



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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

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

To be held at 7.00pm on Tuesday 16 January 2018 in the Council Chamber, Shaftesbury Town Hall

Claire Commons, Town Clerk

Members are reminded of their duty under the Code of Conduct

Public Participation

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

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

Agenda

- 1 APOLOGIES 3**
To receive and consider for acceptance, apologies for absence
- 2 DECLARATIONS OF INTEREST 3**
Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.
- 3 MINUTES 3**
To confirm as a correct record, the minutes of the previous meeting of the General Management Committee.
- 4 STRATEGIC PLAN 4**
To provide an overview of the 35 one-page summaries for the strategic plan projects and high-level timescales for each of the 12 workstreams
- 5 FINANCES – QUARTER 3 6**
To receive the Town Council's accounts for the third quarter of the financial year 2017/18
- 6 BOWLING CLUB 8**
To consider parking improvements to the Bowling Club
- 7 ADVISORY COMMITTEES 9**

To consider advice that working groups should be committees/sub-committees

8 HALL HIRE 11

To consider request to hold current year's price for a hall hirer for the financial year 2018/19

9 OFFICER REPORT 12

To receive correspondence and any updates on the work of the Committee.

(End)

**Administration for a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 16 January 2018 in the Council Chamber,
Shaftesbury Town Hall**

1 Apologies

To receive and consider for acceptance, apologies for absence

1.1 Apologies received to date

2 Declarations of Interest

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.

2.1 Declarations of Interest received to date

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

3 Minutes

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

3.1 Minutes to be adopted

3.1.1 31st October 2017

**Report 0118GEM4 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 16 January 2018 in the Council Chamber,
Shaftesbury Town Hall**

4 Strategic Plan

To provide an overview of the 35 one-page summaries for the strategic plan projects and high-level timescales for each of the 12 workstreams

4.1 Recommendation

4.1.1 The 35 one page summaries are agreed in terms of background, vision and measure of success

4.2 Background:

4.2.1 52 projects were identified on the Strategic plan.

13 have been condensed in to 4 as the themes were similar

9 have been 'parked' as they are within the NDDC remit and therefore the role of STC becomes one of consultation rather than as the accountable body.

A further **8** (Town landscape and aesthetics) have been parked as action will be dependent on the outcome of the recent study commissioned by NDDC (one page summaries have still been produced)

1 project (Jubilee steps) is underway and being coordinated by the Finance Assistant

1 project (Childhood obesity) is an outcome not a project

1 project (revenue generating projects) is not a specific project but one that will be managed on a bespoke basis

4.2.2 19 projects have been identified as a priority

Marketing and Events including mapping	Shaftesbury Domain
	Review facilities for elderly residents
	Bringing the old and the new together
The Shaftesbury experience	Develop town tourism strategy
	Public toilet standard
	Cycle cross track
	Attract the Arts
Economic Development	Town landscape and aesthetics
	Public wi-Fi
	Swimming Pool roof
	Town Hall related projects
Stakeholder collaboration	Youth Council
	Conservation (Civic society)
	Develop relationships with businesses, estates and the community
	Develop links with adjoining towns, other authorities
	Review governance
	Resolution tracker (work complete) on Council agenda's
	Review investment on Council Funds
	Neighbourhood plan

- 4.2.3 An action plan has been drafted and this will be transferred on to a project plan once the software programme has been identified.
- 4.2.4 Stakeholder groups (ADVISORY COMMITTEES) need to be formed in order to draw on the viewpoints from the community and drive a bottom up approach so the people feel empowered
- 4.2.5 Evidence needs to be produced to drive the NEED – the majority of the projects need more research

4.3 Advisory Committee

Marketing and Events	Shaftesbury domain	Cllr Cook	+6
	Old and New	Cllr Todd	+4
	Facilities for elderly	Cllr Austin	NHS trust
Shaftesbury Experience	Tourism	Cllr Hall	+10
	Toilets	Cllr Hall	+6
	Outdoor lifestyle	Cllr Kirton	+4 Inc. OSG
	Indoor lifestyle	Cllr Loader	+6 Inc. SAC and ST
Economic Development	Town landscape	Cllr Brown	+10 Inc. CoC
	Asset acquisition	Cllr Taylor	0
	Asset Management	Cllr Perkins	4
Stakeholder Collaboration	Internal	Cllr Jackson	0
	External	Cllr Proctor	+10
	Neighbourhood Plan	Cllr Lewer	+12

4.4 Legal Implications

(End)

Report Authors:

Brie Logan, Business Manager and Claire Commons, Town Clerk

**Report 0118GEM5 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 16 January 2018 in the Council Chamber,
Shaftesbury Town Hall**

5 Finances – Quarter 3

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

5.1 Recommendation

- 5.1.1 That the Committee receives and notes the report, noting the cleared bank balances as at 31st December 2017 held in each bank account; Nat West Current Account £51,057.57 Town Hall Petty Cash £80.06, Swimming Pool Petty Cash £97.24, and Public-Sector Deposit Account £39,502.

5.2 Balances

- 5.2.1 Cleared bank balances and earmarked reserves are shown on the detailed balance sheet at Appendix A (page 13).
- 5.2.2 As advised by the Internal Auditors report, the CCLA Local Property Fund £50,000 is shown on our Asset Register.
- 5.2.3 Shaftesbury Town Council's progress against budget is shown on the Income and Expenditure at Appendix B (page 15), this appendix provides a single page summary and then 7 pages which provide the detail.
- 5.2.4 The overall position of the budget is healthy, a detailed budget note list can be provided by request. Key points to note are;
- Staffing Costs 68% - Slightly under budget, this includes costs for temporary staffing costs due to staff vacancies/sickness.
 - Civic 71.3% - Councillor Training and Councillor Travel/Subsistence are currently underspent, due to low up take of training.
 - Legal and Professional 50.4%– Audit invoices are not due until the year end; Professional fees are currently underspent and the invoice for elections held last year has been received and is less than originally expected..
 - Grants 93.8% - There is still a small amount remaining in the Community Grants.
 - Finance – The Council is still currently receiving free banking, the 1st Dividend payment has been received against CCLA Property Fund Investment
 - General Running Costs 75.6% – Overall budget on target, even though advertising costs are over due to recruitment advertisements.
 - Allotments – Annual rents are due in January.
 - Cemetery – Income to date is in line with income budgeted for, although hard to predict. Repairs not yet carried out to Lych Gate.
 - General Grounds – Mower payments to be set against EMR for Vehicles as agreed. Playground repairs include an insurance claim for wet pour repairs to Wincombe (£1939). Tree work to be carried out over winter months and refuse sacks to be purchased.
 - Local Delivery Services – Toilets were cleaned throughout the summer by the grounds thus saving £2500 sub contract labour.
 - Town Hall – Currently on budget, overspend on equipment due to purchase of new boiler for kitchen, saving on alarm costs due to changing suppliers.

- Swimming Pool – Despite poor weather over the summer holidays, the pool is within its budget for the year.

5.2.5 Purchase and Sales Ledger Balances are shown at Appendix C (page 22). The Sales Ledger balance includes outstanding invoices to the Shaftesbury and District Task Force and the Football Club.

(End)

Report Authors:

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

**Report 0118GEM6 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 16 January 2018 in the Council Chamber,
Shaftesbury Town Hall**

6 Bowling Club

To consider parking improvements to the Bowling Club

6.1 Recommendation

- 6.1.1 That the Bowling Club Lease is amended to include the extra land for the carpark.
- 6.1.2 That the Council submits the Planning Application for the carpark on behalf of the Bowling Club

6.2 Background

- 6.2.1 At its meeting on 28th November 2017, the Recreation and Open Spaces Committee considered improvements to the Bowling Club (Officer Report 1117ROSE11 and Minute R43 refers).
- 6.2.2 The Bowling Club has a 60 year lease which expires in 2056. A copy of this lease is available for inspection by members on request.

6.3 Financial Implication

- 6.3.1 There will be a nominal fee incurred in amending the lease which will be allocated to the Legal and Professional budget
- 6.3.2 There are no financial implications arising from submitting the Planning Application

6.4 Legal Implications

- 6.4.1 An amendment to the lease will be required.

6.5 Risk

- 6.5.1 There are no risks arising from this report.

(End)

Report Author:
Claire Commons, Town Clerk

**Report 0118GEM7 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 16 January 2018 in the Council Chamber,
Shaftesbury Town Hall**

7 Advisory Committees

To consider advice that working groups should be committees/sub-committees

7.1 Recommendation

- 7.1.1 That the Council forms Sub-Committees and Advisory Committees in place of steering groups / working groups.
- 7.1.2 That the Council amends the Neighbourhood Plan Steering Group to a Neighbourhood Plan Advisory Committee.

7.2 Background

- 7.2.1 The Clerk has sought advice regarding the structure for delegating the responsibilities of the Council. It has been strongly recommended by the National Association of Local Councils and the Dorset Association of Parish and Town Council that delegated work of the Council is carried out by committee, subcommittee or advisory committee which may consist of persons who are not elected councillors – known as co-opted members. – but they have no voting rights and if a co-opted member is appointed to chair a meeting, he/she has neither an original or casting vote. *However;*
- 7.2.2 An exception to the rule that co-opted members of committees or sub committees have no voting rights is provided in relation to advisory committees or advisory subcommittees whose terms of reference are purely to advise on a specific function. An advisory committee can consist entirely of persons who are not elected councillors. Any person who is not disqualified from membership of the council, whether or not a member of the council, can be appointed as a member of such advisory committee. By virtue of s.13 (3) and (4)(e) LG&HA 1989 all members of such purely advisory committees or sub-committees continue to be able to vote on all questions coming before them.
- 7.2.3 The ‘parent body’ (the Standing Committee in the case of a sub-committee) *creates* the advisory committee, it *controls* the work of the committee and *instructs* what it needs to do. NALC provides guidance that the Council should not hand over the process entirely, the decisions need to remain with the Corporate body.
- 7.2.4 The advantages of carrying out the business of the Council in this manner is that all meetings are public, open and transparent. The members (whether councillors or co-opted) are required to abide by the Code of Conduct and declare interests. Although an advisory committee may not make decisions on behalf of the Council, the Council may delegate certain functions to an officer of the Council for improved efficiency.

7.3 Financial Implications

- 7.3.1 There are no financial implications arising from this report.

7.4 Legal Implications

- 7.4.1 Decisions of informal groups cannot bind a council.

7.4.2 Local Government Act 1972 s101(1)(a) provides for a Council to discharge any of its functions by committee, sub-committee or officer

7.5 Risk

7.5.1 There is risk that the Council may be perceived to be insular in discharging its functions. This can be mitigated by public awareness of the function of the groups and involvement of specialist advisors on the groups relevant to their function.

7.6 Strategic Plan Link

7.6.1 Internal Engagement – Review governance, transparent systems and policies.

(End)

Report Author:
Claire Commons, Town Clerk

**Report 0118GEM8 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 16 January 2018 in the Council Chamber,
Shaftesbury Town Hall**

8 Hall Hire

To consider request to hold current year's price for a hall hirer for the financial year 2018/19

8.1 Recommendation

- 8.1.1 That the charge for hiring the hall on Tuesdays is held at the current rate and reviewed again for the following year.

8.2 Background

- 8.2.1 The Antique and Vintage Fair have been holding their Fairs in the Town Hall on Tuesdays for many years. They also have bookings once a month on Saturdays. This generates an annual income for the Council of £11,134.
- 8.2.2 They are currently are only regular commercial hirer, bringing in 44% of the Council's annual hall hire income.
- 8.2.3 The organisers were advised of the 3% price increase, which would increase the hire rate from £165 to £169.95 per week. They have asked if in this instance the price could remain at £165 as they are struggling to attract stall holders and the current holders are not prepared to pay any extra.
- 8.2.4 Historically they have not questioned any price increases which have been applied and they always pay on the day of hire.
- 8.2.5 The other hall that they also use is the Digby Hall in Sherborne which charges £100 per day.

8.3 Financial Implications

- 8.3.1 A loss of revenue of £257.40 over a year

8.4 Risk

- 8.4.1 Should the Antique and Vintage Fair decide not to hire the hall on a Tuesday the loss of income would be £ 8580. It would be hard to find another weekly commercial hirer. There have been no enquiries from other commercial hirers.

(End)

Report Authors:

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

**Report 0118GEM9 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 16 January 2018 in the Council Chamber,
Shaftesbury Town Hall**

9 Officer Report

To receive correspondence and any updates on the work of the Committee.

9.1 Recommendation

9.1.1 That the report is received and direction provided on correspondence received.

9.2 Correspondence

9.2.1 Email from the suppliers of the Christmas Lights to make the Council aware that they were not of the quality expected and would not be suitable for Christmas 2018.

(End)

Report Author:
Claire Commons, Town Clerk

Appendix A. Balance Sheet

Printed on : 10/01/2018

Shaftesbury Town Council

At : 14:58

Balance Sheet as at - 31st December 2017

31 March 2017

31st December 2017

31 March 2017		31st December 2017	
Current Assets			
5,195	Debtors	4,062	
14,164	Vat Control	4,573	
5,102	Prepayments	0	
309,745	NatWest Current A/c	510,858	
89,502	NatWest Reserve A/c	0	
150	Petty Cash	80	
70	Petty Cash- Swimming Pool	97	
0	Public Sector Deposit A/c	39,502	
423,927			559,172
423,927	Total Assets		559,172
Current Liabilities			
10,151	Creditors	4,056	
12,371	Accruals	0	
288	Wages	0	
3,366	PAYE & NI Due	4,076	
3,390	Superannuation Due	4,464	
138	Holding Deposits	23	
29,703			12,619
394,223	Total Assets Less Current Liabilities		546,553
Represented By			
201,932	General Reserve	309,684	
4,000	EMR CCTV	10,000	
11,500	EMR Cycle Routes	11,500	
5,217	EMR Playground Equipment	5,217	
21,500	EMR Toilet Capital Re-build	30,500	
12,891	EMR Swimming Pool	0	
35,000	EMR Town Hall Building Fund	58,325	
5,000	EMR Goldhill Wall	0	
5,000	EMR Town Hall Energy Fund	5,000	
0	EMR Ground Works Equipment	2,000	
10,000	EMR Heritage Style Lanterns	10,000	
2,705	EMR Town Entrance Sign	0	
915	EMR Tree Removal	0	

31 March 2017

31st December 2017

1,700	EMR Ground Planting/SIB	754
10,847	EMR Street Furniture	14,647
2,358	EMR Strategic Tree Works	5,273
3,000	EMR Toilet Improvement Fund	0
23,004	EMR Swimming Pool	24,256
8,686	EMR Neighbourhood Planning	8,102
8,109	EMR Town Centre Enhancement	8,109
2,304	EMR Cemetery Enhancement	0
5,400	EMR Jubilee Park Enhancement	4,680
3,000	EMR Community Hall Cockrams	3,000
10,000	EMR Vehicles	8,005
155	EMR Replacement IT Equipment	2,500
0	A30 Allotment Site	25,000

394,223

546,553

The above statement represents fairly the financial position of the authority as at 31st December 2017 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial

Date : _____

Appendix B. Income and Expenditure

10/01/2018

Shaftesbury Town Council

15:02

Detailed Income & Expenditure by Budget Heading 31/12/2017

Page No 1

Month No : 9

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Personnel								
402	Staffing Costs							
4000	Salaries	153,927	118,896	202,682	83,786		83,786	58.7 %
4005	Employers NI	14,322	11,846	17,994	6,148		6,148	65.8 %
4006	Employers Superann	32,591	25,486	42,962	17,476		17,476	59.3 %
4010	Staff Training	3,678	695	1,500	805		805	46.3 %
4015	Staff Travel & Subsistence	739	421	300	-121		-121	140.2 %
4020	Sub Contract Labour	9,223	23,025	0	-23,025		-23,025	0.0 %
	Staffing Costs :- Expenditure	214,480	180,369	265,438	85,069	0	85,069	68.0 %
1360	Contribution Street Cleaning	10,055	9,585	10,250	-665			93.5 %
	Staffing Costs :- Income	10,055	9,585	10,250	-665			93.5 %
	Net Expenditure over Income	204,425	170,784	255,188	84,404			
	Personnel :- Expenditure	214,480	180,369	265,438	85,069	0	85,069	68.0 %
	Income	10,055	9,585	10,250	-665			93.5 %
	Net Expenditure over Income	204,425	170,784	255,188	84,404			
General Management								
301	Civic							
4265	General Supplies	0	0	0	0		0	0.0 %
4300	Mayors Allowance	1,375	1,866	2,100	234		234	88.8 %
4302	Councillor Allowances	2,160	2,070	3,240	1,170		1,170	63.9 %
4310	Councillor Training	630	155	420	265		265	36.9 %
4311	Councillor Travel/Subsistence	108	75	200	125		125	37.7 %
4315	Hospitality	281	282	280	-2		-2	100.9 %
4316	Civic Event Queens 90th	951	0	0	0		0	0.0 %
4390	Mayor's Charity Expenditure	150	0	0	0		0	0.0 %
	Civic :- Expenditure	5,656	4,448	6,240	1,792	0	1,792	71.3 %
1400	Mayor's Charity Income	0	75	0	75			0.0 %
	Civic :- Income	0	75	0	75			
	Net Expenditure over Income	5,656	4,373	6,240	1,867			
302	Legal and Professional							
4325	Audit	3,364	375	2,750	2,375		2,375	13.6 %
4326	Books & Subscriptions	1,603	1,132	1,500	368		368	75.5 %
4330	Insurance	12,590	15,373	13,000	-2,373		-2,373	118.3 %

Continued on Page No 2

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4341	Professional Fees	9,081	9,350	25,000	15,650		15,650	37.4 %
4342	Election Costs	8,000	-2,936	4,000	6,936		6,936	-73.4 %
	Legal and Professional :- Expenditure	34,638	23,294	46,250	22,956	0	22,956	50.4 %
1301	Miscellaneous Income	1,075	0	0	0			0.0 %
	Legal and Professional :- Income	1,075	0	0	0			
	Net Expenditure over Income	33,563	23,294	46,250	22,956			
303 Grants & SLA								
4350	Community Grants	33,482	28,135	30,000	1,865		1,865	93.8 %
	Grants & SLA :- Expenditure	33,482	28,135	30,000	1,865	0	1,865	93.8 %
	Net Expenditure over Income	33,482	28,135	30,000	1,865			
304 Finance								
4380	Bank Charges	32	32	500	468		468	6.4 %
4392	S106 Expenditure	17,500	0	0	0		0	0.0 %
4394	CCLA Property Fund	0	50,000	0	-50,000		-50,000	0.0 %
	Finance :- Expenditure	17,532	50,032	500	-49,532	0	-49,532	10006.4
1301	Miscellaneous Income	176	10,000	0	10,000			0.0 %
1340	Bank Interest Received	31	24	36	-12			67.3 %
1342	CCLA Prop Fund Dividend Receiv	0	188	0	188			0.0 %
1350	S106 Income	17,500	0	0	0			0.0 %
1376	Precept	446,900	470,683	470,683	0			100.0 %
1400	Mayor's Charity Income	138	0	0	0			0.0 %
	Finance :- Income	464,744	480,895	470,719	10,176			102.2 %
	Net Expenditure over Income	-447,212	-430,863	-470,219	-39,356			
401 General Running Costs								
4265	General Supplies	124	67	150	83		83	44.7 %
4345	Advertising	1,155	1,407	1,000	-407	199	-606	160.6 %
4400	Printing	1,914	1,020	1,800	780		780	56.6 %
4401	Stationery	975	838	1,300	462		462	64.4 %
4402	Postage	906	409	850	441		441	48.1 %
4410	Telephone	2,259	2,155	2,400	245	141	104	95.7 %
4414	IT Software & Equipment	3,119	2,118	3,000	882		882	70.6 %
4415	IT Support	363	731	1,250	519		519	58.5 %
4417	Web Site	758	495	856	361		361	57.8 %
4420	Office Equipment	1,123	817	1,150	333		333	71.1 %
	General Running Costs :- Expenditure	12,696	10,057	13,756	3,699	340	3,359	75.6 %
	Net Expenditure over Income	12,696	10,057	13,756	3,699			

Continued on Page No 3

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
General Management :- Expenditure		104,005	115,966	96,746	-19,220	340	-19,560	120.2 %
Income		465,819	480,970	470,719	10,251			102.2 %
Net Expenditure over Income		-361,815	-365,004	-373,973	-8,969			
ROSE								
101 Allotment								
4165	Water Rates	416	396	550	154		154	72.0 %
4250	Repairs & Maintenance	350	160	200	40		40	80.0 %
4265	General Supplies	156	0	175	175		175	0.0 %
4275	Equipment Hire	0	0	350	350		350	0.0 %
Allotment :- Expenditure		922	556	1,275	719	0	719	43.6 %
1104	Allotment Rent Income	1,799	170	1,700	-1,530			10.0 %
Allotment :- Income		1,799	170	1,700	-1,530			10.0 %
Net Expenditure over Income		-877	386	-425	-811			
102 Cemetery								
4150	Rates & Services	186	374	413	39		39	90.5 %
4165	Water Rates	82	0	90	90		90	0.0 %
4250	Repairs & Maintenance	207	275	2,000	1,725		1,725	13.8 %
4265	General Supplies	270	0	300	300		300	0.0 %
Cemetery :- Expenditure		744	649	2,803	2,154	0	2,154	23.1 %
1105	Cemetery Income	2,839	2,008	2,300	-292			87.3 %
Cemetery :- Income		2,839	2,008	2,300	-292			87.3 %
Net Expenditure over Income		-2,095	-1,360	503	1,863			
103 General Grounds								
4020	Sub Contract Labour	1,144	1,090	4,300	3,210	795	2,415	43.8 %
4150	Rates & Services	2,347	2,263	2,509	246		246	90.2 %
4155	Electricity	715	598	800	202		202	74.8 %
4165	Water Rates	2,048	859	2,600	1,741		1,741	33.1 %
4250	Repairs & Maintenance	1,956	838	2,200	1,362	85	1,277	42.0 %
4256	Treework & Fencing	3,330	495	4,000	3,505		3,505	12.4 %
4257	Plants	0	43	2,000	1,957		1,957	2.2 %
4261	Refuse Collection	2,537	1,250	3,500	2,250		2,250	35.7 %
4265	General Supplies	377	251	350	99		99	71.7 %
4270	Equipment Repairs	1,781	1,587	2,000	413		413	79.3 %
4271	Equipment Purchases	461	182	3,500	3,318	550	2,768	20.9 %

Continued on Page No 4

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4272	Fuel for Equipment	1,861	1,473	2,500	1,027		1,027	58.9 %
4273	Memorial Bench	1,359	0	0	0		0	0.0 %
4274	Rent Unit 9C	7,111	7,438	7,250	-188		-188	102.6 %
4275	Equipment Hire	586	102	750	648		648	13.7 %
4278	Alarm Costs	68	119	230	111		111	51.7 %
4280	Fuel for Vehicles	1,983	1,052	2,200	1,148		1,148	47.8 %
4281	Motor Expenses	2,012	1,414	2,500	1,086		1,086	56.6 %
4282	Hitachi Payments Mower	1,748	7,643	0	-7,643		-7,643	0.0 %
4285	PPE	820	253	1,000	747		747	25.3 %
4290	Playground Inspections	300	830	750	-80		-80	110.6 %
4291	Playground Repair/Maintenance	3,393	4,593	4,500	-93	4,195	-4,288	195.3 %
4299	SLA-Trinity Grounds Maintainan	1,424	1,424	1,425	1		1	99.9 %
	General Grounds :- Expenditure	39,361	35,798	50,864	15,066	5,625	9,441	81.4 %
1102	Contribution to Services	1,273	753	1,200	-447			62.7 %
1103	Rents	2,982	828	3,220	-2,393			25.7 %
1300	Grass Cutting Income	5,695	5,994	5,695	299			105.3 %
1301	Miscellaneous Income	314	1,939	0	1,939			0.0 %
1302	Memorial Bench Income	0	1,369	0	1,369			0.0 %
	General Grounds :- Income	10,263	10,882	10,115	767			107.6 %
	Net Expenditure over Income	29,097	24,916	40,749	15,833			
105	Local Delivery services							
4020	Sub Contract Labour	2,520	0	2,500	2,500		2,500	0.0 %
4150	Rates & Services	2,468	1,867	2,078	211		211	89.8 %
4155	Electricity	694	497	760	263		263	65.3 %
4165	Water Rates	1,787	1,068	2,200	1,132		1,132	48.5 %
4175	Car Parking Contribution	0	0	2,000	2,000		2,000	0.0 %
4177	Bus Shelters	0	150	250	100	150	-50	120.0 %
4250	Repairs & Maintenance	1,510	1,298	2,700	1,402		1,402	48.1 %
4260	Cleaning Supplies	872	585	1,100	515		515	53.2 %
4265	General Supplies	0	8	0	-8		-8	0.0 %
	Local Delivery services :- Expenditure	9,853	5,471	13,588	8,117	150	7,967	41.4 %
1501	Street Market Rents R'ved	8,246	6,722	7,999	-1,277			84.0 %
	Local Delivery services :- Income	8,246	6,722	7,999	-1,277			84.0 %
	Net Expenditure over Income	1,607	-1,251	5,589	6,840			

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
201	<u>Town Hall</u>							
4020	Sub Contract Labour	2,947	0	320	320		320	0.0 %
4150	Rates & Services	7,260	6,081	6,771	690		690	89.8 %
4155	Electricity	1,499	1,048	2,176	1,128		1,128	48.2 %
4160	Gas	2,753	2,146	1,800	-346		-346	119.2 %
4165	Water Rates	181	139	250	111		111	55.5 %
4200	Wedding Costs	516	383	550	167		167	69.6 %
4230	Trinity Car Park Space	420	275	450	175		175	61.1 %
4250	Repairs & Maintenance	2,984	3,244	4,000	756		756	81.1 %
4260	Cleaning Supplies	361	231	370	139		139	62.5 %
4265	General Supplies	692	30	850	820		820	3.6 %
4271	Equipment Purchases	203	685	500	-185		-185	137.1 %
4278	Alarm Costs	2,203	240	1,300	1,060		1,060	18.5 %
	Town Hall :- Expenditure	22,019	14,502	19,337	4,835	0	4,835	75.0 %
1201	Hall Hire	24,177	20,339	28,691	-8,352			70.9 %
1203	Weddings	2,246	1,529	2,070	-541			73.9 %
1204	Shop Rents	18,000	13,500	18,000	-4,500			75.0 %
1220	Solar Panel Feed in Tariff	1,825	680	1,390	-710			48.9 %
	Town Hall :- Income	46,248	36,048	50,151	-14,103			71.9 %
	Net Expenditure over Income	-24,229	-21,546	-30,814	-9,268			
305	<u>Swimming Pool</u>							
4008	Life Guard Salaries	18,773	20,324	21,000	676		676	96.8 %
4010	Staff Training	22	595	1,000	405		405	59.5 %
4150	Rates & Services	2,420	2,333	2,586	253		253	90.2 %
4155	Electricity	1,934	1,291	1,000	-291		-291	129.1 %
4160	Gas	2,011	2,090	2,500	410		410	83.6 %
4165	Water Rates	2,196	977	1,500	523		523	65.1 %
4250	Repairs & Maintenance	1,722	1,407	1,000	-407		-407	140.7 %
4260	Cleaning Supplies	228	218	260	42		42	84.0 %
4270	Equipment Repairs	0	0	350	350		350	0.0 %
4271	Equipment Purchases	1,884	1,168	1,050	-118		-118	111.2 %
4285	PPE	30	11	0	-11		-11	0.0 %
4360	Chemicals	4,030	3,910	4,000	90		90	97.8 %
4361	Pool Cleaning	800	0	0	0		0	0.0 %
4362	Plant Servicing/Repairs	1,221	1,414	1,600	186		186	88.4 %
4363	DBS Checks	133	125	200	75		75	62.5 %
4364	Uniforms	20	321	500	179	34	145	71.1 %
4365	Music Licences	120	122	249	127		127	49.0 %

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4366	Confectionery	367	442	500	58		58	88.4 %
4370	Swimming Pool Advertising	1,289	1,324	700	-624		-624	189.2 %
4373	ATC Renewal	0	219	230	11		11	95.1 %
4374	Life Guard Training Course	0	1,205	0	-1,205		-1,205	0.0 %
4410	Telephone	299	221	275	54		54	80.4 %
	Swimming Pool :- Expenditure	39,499	39,719	40,500	781	34	747	98.2 %
1220	Solar Panel Feed in Tariff	1,237	934	0	934			0.0 %
1365	Swimming Pool Income	17,146	16,745	40,500	-23,755			41.3 %
1366	Income Life Guards Course	0	1,200	0	1,200			0.0 %
	Swimming Pool :- Income	18,383	18,879	40,500	-21,621			46.6 %
	Net Expenditure over Income	21,116	20,840	0	-20,840			
	ROSE :- Expenditure	112,396	96,695	128,367	31,672	5,809	25,863	79.9 %
	Income	87,778	74,709	112,765	-38,056			66.3 %
	Net Expenditure over Income	24,619	21,985	15,602	-6,383			

Reserves & Projects**901 Reserves & Projects**

4902	Community Hall Cockrams	0	0	3,000	3,000		3,000	0.0 %
4904	Toilets	0	0	30,500	30,500		30,500	0.0 %
4905	Town Hall Building Fund	0	8,358	0	-8,358		-8,358	0.0 %
4906	Playground Equipment	31,770	0	5,217	5,217		5,217	0.0 %
4907	Grounds Equipment	6,089	0	2,000	2,000		2,000	0.0 %
4910	Street Furniture	5,979	200	14,847	14,647		14,647	1.3 %
4912	Energy System Town Hall	0	0	5,000	5,000		5,000	0.0 %
4913	Town Centre Enhancement	0	0	8,109	8,109		8,109	0.0 %
4914	Ground Cover Planting	2,110	947	1,700	754		754	55.7 %
4917	Cycle Route	0	0	11,500	11,500		11,500	0.0 %
4921	Swimming Pool	17,864	0	0	0		0	0.0 %
4922	Vehicles	0	5,995	24,000	18,005		18,005	25.0 %
4924	Heritage Lanterns	0	0	10,000	10,000		10,000	0.0 %
4926	Tree Planting	387	0	5,273	5,273		5,273	0.0 %
4927	Tree Removal	595	0	0	0		0	0.0 %
4928	Replacement IT Equipment	2,345	0	2,500	2,500		2,500	0.0 %
4929	Cemetery Improvements	7,496	2,304	2,304	0		0	100.0 %
4930	Jubilee Steps Enhancement	2,600	720	5,400	4,680		4,680	13.3 %
4931	Swimming Pool Running costs	0	799	45,895	45,096		45,096	1.7 %
4932	Neighbourhood Planning Group	4,325	583	8,686	8,102		8,102	6.7 %
4933	A30 Allotment Site	0	0	25,000	25,000		25,000	0.0 %
	Reserves & Projects :- Expenditure	81,559	19,906	210,931	191,025	0	191,025	9.4 %

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1301	Miscellaneous Income	6,153	0	0	0			0.0 %
	Reserves & Projects :- Income	6,153	0	0	0			
	Net Expenditure over Income	75,406	19,906	210,931	191,025			
902 Capital Replacement Reserve								
4905	Town Hall Building Fund	0	0	66,683	66,683		66,683	0.0 %
4918	CCTV	0	0	10,000	10,000		10,000	0.0 %
	Capital Replacement Reserve :- Expenditure	0	0	76,683	76,683	0	76,683	
	Net Expenditure over Income	0	0	76,683	76,683			
	Reserves & Projects :- Expenditure	81,559	19,906	287,614	267,708	0	267,708	6.9 %
	Income	6,153	0	0	0			0.0 %
	Net Expenditure over Income	75,406	19,906	287,614	267,708			

Appendix C. Purchase and Sales Ledger Balances

Printed On : 10/01/2018

Shaftesbury Town Council

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At : 15:15

Purchase Ledger Aged Account Balances

Outstanding Balances by Month as at : 31 DEC 2017

User : TM

Supplier Code	Supplier Name	Balance	Dec 2017	Nov 2017	Oct 2017	Sep 2017	Prior to and
							Aug 2017
AQUA	AQUA CLEANING	102.07	102.07	0.00	0.00	0.00	0.00
BT	BT	283.65	283.65	0.00	0.00	0.00	0.00
CORONA	CORONA	497.51	497.51	0.00	0.00	0.00	0.00
EGCOLES	EG. COLES	192.00	192.00	0.00	0.00	0.00	0.00
EON	EON	161.08	161.08	0.00	0.00	0.00	0.00
FUELGENIE	FUEL GENIE	-574.86	-175.09	-199.06	-200.71	0.00	0.00
GAS	BRIT GAS	-92.57	-92.57	0.00	0.00	0.00	0.00
O2	O2	70.16	70.16	0.00	0.00	0.00	0.00
TRAVPERK	TRAV PERK	10.21	10.21	0.00	0.00	0.00	0.00
<i>Sub Total for Purchase Ledger</i>		649.25	1,049.02	-199.06	-200.71	0.00	0.00
TOTAL PURCHASE LEDGER BALANCES		649.25	1,049.02	-199.06	-200.71	0.00	0.00

Date :- 10/01/2018

Shaftesbury Town Council

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Time :- 15:04

Sales Ledger Aged Account Balances

User : TM

Outstanding Balances by Month as at : 31/12/2017

A/C Code	Customer Name	Balance	Dec 2017	Nov 2017	Oct 2017	Prior Months	On A/c Pymnts
CHOIR	CHOIR	0.50	0.00	0.00	0.50	0.00	0.00
DAVISG	DAVISG	414.00	414.00	0.00	0.00	0.00	0.00
FOOTBALL	FOOTBALL	2,299.96	0.00	0.00	0.00	2,299.96	0.00
HOPE	HOPE	57.50	0.00	0.00	0.00	57.50	0.00
POSSPA	POSITIVESPACE	-57.50	0.00	-57.50	0.00	0.00	0.00
ST JAMES	ST JAMES	57.50	0.00	57.50	0.00	0.00	0.00
TASK	TASK FORCE	1,290.00	0.00	0.00	0.00	1,290.00	0.00
Total Sales Ledger No 1		4,061.96	414.00	0.00	0.50	3,647.46	0.00
TOTAL SALES LEDGER BALANCES		4,061.96	414.00	0.00	0.50	3,647.46	0.00

