Costs :- Income	10,055	9,585	10,250	-665			93.5 %
	Net Expenditure over Income	204,425	109,705	255,188	145,483			
	Personnel :- Expenditure	214,480	119,290	265,438	146,148	0	146,148	44.9 %
	Income	10,055	9,585	10,250	-665			93.5 %
	Net Expenditure over Income	204,425	109,705	255,188	145,483			
General Management								
301	Civic							
4265	General Supplies	0	0	0	0		0	0.0 %
4300	Mayors Allowance	1,375	1,318	2,100	782	262	520	75.2 %
4302	Councillor Allowances	2,160	1,350	3,240	1,890		1,890	41.7 %
4310	Councillor Training	630	155	420	265		265	36.9 %
4311	Councillor Travel/Subsistence	108	48	200	152		152	23.9 %
4315	Hospitality	281	101	280	179		179	36.0 %
4316	Civic Event Queens 90th	951	0	0	0		0	0.0 %
4390	Mayor's Charity Expenditure	150	0	0	0		0	0.0 %
	Civic :- Expenditure	5,656	2,971	6,240	3,269	262	3,006	51.8 %
1400	Mayor's Charity Income	0	55	0	55			0.0 %
	Civic :- Income	0	55	0	55			
	Net Expenditure over Income	5,656	2,916	6,240	3,324			
302	Legal and Professional							
4325	Audit	3,364	0	2,750	2,750		2,750	0.0 %
4326	Books & Subscriptions	1,603	1,132	1,500	368		368	75.5 %
4330	Insurance	12,590	14,998	13,000	-1,998		-1,998	115.4 %

Continued on Page No 2

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4341	Professional Fees	9,081	7,757	25,000	17,244		17,244	31.0 %
4342	Election Costs	8,000	-7,594	4,000	11,594		11,594	-189.9 %
	Legal and Professional :- Expenditure	34,638	16,292	46,250	29,958	0	29,958	35.2 %
1301	Miscellaneous Income	1,075	0	0	0			0.0 %
	Legal and Professional :- Income	1,075	0	0	0			
	Net Expenditure over Income	33,563	16,292	46,250	29,958			
303 Grants & SLA								
4350	Community Grants	33,482	26,135	30,000	3,865		3,865	87.1 %
	Grants & SLA :- Expenditure	33,482	26,135	30,000	3,865	0	3,865	87.1 %
	Net Expenditure over Income	33,482	26,135	30,000	3,865			
304 Finance								
4380	Bank Charges	32	0	500	500		500	0.0 %
4392	S106 Expenditure	17,500	0	0	0		0	0.0 %
	Finance :- Expenditure	17,532	0	500	500	0	500	0.0 %
1301	Miscellaneous Income	176	0	0	0			0.0 %
1340	Bank Interest Received	31	4	36	-32			10.0 %
1350	S106 Income	17,500	0	0	0			0.0 %
1376	Precept	446,900	470,683	470,683	0			100.0 %
1400	Mayor's Charity Income	138	0	0	0			0.0 %
	Finance :- Income	464,744	470,687	470,719	-32			100.0 %
	Net Expenditure over Income	-447,212	-470,687	-470,219	468			
401 General Running Costs								
4265	General Supplies	124	42	150	108		108	27.8 %
4345	Advertising	1,155	1,407	1,000	-407	199	-606	160.6 %
4400	Printing	1,914	560	1,800	1,240		1,240	31.1 %
4401	Stationery	975	633	1,300	667		667	48.7 %
4402	Postage	906	218	850	632		632	25.6 %
4410	Telephone	2,259	1,320	2,400	1,080		1,080	55.0 %
4414	IT Software & Equipment	3,119	1,120	3,000	1,880		1,880	37.3 %
4415	IT Support	363	506	1,250	744		744	40.5 %
4417	Web Site	758	330	856	526		526	38.6 %
4420	Office Equipment	1,123	737	1,150	413		413	64.1 %
	General Running Costs :- Expenditure	12,696	6,872	13,756	6,884	199	6,685	51.4 %
	Net Expenditure over Income	12,696	6,872	13,756	6,884			

Continued on Page No 3

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
General Management :- Expenditure	104,005	52,270	96,746	44,476	461	44,015	54.5 %
Income	465,819	470,742	470,719	23			100.0 %
Net Expenditure over Income	-361,815	-418,472	-373,973	44,499			
ROSE							
101 Allotment							
4165 Water Rates	416	396	550	154		154	72.0 %
4250 Repairs & Maintenance	350	0	200	200		200	0.0 %
4265 General Supplies	156	0	175	175		175	0.0 %
4275 Equipment Hire	0	0	350	350		350	0.0 %
Allotment :- Expenditure	922	396	1,275	879	0	879	31.1 %
1104 Allotment Rent Income	1,799	90	1,700	-1,610			5.3 %
Allotment :- Income	1,799	90	1,700	-1,610			5.3 %
Net Expenditure over Income	-877	306	-425	-731			
102 Cemetery							
4150 Rates & Services	186	251	413	162		162	60.7 %
4165 Water Rates	82	0	90	90		90	0.0 %
4250 Repairs & Maintenance	207	0	2,000	2,000		2,000	0.0 %
4265 General Supplies	270	0	300	300		300	0.0 %
Cemetery :- Expenditure	744	251	2,803	2,552	0	2,552	8.9 %
1105 Cemetery Income	2,839	1,120	2,300	-1,180			48.7 %
Cemetery :- Income	2,839	1,120	2,300	-1,180			48.7 %
Net Expenditure over Income	-2,095	-869	503	1,372			
103 General Grounds							
4020 Sub Contract Labour	1,144	610	4,300	3,690	795	2,895	32.7 %
4150 Rates & Services	2,347	1,510	2,509	999		999	60.2 %
4155 Electricity	715	431	800	369		369	53.9 %
4165 Water Rates	2,048	849	2,600	1,751		1,751	32.6 %
4250 Repairs & Maintenance	1,956	583	2,200	1,617		1,617	26.5 %
4256 Treework & Fencing	3,330	0	4,000	4,000		4,000	0.0 %
4257 Plants	0	0	2,000	2,000		2,000	0.0 %
4261 Refuse Collection	2,537	832	3,500	2,668		2,668	23.8 %
4265 General Supplies	377	176	350	174		174	50.3 %
4270 Equipment Repairs	1,781	1,427	2,000	573		573	71.3 %
4271 Equipment Purchases	461	182	3,500	3,318	550	2,768	20.9 %

Continued on Page No 4

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4272	Fuel for Equipment	1,861	1,473	2,500	1,027		1,027	58.9 %
4273	Memorial Bench	1,359	0	0	0		0	0.0 %
4274	Rent Unit 9C	7,111	5,545	7,250	1,705		1,705	76.5 %
4275	Equipment Hire	586	102	750	648		648	13.7 %
4278	Alarm Costs	68	55	230	175		175	23.9 %
4280	Fuel for Vehicles	1,983	1,052	2,200	1,148		1,148	47.8 %
4281	Motor Expenses	2,012	836	2,500	1,664		1,664	33.5 %
4282	Hitachi Payments Mower	1,748	5,095	0	-5,095		-5,095	0.0 %
4285	PPE	820	-3	1,000	1,003		1,003	-0.3 %
4290	Playground Inspections	300	350	750	400		400	46.6 %
4291	Playground Repair/Maintenance	3,393	4,293	4,500	207	4,195	-3,988	188.6 %
4299	SLA-Trinity Grounds Maintainan	1,424	1,424	1,425	1		1	99.9 %
	General Grounds :- Expenditure	39,361	26,823	50,864	24,041	5,540	18,501	63.6 %
1102	Contribution to Services	1,273	515	1,200	-685			42.9 %
1103	Rents	2,982	755	3,220	-2,465			23.4 %
1300	Grass Cutting Income	5,695	5,994	5,695	299			105.3 %
1301	Miscellaneous Income	314	1,939	0	1,939			0.0 %
1302	Memorial Bench Income	0	1,369	0	1,369			0.0 %
	General Grounds :- Income	10,263	10,572	10,115	457			104.5 %
	Net Expenditure over Income	29,097	16,251	40,749	24,498			
105	Local Delivery services							
4020	Sub Contract Labour	2,520	0	2,500	2,500		2,500	0.0 %
4150	Rates & Services	2,468	1,246	2,078	832		832	59.9 %
4155	Electricity	694	289	760	471		471	38.0 %
4165	Water Rates	1,787	1,068	2,200	1,132		1,132	48.5 %
4175	Car Parking Contribution	0	0	2,000	2,000		2,000	0.0 %
4177	Bus Shelters	0	150	250	100	150	-50	120.0 %
4250	Repairs & Maintenance	1,510	1,298	2,700	1,402		1,402	48.1 %
4260	Cleaning Supplies	872	412	1,100	688		688	37.5 %
4265	General Supplies	0	8	0	-8		-8	0.0 %
	Local Delivery services :- Expenditure	9,853	4,469	13,588	9,119	150	8,969	34.0 %
1501	Street Market Rents R'ved	8,246	4,500	7,999	-3,499			56.3 %
	Local Delivery services :- Income	8,246	4,500	7,999	-3,499			56.3 %
	Net Expenditure over Income	1,607	-31	5,589	5,620			

Continued on Page No 5

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
201	<u>Town Hall</u>							
4020	Sub Contract Labour	2,947	0	320	320		320	0.0 %
4150	Rates & Services	7,260	4,053	6,771	2,718		2,718	59.9 %
4155	Electricity	1,499	687	2,176	1,489		1,489	31.6 %
4160	Gas	2,753	1,324	1,800	476		476	73.5 %
4165	Water Rates	181	73	250	177		177	29.2 %
4200	Wedding Costs	516	383	550	167		167	69.6 %
4230	Trinity Car Park Space	420	275	450	175		175	61.1 %
4250	Repairs & Maintenance	2,984	1,519	4,000	2,481		2,481	38.0 %
4260	Cleaning Supplies	361	145	370	225		225	39.2 %
4265	General Supplies	692	17	850	833		833	2.0 %
4271	Equipment Purchases	203	674	500	-174		-174	134.8 %
4278	Alarm Costs	2,203	240	1,300	1,060		1,060	18.5 %
	Town Hall :- Expenditure	22,019	9,389	19,337	9,948	0	9,948	48.6 %
1201	Hall Hire	24,177	14,079	28,691	-14,612			49.1 %
1203	Weddings	2,246	1,529	2,070	-541			73.9 %
1204	Shop Rents	18,000	9,000	18,000	-9,000			50.0 %
1220	Solar Panel Feed in Tariff	1,825	680	1,390	-710			48.9 %
	Town Hall :- Income	46,248	25,288	50,151	-24,863			50.4 %
	Net Expenditure over Income	-24,229	-15,899	-30,814	-14,915			
305	<u>Swimming Pool</u>							
4008	Life Guard Salaries	18,773	18,594	21,000	2,406		2,406	88.5 %
4010	Staff Training	22	905	1,000	95		95	90.5 %
4150	Rates & Services	2,420	1,556	2,586	1,030		1,030	60.2 %
4155	Electricity	1,934	830	1,000	170		170	83.0 %
4160	Gas	2,011	1,705	2,500	795		795	68.2 %
4165	Water Rates	2,196	977	1,500	523		523	65.1 %
4250	Repairs & Maintenance	1,722	1,407	1,000	-407		-407	140.7 %
4260	Cleaning Supplies	228	218	260	42		42	84.0 %
4270	Equipment Repairs	0	0	350	350		350	0.0 %
4271	Equipment Purchases	1,884	1,168	1,050	-118		-118	111.2 %
4285	PPE	30	11	0	-11		-11	0.0 %
4360	Chemicals	4,030	3,910	4,000	90		90	97.8 %
4361	Pool Cleaning	800	0	0	0		0	0.0 %
4362	Plant Servicing/Repairs	1,221	1,414	1,600	186		186	88.4 %
4363	DBS Checks	133	125	200	75		75	62.5 %
4364	Uniforms	20	321	500	179	34	145	71.1 %
4365	Music Licences	120	122	249	127		127	49.0 %

Continued on Page No 6

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4366	Confectionery	367	442	500	58		58	88.4 %
4370	Swimming Pool Advertising	1,289	1,300	700	-600		-600	185.7 %
4373	ATC Renewal	0	219	230	11		11	95.1 %
4374	Life Guard Training Course	0	1,205	0	-1,205		-1,205	0.0 %
4410	Telephone	299	151	275	124		124	54.8 %
	Swimming Pool :- Expenditure	39,499	36,581	40,500	3,919	34	3,885	90.4 %
1220	Solar Panel Feed in Tariff	1,237	511	0	511			0.0 %
1365	Swimming Pool Income	17,146	16,745	40,500	-23,755			41.3 %
1366	Income Life Guards Course	0	1,200	0	1,200			0.0 %
	Swimming Pool :- Income	18,383	18,456	40,500	-22,044			45.6 %
	Net Expenditure over Income	21,116	18,125	0	-18,125			
	ROSE :- Expenditure	112,396	77,909	128,367	50,458	5,724	44,734	65.2 %
	Income	87,778	60,026	112,765	-52,739			53.2 %
	Net Expenditure over Income	24,619	17,883	15,602	-2,281			

Reserves & Projects**901 Reserves & Projects**

4902	Community Hall Cockrams	0	0	3,000	3,000		3,000	0.0 %
4904	Toilets	0	0	30,500	30,500		30,500	0.0 %
4905	Town Hall Building Fund	0	8,358	0	-8,358		-8,358	0.0 %
4906	Playground Equipment	31,770	0	5,217	5,217		5,217	0.0 %
4907	Grounds Equipment	6,089	0	2,000	2,000		2,000	0.0 %
4910	Street Furniture	5,979	200	14,847	14,647		14,647	1.3 %
4912	Energy System Town Hall	0	0	5,000	5,000		5,000	0.0 %
4913	Town Centre Enhancement	0	0	8,109	8,109		8,109	0.0 %
4914	Ground Cover Planting	2,110	947	1,700	754		754	55.7 %
4917	Cycle Route	0	0	11,500	11,500		11,500	0.0 %
4921	Swimming Pool	17,864	0	0	0		0	0.0 %
4922	Vehicles	0	0	24,000	24,000		24,000	0.0 %
4924	Heritage Lanterns	0	0	10,000	10,000		10,000	0.0 %
4926	Tree Planting	387	0	5,273	5,273		5,273	0.0 %
4927	Tree Removal	595	0	0	0		0	0.0 %
4928	Replacement IT Equipment	2,345	0	2,500	2,500		2,500	0.0 %
4929	Cemetery Improvements	7,496	0	2,304	2,304		2,304	0.0 %
4930	Jubilee Steps Enhancement	2,600	720	5,400	4,680		4,680	13.3 %
4931	Swimming Pool Running costs	0	799	45,895	45,096		45,096	1.7 %
4932	Neighbourhood Planning Group	4,325	583	8,686	8,102		8,102	6.7 %
4933	A30 Allotment Site	0	0	25,000	25,000		25,000	0.0 %
	Reserves & Projects :- Expenditure	81,559	11,607	210,931	199,325	0	199,325	5.5 %

Continued on Page No 7

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1301	Miscellaneous Income	6,153	0	0	0			0.0 %
	Reserves & Projects :- Income	6,153	0	0	0			
	Net Expenditure over Income	75,406	11,607	210,931	199,325			
902 Capital Replacement Reserve								
4905	Town Hall Building Fund	0	0	66,683	66,683		66,683	0.0 %
4918	CCTV	0	0	10,000	10,000		10,000	0.0 %
	Capital Replacement Reserve :- Expenditure	0	0	76,683	76,683	0	76,683	
	Net Expenditure over Income	0	0	76,683	76,683			
	Reserves & Projects :- Expenditure	81,559	11,607	287,614	276,008	0	276,008	4.0 %
	Income	6,153	0	0	0			0.0 %
	Net Expenditure over Income	75,406	11,607	287,614	276,008			

Appendix E. Purchase and Sales Ledger Balances

Date :- 25/10/2017		Shaftesbury Town Council				Page 1	
Time :- 09:48		Sales Ledger Aged Account Balances				User : TM	
Outstanding Balances by Month as at : 30/09/2017							
A/C Code	Customer Name	Balance	Sep 2017	Aug 2017	Jul 2017	Prior Months	On A/c Pymnts
AARON	AARON	207.00	0.00	0.00	0.00	207.00	0.00
BAND	BAND	118.46	118.46	0.00	0.00	0.00	0.00
BOWLING	BOWLING	396.58	396.58	0.00	0.00	0.00	0.00
CAMELOT	CAMELOT	115.00	115.00	0.00	0.00	0.00	0.00
FARMM	FARMERS MARKET	57.50	57.50	0.00	0.00	0.00	0.00
FOOTBALL	FOOTBALL	2,299.96	0.00	0.00	0.00	2,299.96	0.00
HOPE	HOPE	57.50	57.50	0.00	0.00	0.00	0.00
NDDC	NDDC	11,502.00	0.00	0.00	0.00	11,502.00	0.00
PIZZA	PIZZA	216.00	144.00	0.00	72.00	0.00	0.00
SFA	FLOWER ARRANGERS	57.50	57.50	0.00	0.00	0.00	0.00
TASK	TASK FORCE	1,290.00	0.00	0.00	0.00	1,290.00	0.00
Total Sales Ledger No 1		16,317.50	946.54	0.00	72.00	15,298.96	0.00
TOTAL SALES LEDGER BALANCES		16,317.50	946.54	0.00	72.00	15,298.96	0.00

**Report 1017GEM7 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 31 October 2017 in the Council Chamber,
Shaftesbury Town Hall**

7 Budget

To consider the draft budget for 2018/19

7.1 Recommendation

7.1.1 That the budget and precept request for 2018 is Recommended to the Council.

7.2 Background

7.2.1 The Council has taken budget considerations through one round of committee meetings, sought feedback from the public and then considered the budget again at a second round of committee meetings.

7.2.2 The Committee should now be at a point to recommend a draft budget and precept to Council on 14th November 2017. The Council will be asked to resolve this as its draft budget and then formally adopt it and confirm its precept request when it meets in January 2018.

7.2.3 Detailed budget is shown at **Appendix F**

7.2.4 To deliver all the requirements currently identified in the budget and without drawing on any of the reserves, the precept request would be £495,683 which is an increase of £25,000.

7.2.5 The reserves are currently healthy, it is recommended that some funds are drawn from the General Reserves rather than included on the precept request.

7.3 Financial Implications

7.3.1 The Council is required to set its budget and make its precept request by January each year.

7.4 Legal Implications

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

7.5 Risks

7.5.1 The risk in not raising a precept is that the Council will not be able to continue providing services to the town as outlined in the budget proposals.

(End)

Report Author:
Claire Commons, Town Clerk

Appendix F. 2018/19 Budget

Printed on 26/10/2017

At 11:24

Shaftesbury Town Council Budget Detail - By Committee

Page No 1

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

Note : Q2 Budget Notes

		<u>Last Year</u>				<u>Current Year</u>		<u>Draft Budget 2018/19</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.	Next Year Budget
Personnel								
402 Staffing Costs								
4000	Salaries	194,394	153,927	202,682	0	75,270	0	206,008
4005	Employers NI	25,802	14,322	17,994	0	7,876	0	18,979
4006	Employers Superann	44,920	32,591	42,962	0	16,035	0	43,678
4010	Staff Training	1,500	3,678	1,500	0	60	0	5,000
4015	Staff Travel & Subsistance	300	739	300	0	83	0	500
4018	Staff Recruitment	0	0	0	0	0	0	1,000
4020	Sub Contract Labour	0	9,223	0	0	19,965	0	0
OverHead Expenditure		266,916	214,480	265,438	0	119,290	0	275,165
1360	Contribution Street Cleaning	10,055	10,055	10,250	0	9,585	0	9,585
Total Income		10,055	10,055	10,250	0	9,585	0	9,585
402	Net Expenditure	256,861	204,425	255,188	0	109,705	0	265,580
Personnel - Expenditure		266,916	214,480	265,438	0	119,290	0	275,165
Income		10,055	10,055	10,250	0	9,585	0	9,585
Net Expenditure		256,861	204,425	255,188	0	109,705	0	265,580

Continued on Page 2

Shaftesbury Town Council
Budget Detail - By Committee

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

Note : Q2 Budget Notes

		<u>Last Year</u>				<u>Current Year</u>		<u>Draft Budget 2018/19</u>
		<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Fwd/Rev Budget</u>	<u>Actual YTD</u>	<u>Committed Exp.</u>	<u>Next Year Budget</u>
General Management								
301	Civic							
4265	General Supplies	0	0	0	0	0	0	0
4300	Mayors Allowance	2,000	1,375	2,100	0	1,318	262	2,157
4302	Councillor Allowances	4,320	2,160	3,240	0	1,350	0	3,240
4305	Regalia	0	0	0	0	0	0	300
4310	Councillor Training	840	630	420	0	155	0	431
4311	Councillor Travel/Subsistence	400	108	200	0	48	0	205
4315	Hospitality	220	281	280	0	101	0	288
4316	Civic Event Queens 90th	1,000	951	0	0	0	0	0
4390	Mayor's Charity Expenditure	0	150	0	0	0	0	0
	OverHead Expenditure	8,780	5,656	6,240	0	2,971	262	6,621
1400	Mayor's Charity Income	0	0	0	0	55	0	0
	Total Income	0	0	0	0	55	0	0
301	Net Expenditure	8,780	5,656	6,240	0	2,916	262	6,621
302 Legal and Professional								
4325	Audit	3,250	3,364	2,750	0	0	0	2,850
4326	Books & Subscriptions	1,500	1,603	1,500	0	1,132	0	1,541

Continued on Page 3

Note : Q2 Budget Notes

		<u>Last Year</u>				<u>Current Year</u>		<u>Draft Budget 2018/19</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.	Next Year Budget
4330	Insurance	15,000	12,590	13,000	0	14,998	0	16,500
4341	Professional Fees	15,000	9,081	25,000	0	7,757	0	10,000
4342	Election Costs	4,000	8,000	4,000	0	-7,594	0	8,000
	OverHead Expenditure	38,750	34,638	46,250	0	16,292	0	38,891
1301	Miscellaneous Income	0	1,075	0	0	0	0	0
	Total Income	0	1,075	0	0	0	0	0
302	Net Expenditure	38,750	33,563	46,250	0	16,292	0	38,891
303	Grants & SLA							
4350	Community Grants	39,000	33,482	30,000	0	26,135	0	30,000
	OverHead Expenditure	39,000	33,482	30,000	0	26,135	0	30,000
	Total Income	0	0	0	0	0	0	0
303	Net Expenditure	39,000	33,482	30,000	0	26,135	0	30,000
304	Finance							
4380	Bank Charges	100	32	500	0	0	0	500
4392	S106 Expenditure	0	17,500	0	0	0	0	0
	OverHead Expenditure	100	17,532	500	0	0	0	500

Continued on Page 4

Note : Q2 Budget Notes

		<u>Last Year</u>				<u>Current Year</u>		<u>Draft Budget 2018/19</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.	Next Year Budget
1301	Miscellaneous Income	0	176	0	0	0	0	0
1340	Bank Interest Received	36	31	36	0	4	0	37
1350	S106 Income	0	17,500	0	0	0	0	0
1376	Precept	446,900	446,900	470,683	0	470,683	0	0
1400	Mayor's Charity Income	0	138	0	0	0	0	0
Total Income		446,936	464,744	470,719	0	470,687	0	37
304	Net Expenditure	-446,836	-447,212	-470,219	0	-470,687	0	463
401	General Running Costs							
4265	General Supplies	100	124	150	0	42	0	154
4345	Advertising	1,000	1,155	1,000	0	1,407	199	1,500
4348	Consultations	0	0	0	0	0	0	1,000
4400	Printing	2,200	1,914	1,800	0	560	0	1,200
4401	Stationery	1,300	975	1,300	0	633	0	1,300
4402	Postage	850	906	850	0	218	0	500
4410	Telephone	1,800	2,259	2,400	0	1,320	0	2,640
4414	IT Software & Equipment	3,400	3,119	3,000	0	1,120	0	3,081
4415	IT Support	1,250	363	1,250	0	506	0	960
4417	Web Site	800	758	856	0	330	0	700
4419	Rifles Monument storage	200	0	0	0	0	0	0

Continued on Page 5

Shaftesbury Town Council
Budget Detail - By Committee

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

Note : Q2 Budget Notes

		<u>Last Year</u>				<u>Current Year</u>		<u>Draft Budget 2018/19</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.	Next Year Budget
4420	Office Equipment	1,150	1,123	1,150	0	737	0	1,000
	OverHead Expenditure	14,050	12,696	13,756	0	6,872	199	14,035
401	Net Expenditure	14,050	12,696	13,756	0	6,872	199	14,035
General Management - Expenditure		100,680	104,005	96,746	0	52,270	461	90,047
	Income	446,936	465,819	470,719	0	470,742	0	37
	Net Expenditure	-346,256	-361,815	-373,973	0	-418,472	461	90,010

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Shaftesbury Town Council
Budget Detail - By Committee

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

Note : Q2 Budget Notes

		<u>Last Year</u>				<u>Current Year</u>		<u>Draft Budget 2018/19</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.	Next Year Budget
<u>ROSE</u>								
<u>101</u>	<u>Allotment</u>							
4165	Water Rates	500	416	550	0	396	0	565
4250	Repairs & Maintenance	350	350	200	0	0	0	205
4265	General Supplies	175	156	175	0	0	0	0
4275	Equipment Hire	0	0	350	0	0	0	350
4414	IT Software & Equipment	0	0	0	0	0	0	165
	OverHead Expenditure	1,025	922	1,275	0	396	0	1,285
1104	Allotment Rent Income	1,676	1,799	1,700	0	90	0	1,700
	Total Income	1,676	1,799	1,700	0	90	0	1,700
101	Net Expenditure	-651	-877	-425	0	306	0	-415
<u>102</u>								
<u>Cemetery</u>								
4150	Rates & Services	174	186	413	0	251	0	424
4165	Water Rates	86	82	90	0	0	0	90
4250	Repairs & Maintenance	2,500	207	2,000	0	0	0	2,054
4265	General Supplies	300	270	300	0	0	0	0
4414	IT Software & Equipment	0	0	0	0	0	0	285
	OverHead Expenditure	3,060	744	2,803	0	251	0	2,853

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Note : Q2 Budget Notes

		<u>Last Year</u>				<u>Current Year</u>		<u>Draft Budget 2018/19</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.	Next Year Budget
1105	Cemetery Income	2,200	2,839	2,300	0	1,120	0	2,300
	Total Income	2,200	2,839	2,300	0	1,120	0	2,300
102	Net Expenditure	860	-2,095	503	0	-869	0	553
103	General Grounds							
4020	Sub Contract Labour	1,200	1,144	4,300	0	610	795	2,000
4150	Rates & Services	2,500	2,347	2,509	0	1,510	0	2,577
4155	Electricity	580	715	800	0	431	0	860
4165	Water Rates	1,500	2,048	2,600	0	849	0	2,500
4250	Repairs & Maintenance	2,500	1,956	2,200	0	583	0	2,200
4256	Treework & Fencing	4,000	3,330	4,000	0	0	0	4,000
4257	Plants	0	0	2,000	0	0	0	1,000
4261	Refuse Collection	2,500	2,537	3,500	0	832	0	3,500
4265	General Supplies	350	377	350	0	176	0	359
4270	Equipment Repairs	2,000	1,781	2,000	0	1,427	0	2,054
4271	Equipment Purchases	500	461	3,500	0	182	550	2,000
4272	Fuel for Equipment	1,000	1,861	2,500	0	1,473	0	2,568
4273	Memorial Bench	0	1,359	0	0	0	0	0
4274	Rent Unit 9C	7,111	7,111	7,250	0	5,545	0	7,572
4275	Equipment Hire	750	586	750	0	102	0	500

Continued on Page 8

Note : Q2 Budget Notes

		<u>Last Year</u>				<u>Current Year</u>		<u>Draft Budget 2018/19</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.	Next Year Budget
4278	Alarm Costs	220	68	230	0	55	0	65
4280	Fuel for Vehicles	2,500	1,983	2,200	0	1,052	0	2,000
4281	Motor Expenses	3,500	2,012	2,500	0	836	0	1,500
4282	Hitachi Payments Mower	0	1,748	0	0	5,095	0	10,190
4285	PPE	800	820	1,000	0	-3	0	1,000
4290	Playground Inspections	350	300	750	0	350	0	400
4291	Playground Repair/Maintenance	4,500	3,393	4,500	0	4,293	4,195	4,622
4293	Play Area Design	0	0	0	0	0	0	2,000
4299	SLA-Trinity Grounds Maintainan	0	1,424	1,425	0	1,424	0	1,500
OverHead Expenditure		38,361	39,361	50,864	0	26,823	5,540	56,967
1102	Contribution to Services	0	1,273	1,200	0	515	0	1,232
1103	Rents	3,165	2,982	3,220	0	755	0	418
1300	Grass Cutting Income	0	5,695	5,695	0	5,994	0	5,994
1301	Miscellaneous Income	0	314	0	0	1,939	0	0
1302	Memorial Bench Income	0	0	0	0	1,369	0	0
Total Income		3,165	10,263	10,115	0	10,572	0	7,644
103	Net Expenditure	35,196	29,097	40,749	0	16,251	5,540	49,322
<u>105 Local Delivery services</u>								
4020	Sub Contract Labour	2,500	2,520	2,500	0	0	0	2,500

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Note : Q2 Budget Notes

		<u>Last Year</u>				<u>Current Year</u>		<u>Draft Budget 2018/19</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.	Next Year Budget
4150	Rates & Services	2,695	2,468	2,078	0	1,246	0	2,134
4155	Electricity	760	694	760	0	289	0	750
4165	Water Rates	2,100	1,787	2,200	0	1,068	0	2,259
4175	Car Parking Contribution	2,000	0	2,000	0	0	0	0
4176	CCTV	2,000	0	0	0	0	0	0
4177	Bus Shelters	225	0	250	0	150	150	300
4250	Repairs & Maintenance	2,500	1,510	2,700	0	1,298	0	2,773
4260	Cleaning Supplies	1,000	872	1,100	0	412	0	1,000
4265	General Supplies	50	0	0	0	8	0	0
4271	Equipment Purchases	150	0	0	0	0	0	0
OverHead Expenditure		15,980	9,853	13,588	0	4,469	150	11,716
1501	Street Market Rents R'ved	7,500	8,246	7,999	0	4,500	0	7,999
Total Income		7,500	8,246	7,999	0	4,500	0	7,999
105	Net Expenditure	8,480	1,607	5,589	0	-31	150	3,717
201	Town Hall							
4020	Sub Contract Labour	3,720	2,947	320	0	0	0	0
4150	Rates & Services	7,500	7,260	6,771	0	4,053	0	6,954
4155	Electricity	1,800	1,499	2,176	0	687	0	2,235
4160	Gas	1,800	2,753	1,800	0	1,324	0	2,000

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Note : Q2 Budget Notes

		<u>Last Year</u>				<u>Current Year</u>		<u>Draft Budget 2018/19</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.	Next Year Budget
4165	Water Rates	300	181	250	0	73	0	200
4200	Wedding Costs	650	516	550	0	383	0	565
4230	Trinity Car Park Space	440	420	450	0	275	0	550
4250	Repairs & Maintenance	3,000	2,984	4,000	0	1,519	0	3,000
4260	Cleaning Supplies	350	361	370	0	145	0	300
4265	General Supplies	850	692	850	0	17	0	500
4271	Equipment Purchases	200	203	500	0	674	0	550
4278	Alarm Costs	1,500	2,203	1,300	0	240	0	500
4414	IT Software & Equipment	0	0	0	0	0	0	285
OverHead Expenditure		22,110	22,019	19,337	0	9,389	0	17,638
1201	Hall Hire	25,000	24,177	28,691	0	14,079	0	28,691
1203	Weddings	2,300	2,246	2,070	0	1,529	0	1,800
1204	Shop Rents	18,000	18,000	18,000	0	9,000	0	18,000
1220	Solar Panel Feed in Tariff	1,800	1,825	1,390	0	680	0	1,500
Total Income		47,100	46,248	50,151	0	25,288	0	49,991
201	Net Expenditure	-24,990	-24,229	-30,814	0	-15,899	0	-32,353
305	Swimming Pool							
4008	Life Guard Salaries	15,500	18,773	21,000	0	18,594	0	22,000
4010	Staff Training	200	22	1,000	0	905	0	1,000

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Note : Q2 Budget Notes

	<u>Last Year</u>				<u>Current Year</u>		<u>Draft Budget 2018/19</u>
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.	Next Year Budget
4150 Rates & Services	2,450	2,420	2,586	0	1,556	0	2,586
4155 Electricity	1,100	1,934	1,000	0	830	0	1,500
4160 Gas	3,220	2,011	2,500	0	1,705	0	2,200
4165 Water Rates	1,400	2,196	1,500	0	977	0	2,000
4250 Repairs & Maintenance	500	1,722	1,000	0	1,407	0	2,459
4260 Cleaning Supplies	200	228	260	0	218	0	220
4270 Equipment Repairs	350	0	350	0	0	0	0
4271 Equipment Purchases	1,000	1,884	1,050	0	1,168	0	1,000
4285 PPE	70	30	0	0	11	0	0
4360 Chemicals	2,500	4,030	4,000	0	3,910	0	4,000
4361 Pool Cleaning	1,000	800	0	0	0	0	0
4362 Plant Servicing/Repairs	1,500	1,221	1,600	0	1,414	0	1,500
4363 DBS Checks	200	133	200	0	125	0	150
4364 Uniforms	200	20	500	0	321	34	350
4365 Music Licences	150	120	249	0	122	0	250
4366 Confectionery	300	367	500	0	442	0	480
4367 Insurance Swimming Pool	750	0	0	0	0	0	0
4370 Swimming Pool Advertising	1,050	1,289	700	0	1,300	0	1,500
4372 Emergency Fuund	6,656	0	0	0	0	0	0
4373 ATC Renewal	0	0	230	0	219	0	230
4374 Life Guard Training Course	0	0	0	0	1,205	0	0

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Shaftesbury Town Council
Budget Detail - By Committee

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

Note : Q2 Budget Notes

		<u>Last Year</u>				<u>Current Year</u>		<u>Draft Budget 2018/19</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.	Next Year Budget
4410	Telephone	204	299	275	0	151	0	275
	OverHead Expenditure	40,500	39,499	40,500	0	36,581	34	43,700
1220	Solar Panel Feed in Tariff	0	1,237	0	0	511	0	1,200
1365	Swimming Pool Income	15,500	17,146	40,500	0	16,745	0	18,500
1366	Income Life Guards Course	0	0	0	0	1,200	0	0
	Total Income	15,500	18,383	40,500	0	18,456	0	19,700
305	Net Expenditure	25,000	21,116	0	0	18,125	34	24,000
	ROSE - Expenditure	121,036	112,396	128,367	0	77,909	5,724	134,160
	Income	77,141	87,778	112,765	0	60,026	0	89,334
	Net Expenditure	43,895	24,619	15,602	0	17,883	5,724	44,825

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Note : Q2 Budget Notes

		<u>Last Year</u>				<u>Current Year</u>		<u>Draft Budget 2018/19</u>
		<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Fwd/Rev Budget</u>	<u>Actual YTD</u>	<u>Committed Exp.</u>	<u>Next Year Budget</u>
<u>Reserves & Projects</u>								
<u>901</u>	<u>Reserves & Projects</u>							
4902	Community Hall Cockrams	3,000	0	0	3,000	0	0	10,000
4904	Toilets	21,500	0	6,000	24,500	0	0	0
4905	Town Hall Building Fund	0	0	0	0	8,358	0	0
4906	Playground Equipment	36,987	31,770	0	5,217	0	0	15,000
4907	Grounds Equipment	6,089	6,089	2,000	0	0	0	0
4910	Street Furniture	16,826	5,979	4,000	10,847	200	0	10,000
4912	Energy System Town Hall	5,000	0	0	5,000	0	0	0
4913	Town Centre Enhancement	8,109	0	0	8,109	0	0	0
4914	Ground Cover Planting	3,810	2,110	0	1,700	947	0	0
4917	Cycle Route	11,500	0	0	11,500	0	0	0
4919	Cobbles	0	0	0	0	0	0	1,000
4920	Town Entrance	2,705	0	0	0	0	0	0
4921	Swimming Pool	30,755	17,864	0	0	0	0	0
4922	Vehicles	10,000	0	14,000	10,000	0	0	0
4923	Grit Bins	0	0	0	0	0	0	4,000
4924	Heritage Lanterns	10,000	0	0	10,000	0	0	0
4925	Toilet Improvements	3,000	0	0	0	0	0	0
4926	Tree Planting	2,745	387	2,000	3,273	0	0	0

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Note : Q2 Budget Notes

		<u>Last Year</u>				<u>Current Year</u>		<u>Draft Budget 2018/19</u>
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.	Next Year Budget
4927	Tree Removal	1,510	595	0	0	0	0	0
4928	Replacement IT Equipment	2,500	2,345	2,500	0	0	0	2,500
4929	Cemetery Improvements	9,800	7,496	0	2,304	0	0	0
4930	Jubilee Steps Enhancement	8,000	2,600	0	5,400	720	0	10,000
4931	Swimming Pool Running costs	12,967	0	10,000	35,895	799	0	10,000
4932	Neighbourhood Planning Group	13,010	4,325	0	8,686	583	0	1,898
4933	A30 Allotment Site	0	0	25,000	0	0	0	0
OverHead Expenditure		219,813	81,559	65,500	145,431	11,607	0	64,398
1301	Miscellaneous Income	0	6,153	0	0	0	0	0
Total Income		0	6,153	0	0	0	0	0
901	Net Expenditure	219,813	75,406	65,500	145,431	11,607	0	64,398
902	Capital Replacement Reserve							
4905	Town Hall Building Fund	35,000	0	31,683	35,000	0	0	12,370
4909	Gold Hill Wall	5,000	0	0	0	0	0	0
4916	Bus Shelters	0	0	0	0	0	0	3,500
4918	CCTV	4,000	0	6,000	4,000	0	0	15,000
OverHead Expenditure		44,000	0	37,683	39,000	0	0	30,870
902	Net Expenditure	44,000	0	37,683	39,000	0	0	30,870

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Shaftesbury Town Council
Budget Detail - By Committee

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

Note : Q2 Budget Notes

	<u>Last Year</u>				<u>Current Year</u>		<u>Draft Budget 2018/19</u>
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.	Next Year Budget
Reserves & Projects - Expenditure	263,813	81,559	103,183	184,431	11,607	0	95,268
Income	0	6,153	0	0	0	0	0
Net Expenditure	263,813	75,406	103,183	184,431	11,607	0	95,268
Total Budget Expenditure	752,445	512,439	593,734	184,431	261,075	6,185	594,640
Income	534,132	569,805	593,734	0	540,352	0	98,956
Net Expenditure	218,313	-57,365	0	184,431	-279,277	6,185	495,683

**Report 1017GEM8 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 31 October 2017 in the Council Chamber,
Shaftesbury Town Hall**

8 Audit Recommendations

To review the Internal Auditor's recommendations.

8.1 Recommendation

8.1.1 To receive the report and agree any actions arising.

8.2 Background

8.2.1 Actions from Internal Auditor's report:

Control area	Issue	Recommended Action	Update
Bank balances	It is good practice when approving the payments list to also minute the balance on the bank reconciliation. <i>(also raised last year)</i>	Please could the minute template be amended so that this is done from now on.	All minutes now include this information
Bank reconciliation	It is good practice for each of the members in rotation to agree the bank reconciliation each month. <i>(also raised last year)</i>	This should be implemented from the next available meeting	
Bank balances	The bulk of the councils funds are held in the current account with the remainder in an account that offers 0.01% <i>(also raised last year)</i>	The council should actively seek a better account for the contingency reserves	The council has invested with the CCLA property fund and the CCLA deposit account
Swimming Pool	The swimming pool was successfully managed by the council during the summer of 2016 and will shortly open for 2017.	As part of the strategic plan the members should ensure that the views of users of the outdoor pool are taken into account.	Pool priority reassessed as low. File note reminder made for consultation ahead of discussions about roof
Electronic payments	The systems and controls in the finances of the council are now such that electronic payments can be adopted without a problem.	The finance officer and clerk should change to electronic payments as soon as practicable.	Reported as implemented under Officer report of 5 th September 2017 (Full Council)

Debtors Ledger	One of the sports clubs appears to be consistently late in paying its bills.	Members should work with officers to review all debtors on a quarterly basis.	All debtors reviewed quarterly. Specific situation debated 13 th June 2017 and 31 st October 2017.
Town Hall refurbishment	Over the last six years the council has built up a reserve for the works needed on the Town Hall. The building is listed but the internal walls in the office area are not, allowing greater flexibility in resource allocation.	For current and future officers to have the space and facilities to carry out the strategic plan intentions, this project should be brought forward.	Adjustments have been made internally to satisfy current needs. This will be reviewed if additional requirements become apparent.
Strategic Plan	It is excellent that the council is now planning forwards but members need to be aware of the staffing implications of multiple projects and the time it takes to bring new residents into the information loop.	When the plan is next reviewed, a spread of several years should be allocated to those projects that will require more public consultation.	Some items in the plan have had priorities lowered. Further review still to be carried out.
Social Media	Shaftesbury has several very active Facebook groups but the Town Council does not have its own page.	It may be useful when engaging with new and younger residents to set up such a page based on the experience of other Town Councils.	A project specific page was resolved by ROSE on 6 th June 2017. A report to consider Council social media is to be considered on 31 st October 2017.
Elector queries	For several years the final accounts of STC have been subject to elector queries	Now that the systems and controls are functioning well, this should not recur.	There were several substantial elector queries received by the external auditor which were not charged for therefore it is presumed that they were without merit.

(End)

Report Author:
Claire Commons, Town Clerk

**Report 1017GEM9 to a meeting of the General Management
Committee**
**To be held at 7.00pm on Tuesday 31 October 2017 in the Council
Chamber, Shaftesbury Town Hall**

9 Financial Management

To resolve that the Council holds a debit card in the Town Clerk's name to replace the current credit card

9.1 Recommendation

9.1.1 That the Town Council holds a debit card in the Town Clerk's name to replace the current credit card.

9.2 Background

9.2.1 In July 2015 the Council resolved to obtain a Council Credit Card.

9.2.2 It is recommended that the payment card is changed to a debit card so that the council is not 'taking out credit' each month.

9.2.3 All previous security measures will remain in place:

- The card is kept in the safe.
- All receipts are retained and reconciled to the monthly statement.
- The Town Clerk is the only person authorised to use it and keeps the pin number to themselves.

9.2.4 Cheque signatories will be required to sign the paperwork.

9.3 Financial Implication

9.3.1 There will be a saving of £35 per annum for the annual card fee

9.4 Legal Implications

9.4.1 Every local council is responsible for ensuring that financial management of the council is adequate and effective and that the Council has a sound system of internal control. Audit and Accountability Act 2014.

(End)

Report Author:
Claire Commons, Town Clerk

**Report 1017GEM10 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 31 October 2017 in the Council Chamber,
Shaftesbury Town Hall**

10 Planning Applications

To consider responses to planning applications identified for return to the Planning Authority, to include but not be limited to: 21 Coppice Street, and Flat 8 Spillers House.

10.1 Recommendation

- 10.1.1 That the Committee provides its observations on the below mentioned applications and any further applications received before the date of the meeting.

10.2 Background

- 10.2.1 Shaftesbury Town Council is a statutory consultee for planning applications which is provided with the opportunity to make observations on planning applications within its parish boundary. These observations are reported back to the planning authority in order that it can make an informed decision when determining the applications.
- 10.2.2 The Committee may request that an application be considered by the planning authority's development management committee if there are matters of concern or which would be better considered during debate.
- 10.2.3 Members are asked to consider for each application shown at **Appendix G**, whether they support the application or object to it. Consideration should be given to matters relating to planning law and to local knowledge.
- 10.2.4 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 in Appendix A
- 10.2.5 Shaftesbury Town Council is not a statutory consultee for tree applications and is no longer automatically advised of applications being considered. The Council may still make comments on those it is aware of in the planning system.

10.3 Financial Implications

- 10.3.1 There are no financial implications arising from this report

10.4 Legal Implications

- 10.4.1 There are no legal implications arising from this report

(End)

Report Author:
Claire Commons, Town Clerk

Appendix G. Planning Applications to include but not limited to:

[2/2017/1496/HOUSE - 21 Coppice Street Shaftesbury SP7 8PD](#)

Erect 2 No. single storey extensions (demolish existing single storey extension).

Applicant Name Mr Peter Huntley-Hawkins

Agent Name N/A

[2/2017/1497/LBC - 21 Coppice Street Shaftesbury SP7 8PD](#)

Demolish existing single storey extension. Erect 2 No. single storey extensions and carry out associated internal and external alterations.

Applicant Name Mr Peter Huntley-Hawkins

Agent Name N/A

[2/2017/1531/FUL - Flat 8 Spillers House 25 Old Boundary Road Shaftesbury SP7 8EP](#)

Change of use of first floor studio bedsit flat into Housing Association office.

Agent Name Mr Anthony Southey

Agent Name ARCHITECT CHARTERED SERVICES

**Report 1017GEM11 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 31 October 2017 in the Council Chamber,
Shaftesbury Town Hall**

11 Hearing Loop

To consider bringing the hearing loop systems up to a functioning level in the Guildhall and Council Chambers

11.1 Recommendation

11.1.1 That Company C be appointed to install a new hearing loop system in both the Guildhall and Council Chambers.

11.2 Background

11.2.1 The Council discussed the hearing loop as part of the Town Hall Maintenance Project at the General Management meeting held on 13th June 2017, costs have now been sought and provided to you below.

11.2.2 Surveys have been completed and quotes received by four different companies. Three advise that the current equipment is not suitable to be used alongside the equipment now available for Hearing Loop Systems and have recommended to install a complete new system in both the Council Chambers and the Guild Hall.

11.2.3 Company C has advised they may be able to make use of the current equipment, but it will need to be tested before being able to confirm this. They have provided two quotes, one for a complete new system and one for repairing and expanding on the equipment that is already installed.

11.2.4 The quotes for both equipment and installation received are as follows:

Company A	£6784
Company B	£4499.60
Company C	£947 or £2280.55
Company D	£6098

11.3 Financial Implications

11.3.1 There is currently £2481 remaining in Repairs and Maintenance for the year 17-18. (4250) and an EMR balance of £58325 under Town Hall Building Fund. (327)

11.4 Legal Implications

11.4.1 The Council has a duty under the Equality Act 2010 to have due regard to the need to eliminate discrimination and advance equality of opportunity.

11.5 Risks

11.5.1 There are no risks involved in purchasing and installing the system.

(End)

Report Authors:

Claire Commons, Town Clerk and Zoe Moxham, Office Administrator

**Report 1017GEM12 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 31 October 2017 in the Council Chamber,
Shaftesbury Town Hall**

12 Officer Report

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

12.1 Recommendation

12.1.1 To receive and note the report

12.1.2 To form a Strategic Plan Working Party. (12.2.1)

12.2 Strategic Plan Updates

12.2.1 The Committee has 50 projects / work areas identified on the Strategic Plan. The Committee is recommended to form a working party to discuss the detail of the projects to put recommendations back to the Committee or Council. Draft terms of reference for the working group are provided at

12.2.2 A30 Allotments – awaiting final document from North Dorset District Council solicitors, ready for transfer. Quotes to be sought.

12.2.3 At its meeting in September the ROSE Committee recommended that Electric Vehicle Charging Points be considered for inclusion in the Strategic Plan.

12.3 Items for next meeting

12.3.1 The Committee is requested to consider items for the next meeting.

(End)

Report Author:
Claire Commons, Town Clerk

1 Membership

1.1 The Working Party will consist of at least 5 members of the Council and all committees represented.

1.2 The Chairperson to be elected at the first meeting of the working group, prior to any business being transacted and will hold office until the next Annual Meeting of the Council.

2 Quorum

2.1 The quorum shall be a minimum of 3 members

3 Voting

3.1 None – a consensus will be gauged, and a written report presented to the Town Council.

4 Meetings

4.1 Meetings shall be held at least quarterly. Additional meetings will be convened as required.

4.2 Notes of all meetings shall be provided to the Town Council.

5 Function

5.1 To discuss all elements of the Strategic Plan, identifying specific aims and actions.

5.2 To consider the priority of all elements of the Strategic Plan to form a 5-year work plan.

5.3 To consider all financial implications and inform the annual budget setting process

6 Delegated Powers

6.1 The Working Party has no delegated powers

7 Reporting

7.1 The Strategic Plan Working Party is accountable to the Full Council.

7.2 A written report and any recommendations from meetings will be presented to the Council no later than 1 week prior to the scheduled meetings of the Council.

8 Revision

8.1 A review of the working party membership and its duties will be taken annually, in May