



# Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

Town Clerk: Mrs Claire Commons

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VAT Reg No 241 1307 58

To: **All members of Shaftesbury Town Council.** All other recipients for information only.  
You are required to attend Shaftesbury Town Council's **Annual Meeting**  
**to be held at 7.00pm on Tuesday 23<sup>rd</sup> May 2017 in the Council Chamber, Shaftesbury**  
**Town Hall**

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

**Claire Commons**

**Town Clerk**

Members are reminded of their duty under the Code of Conduct

## Public Participation

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

Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business.

Agenda Item	
<b>01. Election of Chairman &amp; Town Mayor and Vice Chairman &amp; Deputy Mayor</b> <b>p3</b>	
To elect a Chairman and Town Mayor, to receive the Chairman and Town Mayor's Declaration of Acceptance of Office and to elect a Vice Chairman and Deputy Town Mayor.	
	Report 0517AM01
<b>02. Apologies</b>	
To receive and consider for acceptance, apologies for absence	
<b>03. Declarations of Interest and Dispensations</b>	
Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.	
<b>04. Minutes</b>	
To confirm as a correct record, the minutes of the previous meeting of the Council held on 11 <sup>th</sup> April 2017.	
<b>05. Accounts Year Ending 31st March 2017</b> <b>p5</b>	
To report on the financial position of the Town Council's accounts for the year ending 31st March 2017 and to receive and consider for adoption, the Internal Auditor's report, the Annual Governance Statement and the Statement of Accounts for the year ending 31st March 2017.	
	Report 0517AM05

Agenda Item		
<b>06. Payments</b>		<b>p24</b>
To consider payments for authorisation.		
		Report 0517AM06
<b>07. Standing Committees</b>		<b>p26</b>
To appoint the Council's Standing Committees for the municipal year 2017/18 and review their terms of reference		
		Report 0517AM07
<b>08. Local Organisations</b>		<b>p29</b>
To appoint representatives to local organisations for the municipal year 2017/18		
		Report 0517AM08
<b>09. Asset register and Inspect of Deeds</b>		<b>p30</b>
To receive inventory of land and assets including buildings and office equipment and to confirm the Mayor and Deputy Mayor 2016/17 have inspected the Town Council's deeds.		
		Report 0517AM09
<b>10. Annual Subscriptions</b>		<b>p47</b>
To resolve the Annual Subscriptions for the municipal year 2017/18		
		Report 0517AM10
<b>11. Bank Signatures</b>		<b>p48</b>
To confirm the Town Council's Bank Signatories for the municipal year 2017/18		
		Report 0517AM11
<b>12. Members Allowances / Expenses and Attendance</b>		<b>p49</b>
To receive a report on members' allowances and expenses claimed in the year ending 31st March 2017 and their attendance at Council and Committee meetings for the municipal year ending 22nd May 2017		
		Report 0517AM12
<b>13. Calendar of Meetings</b>		<b>p51</b>
To approve the Calendar of Meetings for the 2017/18 municipal year.		
		Report 0517AM13
<b>14. Town Hall Keyholders</b>		<b>p53</b>
To appoint keyholders for 2017/18		
		Report 0517AM14
<b>15. Shaftesbury Fringe</b>		<b>p54</b>
To consider request for support for Shaftesbury Fringe		
		Report 0517AM15
<b>16. Officer Report and Future Meetings of the Council</b>		<b>p55</b>
To receive any correspondence and updates relating to the work of the Council, to confirm the date of the next meeting and to identify matters for inclusion on the agenda.		
		Report 0517AM16

(End)

**Report 0517AM01 to Shaftesbury Town Council's Annual Meeting  
to be held at 7.00pm on Tuesday 23rd May 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Election of Chairman & Town Mayor and Vice Chairman & Deputy Mayor**

**1. Purpose of Report**

To elect a Chairman and Town Mayor, to receive the Chairman and Town Mayor's Declaration of Acceptance of Office and to elect a Vice Chairman and Deputy Town Mayor.

**2. Recommendation**

- 2.1. That the Town Council selects its Chairman and Town Mayor and Vice Chairman and Deputy Mayor for the municipal year 2017/18.

**3. Meeting Procedure**

- 3.1. The retiring Mayor will ask for the nomination for the position of Mayor 2015/2016 via a traditional proposer and seconder process.
- 3.2. will then take place via a traditional vote. The candidate must achieve an absolute majority of those present and voting.
- 3.3. The Proper Officer will formally announce the elected Mayor at the end of the process.
- 3.4. At this point the newly elected Mayor will take the place of the retiring Mayor and the Chain of Office will be handed to the newly elected Mayor.
- 3.5. Those present will be asked to stand to receive the new Mayor's Declaration of Acceptance of Office.
- 3.6. The new Mayor will then give a vote of thanks to the retiring Mayor for 2014/2015 and the Mayor will give her retiring speech for the municipal year 2014/2015.
- 3.7. The new Mayor will then give his/her Mayoral Address for 2015/2016.
- 3.8. The Mayor will then ask for the nomination for the position of Deputy Mayor 2015/2016 via a traditional proposer and seconder process.
- 3.9. The above procedure will be repeated for the selection of Deputy Mayor.
- 3.10. The newly elected Deputy Mayor will then take the place of the retiring Deputy Mayor and the Badge of Office will be handed to the newly elected Deputy Mayor.

**4. Criteria for voting**

- 4.1. The criteria for the vote will be as follows:
- A successful candidate must have received an absolute majority vote of those present and voting.
  - It follows that if there are more than two candidates and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again.

- This process must, if necessary, be repeated until an absolute majority is obtained.

## **5. Legal Implications**

- 5.1. The Local Government Act 1972 s 15.2 states that *'The election of a chairman shall be the first business transacted at the annual meeting of the parish council'*
- 5.2. The Local Government Act 1972 s 15.1 states that *'The chairman of a parish council shall be elected annually by the council from among the councillors'*.
- 5.3. The Local Government Act 1972 s 15.6 states that *'The parish council may appoint a member of the council to be vice-chairman of the council.'*

(End)

Report Author:  
Claire Commons  
Town Clerk

**Report 0517AM05 to Shaftesbury Town Council's Annual Meeting  
to be held at 7.00pm on Tuesday 23rd May 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Accounts Year Ending 31<sup>st</sup> March 2017**

**1. Purpose of Report**

To report on the financial position of the Town Council's accounts for the year ending 31<sup>st</sup> March 2017 and to receive and consider for adoption, the Internal Auditor's report, the Annual Governance Statement and the Statement of Accounts for the year ending 31<sup>st</sup> March 2017.

**2. Recommendation**

- 2.1. That the Town Council's accounts be considered and noted.
- 2.2. That the Internal Auditor's report and the Town Clerk's associated action plan for the year ending 31<sup>st</sup> March 2017 is adopted.
- 2.3. That the Annual Governance Statement for the year ending 31<sup>st</sup> March 2017 is approved and duly signed.
- 2.4. That the Statement of Accounts for the year ending 31<sup>st</sup> March 2017 is approved and duly signed thereby approving the Council's Annual Return.

**3. Internal Auditor's Report**

- 3.1. The Internal Auditor's report is provided at **Appendix A**. The recommended actions are sufficiently few that a separate action plan should not be required. Instead members should satisfy themselves throughout the year that the recommendations are being carried out. The Town Clerk will report on these items as part of the financial quarter reporting.

**4. Balance Sheet**

- 4.1. The Town Council's balance sheet is provided at **Appendix B** identifying balances of £394,223 of which £192,291 are earmarked funds. The General Reserves are £201,932, an increase of £68,387 from year ending 31<sup>st</sup> March 2016 and is a result of careful analysis of the earmarked funds and a return to the general fund for those unspent monies due to the projects being achieved under budget or discontinuing due to changing circumstances.
- 4.2. The Bank Reconciliations have been verified and signed by the Internal Auditor and are provided at **Appendix C**, the list of Debtors and Creditors is provided at **Appendix D**.
- 4.3. Income and Expenditure is shown in detail at **Appendix E**. The Council is required to provide an explanation of variances against the previous year end position where such variances are either over £100 or exceed 10% difference. The following variances are explained by;

Annual Return Box No.	Last Yr (£)	This Yr (£)	Diff (£)	Diff (%)	Explanation
3. Total other receipts	£122,114	£122,905	£791	1%	The Council procured a service level agreement for grass cutting.
4. Staff costs	£226,185	£224,052	-£2,133	-1%	The Council carried staff vacancies through the year ending 31st March 2017
6. All other	£263,585	£288,387	£24,802	9%	The Council had 2 by-elections and £20k for running the Swimming pool
9. Total fixed assets plus long term investments and assets	£2,647,018	£2,723,649	£76,631	3%	The Council added a mower and chipper to the grounds team assets and bought a MUGA and outdoor gym equipment at Barton Hill through s.106 funding

## 5. Annual Return

- 5.1. The Council must submit an Annual Return form to the External Auditor by 5<sup>th</sup> June 2017. This is shown at **Appendix F**. Part of the Annual Return is to approve the Annual Governance Statement at Section 1 of Appendix F. The Council must confirm for each of the nine points in section one whether it agrees or not with the statement.
- 5.2. After approving section 1, the Council must approve the Accounting Statements for 2016/17 as shown at Section 2 of Appendix F. You will see that the bottom line of the balance sheet at Appendix A corresponds to line 7 of the accounting statements balances carried forward. You will also see that the total value of cash and short term investments corresponds to the bank reconciliation at Appendix C

## 6. Legal Implications

- 6.1. Every Local Authority is required to make arrangements for the proper administration of its affairs and to ensure that one of its Officers has responsibility for those affairs (Section 151 of the Local Government Act 1972). The Responsible Financial Officer for this Council is the Clerk.

(End)

Report Author:  
 Claire Commons  
 Town Clerk

**Do the Numbers Limited**  
37 Upper Brownhill Road,  
Southampton, SO16 5NG

9<sup>th</sup> May 2017

Claire Commons, Clerk  
Shaftesbury Town Council,  
Town Hall,  
Shaftesbury,  
Dorset SP7 8LY

Dear Claire,

**Subject: Matters arising from Internal Audit year ending 31 March 2017**

Further to my visits to the office today and earlier in the year, please find below the list of matters arising.

The clerk and her team have made significant and sustainable improvements in the standard of information available to the council and its stakeholders. The systems and controls are now running smoothly and the council should be rightly proud of the progress it has made and build upon that going forwards.

Control area	Issue	Recommended Action
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.
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.
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.
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.
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.

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Director: Eleanor S Greene

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.
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.
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.
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.

Please find attached my invoice for the agreed fee of £1450. If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene



Printed on 16/05/2017

## Shaftesbury Town Council

At 11.24

## Balance Sheet as at - 31st March 2017

31 March 2016

31st March 2017

31 March 2016		31st March 2017
	<b>Current Assets</b>	
4,002	Debtors	5,195
19,880	Vat Control	14,164
9,568	Prepayments	5,102
219,702	NatWest Current A/c	309,745
89,471	NatWest Reserve A/c	89,502
87	Petty Cash	150
0	Petty Cash- Swimming Pool	70
<b>342,710</b>		<b>423,927</b>
<b>342,710</b>	<b>Total Assets</b>	<b>423,927</b>
	<b>Current Liabilities</b>	
2,264	Creditors	10,151
3,245	Accruals	12,371
0	Wages	288
0	PAYE & NI Due	3,366
0	Superannuation Due	3,390
343	Holding Deposits	138
<b>5,852</b>		<b>29,703</b>
<b>336,858</b>	<b>Total Assets Less Current Liabilities</b>	<b>394,223</b>
	<b>Represented By</b>	
133,545	General Reserve	201,932
4,000	EMR CCTV	4,000
1,500	EMR Cycle Routes	11,500
26,987	EMR Playground Equipment	5,217
21,500	EMR Toilet Capital Re-build	21,500
30,755	EMR Swimming Pool	12,891
35,000	EMR Town Hall Building Fund	35,000
5,000	EMR Goldhill Wall	5,000
5,000	EMR Town Hall Energy Fund	5,000
10,000	EMR Heritage Style Lanterns	10,000
705	EMR Town Entrance Sign	2,705
1,510	EMR Tree Removal	915
1,810	EMR Ground Planting	1,700
2,826	EMR Street Furniture	10,847

**Shaftesbury Town Council**  
**Working Detail for Reserves Reconciliation for ANNUAL RETURN 31 March 2017**

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	<b>Total Reserves</b>	<b>336,858.12</b>	<b>394,223.40</b>
2	100 Debtors		
2	105 Vat Control	4,002.06	5,194.96
2	110 Prepayments	19,879.84	14,163.88
		9,567.73	5,101.79
	<b>Less Total Debtors</b>	<b>33,449.63</b>	<b>24,460.63</b>
3	500 Creditors	2,263.73	10,150.91
3	510 Accruals	3,245.00	12,370.51
3	515 Wages	-0.02	288.00
3	516 PAYE & NI Due	0.00	3,365.76
3	517 Superannuation Due	0.00	3,390.23
3	565 Holding Deposits	343.00	138.00
	<b>Plus Total Creditors</b>	<b>5,851.71</b>	<b>29,703.41</b>
	<b>Equals Total Cash and Bank Accounts</b>	<b>309,260.20</b>	<b>399,466.18</b>
5	200 NatWest Current A/c	219,702.00	309,744.63
5	201 NatWest Reserve A/c	89,470.94	89,501.55
5	203 Petty Cash	87.26	150.00
5	204 Petty Cash- Swimming Pool	0.00	70.00
	<b>Total Cash and Bank Accounts</b>	<b>309,260.20</b>	<b>399,466.18</b>

Date - 16/05/2017		Shaftesbury Town Council					Page 1	
Time - 11:26		Sales Ledger Aged Account Balances					User : TM	
Outstanding Balances by Month as at : 31/03/2017								
A/C Code	Customer Name	Balance	Mar 2017	Feb 2017	Jan 2017	Prior Months	On A/c Pymnts	
CAMELOT	CAMELOT	330 00	330 00	0 00	0 00	0 00	0 00	
CHOIR	CHOIR	55 00	55 00	0 00	0 00	0 00	0 00	
FARMM	FARMERS MARKET	55 00	55 00	0 00	0 00	0 00	0 00	
FOOTBALL	FOOTBALL	2,299 96	599 99	0 00	599 99	1,099 98	0 00	
MV	M VAUGHAN ANTIQUES	34 00	34 00	0 00	0 00	0 00	0 00	
ROFEN	ROFEN	132 00	0 00	132 00	0 00	0 00	0 00	
SCM	COUNTRY MARKET	587 00	0 00	587 00	0 00	0 00	0 00	
SCOTD	SCOTTISH DANCE	247 00	137 50	109 50	0 00	0 00	0 00	
STEPS	STEPS	110 00	0 00	55 00	0 00	55 00	0 00	
TASK	TASK FORCE	1,290 00	0 00	0 00	0 00	1,290 00	0 00	
YOUNG	YOUNG	55 00	0 00	0 00	55 00	0 00	0 00	
<b>Total Sales Ledger No 1</b>		<b>5,194.96</b>	<b>1,211.49</b>	<b>883.50</b>	<b>654.99</b>	<b>2,444.98</b>	<b>0.00</b>	
<b>TOTAL SALES LEDGER BALANCES</b>		<b>5,194.96</b>	<b>1,211.49</b>	<b>883.50</b>	<b>654.99</b>	<b>2,444.98</b>	<b>0.00</b>	

At : 11.25

## Purchase Ledger Aged Account Balances

Outstanding Balances by Month as at : 31 MAR 2017

User : TM

Supplier Code	Supplier Name	Balance	Mar 2017	Feb 2017	Jan 2017	Dec 2016	Prior to and Nov 2016
ACTION	ACTION	126 00	126 00	0 00	0 00	0 00	0 00
AMAZON	AMAZON	163 08	163 08	0 00	0 00	0 00	0 00
ANGEL	ANGEL	17 60	17 60	0 00	0 00	0 00	0 00
AVON	AVON	107 99	107 99	0 00	0 00	0 00	0 00
BT	BT	265 93	265 93	0 00	0 00	0 00	0 00
CLARITY	CLARITY	77 69	77 69	0 00	0 00	0 00	0 00
EGCOLES	EG COLES	26 26	26 26	0 00	0 00	0 00	0 00
EON	EON	117 74	117 74	0 00	0 00	0 00	0 00
FUELGENIE	FUEL GENIE	220 81	220 81	0 00	0 00	0 00	0 00
HAWES	HAWES	894 00	894 00	0 00	0 00	0 00	0 00
JOHNSON	JOHNSON	191 40	191 40	0 00	0 00	0 00	0 00
MCLEAN	MCLEAN	3,000 00	3,000 00	0 00	0 00	0 00	0 00
MICHAELS	MICHAELS	48 00	48 00	0 00	0 00	0 00	0 00
OBE	OBE	468 00	468 00	0 00	0 00	0 00	0 00
PROAUDIO	PROAUDIO	185 00	185 00	0 00	0 00	0 00	0 00
SCATS	SCATS	4 79	4 79	0 00	0 00	0 00	0 00
SIGNWRITE	SIGNRITE	1,135 20	1,135 20	0 00	0 00	0 00	0 00
SKEY	SKEY	300 00	300 00	0 00	0 00	0 00	0 00
STREET	STREET	1,630 80	1,630 80	0 00	0 00	0 00	0 00
SYDENHAMS	SYDENHAMS	152 72	152 16	0 00	0 00	0 00	0 56
TF	TF	210 00	0 00	210 00	0 00	0 00	0 00
TRAVPERK	TRAV PERK	708 30	708 30	0 00	0 00	0 00	0 00
WHITEBRIDG	WHITEBRIDGE	99 60	99 60	0 00	0 00	0 00	0 00
<i>Sub Total for Purchase Ledger</i>		<b>10,150.91</b>	<b>9,940.35</b>	<b>210.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.56</b>
TOTAL PURCHASE LEDGER BALANCES		<b>10,150.91</b>	<b>9,940.35</b>	<b>210.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.56</b>

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>Personnel</b>							
<u>402 Staffing Costs</u>							
4000	Salaries	172,705	153,927	194,394	40,467	40,467	79.2 %
4005	Employers NI	11,830	14,322	25,802	11,480	11,480	55.5 %
4006	Employers Superann	36,404	32,591	44,920	12,329	12,329	72.6 %
4010	Staff Training	1,218	3,678	1,500	-2,178	-2,178	245.2 %
4015	Staff Travel & Subsistence	502	739	300	-439	-439	246.3 %
4020	Sub Contract Labour	0	9,223	0	-9,223	-9,223	0.0 %
4021	Prior Year Pension Fund	3,526	0	0	0	0	0.0 %
	Staffing Costs - Expenditure	<b>226,185</b>	<b>214,480</b>	<b>266,916</b>	<b>52,436</b>	<b>0</b>	<b>80.4 %</b>
1360	Contribution Street Cleaning	9,956	10,055	10,055	0		100.0 %
	Staffing Costs - Income	<b>9,956</b>	<b>10,055</b>	<b>10,055</b>	<b>0</b>		<b>100.0 %</b>
	<b>Net Expenditure over Income</b>	<b>216,229</b>	<b>204,425</b>	<b>256,861</b>	<b>52,436</b>		
	Personnel - Expenditure	<b>226,185</b>	<b>214,480</b>	<b>266,916</b>	<b>52,436</b>	<b>0</b>	<b>80.4 %</b>
	Income	<b>9,956</b>	<b>10,055</b>	<b>10,055</b>	<b>0</b>		<b>100.0 %</b>
	<b>Net Expenditure over Income</b>	<b>216,229</b>	<b>204,425</b>	<b>256,861</b>	<b>52,436</b>		
<b>General Management</b>							
<u>301 Civic</u>							
4300	Mayors Allowance	2,418	1,375	2,000	625	625	68.8 %
4302	Councillor Allowances	3,180	2,160	4,320	2,160	2,160	50.0 %
4310	Councillor Training	864	630	840	210	210	75.0 %
4311	Councillor Travel/Subsistence	137	108	400	292	292	27.1 %
4315	Hospitality	176	281	220	-61	-61	127.8 %
4316	Civic Event Queens 90th	0	951	1,000	49	49	95.1 %
4390	Mayor's Charity Expenditure	0	150	0	-150	-150	0.0 %
	Civic - Expenditure	<b>6,774</b>	<b>5,656</b>	<b>8,780</b>	<b>3,124</b>	<b>0</b>	<b>64.4 %</b>
	<b>Net Expenditure over Income</b>	<b>6,774</b>	<b>5,656</b>	<b>8,780</b>	<b>3,124</b>		
<u>302 Legal and Professional</u>							
4325	Audit	4,081	3,364	3,250	-114	-114	103.5 %
4326	Books & Subscriptions	1,152	1,603	1,500	-103	-103	106.9 %
4330	Insurance	18,016	12,590	15,000	2,410	2,410	83.9 %
4340	Legal Fees	35	0	0	0	0	0.0 %
4341	Professional Fees	5,798	9,081	15,000	5,919	5,919	60.5 %

Continued on Page No 2

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4342	Election Costs	3,839	8,000	4,000	-4,000		-4,000	200.0 %
	Legal and Professional :- Expenditure	<b>32,920</b>	<b>34,638</b>	<b>38,750</b>	<b>4,112</b>	<b>0</b>	<b>4,112</b>	<b>89.4 %</b>
1301	Miscellaneous Income	1,005	1,075	0	1,075			0.0 %
	Legal and Professional :- Income	<b>1,005</b>	<b>1,075</b>	<b>0</b>	<b>1,075</b>			
	<b>Net Expenditure over Income</b>	<b>31,915</b>	<b>33,563</b>	<b>38,750</b>	<b>5,187</b>			
<b>303</b>	<b>Grants &amp; SLA</b>							
4350	Community Grants	21,700	33,482	39,000	5,518		5,518	85.9 %
4351	Section 137 Grants	200	0	0	0		0	0.0 %
4352	Service Level Agreements	31,497	0	0	0		0	0.0 %
4353	Community Chest Grant	1,800	0	0	0		0	0.0 %
	Grants & SLA :- Expenditure	<b>55,197</b>	<b>33,482</b>	<b>39,000</b>	<b>5,518</b>	<b>0</b>	<b>5,518</b>	<b>85.9 %</b>
	<b>Net Expenditure over Income</b>	<b>55,197</b>	<b>33,482</b>	<b>39,000</b>	<b>5,518</b>			
<b>304</b>	<b>Finance</b>							
4286	Neighbourhood Planning Group	1,100	0	0	0		0	0.0 %
4299	SLA-Trinity Grounds Maintainan	650	0	0	0		0	0.0 %
4380	Bank Charges	42	32	100	68		68	32.0 %
4390	Mayor's Charity Expenditure	321	0	0	0		0	0.0 %
4392	S106 Expenditure	0	17,500	0	-17,500		-17,500	0.0 %
	Finance :- Expenditure	<b>2,113</b>	<b>17,532</b>	<b>100</b>	<b>-17,432</b>	<b>0</b>	<b>-17,432</b>	<b>17532.0</b>
1301	Miscellaneous Income	0	176	0	176			0.0 %
1340	Bank Interest Received	36	31	36	-5			85.0 %
1350	S106 Income	0	17,500	0	17,500			0.0 %
1352	Neighbourhood Planning Grant	4,000	0	0	0			0.0 %
1376	Precept	443,791	446,900	446,900	0			100.0 %
1377	Transitional Grant	4,545	0	0	0			0.0 %
1400	Mayor's Charity Income	91	138	0	138			0.0 %
	Finance :- Income	<b>452,463</b>	<b>464,744</b>	<b>446,936</b>	<b>17,808</b>			<b>104.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-450,350</b>	<b>-447,212</b>	<b>-446,836</b>	<b>376</b>			
<b>401</b>	<b>General Running Costs</b>							
4265	General Supplies	67	124	100	-24		-24	124.1 %
4345	Advertising	542	1,155	1,000	-155		-155	115.5 %
4400	Printing	2,219	1,914	2,200	286		286	87.0 %
4401	Stationery	1,157	975	1,300	325		325	75.0 %
4402	Postage	736	906	850	-56		-56	106.6 %

Continued on Page No 3

Month No : 12

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4410	Telephone	3,307	2,259	1,800	-459		-459	125.5 %
4414	IT Software & Equipment	4,266	3,119	3,400	281		281	91.7 %
4415	IT Support	958	363	1,250	887		887	29.1 %
4416	IT Equipment	2,450	0	0	0		0	0.0 %
4417	Web Site	660	758	800	42		42	94.8 %
4419	Rifles Monument storage	0	0	200	200		200	0.0 %
4420	Office Equipment	520	1,123	1,150	27		27	97.7 %
	General Running Costs :- Expenditure	<b>16,883</b>	<b>12,696</b>	<b>14,050</b>	<b>1,354</b>	<b>0</b>	<b>1,354</b>	<b>90.4 %</b>
1301	Miscellaneous Income	0	0	0	0			0.0 %
	General Running Costs :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Net Expenditure over Income</b>	<b>16,882</b>	<b>12,696</b>	<b>14,050</b>	<b>1,354</b>			
	General Management :- Expenditure	113,887	104,005	100,680	-3,325	0	-3,325	103.3 %
	Income	453,468	465,819	446,936	18,883			104.2 %
	<b>Net Expenditure over Income</b>	<b>-339,581</b>	<b>-361,815</b>	<b>-346,256</b>	<b>15,559</b>			
<b>ROSE</b>								
	<u>101 Allotment</u>							
4165	Water Rates	456	416	500	84		84	83.1 %
4250	Repairs & Maintenance	0	350	350	0		0	100.0 %
4265	General Supplies	173	156	175	19		19	89.1 %
	Allotment :- Expenditure	<b>628</b>	<b>922</b>	<b>1,025</b>	<b>103</b>	<b>0</b>	<b>103</b>	<b>89.9 %</b>
1104	Allotment Rent Income	1,574	1,799	1,676	123			107.3 %
	Allotment :- Income	<b>1,574</b>	<b>1,799</b>	<b>1,676</b>	<b>123</b>			<b>107.3 %</b>
	<b>Net Expenditure over Income</b>	<b>-945</b>	<b>-877</b>	<b>-651</b>	<b>226</b>			
	<u>102 Cemetery</u>							
4150	Rates & Services	158	186	174	-12		-12	106.7 %
4165	Water Rates	81	82	86	4		4	95.3 %
4250	Repairs & Maintenance	0	207	2,500	2,293		2,293	8.3 %
4265	General Supplies	291	270	300	30		30	90.0 %
	Cemetery :- Expenditure	<b>530</b>	<b>744</b>	<b>3,060</b>	<b>2,316</b>	<b>0</b>	<b>2,316</b>	<b>24.3 %</b>
1105	Cemetery Income	3,436	2,839	2,200	639			129.1 %
1301	Miscellaneous Income	-1	0	0	0			0.0 %
	Cemetery :- Income	<b>3,435</b>	<b>2,839</b>	<b>2,200</b>	<b>639</b>			<b>129.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-2,905</b>	<b>-2,095</b>	<b>860</b>	<b>2,955</b>			

Continued on Page No 4

Month No : 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>103</b>	<b>General Grounds</b>						
4020	Sub Contract Labour	1,210	1,144	1,200	56	56	95.3 %
4150	Rates & Services	2,148	2,347	2,500	153	153	93.9 %
4155	Electricity	994	715	580	-135	-135	123.3 %
4165	Water Rates	-25	2,048	1,500	-548	-548	136.5 %
4250	Repairs & Maintenance	2,866	1,956	2,500	544	544	78.2 %
4256	Treework & Fencing	2,990	3,330	4,000	670	670	83.3 %
4261	Refuse Collection	2,498	2,537	2,500	-37	-37	101.5 %
4265	General Supplies	433	377	350	-27	-27	107.8 %
4270	Equipment Repairs	1,803	1,781	2,000	219	219	89.0 %
4271	Equipment Purchases	573	461	500	39	39	92.2 %
4272	Fuel for Equipment	762	1,861	1,000	-861	-861	186.1 %
4273	Memorial Bench	0	1,359	0	-1,359	-1,359	0.0 %
4274	Rent Unit 9C	7,250	7,111	7,111	0	0	100.0 %
4275	Equipment Hire	564	586	750	164	164	78.1 %
4278	Alarm Costs	210	68	220	152	152	31.0 %
4280	Fuel for Vehicles	2,067	1,983	2,500	517	517	79.3 %
4281	Motor Expenses	3,054	2,012	3,500	1,488	1,488	57.5 %
4282	Hitachi Payments Mower	0	1,748	0	-1,748	-1,748	0.0 %
4285	PPE	721	820	800	-20	-20	102.5 %
4290	Playground Inspections	300	300	350	50	50	85.6 %
4291	Playground Repair/Maintenance	3,487	3,393	4,500	1,107	1,107	75.4 %
4299	SLA-Trinity Grounds Maintainan	0	1,424	0	-1,424	-1,424	0.0 %
	<b>General Grounds :- Expenditure</b>	<b>33,905</b>	<b>39,361</b>	<b>38,361</b>	<b>-1,000</b>	<b>0</b>	<b>102.6 %</b>
1102	Contribution to Services	672	1,273	0	1,273		0.0 %
1103	Rents	1,986	2,982	3,165	-183		94.2 %
1300	Grass Cutting Income	0	5,695	0	5,695		0.0 %
1301	Miscellaneous Income	488	314	0	314		0.0 %
	<b>General Grounds :- Income</b>	<b>3,146</b>	<b>10,263</b>	<b>3,165</b>	<b>7,098</b>		<b>324.3 %</b>
	<b>Net Expenditure over Income</b>	<b>30,760</b>	<b>29,097</b>	<b>35,196</b>	<b>6,099</b>		
<b>105</b>	<b>Local Delivery services</b>						
4020	Sub Contract Labour	2,100	2,520	2,500	-20	-20	100.8 %
4150	Rates & Services	1,701	2,468	2,695	227	227	91.6 %
4155	Electricity	724	694	760	66	66	91.4 %
4165	Water Rates	2,095	1,787	2,100	313	313	85.1 %
4175	Car Parking Contribution	2,000	0	2,000	2,000	2,000	0.0 %
4176	CCTV	0	0	2,000	2,000	2,000	0.0 %
4177	Bus Shelters	0	0	225	225	225	0.0 %

Continued on Page No 5



		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4250	Repairs & Maintenance	3,612	1,510	2,500	990		990	60.4 %
4260	Cleaning Supplies	986	872	1,000	128		128	87.2 %
4265	General Supplies	0	0	50	50		50	0.0 %
4271	Equipment Purchases	239	0	150	150		150	0.0 %
	Local Delivery services - Expenditure	<b>13,459</b>	<b>9,853</b>	<b>15,980</b>	<b>6,127</b>	<b>0</b>	<b>6,127</b>	<b>61.7 %</b>
1501	Street Market Rents R'ved	7,754	8,246	7,500	746			109.9 %
	Local Delivery services - Income	<b>7,754</b>	<b>8,246</b>	<b>7,500</b>	<b>746</b>			<b>109.9 %</b>
	<b>Net Expenditure over Income</b>	<b>5,705</b>	<b>1,607</b>	<b>8,480</b>	<b>6,873</b>			
<u>201</u>	<u>Town Hall</u>							
4020	Sub Contract Labour	2,321	2,947	3,720	773		773	79.2 %
4150	Rates & Services	7,687	7,260	7,500	240		240	96.8 %
4155	Electricity	2,313	1,499	1,800	301		301	83.3 %
4160	Gas	927	2,753	1,800	-953		-953	153.0 %
4165	Water Rates	461	181	300	119		119	60.4 %
4200	Wedding Costs	493	516	650	134		134	79.3 %
4230	Trinity Car Park Space	620	420	440	20		20	95.5 %
4250	Repairs & Maintenance	2,966	2,984	3,000	16		16	99.5 %
4260	Cleaning Supplies	294	361	350	-11		-11	103.1 %
4265	General Supplies	1,092	692	850	158		158	81.4 %
4271	Equipment Purchases	135	203	200	-3		-3	101.3 %
4278	Alarm Costs	1,479	2,203	1,500	-703		-703	146.8 %
	Town Hall :- Expenditure	<b>20,789</b>	<b>22,019</b>	<b>22,110</b>	<b>91</b>	<b>0</b>	<b>91</b>	<b>99.6 %</b>
1201	Hall Hire	26,437	24,177	25,000	-823			96.7 %
1203	Weddings	3,640	2,246	2,300	-54			97.7 %
1204	Shop Rents	18,000	18,000	18,000	0			100.0 %
1220	Solar Panel Feed in Tariff	7,446	1,825	1,800	25			101.4 %
	Town Hall :- Income	<b>55,522</b>	<b>46,248</b>	<b>47,100</b>	<b>-852</b>			<b>98.2 %</b>
	<b>Net Expenditure over Income</b>	<b>-34,733</b>	<b>-24,229</b>	<b>-24,990</b>	<b>-761</b>			
<u>305</u>	<u>Swimming Pool</u>							
4008	Life Guard Salaries	0	18,773	15,500	-3,273		-3,273	121.1 %
4010	Staff Training	0	22	200	178		178	11.0 %
4150	Rates & Services	0	2,420	2,450	30		30	98.8 %
4155	Electricity	0	1,934	1,100	-834		-834	175.8 %
4160	Gas	0	2,011	3,220	1,209		1,209	62.5 %
4165	Water Rates	0	2,196	1,400	-796		-796	156.9 %
4250	Repairs & Maintenance	0	1,722	500	-1,222		-1,222	344.5 %

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Month No : 12

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4260	Cleaning Supplies	0	228	200	-28		-28	113.8 %
4270	Equipment Repairs	0	0	350	350		350	0.0 %
4271	Equipment Purchases	0	1,884	1,000	-884		-884	188.4 %
4285	PPE	0	30	70	40		40	42.9 %
4360	Chemicals	0	4,030	2,500	-1,530		-1,530	161.2 %
4361	Pool Cleaning	0	800	1,000	200		200	80.0 %
4362	Plant Servicing/Repairs	0	1,221	1,500	279		279	81.4 %
4363	DBS Checks	0	133	200	67		67	66.5 %
4364	Uniforms	0	20	200	180		180	9.8 %
4365	Music Licences	0	120	150	30		30	80.2 %
4366	Confectionery	0	367	300	-67		-67	122.3 %
4367	Insurance Swimming Pool	0	0	750	750		750	0.0 %
4370	Swimming Pool Advertising	0	1,289	1,050	-239		-239	122.8 %
4372	Emergency Fuund	0	0	6,656	6,656		6,656	0.0 %
4410	Telephone	0	299	204	-95		-95	146.6 %
	Swimming Pool :- Expenditure	0	39,499	40,500	1,001	0	1,001	97.5 %
1220	Solar Panel Feed in Tariff	0	1,237	0	1,237			0.0 %
1365	Swimming Pool Income	0	17,146	15,500	1,646			110.6 %
	Swimming Pool :- Income	0	18,383	15,500	2,883			118.6 %
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>21,116</b>	<b>25,000</b>	<b>3,884</b>			
	ROSE :- Expenditure	69,311	112,396	121,036	8,640	0	8,640	92.9 %
	Income	71,431	87,778	77,141	10,637			113.8 %
	<b>Net Expenditure over Income</b>	<b>-2,119</b>	<b>24,619</b>	<b>43,895</b>	<b>19,276</b>			

**Reserves & Projects**

901	Reserves & Projects							
4902	Community Hall Cockrams	0	0	3,000	3,000		3,000	0.0 %
4904	Toilets	0	0	21,500	21,500		21,500	0.0 %
4906	Playground Equipment	17,999	31,770	36,987	5,217		5,217	85.9 %
4907	Grounds Equipment	2,762	6,089	6,089	0		0	100.0 %
4910	Street Furniture	1,324	5,979	16,826	10,847		10,847	35.5 %
4912	Energy System Town Hall	0	0	5,000	5,000		5,000	0.0 %
4913	Town Centre Enhancement	802	0	8,109	8,109		8,109	0.0 %
4914	Ground Cover Planting	290	2,110	3,810	1,700		1,700	55.4 %
4917	Cycle Route	0	0	11,500	11,500		11,500	0.0 %
4920	Town Entrance	1,295	0	2,705	2,705		2,705	0.0 %
4921	Swimming Pool	36,829	17,864	30,755	12,891		12,891	58.1 %
4922	Vehicles	16,400	0	10,000	10,000		10,000	0.0 %

Continued on Page No 7

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
							0	0.0 %
4923	Grit Bins	941	0	0	0		10,000	0.0 %
4924	Heritage Lanterns	0	0	10,000	10,000		3,000	0.0 %
4925	Toilet Improvements	0	0	3,000	3,000		2,358	14.1 %
4926	Tree Planting	755	387	2,745	2,358		915	39.4 %
4927	Tree Removal	990	595	1,510	915		155	93.8 %
4928	Replacement IT Equipment	0	2,345	2,500	155		2,304	76.5 %
4929	Cemetery Improvements	0	7,496	9,800	2,304		5,400	32.5 %
4930	Jubilee Steps Enhancement	0	2,600	8,000	5,400		12,967	0.0 %
4931	Swimming Pool Running costs	0	0	12,967	12,967		8,685	33.2 %
4932	Neighbourhood Planning Group	0	4,325	13,010	8,685			
	Reserves & Projects - Expenditure	<b>80,387</b>	<b>81,559</b>	<b>219,813</b>	<b>138,254</b>	<b>0</b>	<b>138,254</b>	<b>37.1 %</b>
1301	Miscellaneous Income	3,341	6,153	0	6,153			0.0 %
1900	Capital Receipts	27,710	0	0	0			0.0 %
	Reserves & Projects - Income	<b>31,051</b>	<b>6,153</b>	<b>0</b>	<b>6,153</b>			
	<b>Net Expenditure over Income</b>	<b>49,336</b>	<b>75,406</b>	<b>219,813</b>	<b>144,407</b>			
	<u>902 Capital Replacement Reserve</u>							
4905	Town Hall Building Fund	0	0	35,000	35,000		35,000	0.0 %
4909	Gold Hill Wall	0	0	5,000	5,000		5,000	0.0 %
4918	CCTV	0	0	4,000	4,000		4,000	0.0 %
	Capital Replacement Reserve - Expenditure	<b>0</b>	<b>0</b>	<b>44,000</b>	<b>44,000</b>	<b>0</b>	<b>44,000</b>	
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>44,000</b>	<b>44,000</b>			
	Reserves & Projects - Expenditure	<b>80,387</b>	<b>81,559</b>	<b>263,813</b>	<b>182,254</b>	<b>0</b>	<b>182,254</b>	<b>30.9 %</b>
	Income	<b>31,051</b>	<b>6,153</b>	<b>0</b>	<b>6,153</b>			<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>49,336</b>	<b>75,406</b>	<b>263,813</b>	<b>188,407</b>			

## 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	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

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

DATE

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

SIGNATURE

\*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

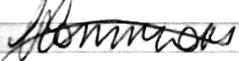
Enter name of  
smaller authority here

SHAFTESBURY TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2018 £	31 March 2017 £					
1 Balances brought forward	260,723	336,858	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.				
2. (+) Precept or Rates and Levies	443,791	446,900	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	122,114	122,905	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	226,185	224,052	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.				
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	263,585	288,387	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	336,358	394,223	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	309,260	399,466	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>				
9. Total fixed assets plus long term investments and assets	2,647,018	2,723,649	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <th>Yes</th> <th>No</th> </tr> <tr> <td></td> <td></td> </tr> </table>		Yes	No			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.
Yes	No						

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:

DDMM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

## 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:

(continue on a separate sheet if required)

### 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

External auditor name

Date

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](http://www.nao.org.uk))

# Annual internal audit report 2016/17 to

Enter name of smaller authority here:

**SHAFTSBURY 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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 **EDWARD S. GREENE**

Signature of person who carried out the internal audit **[Signature]** 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).

**Report 0517AM06 to Shaftesbury Town Council's Annual Meeting  
to be held at 7.00pm on Tuesday 23rd May 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Payments**

**1. Purpose of Report**

To consider payments for authorisation.

**2. Recommendation**

- 2.1. That the Council approves the payments of £24,341.04 from the Town Council's current account as detailed in **Appendix G**.

**3. Background**

- 3.1. A detailed list of payments is provided at **Appendix G**. An updated list may be provided to the Council prior to or at the meeting.
- 3.2. The list is separated into the previous financial year and new financial year.

**4. Financial Implications**

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

**5. Legal Implications**

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

(End)

Report Author:  
Claire Commons  
Town Clerk



Appendix G.

Date	Chq Reference	Payee	Amount Paid	Transaction Detail
10/05/2017	DD	BT	£91.80	Line Rental
11/05/2017	DD	Hitachi	£849.20	Monthly Mower payment
15/05/2017	DD	Fuel Genie	£132.70	Fuel Payment
16/05/2017	Online	DCC Pension Fund	£3,474.60	Pension Fund Payment April Salaries
16/05/2017	Online	HMRC	£3,311.39	Tax/NI April salaries
16/05/2017	DD	Sage	£67.20	Payroll monthly subscription
23/05/2017	013021	DAPTC	£35.00	CLL Training
23/05/2017	013022	Travis Perkins	£80.01	Paint, concrete, boards
23/05/2017	013023	E G Coles	£264.54	Road Sweeper Repairs
23/05/2017	013024	Perry & Sons	£10,029.20	Repairs to Town Hall inc. scaffolding
23/05/2017	013025	Ben Johnson	£384.59	Repairs to Lawn Mower
23/05/2017	013026	Service U Right	£90.31	Battery for van
23/05/2017	013027	Chris Berwick	£1,286.40	SLA Trinity, strimming Jubilee Steps
23/05/2017	013028	British Gas	£58.85	Electric Unit 9c Wincombe
23/05/2017	013029	Shaftesbury Community Assoc	£15.00	Hire of Lindlar Hall
23/05/2017	013030	LGRC	£1,715.28	Professional services
23/05/2017	013031	IT Department	£118.62	Monthly Support Charge
23/05/2017	013032	Underwoods	£798.00	Carrying out periodic electrical inspections TH/SP
23/05/2017	Online	Octopus	£1,538.35	Temporary Staff 1/05 to 14/05
		Total	£24,341.04	

**Report 0517AM07 to Shaftesbury Town Council's Annual Meeting  
to be held at 7.00pm on Tuesday 23rd May 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Standing Committees**

**1. Purpose of Report**

To appoint the Council's Standing Committees for the municipal year 2017/18 and review their terms of reference

**2. Recommendation**

- 2.1. That the Council appoints members to its standing committees for the municipal year 2017/18

**3. Background**

- 3.1. Membership of the Human Resources Committee, the Planning and Highways Committee and the Recreation and Open Spaces Committee is determined at the Annual Meeting. Those Committees then appoint their Chairs and Vice-Chairs.
- 3.2. Membership of the General Management Committee is largely pre-determined in that it comprises the above Chairs and Vice Chairs. The Council also appoints at least one member independent of position of note on any Committee.

**4. Protocol for the election of Chairpersons and Vice-Chairpersons to Committees of the Council**

- 4.1. Following resolution of Committee membership, the Council will adjourn briefly to allow the HR Committee, P&H Committee and ROSE Committee to elect their Chairs and Vice-Chairs. This will take place in public session.
- 4.2. On resuming, the Council will know the Chairs and Vice-Chairs of its Standing Committees (automatically members of GEM) and it can appoint at least one 'independent' member to GEM.
- 4.3. The Council will then adjourn briefly again for GEM to elect its Chair and Vice-Chair.
- 4.4. Members of each Standing Committee will be able to propose a candidate from within their number, who must then receive a Secunder.
- 4.5. The Clerk to the meeting will record the nominations and each candidate will then be invited to speak to his/her nomination and discuss their willingness and ability to undertake the role.
- 4.6. A vote will then be taken from amongst the members of the Committee concerned following the same process as outlined in the vote for the selection of the Mayor. Committees should not elect members to serve as Chairman or Vice-Chairman in their absence, unless the absent member(s) have previously indicated their willingness to serve. If the only nominations are for absent member(s) and no previous indication of willingness has been received, the election should be deferred until the next substantive meeting of the Committee concerned.

**5. Criteria**

- 5.1. The following criteria will apply to the selection of Committee Chairs and Vice-Chairs and nominees should be able to demonstrate:
- Leadership and Chairmanship skills
  - Good communication and interpersonal skills
  - Good presentation skills
  - The ability to effectively address and resolve conflict
  - The ability to work well with members, officers, the public and outside organisations
  - The willingness to actively encourage the involvement of others
  - The willingness to be open to new ideas and new ways of doing things

## 6. **Nominations**

- 6.1. A schedule of nominations received (**Appendix H**) will be tabled.

## 7. **Legal Implications**

- 7.1. Section 101 of the Local Government Act 1972 - the statutory power to arrange for the delegation of a Council's functions to a committee, sub-committee or an officer of the authority (or to any other local authority, under agency agreements).

(End)

Report Author:  
Claire Commons  
Town Clerk



**Report 0517AM08 to Shaftesbury Town Council's Annual Meeting  
to be held at 7.00pm on Tuesday 23rd May 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Local Organisations**

**1. Purpose of Report**

To appoint representatives to local organisations for the municipal year 2017/18

**2. Recommendation**

2.1. That the Council appoints representatives to the organisations listed below.

**3. Background**

3.1. The following table details the local organisations and the representatives from the previous municipal year. The Council is required to resolve the appointments for the forthcoming year.

Abbey Museum Trust	Cllr Proctor
Barton Hill Trust	
Compton Abbas Airfield	Cllr Proctor
Dorset Association of Parish and Town Councils	Cllrs Lewer and Taylor
Neighbourhood Plan	Cllrs Proctor, Brown and Hall
North Dorset Citizens Advice Bureau	Cllr Taylor
North Dorset Crime Prevention	Cllr Taylor
Open Spaces Group	Cllr Jackson
Shaftesbury & District Chamber of Commerce	
Shaftesbury & District Task Force	Cllr Lewer
Shaftesbury & District Tourism Association	
Shaftesbury & Gillingham Area Transport Forum	Members of the Planning and Highways Committee
Shaftesbury and District Carers (HOPE)	
Shaftesbury Arts Centre	Vacant
Shaftesbury Carnival Committee	Mrs Moxham
Shaftesbury Charitable Trust	Mayor & Deputy (ex-officio)
Shaftesbury Community Association	Cllr Taylor
Shaftesbury Cricket Club	Cllr Hall
Shaftesbury Fairtrade	
Shaftesbury Football Club	Cllr Brown
Shaftesbury In Bloom	
Shaftesbury Municipal Almshouse	Vacant
Shaftesbury Snowdrops	Cllr Hall
Shaftesbury Town Silver Band	Mayor (ex-officio)
Shaftesbury Town Twinning Association	Mayor (ex-officio)
Shaftesbury Trinity Centre Trust	Mayor (ex-officio)
Shaftesbury Youth Club	Cllr Brown
Swans Trust	Cllr Lewer

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0517AM09 to Shaftesbury Town Council's Annual Meeting  
to be held at 7.00pm on Tuesday 23rd May 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Asset register and Inspect of Deeds**

**1. Purpose of Report**

To receive inventory of land and assets including buildings and office equipment and to confirm the Mayor and Deputy Mayor 2016/17 have inspected the Town Council's deeds.

**2. Recommendation**

- 2.1. That the Council notes the Asset register and confirms that the Town Council documents have been inspected and complies with the list of documents for which the Council has custody.

**3. Background**

- 3.1. It is a requirement for the Council to receive its Asset Register. A copy of the Asset Register is provided for information at **Appendix I**.

- 3.2. List of Deeds inspected May 2017:

- 1.The Drinking Fountain Site – Land Registry registration document
- 2.Recreation Ground – Barton Hill
  - (a) Town Band
  - (b) Band Hall Lease
  - (c) Bowling Club
  - (d) Bowling Club Lease
- 3.Castle Hill – Land Registry registration document
- 4.Pine Walk – Land Registry registration document
- 5.The Park & Park Walk Deeds
- 6.Town Hall – Land Registry registration document
- 7.Legg Allotments – Statutory declaration in progress
- 8.Cemetery – Land Registry registration document
- 9.Allotments – Enmore Green
- 10.Recreation Ground – Breach Lane – Land Registry registration document
- 11.Land at the Corner of the Knapp – Land Registry registration document
- 12.Cockrams
  - (a) Cricket Field
  - (b) Football Field
  - (c) Boys Club – lease with solicitor being negotiated
- 13.Shaftesbury Abbey & Museum Trust – Deed of Grant of Drainage Easement
- 14.Gold Hill Parade – Leases for Basement Unit
- 15.Bus Shelter Agreement
- 16.Coppice Street Car Park – Right of Way
- 17.Ash Close Play Area – Land Certificate
- 18a Ten Acres Seat Licence
- 18.Deed of Gift – Badge of Office
- 19.Land at St James Common
- 20.Land at St Lawrence House, Bleke St
- 21.Transfer of Title Document TR1 – Shaftesbury Pool dated 1 April 2015
- 22.Gold Hill Gifts Lease Transfer 2005
- 23.Royal British Legion (Correspondence only - building transferred to the Legion)

24. New Covenant Church – Licence Agreement
25. 1 Park Walk Easement
26. The Clubhouse, Coppice Street – Lease
27. Land adjoining Deansleigh Park (Wincombe Recreation Ground) – Title Documents
28. Land at Tout Hill
29. Land South East side of Rowan Close – Title Documents
30. Land lying North of Bimport – Title Documents
31. Land at Enmore Green Gardens – Title Documents
32. Land at St James Common – Title Documents
33. Land South side of Love Lane – Title Documents
34. Land South side of Mampitts Road – Title Documents
35. Land at New Road – Title Documents
36. Land South side of Breach Lane – Title Documents
37. Land to South of Church Hill – Title Documents
38. Street Lighting Agreement: SEB and SBC 3 July 1957
39. Land on South West side of Linden Park, Shaftesbury – Title Documents
40. Land at Sycamores, Shaftesbury – Title Documents
41. Land at Rutter Close, Shaftesbury – Title Documents
42. Land lying to South of Tout Hill, Shaftesbury – Title Documents
43. Land adjoining Deansleigh Park, Shaftesbury – Title Documents
44. Land at Castle Hill (South of Church Hill), Shaftesbury – Title Documents
45. Land lying North East of Christy's Lane, Shaftesbury – Title Documents

(End)

Report Author:  
Barbara Carter  
Compliance and Information Officer

Town Clerk's footnote:

The Asset Register is in an historical format that is somewhat unwieldy. During the coming year, this will be updated to a more efficient format in readiness for adoption in 2018/19.

Appendix I.

Fixed Asset Register to 31<sup>st</sup> March 2017

<i>Item</i>		<b>Date of Acquisition</b>	<b>Location</b>	<b>Type of value</b>	<b>Due for Replacement</b>	<b>Insurance Value 1 June 2015</b>	<b>Value</b>
<i>Park Walk</i>	<i>7.32 acre</i>			)			
<i>St James</i>	<i>1.68 acre</i>			)			
<i>Castle Hill</i>	<i>1.87 acre</i>			)			
<i>Coppice St</i>	<i>1.85 acre</i>			)			
<i>Barton Hill</i>	<i>3 acre</i>			)			
<i>Ash Close</i>	<i>.67 acre</i>			)			
<i>Legg (St James) Allotments</i>	<i>2.3 acre</i>			)			
<i>Mampitts Allotments</i>	<i>.74 acre</i>			)			NIL
<i>Ivy Cross (Bray) Allotments</i>	<i>.23 acre</i>			)			
<i>Enmore Green Allotments</i>	<i>1.3 acre</i>		Enmore Green	)			
<i>Enmore Green Play Area</i>	<i>55ft x 50ft</i>			}			
<i>Donkey Field</i>	<i>.83 acre</i>			)			
<i>Mampitts Cemetery</i>	<i>2.03 acre</i>			)			
<i>Wincombe Lane recreation area - 6 acres</i>		Aug 2014		)			
<i>Land on the south side of Love Lane</i>		Jun-12	Love Lane	)			
<i>Land on the south side of Love Lane</i>				)			
<i>Leases - Band Hall</i>	<i>1.46 acre</i>			)			
<i>Boys Club</i>				)			
<i>Cricket Field</i>	<i>2.46 acre</i>			)			
<i>Cricket Field St James - 10 acre</i>				)			
<i>Enmore Green Playing Field 100yds x 60yds</i>				)			
<i>Football Club</i>	<i>4.25 acre</i>			)			
<i>Land at Tout Hill (corner Yeatmans Lane)</i>				)			
<i>Land South of Tout Hill</i>		Aug 2014		)			
<i>Land South of Church Hill - Castle Hill</i>		Aug 2014		)			
<i>Land at The Sycamores - Rutter Close &amp; Chrity's Lane</i>		Aug 2014		)			
<i>Buffer Strip</i>				)			
<i>Land South West side of Linden Park</i>		Aug 2014		)			
<i>Land North East Christy's Lane - Jeannau Close</i>		Aug 2014		)			
<i>Land at New Road - Drinking Trough</i>			Bleke St/New Rd	)			



<i>Item</i>	<i>Date of Acquisition</i>	<i>Location</i>	<i>Type of value</i>	<i>Due for Replacement</i>	<i>Insurance Value 1 June 2015</i>	<i>Value</i>
<i>Land at St Lawrence House, Bleke Street</i>						
<i>Land South side Breach Lane</i>						
<i>Swimming Pool</i>	April 2015	Barton Hill	Insurance Value		978,000.00	Nil
<i>Town Hall incl Shop Units</i>			Ins Value		3,221,949.00	1,563,879.00
<i>Groundsmans Hut</i>		Barton Hill	Ins Value		21,219.00	14,911.00
<i>Street Furniture</i>					85,362.00	
<i>Lamp Posts/Street Furniture</i>			Ins Value			21,975.00
<i>Covered Shelter</i>		Park Walk	Ins Value			2,269.00
<i>Seats &amp; Benches (18 no.)</i>			Ins Value			9,491.00
<i>Clifton Cantilever Shelter</i>	Oct-97	Lower B'ford Rd	Ins Value			1,798.00
<i>Bus shelters Sweetmans Road</i>		Sweetmans Road	Act Cost			8,124.00
<i>Gates, Fences &amp; Barriers</i>					47,737.00	
<i>Gates &amp; fencing</i>	Jun-99	Enmore Green				
<i>Gates &amp; fencing</i>	Aug-00	Castle Hill				
<i>Gates &amp; fencing</i>		Ash Close				
<i>Swimming pool fencing</i>	Jun-01	Barton Hill				29,949.24
<i>Swimming Pool cover</i>	Jun-01	Barton Hill				4,508.00
<i>Speed Restriction Signs (Longcross)</i>	May-97					1,326.00
<i>Park Walk Irrigation System</i>	Mar-98		Act Cost		1,116.00	1,000.00
<i>3 Litter Bins</i>	Jul-98	Park Walk	Act Cost			1,686.00
<i>Swing Barriers</i>	Sep-02	Ash Close				1,349.00
<i>CCTV System, Mel Secure System</i>	Oct-02	Various	Ins Value		31,332.00	15,433.00
<i>Additions to CCTV System</i>	Oct-03	Ivy Cross	Act Cost			7,600.00
<i>Digitilise CCTV system</i>	Feb-04	Various	Act Cost			4,000.00
<i>3 no. Victorian Lighting Columns</i>	2002-3	Park Walk				3,000.00
<i>War Memorials</i>					45,283.00	
<i>War Memorial</i>		Park Walk	Historical value			16,536.00
<i>War Memorial</i>		Enmore Green	Historical value			7,488.00
<i>War Memorial</i>		Cann	Historical value			7,800.00
<i>Monument</i>	2013	In Storage	Act Cost			11,683.50
<i>Memorial Stones</i>	Aug-13	Eastern Development	Act Cost			2,750.59

<i>Item</i>	<b>Date of Acquisition</b>	<b>Location</b>	<b>Type of value</b>	<b>Due for Replacement</b>	<b>Insurance Value 1 June 2015</b>	<b>Value</b>
<i>Bell Str Public Convenience</i>	Oct-08	Bell St Shaftesbury	Replacement		102,646.00	86,800.00
<i>Bench</i>	Mar-11	Brionne Garden	Act Cost			385.00
<i>Steel shutters for public conveniences</i>	Jun-11	Bell St Shaftesbury	Act Cost			1,800.00
<i>Bench</i>	Jul-11	Wincombe Rec	Act Cost			244.00
<i>3 Litter Bins</i>	Jul-13	Park Wlk + Other	Act Cost			698.64
<i>Click Counters for public conveniences</i>	Aug-14	Bell St Shaftesbury	Act Cost			170.05
<i>4 Litter Bins</i>	Feb-15	Various locations	Act Cost			476.00
<i>4 Litter Bins</i>	Feb-15	Play Areas	Act Cost			476.00
<i>Road Sign Set</i>	Mar-15	Various	Act Cost			515.40
<i>4 Town Entrance Signs</i>	Jul-15	Sherborne Rd/ Warminster Rd/ Salisbury Rd/ Blandord Rd	Act Cost			1,295.00
<i>Solar World 250w Photovoltaic system</i>	Dec-15	Swimming Pool	Act Cost			13,260.00
<i>Bow-top fencing</i>	Mar-16	Coppice St	Act Cost			1,000.00
<i>Bench</i>	Mar-16	Jubilee Steps	Act Cost			324.00
<i>Grit Bins</i>	Mar-16	Various	Act Cost			940.85
<i>Thermal Pool Cover</i>	Apr-16	Swimming Pool	Act Cost			11,031.14
<i>Airsace Solutions - Pump up the Volume</i>	May-16	Swimming Pool	Act Cost			4,400.00
<i>J P Lennard - Vendiplas Poolside Storage Trolley</i>	May-16	Swimming Pool	Act Cost			288.00
<i>Broxap - Cast Iron Litter Bin x 3</i>	May-16	Various	Act Cost			1,917.00
<i>Flower Planters</i>	Sep-16	Various	Act Cost			890.20
<i>Topsy Royal Litter Bins x 2</i>	Feb-17	Various	Act Cost			341.36
<i>Fencing</i>	May-16	Cemetery	Act Cost			221.34
<i>Excel - Dyson Hand Driers x 2</i>	Mar-17	Swimming Pool	Act Cost			1,038.00
<i>Direct- Hair Dryer</i>	Mar-17	Swimming Pool	Act Cost			104.70
<i>Commercial Pool Cleaner</i>	Mar-17	Swimming Pool	Act Cost			2,082.50
<i>Plumbware- Showers x 2</i>	Mar-17	Swimming Pool	Act Cost			414.00
<i>Proaudio- Sound System inc 10x Speakers</i>	Mar-17	Swimming Pool	Act Cost			547.50
			<b>Total</b>		<b>4,534,644.00</b>	<b>1,870,217.01</b>

## PLAYGROUND EQUIPMENT

<i>Item</i>	<b>Date of Acquisition</b>	<b>Location</b>	<b>Type of value</b>	<b>Due for Replacement</b>	<b>Insurance Value 1 June 2015</b>	<b>Value</b>
<i>Playgrounds Equipment &amp; Surfaces</i>					<b>326,841.00</b>	
<i>Balance beam and stepping stones</i>	Jul-06	Cockrams	Act Cost	5-10 yrs		499.00
<i>Roundabout</i>	Jul-06	Cockrams	Act Cost	5-10 yrs		930.00
<i>Freestanding slide</i>	Jul-06	Cockrams	Act Cost	5-10 yrs		2,269.00
<i>Skatepark 3000 wide large quarter pipe</i>		Barton Hill	Ins Value}	5-10 yrs		
<i>Skatepark 3000 wide jump box</i>		Barton Hill	Ins Value}	5-10 yrs		11,694.00
<i>Skatepark 3000 small quarter pipe</i>		Barton Hill	Ins Value}	5-10 yrs		
<i>Skatepark Fun Box FB4</i>		Barton Hill	Act Cost	5-10 yrs		6,995.00
<i>Fun Box</i>		Barton Hill		5-10 yrs		
<i>Spine Ramp</i>		Barton Hill		5-10 yrs		
<i>Ledge</i>		Barton Hill		5-10 yrs		
<i>Grind Box</i>		Barton Hill		5-10 yrs		
<i>Platform Bank</i>		Barton Hill		5-10 yrs		
<i>Grind Rail</i>		Barton Hill				
<i>Grind Rail - Removed as broken</i>		Barton Hill				
<i>Grind Bench</i>		Barton Hill		5-10 yrs		
<i>21ft Slide</i>		Barton Hill	Ins Value	5-10 yrs		2,797.25
<i>Junior/Toddler 4 seat Swing</i>		Barton Hill	Ins Value	5-10 yrs		2,189.00
<i>Junior 2 Seat Swing</i>		Barton Hill	Ins Value	5-10 yrs		1,216.00
<i>Funtrail (Rotating Beam/Suspension Bridge/Swinging Steps/Balance Beam)</i>	Jun-01	Barton Hill	Act Cost	3-5 yrs		5,622.00
<i>Funtrail (Suspension Bridge)</i>		Barton Hill		1-3 yrs		
<i>Funtrail (Rotating Beam/Swinging Steps/Balance Beam)</i>		Barton Hill		3-5 yrs		
<i>Stepping Posts</i>		Barton Hill		3-5 yrs		
<i>Junior 2 Seat Swing</i>		Ash Close	Ins Value	5-10 yrs		1,216.00
<i>Toddler 2 seat Swing</i>		Ash Close	Ins Value	5-10 yrs		1,216.00
<i>Activity Unit</i>		Ash Close	Ins Value	5-10 yrs		9,729.00
<i>Jupiter Roplay Unit</i>	May-01	Ash Close	Act Cost	5-10 yrs		14,389.00
<i>Cargo Net (replacement)</i>	Feb-08	Ash Close	Act Cost			400.00
<i>Freestanding slide</i>		Ash Close		3-5 yrs		
<i>Timber &amp; Chain Fitness Course</i>		St James	Ins Value	3-5 yrs		5,516.00
<i>Motorbike Rocker</i>		St James	Ins Value			875.00

<i>Item</i>	<b>Date of Acquisition</b>	<b>Location</b>	<b>Type of value</b>	<b>Due for Replacement</b>	<b>Insurance Value 1 June 2015</b>	<b>Value</b>
<i>Cockerel Rocker</i>		St James	Ins Value			875.00
<i>Motorbike Rocker</i>		St James				(875.00)
<i>Cockerel Rocker</i>		St James				(875.00)
<i>Car Spring Rocker</i>		St James		5-10 yrs		875.00
<i>Elephant Spring Rocker</i>		St James		5-10 yrs		875.00
<i>Igloo Climbing Frame</i>		St James	Ins Value	5-10 yrs		1,945.00
<i>Gull Wing See Saw</i>		St James	Ins Value	5-10 yrs		1,459.00
<i>Junior 4 seat Swing</i>		St James	Ins Value			1,854.00
<i>Junior 4 seat Swing</i>		St James				(1,854.00)
<i>Junior 2 Seat Swing</i>		St James		5-10 yrs		1,854.00
<i>Toddler 2 seat Swing</i>		St James	Ins Value	5-10 yrs		1,216.00
<i>Double Slide</i>		St James	Ins Value	5-10 yrs		20,404.00
<i>Junior 2 seat Swing</i>		Enmore Green	Ins Value	5-10 yrs		1,216.00
<i>Toddler 4 seat Swing</i>		Enmore Green	Ins Value			1,824.00
<i>Toddler 4 seat Swing</i>		Enmore Green				(1,824.00)
<i>Toddler 2 seat Swing</i>		Enmore Green		5-10 yrs		1,824.00
<i>Motorbike Spring Toy</i>		Enmore Green	Ins Value	5-10 yrs		875.00
<i>Dog Spring Toy</i>		Enmore Green	Ins Value			875.00
<i>Dog Spring Toy</i>		Enmore Green				(875.00)
<i>Horse Spring Toy</i>		Enmore Green		5-10 yrs		875.00
<i>Multi-Unit</i>	Jun-00	Enmore Green	Act Cost	5-10 yrs		12,931.00
<i>Safety Surfacing-Section 2</i>		Enmore Green	Act Cost			56,845.00
<i>Terma Aquatica Multi Play</i>	Jan-07	Wincombe Lane	Act Cost	5-10 yrs		4,883.00
<i>Calypto Boat</i>		Wincombe Lane	Act Cost	5-10 yrs		2,424.00
<i>Speed Gyro</i>		Wincombe Lane	Act Cost	5-10 yrs		1,687.00
<i>Duckling springer</i>		Wincombe Lane	Act Cost	5-10 yrs		1,079.00
<i>Baby seal springer</i>		Wincombe Lane	Act Cost	5-10 yrs		435.00
<i>Cradle seat swings</i>		Wincombe Lane	Act Cost	5-10 yrs		1,042.00
<i>Multiplay unit</i>		Wincombe Lane	Act Cost	5-10 yrs		6,566.00
<i>Aerospeed</i>		Wincombe Lane	Act Cost	5-10 yrs		4,954.00
<i>Pod swings</i>		Wincombe Lane	Act Cost	5-10 yrs		2,678.00

<i>Item</i>	<b>Date of Acquisition</b>	<b>Location</b>	<b>Type of value</b>	<b>Due for Replacement</b>	<b>Insurance Value 1 June 2015</b>	<b>Value</b>
<i>Stamina course</i>		Wincombe Lane	Act Cost	5-10 yrs		5,825.00
<i>Kanope Bridge</i>		Wincombe Lane	Act Cost	5-10 yrs		5,043.00
<i>Wooden bench x 2</i>	May-07	Wincombe Lane	Act Cost			244.00
<i>Gyros spiral</i>		Wincombe Lane	Act Cost	5-10 yrs		1,443.00
<i>Balancing circuit</i>		Wincombe Lane	Act Cost	5-10 yrs		1,163.00
<i>Twinfly</i>		Wincombe Lane	Act Cost	5-10 yrs		4,720.00
<i>Rodeo board</i>		Wincombe Lane	Act Cost	5-10 yrs		2,131.00
<i>Cableway x 2</i>		Wincombe Lane	Act Cost	5-10 yrs		10,076.00
<i>Aeroskate with metal posts</i>		Wincombe Lane	Act Cost	5-10 yrs		3,756.00
<i>Cradle seat</i>	Jun-11	Wincombe Lane	Act Cost	5-10 yrs		139.00
<i>Elephant Springer</i>	Mar-12	Cockrams	Act Cost	5-10 yrs		620.00
<i>Access whirl</i>	Mar-12	Cockrams	Act Cost	5-10 yrs		2,995.00
<i>Swing</i>	Mar-12	Cockrams	Act Cost	5-10 yrs		5,079.00
<i>Grass matting</i>	Mar-12	Cockrams	Act Cost			3,502.00
<i>Acquito Q</i>	Mar-12	Cockrams	Act Cost	5-10 yrs		9,250.00
<i>Caloo - Skier (CW-08)</i>	Apr-14	Wincombe Lane	Act Cost	)		
<i>Caloo - Rower (CW-32)</i>	Apr-14	Wincombe Lane	Act Cost	)		
<i>Caloo - Air Walker (CW-12A)</i>	Apr-14	Wincombe Lane	Act Cost	)		
<i>Caloo - Cross Ridger (CW-32)</i>	Apr-14	Wincombe Lane	Act Cost	)		
<i>Caloo - Leg Press (CW-06)</i>	Apr-14	Wincombe Lane	Act Cost	)		
<i>Caloo - Rider (CW-14)</i>	Apr-14	Wincombe Lane	Act Cost	)		11,550.00
<i>Caloo - Body Twist (CW-15A)</i>	Apr-14	Wincombe Lane	Act Cost	)		
<i>Caloo - Fixed Angle Cycle (CW-28B)</i>	Apr-14	Wincombe Lane	Act Cost	)		
<i>Caloo - Fixed Handle Cycle (CW-28B)</i>	Apr-14	Wincombe Lane	Act Cost	)		
<i>Caloo - Exercise Bars (CW-07)</i>	Apr-14	Wincombe Lane	Act Cost	)		
<i>Caloo - Chest/Shoulder Press Combi (CW-57)</i>	Apr-14	Wincombe Lane	Act Cost	)		
<i>Proludic - Vitality Rower Seat</i>	May-14	Wincombe Lane	Act Cost			737.97
<i>Wicksteed - 40mm Eco Tumble Surfacing</i>	Mar-16	Ash Close	Act Cost			5,916.00
<i>Wicksteed - Little Bo Peep Multi-play System</i>	Mar-16	Ash Close	Act Cost			9,244.00
<i>Wicksteed - Pixie sit-in Springy</i>	Mar-16	Ash Close	Act Cost			850.00
<i>Wicksteed - Pair of Talking Flowers</i>	Mar-16	Ash Close	Act Cost			495.00
<i>Wicksteed - Five-a-side Goal Frame</i>	Mar-16	Ash Close	Act Cost			259.00
<i>Wicksteed - Surfer - FLZ</i>	May-16	Barton Hill	Act Cost			2,494.00
<i>Wicksteed - Step Box Multi-Gym/Body Twister - FLZ</i>	May-16	Barton Hill	Act Cost			1,943.00

<i>Item</i>	<b>Date of Acquisition</b>	<b>Location</b>	<b>Type of value</b>	<b>Due for Replacement</b>	<b>Insurance Value 1 June 2015</b>	<b>Value</b>
<i>Wicksteed - Hand and Pedal Cycle - FLZ</i>	May-16	Barton Hill	Act Cost			2,048.00
<i>Wicksteed - Horseback Rider - FLZ</i>	May-16	Barton Hill	Act Cost			1,958.00
<i>Wicksteed - Safety Grass</i>	May-16	Barton Hill	Act Cost			736.00
<i>Wicksteed - Double Leg Press</i>	May-16	Barton Hill	Act Cost			2,704.00
<i>Wicksteed - Chest Press/Pull Down Combaion Unit - FLZ</i>	May-16	Barton Hill	Act Cost			3,623.00
<i>Wicksteed - Skier - FLZ</i>	May-16	Barton Hill	Act Cost			2,494.00
<i>Wicksteed - Sit Up Bench - FLZ</i>	May-16	Barton Hill	Act Cost			1,339.00
<i>Wicksteed - Outdoor Tennis Tables x 2</i>	May-16	Barton Hill	Act Cost			2,750.00
<i>Wicksteed- Slide</i>	Feb-17	Ash Close	Act Cost			6,270.00
			<b>Total</b>		<b>326,841.00</b>	<b>309,016.22</b>
			<b>GROUNDWORK EQUIPMENT</b>			
<i>Garden Machinery</i>					<b>57,925.00</b>	
<i>Generator 2.8kVa</i>	Apr-00	Wincombe Unit	Act Cost	2017		289.00
<i>SDS Hammer Drill &amp; Bits</i>	May-00	Wincombe Unit	Act Cost	2019		250.00
<i>Husqvana Brushcutter 240R</i>	May-05	Barton Hill	Act Cost	Scrapped - to Ben Johnsons		427.00
<i>Husqvana Brushcutter 240R</i>	May-05	Barton Hill	Act Cost	Scrapped - to Ben Johnsons		(427.00)
<i>Masport Mower</i>	Jul-05	Barton Hill	Act Cost	2015		500.00
<i>Masport Mower</i>	Jul-05	Barton Hill	Act Cost	2015		(500.00)
<i>Aluminium ladders</i>	Dec-05	Town Hall Balcony	Act Cost			721.00
<b><i>Echo blower</i></b>	<b>Oct-06</b>	<b>Barton Hill</b>	<b>Act Cost</b>	<b>2015</b>		<b>209.00</b>
<i>Husqvana 240R</i>	Mar-07	Barton Hill	Act Cost	Scrapped - to Ben Johnsons		412.00
<i>Husqvana 240R</i>	Mar-07	Barton Hill	Act Cost	Scrapped - to Ben Johnsons		(412.00)
<i>Husqvana 235R</i>	Nov-07	Wincombe Unit	Act Cost	Scrapped - to Ben Johnsons		276.00
<i>Husqvana 235R</i>	Nov-07	Wincombe Unit	Act Cost	Scrapped - to Ben Johnsons		(276.00)
<i>Stihl power washer</i>	Nov-07	Wincombe Unit	Act Cost	2019		136.00
<i>Sealey jack</i>	Nov-09	Wincombe Unit	Act Cost	2019		70.00
<i>Sealey compressor</i>	Jan-10	Barton Hill	Act Cost	2017		200.00
<i>Sealey compressor</i>	Jan-10	Barton Hill	Act Cost	2017		(200.00)
<i>Stihl blower</i>	Jan-10	Wincombe Unit	Act Cost	2015		400.00
<i>Fire proof cabinets</i>	Jan-10	Wincombe Unit	Act Cost			340.00
<i>Assorted hand tools</i>	Jan-10	Wincombe Unit	Act Cost	2014		1,500.00

<i>Item</i>	<b>Date of Acquisition</b>	<b>Location</b>	<b>Type of value</b>	<b>Due for Replacement</b>	<b>Insurance Value 1 June 2015</b>	<b>Value</b>
<i>Kubota ride on mower</i>	Dec-09	Wincombe Unit	Act Cost	2014		13,795.00
<i>Kubota ride on mower- PX to EG Coles ref new mower</i>	Dec-16					(13,795.00)
<i>Grinder</i>	Jan-10	Wincombe Unit	Act Cost	2014		80.00
<b>Bench vice</b>	<b>Jan-10</b>	<b>Barton Hill</b>	<b>Act Cost</b>			<b>50.00</b>
<i>Long reach hedgetrimmer</i>	Sep-09	Wincombe Unit	Act Cost	2015		400.00
<i>Echo hedgecutter</i>	Sep-09	Wincombe Unit	Act Cost	2015		400.00
<i>Filing cabinet x 2</i>	Dec-09	Wincombe Unit	Act Cost			150.00
<i>Stihl brishcutter/strimmer</i>	Mar-11	Wincombe Unit	Act Cost	2015		856.00
<i>Pedestrian Gritter</i>	Dec-11	Wincombe Unit	Act Cost	2015		500.00
<i>Grit Bins</i>		Various	Act Cost			2,000.00
<i>Rat Bins</i>		Various				640.00
<i>KFC Bins x 3</i>		Barton Hill				
<i>Pedestrian Hoover</i>	Dec-11	Bell St Toilets	Act Cost			750.00
<i>Ford Ranger HC04 AAV</i>	Oct-12	Barton Hill	Part-Exchanged - No Addl cost	2017		
<i>Ford Ranger HC04 AAV</i>	Oct-12	Barton Hill				2,415.00
<i>Ford Ranger HC04 AAV</i>	Sep-14		Written off by Insurance Company			(2,415.00)
<i>Knap Sack Sprayer (2)</i>	Jul-12	Wincombe Unit	Act Cost			53.62
<i>Echo Combi Pole saw</i>	Jan-12	Wincombe Unit	Act Cost			664.17
<i>Husqvarna Chain Saw</i>	Jan-12	Wincombe Unit	Act Cost			165.83
<i>Stihl Blower</i>	Jan-12	Wincombe Unit	Act Cost			162.50
<i>DeWalt Compact Battery Drill</i>	Feb-12	Wincombe Unit	Act Cost			125.00
<i>Rover Lawn Mowers</i>	Jan-12	Wincombe Unit	Act Cost			1,168.00
<i>HD Aluminium Step Ladder</i>	Apr-12	Wincombe Unit	Act Cost			314.00
<i>Step Ladder</i>	Apr-12	Town Hall Cleaning Cupboard	Act Cost			71.84
<i>Toyota Hilux Pick-up</i>	Jul-13	Wincombe Unit	Act Cost			3,999.00

<i>Item</i>	<b>Date of Acquisition</b>	<b>Location</b>	<b>Type of value</b>	<b>Due for Replacement</b>	<b>Insurance Value 1 June 2015</b>	<b>Value</b>
<i>Ryobi STC5 Strimmer</i>	Audit of Equipment Apr 14	Barton Hill	Est Cost	Scrapped - to Ben Johnsons		200.00
<i>Ryobi STC5 Strimmer</i>	Audit of Equipment Apr 14	Barton Hill	Est Cost	Scrapped - to Ben Johnsons		(200.00)
<i>Killer Spray 8ltr - Old not used</i>	Audit of Equipment Apr 14	Barton Hill	Est Cost			0.00
<i>Chemical Safe</i>	Audit of Equipment Apr 14	Bell St Toilets	Est replacement Cost			175.00
<i>Wheeled DR Strimmer</i>	Audit of Equipment Apr 14	Wincombe Unit	Act Cost			
<i>Trailer</i>	Audit of Equipment Apr 14	Wincombe Unit	Est replacement Cost			500.00
<i>Wheelbarrow</i>	Audit of Equipment Apr 14	Wincombe Unit	Act Cost			35.82
<i>Black &amp; Decker Workmate</i>	Audit of Equipment Apr 14	Wincombe Unit	Est replacement Cost			90.00
<i>Bolt Croppers 24"</i>	Audit of Equipment Apr 14	Wincombe Unit	Est replacement Cost			115.00
<i>Tape Measure</i>	Audit of Equipment Apr 14	Wincombe Unit	Est Cost			Negligible
<i>Road Sweepers Barrow</i>	Audit of Equipment Apr 14	Bell St Toilets	Est replacement Cost			650.00
<i>Kubota B3030 Tractor with LA403 Loader</i>	Apr-14	Wincombe Unit	Act Cost			8,315.00
<i>Used Twose Hedge Cutter</i>	Apr-14		Act Cost			2,000.00
<i>Used Twose Hedge Cutter</i>	Sep-14		Returned to EG Coles			(2,000.00)
<i>Fleming 5ft Topper</i>	Apr-14		Act Cost			1,100.00



<i>Item</i>	<b>Date of Acquisition</b>	<b>Location</b>	<b>Type of value</b>	<b>Due for Replacement</b>	<b>Insurance Value 1 June 2015</b>	<b>Value</b>
<i>Fleming 5ft Topper</i>	Sep-14		Returned to EG Coles			(1,100.00)
<i>Fleming 6ft Finishing Mower</i>	Apr-14		Act Cost			1,600.00
<i>Fleming 6ft Finishing Mower</i>	Sep-14		Returned to EG Coles			(1,600.00)
<i>Kubota SW2 1.5m Rear Sweeper</i>	Apr-14		Act Cost			2,395.00
<i>Kubota SW2 1.5m Rear Sweeper</i>	Sep-14		Returned to EG Coles			(2,395.00)
<i>Tree Lopers</i>	Jun-14	Wincombe Unit	Act Cost			27.49
<i>CDA Weedkiller Applicator</i>	Aug-14	Wincombe Unit	Act Cost			125.00
<i>DFSK Load Hopper 1.3 - WU63 UZL</i>	Sep-14	Wincombe Unit	Act Cost			5,800.00
<i>Ransomes 214 Gangs Mower</i>	Sep-14	Wincombe Unit	Act Cost			7,600.00
<i>Ransomes 214 Gangs Mower</i>	Jun-15		Returned to EG Coles			(7,600.00)
<i>Strimmer Harness</i>	Sep-14	Wincombe Unit	Act Cost			37.50
<i>3 way Combination Ladder</i>	Oct-14	Wincombe Unit	Act Cost			111.99
<i>Weights &amp; brackets for Tractor</i>	Oct-14	Wincombe Unit	Act Cost			500.00
<i>Edging Tool</i>	Dec-14	Wincombe Unit	Act Cost			30.30
<i>Road Sweeper</i>	Dec-14	Barton Hill	Act Cost			1,750.00
<i>Ratchet for socket set</i>	Jan-15	Wincombe Unit	Act Cost			19.95
<i>Lawnflite Brush Cutter</i>	Mar-15	Wincombe Unit	Act Cost			258.34
<i>Wheelbarrow</i>	Mar-15	Wincombe Unit	Act Cost			38.95
<i>Drainer</i>	Mar-15	Wincombe Unit	Act Cost			25.60
<i>Digging Spade</i>	Mar-15	Wincombe Unit	Act Cost			22.00
<i>Digging Fork</i>	Mar-15	Wincombe Unit	Act Cost			12.50
<i>Roller Mower MJ70-190</i>	Jun-15	Wincombe Unit	Act Cost			4,100.00
<i>Nissan Cabstar WD65 XAM</i>	Jan-16	Wincombe Unit	Act Cost			16,400.00
<i>SMW600 Workman 600E Water Bowser</i>	Jan-16	Wincombe Unit	Act Cost			1,000.00
<i>RD &amp; KD Mclean Bearcat Woodchipper</i>	Mar-17	Wincombe Unit	Act Cost			2,500.00
<i>Ben Johnson - Hedge Trimmer</i>	Mar-17	Wincombe Unit	Act Cost			158.83
<i>E G Coles- Ransomes MP653 Ride on Mower</i>	Dec-16	Wincombe Unit	Act Cost			32,500.00

<i>Item</i>	<b>Date of Acquisition</b>	<b>Location</b>	<b>Type of value</b>	<b>Due for Replacement</b>	<b>Insurance Value 1 June 2015</b>	<b>Value</b>
			<b>Total</b>		<b>57,925.00</b>	<b>91,764.23</b>
			<b>TOWN HALL &amp; OFFICE EQUIPMENT</b>			
<i>Town Hall Contents</i>					<b>23,697.00</b>	
<i>Chairs (102)</i>		Town Hall				
<i>Tables - 29</i>		Town Hall				
<i>97 glasses</i>		Town Hall Kitchen				
<i>41 cups</i>		Town Hall Kitchen				
<i>238 Plates and Bowls</i>		Town Hall Kitchen				
<i>30 Spoons</i>		Town Hall Kitchen				
<i>60 forks</i>		Town Hall Kitchen				
<i>47 knives</i>		Town Hall Kitchen				
<i>8 tea spoons</i>		Town Hall Kitchen				
<i>Hot water boiler</i>	Jun-09	Town Hall Kitchen	Actual Cost			673.75
<i>Flagpole</i>	Apr-99	T/Hall	Actual Cost			706.00
<i>Flagpole</i>	May-03	T/Hall	Actual Cost			877.00
<i>Loop System</i>	Jul-98	T/Hall	Actual Cost			2,318.60
<i>Stair Lift</i>	Jul-00	T/Hall	Act Cost			5,590.00
<i>Wall mounted Projection Screen</i>	Jul-00	Guildhall	Act Cost			300.00
<i>34 cups</i>		Council Chamber				
<i>43 glasses</i>		Council Chamber				
<i>57 plates and bowls</i>		Council Chamber				
<i>16 teaspoons</i>		Council Chamber				
<i>12 spoons</i>		Council Chamber				
<i>2 forks</i>		Council Chamber				
<i>1 knife</i>		Council Chamber				
<i>Ladders x 2</i>		Balcony	Est Cost			350.00
<i>Overhead Projector</i>	May-96	Office				
<i>4 desks, 4 Office Chairs</i>		Office				
<i>Stock (less £250)</i>		Office				
<i>Photocopier (Leased)</i>		Office				
<i>New Computer Screen</i>		Office	Actual Cost			122.10

<i>Item</i>	<b>Date of Acquisition</b>	<b>Location</b>	<b>Type of value</b>	<b>Due for Replacement</b>	<b>Insurance Value 1 June 2015</b>	<b>Value</b>
<i>Sage A/C Software</i>	Mar-98	Office	Actual Cost			500.00
<i>Cemetery software</i>	Jun-10	Office	Actual Cost			1,490.00
<i>Computer P233MMX</i>	Jun-98	Office	Actual Cost			835.40
<i>Laser Printer</i>	Jun-98	Office	Actual Cost			246.00
<i>Planning Ord Survey Maps</i>	Jun-99	Office	Actual Cost			680.00
<i>6 no. Decorated Pillars</i>	May-00	Council Chamber	Act Cost			170.00
<i>3 desks, 4 drawer units, 6 wall units</i>	Oct-01	Office	Act Cost			1,218.00
<i>Fire &amp; Security Safe</i>	Oct-01	Office	Act Cost			895.00
<i>Carpet</i>	Jun-01	Mayors Parlour	Act Cost			555.00
<i>Office Carpet</i>	Sep-01	Office	Act Cost			711.00
<i>Laminating Machine</i>	Oct-02	Office	Act Cosr			93.00
<i>Olympus Digital Camera</i>	Mar-03	Safe	Act Cost			265.00
<i>Olympus Digital Camera - replaced by Samsung ES75 2011</i>	2011	Safe				(265.00)
<i>Samsung ES75 Digital Camera</i>	2011	Office	Est Cost			265.00
<i>Acer computers x 4</i>	Dec-05	Office	Act Cost			1,924.00
<i>Scanner</i>	Dec-05	Office	Act Cost			69.00
<i>Data projector</i>	Dec-05	Office	Act Cost			456.00
<i>Laptop computer</i>	Dec-05	Office	Act Cost			493.00
<i>HP PSC 1410 printer</i>	Dec-06	Office	Act Cost			69.99
<i>Vista computer and printer Zoostorm ST85705 / Viewsonic VS11353</i>	Jan-08	Office	Act Cost			964.00
<i>2 x oil filled heaters</i>	Jan-09	Office	Act Cost			150.00
<i>Zoostorm base unit</i>	Oct-09	Office	Act Cost			300.00
<i>Acer Aspire T135-S870</i>		Fireproof Safe				
<i>(NW) Zoostorm ST664053 / Samsung E1720NR</i>	Apr-11	Office	Act Cost			500.00
<i>(CC) Zoostorm ST169032 / Dell 1907FPT</i>	Apr-11	Office	Act Cost			500.00
<i>Server</i>	Nov-11	Office	Act Cost			2,780.00
<i>Solar Panels</i>	2011					12,600.00
<i>UPS 1000/1500VA</i>	Feb-13	Office	Act Cost			390.00
<i>New Boiler and Heating System (inc Airforce Heat Pumps</i>		Office	Act Cost			35,758.00
<i>Laptop computer</i>					<b>536.00</b>	
<i>Lenovo ThinkPad Laptop T1010591 incl Office 2013 Home &amp; Business</i>	Jul-13	Office - ND	Act Cost			712.00

<i>Item</i>	<b>Date of Acquisition</b>	<b>Location</b>	<b>Type of value</b>	<b>Due for Replacement</b>	<b>Insurance Value 1 June 2015</b>	<b>Value</b>
<i>Lenovo ThinkPad Laptop T1010591 incl Office 2013 Home &amp; Business</i>	Jun-16					(712.00)
<i>Lenovo Docking Station x 2</i>	Jul-13	Office - ND	Act Cost			178.00
<i>Phillips 23.5" LED TFT Screen</i>	Jul-13	Office - ND	Act Cost			102.00
<i>Nobo Projector/Multi-media Trolley</i>	Nov-13	Office - ND	Act Cost			149.00
<i>Samsung 23.5" Monitor - Model S24B150BL S/No. 0254H4MDA02842N</i>	Nov-13	Office - CC	Act Cost			125.00
<i>Samsung 23.5" Monitor - Model S24B150BL S/No. 0254H4MDA0284Z</i>	Nov-13	Office - BC	Act Cost			125.00
<i>Samsung 23.5" Monitor - Model S24B150BL S/No. Big-Dug Shelving Units x 3</i>	Nov-13	Office - TM	Act Cost			125.00
<i>Table Top Dishwasher</i>	Apr-14	Attic	Act Cost			292.00
<i>Microwave</i>	Aug-14	Council Chamber	Act Cost			240.83
<i>Office Chair</i>	Aug-14	Council Chamber	Act Cost			29.17
<i>Pedestal</i>	Sep-14	Office - CC	Act Cost			125.00
<i>Shredder</i>	Sep-14	Office - CC	Act Cost			125.00
<i>Big-Dug Shelving Unit</i>	Dec-14	Office	Act Cost			116.66
<i>Desk</i>	Dec-14	Stationery Cupboard	Act Cost			159.00
<i>Canon Legria HF R606 Camcorder</i>	Dec-14	Mayors Parlour	Act Cost			55.00
<i>Intel Server S1200V3RPS</i>	Jun-15	Office	Act Cost			244.54
<i>Bush 2.1 Bluetooth Wireless Speaker</i>	Jun-15	Office	Act Cost			1,950.00
<i>Lyreco - 2m Paperflow Cupboard</i>	May-16	Office	Act Cost			35.00
<i>Lyreco - 1m Paperflow Cupboard</i>	May-16	Office	Act Cost			485.99
<i>IT Department- Lap Top Computer</i>	May-16	Office	Act Cost			264.99
<i>IT Department- 2 x New PC's, Monitors, Keyboards and Mouses</i>	Jun-16	Office	Act Cost			512.50
<i>Lyreco- 2 x Flipchart Easels</i>	Feb-17	Office	Act Cost			1,832.71
<i>Sewards- Blinds Town Hall</i>	Feb-17	Office	Act Cost			137.98
<i>ProAudio-Portable PA System</i>	Feb-17	Town Hall	Act Cost			162.00
<i>CCTV Camera and Monitor</i>	Mar-17	Office	Act Cost			154.17
<i>Intercom and access system</i>	Dec-16	TownHall/Office	Act Cost			465.00
	Feb-16	TownHall/Office	Act Cost			570.00

<i>Item</i>	<b>Date of Acquisition</b>	<b>Location</b>	<b>Type of value</b>	<b>Due for Replacement</b>	<b>Insurance Value 1 June 2015</b>	<b>Value</b>
	<b>COUNCIL CHAMBER/MAYORS PARLOUR</b>					
<i>Contents of Mayors Parlour &amp; Council Chamber</i>					<b>20,421.00</b>	
<i>Hand crafted display cabinet</i>	Dec-99	Council Chamber	Act Cost			6,228.00
<i>Council Benches</i>		Council Chamber	}			
<i>Mayors Parlour Table</i>		Mayors Parlour				10,000.00
<i>Mayor &amp; Cllrs Chairs (16)</i>		Mayors Parlour	}			
<i>Banqueting chairs (79)</i>		Council Chamber		Act Cost		1,999.00
<i>Honours board</i>	Feb-10	Council Chamber	Act Cost			557.50
<i>6 collectors plates of Shaftesbury</i>	Jul-12	Council Chamber	Gift			0.00
<i>Artwork</i>	<b>OTHER PROPERTY</b>				<b>7,820.00</b>	
<i>Clocks</i>		Council Chamber	Value as per Mar 14			1,300.00
<i>Portraits and Paintings</i>		Stairs/Guildhall	Value as per Mar 14			7,820.00
<i>BR Locomotive Shaft Sign</i>		Stairs	Value as per Mar 14		<b>15,000.00</b>	10,000.00
<i>Robes</i>		Office	Ins Value			867.00
<i>Guildhall Window Crest</i>		Above Main Doors	Ins Value			1,000.00
<i>Regalia</i>					<b>727,400.00</b>	
<i>Mayoress's Lapel Badge</i>			Value as per Mar 14			1,500.00
<i>Deputy Mayor Badge</i>			Value as per Mar 14			900.00
<i>Mayor &amp; Mayoresses Chains</i>		Safe	Value as per Mar 14			50,000.00
<i>Mace No. 1</i>		Bank vault	Value as per Mar 14			250,000.00
<i>Mace No. 2</i>		Bank vault	Value as per Mar 14			2,000.00

<i>Item</i>	<b>Date of Acquisition</b>	<b>Location</b>	<b>Type of value</b>	<b>Due for Replacement</b>	<b>Insurance Value 1 June 2015</b>	<b>Value</b>
<i>One Loving Cup</i>		Safe	Value as per Mar 14			3,500.00
<i>Print on loan from Mansbridge family</i>	Jan-03	Council Chamber	Nom Value Only			25.00
<i>Map on loan from Mansbridge family</i>	Jan-03	loft above ladies	Nom Value Only			25.00
<i>Buckingham Palace model (gift)</i>	Apr-07	Council Chamber	Nom Value Only			100.00
<i>Shaftesbury locomotive (gift)</i>	Dec-07	Mayor Parlour	Nom Value Only			100.00
<i>Cycle stands x 8</i>	Feb-10	Park Walk	Act Cost			443.00
<i>Bins x 5</i>	Sep-10	Barton Hill	Act Cost			1,055.35
<i>Notice boards</i>	Feb-12	Various	Act Cost			3,920.00
			<b>Total</b>		<b>771,177.00</b>	<b>437,651.23</b>
					<b>5,690,587.00</b>	<b>2,708,648.69</b>
<b>FIXED ASSET REGISTER TOTALS</b>						
	<b>Ins Cover</b>	<b>FAR</b>				
<b>Community Assets</b>	<b>£4,534,644.00</b>	<b>£1,870,217.01</b>				
<b>Playground Equipment</b>	<b>£326,841.00</b>	<b>£309,016.22</b>				
<b>Groundwork Equipment</b>	<b>£57,925.00</b>	<b>£91,764.23</b>				
<b>Town Hall and Office</b>	<b>£771,177.00</b>	<b>£437,651.23</b>				
<b>Fixed Asset Register Total 16/17</b>	<b>£5,690,587.00</b>	<b>£2,708,648.69</b>				
<b>Addition of loans at £15,000 as per external auditor As per report to Council 6th July 2010</b>		£15,000.00				
<b>Total FAR 2016-2017</b>	<b>£5,690,587.00</b>	<b>£2,723,648.69</b>				

**Report 0517AM10 to Shaftesbury Town Council's Annual Meeting  
to be held at 7.00pm on Tuesday 23rd May 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Annual Subscriptions**

**1. Purpose of Report**

To resolve the Annual Subscriptions for the municipal year 2017/18

**2. Recommendation**

2.1. That the list of subscriptions for 2017/18 be approved.

**3. Background**

3.1. The Town Council subscriptions are renewed annually at the Annual Meeting.

**4. Subscription List**

4.1. The current list of annual subscriptions is as follows, together with the expected cost for 2017/2018.

	<b>2016/17</b>	<b>2017/18</b>
Dorset Association of Parish and Town Councils (DAPTC)	£1,058	£1,100
Society of Local Council Clerks (SLCC)	£292	£305
National Association of Allotments	<u>£61</u>	<u>70</u>
	£1,411	£1475

**5. Financial Implications**

5.1 Books and Subscriptions opening budget .....£1,500  
Subscriptions as above .....£1,475  
Budget remaining .....£25

**6. Legal Implications**

6.1. A local authority may pay reasonable subscriptions Local Government Act 1972 s. 143

(End)

Report Author:  
Claire Commons  
Town Clerk

**Report 0517AM11 to Shaftesbury Town Council's Annual Meeting  
to be held at 7.00pm on Tuesday 23rd May 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Bank Signatures**

**1. Purpose of Report**

To confirm the Town Council's Bank Signatories for the municipal year 2017/18

**2. Recommendation**

- 2.1. That the Council resolves the bank signatories to comprise at least three elected members and one officer to remain in place until such time as they no longer hold office with the council or a review is carried out by the Council, whichever is the sooner.

**3. Background**

- 3.1. In addition to the Clerk, the signatories for 2016/17 were Councillors John Lewer, Lester Taylor, Richard Tippins and Philip Proctor
- 3.2. The bank mandate will be changed to remove Richard Tippins and Stephen Holley and add Claire Commons. The Council is required to appoint at least three signatories for the coming municipal year.
- 3.3. The Council's financial regulations require a cheque signatory to sign the bank reconciliation quarterly, in addition the Internal Auditor recommends that each member in rotation agree the bank reconciliation each month. The Finance Officer will make arrangements to contact members monthly for this to take place.

**4. Legal Implications**

- 4.1. Financial Regulation 2.2 requires that; On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 4.2. Financial Regulation 5.1 requires that; The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The council shall seek credit references in respect of members or employees who act as signatories.

(End)

Report Author:  
Claire Commons  
Town Clerk



**Report 0517AM12 to Shaftesbury Town Council's Annual Meeting  
to be held at 7.00pm on Tuesday 23rd May 2017 in the Council  
Chamber, Shaftesbury Town Hall**

**Members Allowances / Expenses and Attendance**

**1. Purpose of Report**

To receive a report on members' allowances and expenses claimed in the year ending 31<sup>st</sup> March 2017 and their attendance at Council and Committee meetings for the municipal year ending 22<sup>nd</sup> May 2017

**2. Recommendation**

2.1. That the report be received and noted.

**3. Background**

3.1. Provided that the expenses have been necessarily incurred or losses suffered, payments may be made for approved duties, and official and courtesy visits in the following cases;

- Travelling expenses outside the community
- Attendance allowance to councillors for performing any approved duty

3.2. Expenses incurred by Councillors acting in the capacity of Mayor are allocated to the civic budget.

3.3.

<i>Councillor</i>	<i>Travel/Subs</i>	<i>Allowance</i>	<i>Training</i>	<i>TOTAL</i>
<i>A Austin</i>		£360.00		£360.00
<i>P Brown</i>		£360.00	£100.00	£460.00
<i>J Francis</i>		£270.00		£270.00
<i>G Hall</i>		£360.00		£360.00
<i>M Jackson</i>				
<i>J Lewer</i>	£48.15	£360.00		£408.15
<i>A Perkins</i>		£360.00		£360.00
<i>P Proctor</i>		£360.00		£360.00
<i>L Taylor</i>		£360.00		£360.00
<i>K Tippins</i>		£270.00		£270.00
<i>R Tippins</i>		£270.00		£270.00
<i>L Todd</i>				
<i>L Kirton</i>		£30.00		£30.00
<i>T Cook</i>		£30.00		£30.00
<i>Whole Council</i>	£60.19		£530.28	£590.47
<b><i>Totals</i></b>	<b>£108.34</b>	<b>£3,390.00</b>	<b>£630.28</b>	<b>£4,128.62</b>
<i>Budget</i>	£400.00	£4,320.00	£840.00	£5,560.00

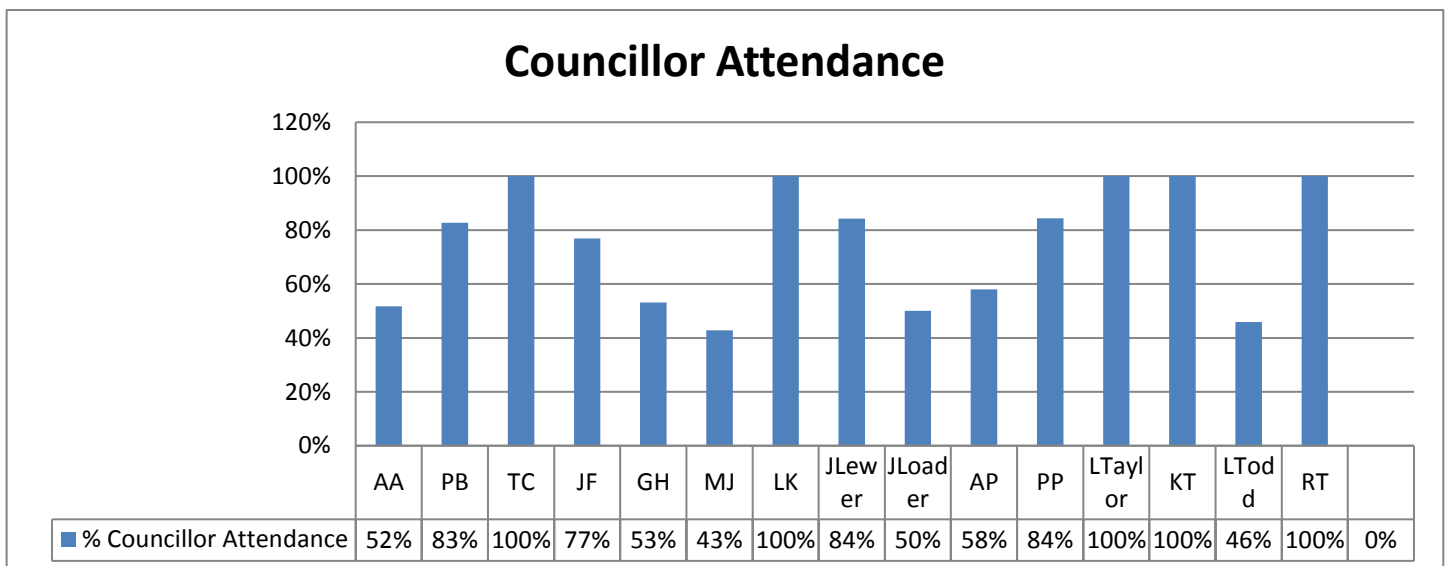
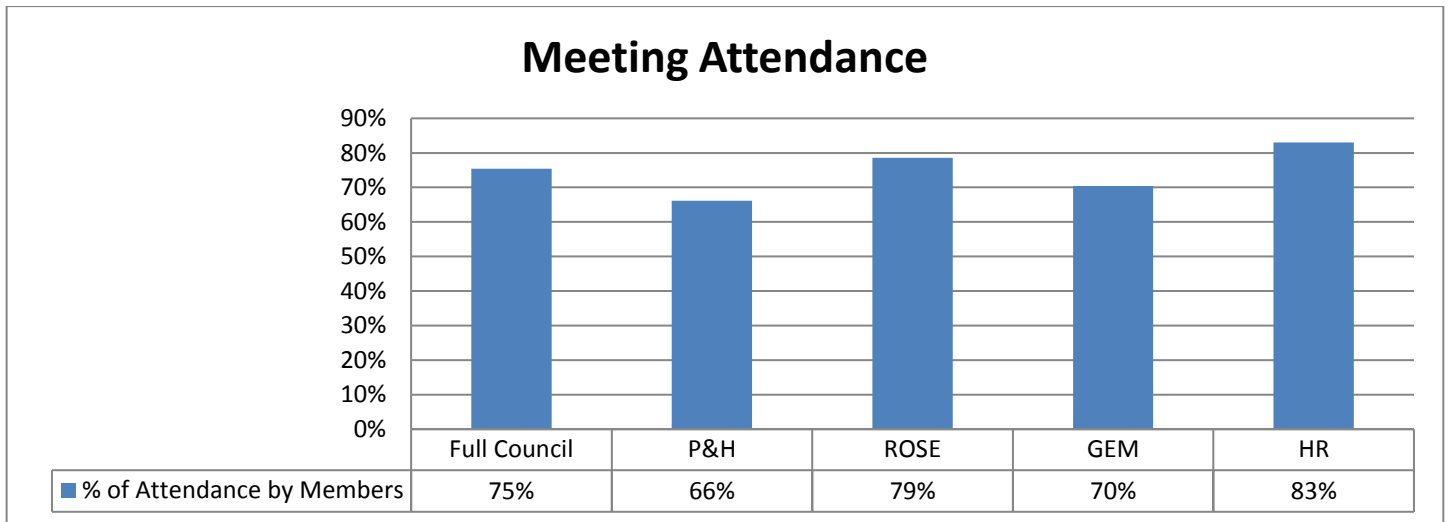
3.4. Members attendance at meetings is recorded and provided at **Appendix J**. The figures for members who did not serve for the full council year are adjusted to show the percentage appropriate to their time in office.

(End)

Report Author:  
Claire Commons, Town Clerk

### COUNCILLOR ATTENDANCE

A councillor agrees to attend all meetings (reasonably possible) that he or she is summoned to. This may only require one meeting of full council a month. However, along with full council meetings, there are further committee meetings or working groups. Most meetings are held at 7pm in the evening but some committees and group representation may be during the day. Below are the statistics for the attendance of Councillors at formal Council meetings for the 2016/17 municipal year



**Report 0517AM13 to Shaftesbury Town Council's Annual Meeting  
to be held at 7.00pm on Tuesday 23rd May 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Calendar of Meetings**

**1. Purpose of Report**

To approve the Calendar of Meetings for the 2017/18 municipal year.

**2. Recommendation**

- 2.1. That the Council adopts the calendar of meetings for the municipal year 2017/18

**3. Background**

- 3.1. The proposed calendar of meetings sets out the established practice of a cycle of committee meetings, a 'vacant' week and then a meeting of the Full Council. The Council goes into recess for August and December however the Planning and Highways Committee will still meet once in each of those months if required to consider planning applications only.
- 3.2. The calendar will provide the following number of meetings as well as sufficient 'free' Tuesday evenings which can be used for informal discussions or training.

	<u>Last Year</u>	<u>Coming Year</u>
Full Council	7	7
Planning	13	10
ROSE	9	8
GEM	8	7

**4. Legal Implications**

- 4.1. The Council is required to hold an Annual Meeting and to have at least three other ordinary meetings each year.

(End)

Report Author:  
Claire Commons  
Town Clerk

Appendix K.

MAY 2017	
2 <sup>nd</sup>	General Management
16 <sup>th</sup>	Parish Meeting
23 <sup>rd</sup>	Annual Meeting
30 <sup>th</sup>	Planning & Highways

JUNE 2017	
6 <sup>th</sup>	Recreation, Open Spaces & Environment
13 <sup>th</sup>	General Management
27 <sup>th</sup>	Full Council

JULY 2017	
4 <sup>th</sup>	Planning & Highways
11 <sup>th</sup>	Recreation & Open Spaces
18 <sup>th</sup>	General Management

AUGUST 2017	
18 <sup>th</sup>	Planning & Highways

SEPTEMBER 2017	
5 <sup>th</sup>	Full Council
12 <sup>th</sup>	Planning & Highways
19 <sup>th</sup>	Recreation, Open Spaces & Environment
26 <sup>th</sup>	General Management

OCTOBER 2017	
3 <sup>rd</sup>	Parish and Budget Meeting
10 <sup>th</sup>	Full Council
17 <sup>th</sup>	Planning & Highways
24 <sup>th</sup>	Recreation, Open Spaces & Environment
31 <sup>st</sup>	General Management

NOVEMBER 2017	
14 <sup>th</sup>	Full Council
21 <sup>st</sup>	Planning & Highways
28 <sup>th</sup>	Recreation, Open Spaces & Environment

DECEMBER 2017	
12 <sup>th</sup>	Planning & Highways

JANUARY 2018	
2 <sup>nd</sup>	Planning & Highways (only if needed)
9 <sup>th</sup>	Recreation, Open Spaces & Environment
16 <sup>th</sup>	General Management
30 <sup>th</sup>	Full Council

FEBRUARY 2018	
6 <sup>th</sup>	Planning & Highways
13 <sup>th</sup>	Recreation, Open Spaces & Environment
20 <sup>th</sup>	General Management

MARCH 2018	
6 <sup>th</sup>	Full Council
13 <sup>th</sup>	Planning & Highways
20 <sup>th</sup>	Recreation, Open Spaces & Environment
27 <sup>th</sup>	General Management

APRIL 2018	
10 <sup>th</sup>	Full Council
17 <sup>th</sup>	Parish Meeting
24 <sup>th</sup>	Planning & Highways

MAY 2018	
1 <sup>st</sup>	Annual Meeting

**Report 0517AM14 to Shaftesbury Town Council's Annual Meeting  
to be held at 7.00pm on Tuesday 23rd May 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Town Hall Keyholders**

**1. Purpose of Report**

To appoint keyholders for 2017/18

**2. Recommendation**

- 2.1. That the Council resolves to appoint four key holders for the Town Hall until such time that they no longer hold office or the keyholders are reviewed, whichever is the soonest.

**3. Background**

- 3.1. The Town Council is obliged to appoint four key holders for the Town Hall. Details of the Key Holders are lodged with the intruder and fire alarm monitoring service and key holders are contacted in the order listed in the event of an out of hours event.
- 3.2. Key Holders are expected to attend the site, training will be provided for any new members appointed as Key Holders at which the exact duties and procedures will be explained.
- 3.3. Senior Groundsman Mike Wakely holds responsibility for being the emergency caretaker contact and is thereby listed as first contact. Three additional appointments should be made to ensure someone is always able to be reached in the event of an emergency.
- 3.4. It is helpful if the key holders are local to the Town Hall.

(End)

Report Author:  
Claire Commons  
Town Clerk

**Report 0517AM15 to Shaftesbury Town Council's Annual Meeting  
to be held at 7.00pm on Tuesday 23rd May 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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**Shaftesbury Fringe**

**1. Purpose of Report**

To consider request for support for Shaftesbury Fringe

**2. Recommendation**

2.1. That the Council provides support to the Shaftesbury Fringe

**3. Background**

3.1. A request has been received from Shaftesbury Fringe for financial support to the value of £800.

3.2. Support can be made in the form of a paid advertisement or message ranging from £55.60 to £250.20 or in the form of a grant.

3.3. Advert Suggestions;

3.3.1. Shaftesbury Town Council is pleased to support the Shaftesbury Fringe

3.3.2. Splash into Summer - Shaftesbury Oasis Swimming Pool, open now, outdoor pool, heated to 29c,

3.3.3. Mampitts Consultation – have your say on the community land at Mampitts Square, contact the Town Hall or see our website for more information.

3.4. A copy of last year's programme and this year's layout is available to view in the office if any members would like to see more detail.

**4. Financial Considerations**

4.1. Advertising budget allocation for current year ..... £1,000

4.2. Civic Allowance allocation for current year ..... £2,100

4.3. Community Grants budget allocation for current year ..... £30,000

4.4. Swimming Pool advertising budget remaining for current year..... £400

(End)

Report Author:  
Claire Commons  
Town Clerk

**Report 0517AM16 to Shaftesbury Town Council's Annual Meeting  
to be held at 7.00pm on Tuesday 23rd May 2017 in the Council  
Chamber, Shaftesbury Town Hall**

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

**1. Purpose of Report**

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

**2. Recommendation**

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

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

**3. Updates**

3.1. Community Hall and Cycle Speedway - A Project Manager has been briefed on the Community Hall and Cycle Speedway projects as two projects which are currently being managed external to the Council but to which the Council has resolved support and will have increased involvement. These projects are also identified in the Emerging Strategic Plan. Detailed updates on these two items will be reported to the General Management and ROSE Committees respectively.

3.2. Strategic Plan – work is continuing on developing the emerging strategic plan and the next step will be to pin down the identified projects within the plan and assign task and finish groups to these projects in order to build a profile of the projects within the plan. This piece of work will be undertaken by the Committees as their key work for the first cycle of meetings.

3.3. Swimming Pool – the Swimming Pool is set to open on 27<sup>th</sup> May and we look forward to seeing you all there enjoying the facilities. We have produced two banners to advertise the pool while its open, one to be displayed from the Town Hall, the other to be displayed from the Tesco Carpark. In addition, new speakers have been bought to create a better party atmosphere for the family swims and party bookings, the building has been refurbished and a new mechanical pool cleaner has been well deployed.

3.4. Chapter 8 – training has been arranged for the grounds team to undertake 'Chapter 8' qualification which will allow them to work on the highways. With the reduction in Highways budgets, non-statutory items are falling to the Towns and Parishes to undertake. Holding this qualification will allow the grounds team to clean road signs and undertake other work on the roadside as necessary.

3.5. A30 Allotments – the paperwork has been received from the solicitor for the transfer of the A30 Allotments. Once checked, this will be put to the General Management Committee.

**4. Date of next meeting**

4.1. The next scheduled meeting of the Council is 27<sup>th</sup> June 2017

## **5. Items for next meeting**

- 5.1. The Committee is requested to consider items for inclusion on the agenda for its next meeting in order to provide sufficient time for matters to be researched and reports written for issue with the agenda papers and in turn provide for greater transparency and informed decision making.
- 5.2. Consideration should be given to the purpose of any subject for inclusion, an indication of what is hoped can be achieved by the items will help to focus the report and subsequent debate and avoid general discussion.
- 5.3. Items already noted for consideration are;
  - Strategic Plan
  - A30 Allotments
  - Football Club

(End)

Report Author:  
Claire Commons  
Town Clerk



