

# Shaftesbury Town Council

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VAT Reg No 241 1307 58

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

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

To be held at 7.00pm on Tuesday 30 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 Full Council.
- 4 BUDGET AND PRECEPT ..... 4**  
To set the budget and precept request for the financial year 2018/19
- 5 PAYMENTS ..... 20**  
To consider payments for authorisation
- 6 CYCLE SPEEDWAY ..... 25**  
To confirm the Council's support of the speedway project at Wincombe Recreation Ground.
- 7 LEAD MEMBERS FOR STRATEGIC PLAN ..... 26**  
To consider lead councillors for areas of the Strategic Plan

<b>8</b>	<b>ADVISORY COMMITTEES</b> .....	<b>28</b>
	To consider amending working groups to advisory committees	
<b>9</b>	<b>PLANNING APPLICATIONS</b> .....	<b>29</b>
	To consider responses to planning applications identified for return to the Planning Authority, to include but not be limited to: Former Workshop Mustons Lane, 5 Sally Kings Lane and Chase Lodge Salisbury Road and to consider submitting a planning application on behalf of the Shaftesbury Bowling Club	
<b>10</b>	<b>SITTING OUT LICENCE</b> .....	<b>31</b>
	To consider the Council's Sitting Out licence agreement	
<b>11</b>	<b>HANDWASH UNIT CONTRACT</b> .....	<b>35</b>
	To review maintenance contract for public toilet handwash units	
<b>12</b>	<b>COMMUNITY GRANTS</b> .....	<b>36</b>
	To consider the grants awarding process for 2018/19 and a grant application from The Tree Group	
<b>13</b>	<b>APPOINTMENT DETAILS</b> .....	<b>46</b>
	To minute the appointment details for the Council's newest members of staff	
<b>14</b>	<b>REPORTS</b> .....	<b>47</b>
	To receive reports from the Mayor, District and County Councillors, Representatives to Local Organisations and any other meetings held with key partners or organisationsg.	
<b>15</b>	<b>APOLOGY</b> .....	<b>49</b>
	To consider resolving to enter Confidential Session (Part B) for this item of business and to consider a formal apology in relation to a prior governance matter.	

(End)

**Administration for a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 30 January 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**1 Apologies**

To receive and consider for acceptance, apologies for absence

**1.1 Apologies received to date**

1.1.1 There have been no apologies received at the point of papers being issued.

**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 Full Council.

**3.1 Minutes to be adopted**

3.1.1 Full Council meeting of 14<sup>th</sup> November 2017

3.1.2 Reconvened and Extraordinary Full Council meetings of 28<sup>th</sup> November 2017

3.1.3 Extraordinary Full Council meeting of 12<sup>th</sup> December 2017

3.1.4 Extraordinary Full Council meeting of 2<sup>nd</sup> January 2018

**Report 0118FC4 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 30 January 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**4 Budget and Precept**

To set the budget and precept request for the financial year 2018/19

**4.1 Recommendation**

- 4.1.1 That the Council resolves the budget as provided at Appendix A (page 5) and makes the corresponding precept request of £480,183 of the District Council.

**4.2 Background**

- 4.2.1 Shaftesbury Town Council has carried out a thorough review of its finances and requirements for the coming year. The public have been present at every meeting to discuss the budget and precept and a bespoke public meeting was held in October to invite suggestions and receive a steer from the electorate on the budget.
- 4.2.2 The Council resolved a draft budget and precept request of £479,683 subject to any material considerations before the end of January 2018. The recommended precept request remains the same with a few minor alterations within the budget detail achieved as a result of analysis of more recent expenditure information, the net result being that the General Management budget is reduced by £374 and the ROSE budget is increased by £374;
- 4.2.3 The Council must set its budget and precept before 31<sup>st</sup> January 2018.
- 4.2.4 The number of Band D equivalent houses has increased by 0.6% to 3066 thereby providing a Band D rate of £156.45, an increase of £1.97 per annum (1.28%)

**4.3 Financial Implication**

- 4.3.1 Income through precept of £480,183

**4.4 Legal Implications**

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

**4.5 Risks**

- 4.5.1 The risk in not raising a precept is that the Council will not be able to continue providing services to the town.

(End)

Report Author:  
Claire Commons, Town Clerk

# Appendix A. Budget and Precept 2018/19

Printed on 24/01/2018

At 14:41

## Shaftesbury Town Council

### Budget Detail - By Committee

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

#### Note : Budget and Precept for 2018/19

		2016/17				2017/18				2018/19	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget		Actual YTD	Committed Exp.		Next Year Budget	C/Fwd Budget
<b>Personnel</b>											
<b>402</b>	<b>Staffing Costs</b>										
4000	Salaries	194,394	153,927	202,682	0		118,896	0		206,008	0
4005	Employers NI	25,802	14,322	17,994	0		11,846	0		18,979	0
4006	Employers Superann	44,920	32,591	42,962	0		25,486	0		43,678	0
4010	Staff Training	1,500	3,678	1,500	0		794	0		5,000	0
4015	Staff Travel & Subsistence	300	739	300	0		421	0		500	0
4018	Staff Recruitment	0	0	0	0		0	0		1,000	0
4020	Sub Contract Labour	0	9,223	0	0		23,025	0		0	0
	OverHead Expenditure	266,916	214,480	265,438	0		180,468	0		275,165	0
1360	Contribution Street Cleaning	10,055	10,055	10,250	0		9,585	0		9,585	0
	Total Income	10,055	10,055	10,250	0		9,585	0		9,585	0
402	Net Expenditure	256,861	204,425	255,188	0		170,883	0		265,580	0
	Personnel - Expenditure	266,916	214,480	265,438	0		180,468	0		275,165	0
	Income	10,055	10,055	10,250	0		9,585	0		9,585	0
	Net Expenditure	256,861	204,425	255,188	0		170,883	0		265,580	0

Continued on Page 2

## Note : Budget and Precept for 2018/19

		<u>2016/17</u>				<u>2017/18</u>				<u>2018/19</u>	
		<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Fwd/Rev Budget</u>	<u>Actual YTD</u>	<u>Committed Exp.</u>			<u>Next Year Budget</u>	<u>C/Fwd Budget</u>
<u>General Management</u>											
<u>301</u>	<u>Civic</u>										
4265	General Supplies	0	0	0	0	0	0			0	0
4300	Mayors Allowance	2,000	1,375	2,100	0	1,866	0			2,100	0
4302	Councillor Allowances	4,320	2,160	3,240	0	2,070	0			3,240	0
4305	Regalia	0	0	0	0	0	0			300	0
4310	Councillor Training	840	630	420	0	155	0			443	0
4311	Councillor Travel/Subsistence	400	108	200	0	75	0			200	0
4315	Hospitality	220	281	280	0	282	0			288	0
4316	Civic Event Queens 90th	1,000	951	0	0	0	0			0	0
4390	Mayor's Charity Expenditure	0	150	0	0	0	0			0	0
	OverHead Expenditure	8,780	5,656	6,240	0	4,448	0			6,571	0
1400	Mayor's Charity Income	0	0	0	0	105	0			0	0
	Total Income	0	0	0	0	105	0			0	0
301	Net Expenditure	8,780	5,656	6,240	0	4,343	0			6,571	0
<u>302 Legal and Professional</u>											
4325	Audit	3,250	3,364	2,750	0	375	0			2,850	0
4326	Books & Subscriptions	1,500	1,603	1,500	0	1,212	0			1,500	0

Continued on Page 3

## Note : Budget and Precept for 2018/19

		<u>2016/17</u>				<u>2017/18</u>				<u>2018/19</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.	Next Year Budget	C/Fwd Budget		
4330	Insurance	15,000	12,590	13,000	0	15,373	0	16,500	0		
4341	Professional Fees	15,000	9,081	25,000	0	9,385	0	10,000	0		
4342	Election Costs	4,000	8,000	4,000	0	-2,936	0	8,000	0		
	OverHead Expenditure	38,750	34,638	46,250	0	23,409	0	38,850	0		
1301	Miscellaneous Income	0	1,075	0	0	0	0	0	0		
	Total Income	0	1,075	0	0	0	0	0	0		
302	Net Expenditure	38,750	33,563	46,250	0	23,409	0	38,850	0		
<u>303</u>	<u>Grants &amp; SLA</u>										
4350	Community Grants	39,000	33,482	30,000	0	28,135	0	30,000	0		
	OverHead Expenditure	39,000	33,482	30,000	0	28,135	0	30,000	0		
	Total Income	0	0	0	0	0	0	0	0		
303	Net Expenditure	39,000	33,482	30,000	0	28,135	0	30,000	0		
<u>304</u>	<u>Finance</u>										
4380	Bank Charges	100	32	500	0	32	0	500	0		
4392	S106 Expenditure	0	17,500	0	0	0	0	0	0		
4394	CCLA Property Fund	0	0	0	0	50,000	0	0	0		
	OverHead Expenditure	100	17,532	500	0	50,032	0	500	0		

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## Note : Budget and Precept for 2018/19

		<u>2016/17</u>				<u>2017/18</u>				<u>2018/19</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.			Next Year Budget	C/Fwd Budget
1301	Miscellaneous Income	0	176	0	0	10,000	0	0	0	0	0
1340	Bank Interest Received	36	31	36	0	35	0	70	0	0	0
1342	CCLA Prop Fund Dividend Receiv	0	0	0	0	188	0	350	0	0	0
1350	S106 Income	0	17,500	0	0	0	0	0	0	0	0
1376	Precept	446,900	446,900	470,683	0	470,683	0	0	0	0	0
1400	Mayor's Charity Income	0	138	0	0	0	0	0	0	0	0
<b>Total Income</b>		446,936	464,744	470,719	0	480,906	0	420	0	0	0
<b>304</b>	<b>Net Expenditure</b>	-446,836	-447,212	-470,219	0	-430,874	0	80	0	0	0
<b>401</b>	<b>General Running Costs</b>										
4265	General Supplies	100	124	150	0	67	0	154	0	0	0
4345	Advertising	1,000	1,155	1,000	0	1,407	0	1,500	0	0	0
4348	Consultations	0	0	0	0	0	0	1,000	0	0	0
4400	Printing	2,200	1,914	1,800	0	1,020	0	1,200	0	0	0
4401	Stationery	1,300	975	1,300	0	894	0	1,300	0	0	0
4402	Postage	850	906	850	0	465	0	600	0	0	0
4410	Telephone	1,800	2,259	2,400	0	2,350	141	2,640	0	0	0
4414	IT Software & Equipment	3,400	3,119	3,000	0	2,250	0	3,081	0	0	0
4415	IT Support	1,250	363	1,250	0	806	0	960	0	0	0
4417	Web Site	800	758	856	0	495	0	700	0	0	0

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## Note : Budget and Precept for 2018/19

		<u>2016/17</u>				<u>2017/18</u>		<u>2018/19</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.	Next Year Budget	C/Fwd Budget
4419	Rifles Monument storage	200	0	0	0	0	0	0	0
4420	Office Equipment	1,150	1,123	1,150	0	817	0	1,000	0
OverHead Expenditure		14,050	12,696	13,756	0	10,571	141	14,135	0
<b>401</b>	<b>Net Expenditure</b>	14,050	12,696	13,756	0	10,571	141	14,135	0
General Management - Expenditure		100,680	104,005	96,746	0	116,595	141	90,056	0
Income		446,936	465,819	470,719	0	481,011	0	420	0
Net Expenditure		-346,256	-361,815	-373,973	0	-364,415	141	89,636	0

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## Note : Budget and Precept for 2018/19

		<u>2016/17</u>				<u>2017/18</u>				<u>2018/19</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget		Actual YTD	Committed Exp.		Next Year Budget	C/Fwd Budget
<u>ROSE</u>											
<u>101</u>	<u>Allotment</u>										
4165	Water Rates	500	416	550	0		440	0		565	0
4250	Repairs & Maintenance	350	350	200	0		0	0		205	0
4265	General Supplies	175	156	175	0		160	0		0	0
4275	Equipment Hire	0	0	350	0		0	0		350	0
4414	IT Software & Equipment	0	0	0	0		0	0		165	0
	OverHead Expenditure	1,025	922	1,275	0		600	0		1,285	0
1104	Allotment Rent Income	1,676	1,799	1,700	0		796	0		1,700	0
	Total Income	1,676	1,799	1,700	0		796	0		1,700	0
101	Net Expenditure	-651	-877	-425	0		-196	0		-415	0
<u>102 Cemetery</u>											
4150	Rates & Services	174	186	413	0		415	0		424	0
4165	Water Rates	86	82	90	0		0	0		90	0
4250	Repairs & Maintenance	2,500	207	2,000	0		0	0		2,000	0
4265	General Supplies	300	270	300	0		275	0		0	0
4414	IT Software & Equipment	0	0	0	0		0	0		285	0
	OverHead Expenditure	3,060	744	2,803	0		690	0		2,799	0

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## Note : Budget and Precept for 2018/19

		<u>2016/17</u>				<u>2017/18</u>				<u>2018/19</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.			Next Year Budget	C/Fwd Budget
1105	Cemetery Income	2,200	2,839	2,300	0	2,099	0	2,300	0		
	<b>Total Income</b>	2,200	2,839	2,300	0	2,099	0	2,300	0		
<b>102</b>	<b>Net Expenditure</b>	860	-2,095	503	0	-1,409	0	499	0		
<b>103</b>	<b>General Grounds</b>										
4020	Sub Contract Labour	1,200	1,144	4,300	0	1,360	795	2,000	0		
4150	Rates & Services	2,500	2,347	2,509	0	2,514	0	2,577	0		
4155	Electricity	580	715	800	0	598	0	800	0		
4165	Water Rates	1,500	2,048	2,600	0	2,141	0	2,300	0		
4250	Repairs & Maintenance	2,500	1,956	2,200	0	973	0	2,200	0		
4256	Treework & Fencing	4,000	3,330	4,000	0	495	0	4,000	0		
4257	Plants	0	0	2,000	0	43	0	1,000	0		
4261	Refuse Collection	2,500	2,537	3,500	0	1,664	0	2,600	0		
4265	General Supplies	350	377	350	0	284	0	350	0		
4270	Equipment Repairs	2,000	1,781	2,000	0	1,829	0	2,000	0		
4271	Equipment Purchases	500	461	3,500	0	182	550	2,500	0		
4272	Fuel for Equipment	1,000	1,861	2,500	0	1,473	0	2,300	0		
4273	Memorial Bench	0	1,359	0	0	0	0	0	0		
4274	Rent Unit 9C	7,111	7,111	7,250	0	7,438	0	7,572	0		
4275	Equipment Hire	750	586	750	0	102	0	500	0		

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## Note : Budget and Precept for 2018/19

		<u>2016/17</u>				<u>2017/18</u>				<u>2018/19</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.			Next Year Budget	C/Fwd Budget
4278	Alarm Costs	220	68	230	0	119	0			200	0
4280	Fuel for Vehicles	2,500	1,983	2,200	0	1,531	0			2,000	0
4281	Motor Expenses	3,500	2,012	2,500	0	1,414	0			1,500	0
4282	Hitachi Payments Mower	0	1,748	0	0	8,492	0			10,190	0
4285	PPE	800	820	1,000	0	253	0			1,000	0
4290	Playground Inspections	350	300	750	0	830	0			400	0
4291	Playground Repair/Maintenance	4,500	3,393	4,500	0	4,593	4,380			4,622	0
4293	Play Area Design	0	0	0	0	0	0			5,000	0
4299	SLA-Trinity Grounds Maintainan	0	1,424	1,425	0	1,424	0			1,500	0
<b>OverHead Expenditure</b>		<b>38,361</b>	<b>39,361</b>	<b>50,864</b>	<b>0</b>	<b>39,752</b>	<b>5,725</b>			<b>59,111</b>	<b>0</b>
1102	Contribution to Services	0	1,273	1,200	0	753	0			1,200	0
1103	Rents	3,165	2,982	3,220	0	828	0			1,000	0
1300	Grass Cutting Income	0	5,695	5,695	0	5,994	0			5,994	0
1301	Miscellaneous Income	0	314	0	0	1,996	0			0	0
1302	Memorial Bench Income	0	0	0	0	1,369	0			0	0
<b>Total Income</b>		<b>3,165</b>	<b>10,263</b>	<b>10,115</b>	<b>0</b>	<b>10,939</b>	<b>0</b>			<b>8,194</b>	<b>0</b>
<b>103</b>	<b>Net Expenditure</b>	<b>35,196</b>	<b>29,097</b>	<b>40,749</b>	<b>0</b>	<b>28,813</b>	<b>5,725</b>			<b>50,917</b>	<b>0</b>
<b><u>105 Local Delivery services</u></b>											
4020	Sub Contract Labour	2,500	2,520	2,500	0	0	0			0	0

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## Note : Budget and Precept for 2018/19

		<u>2016/17</u>				<u>2017/18</u>				<u>2018/19</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.			Next Year Budget	C/Fwd Budget
4150	Rates & Services	2,695	2,468	2,078	0	2,074	0			2,134	0
4155	Electricity	760	694	760	0	580	0			750	0
4165	Water Rates	2,100	1,787	2,200	0	1,068	0			2,200	0
4175	Car Parking Contribution	2,000	0	2,000	0	0	0			0	0
4176	CCTV	2,000	0	0	0	0	0			0	0
4177	Bus Shelters	225	0	250	0	150	150			300	0
4250	Repairs & Maintenance	2,500	1,510	2,700	0	1,298	0			2,700	0
4260	Cleaning Supplies	1,000	872	1,100	0	594	0			1,000	0
4265	General Supplies	50	0	0	0	8	0			0	0
4271	Equipment Purchases	150	0	0	0	0	0			0	0
<b>OverHead Expenditure</b>		<b>15,980</b>	<b>9,853</b>	<b>13,588</b>	<b>0</b>	<b>5,770</b>	<b>150</b>			<b>9,084</b>	<b>0</b>
1501	Street Market Rents R'ved	7,500	8,246	7,999	0	6,893	0			7,999	0
<b>Total Income</b>		<b>7,500</b>	<b>8,246</b>	<b>7,999</b>	<b>0</b>	<b>6,893</b>	<b>0</b>			<b>7,999</b>	<b>0</b>
<b>105</b>	<b>Net Expenditure</b>	<b>8,480</b>	<b>1,607</b>	<b>5,589</b>	<b>0</b>	<b>-1,123</b>	<b>150</b>			<b>1,085</b>	<b>0</b>
<b>201 Town Hall</b>											
4020	Sub Contract Labour	3,720	2,947	320	0	0	0			0	0
4150	Rates & Services	7,500	7,260	6,771	0	6,757	0			6,954	0
4155	Electricity	1,800	1,499	2,176	0	1,583	0			2,200	0
4160	Gas	1,800	2,753	1,800	0	2,465	0			2,500	0

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## Note : Budget and Precept for 2018/19

		<u>2016/17</u>				<u>2017/18</u>				<u>2018/19</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.			Next Year Budget	C/Fwd Budget
4165	Water Rates	300	181	250	0	139	0			200	0
4200	Wedding Costs	650	516	550	0	383	0			565	0
4230	Trinity Car Park Space	440	420	450	0	550	0			550	0
4250	Repairs & Maintenance	3,000	2,984	4,000	0	3,473	0			4,000	0
4260	Cleaning Supplies	350	361	370	0	231	0			300	0
4265	General Supplies	850	692	850	0	30	0			500	0
4271	Equipment Purchases	200	203	500	0	685	0			550	0
4278	Alarm Costs	1,500	2,203	1,300	0	240	0			500	0
4414	IT Software & Equipment	0	0	0	0	0	0			285	0
	<b>OverHead Expenditure</b>	<b>22,110</b>	<b>22,019</b>	<b>19,337</b>	<b>0</b>	<b>16,537</b>	<b>0</b>			<b>19,104</b>	<b>0</b>
1201	Hall Hire	25,000	24,177	28,691	0	21,717	0			28,691	0
1203	Weddings	2,300	2,246	2,070	0	1,529	0			1,800	0
1204	Shop Rents	18,000	18,000	18,000	0	15,000	0			18,000	0
1220	Solar Panel Feed in Tariff	1,800	1,825	1,390	0	680	0			1,500	0
	<b>Total Income</b>	<b>47,100</b>	<b>46,248</b>	<b>50,151</b>	<b>0</b>	<b>38,926</b>	<b>0</b>			<b>49,991</b>	<b>0</b>
<b>201</b>	<b>Net Expenditure</b>	<b>-24,990</b>	<b>-24,229</b>	<b>-30,814</b>	<b>0</b>	<b>-22,389</b>	<b>0</b>			<b>-30,887</b>	<b>0</b>
<b>305</b>	<b>Swimming Pool</b>										
4008	Life Guard Salaries	15,500	18,773	21,000	0	20,324	0			22,000	0
4010	Staff Training	200	22	1,000	0	677	0			1,000	0

Continued on Page 11

## Note : Budget and Precept for 2018/19

		<u>2016/17</u>				<u>2017/18</u>				<u>2018/19</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.			Next Year Budget	C/Fwd Budget
4150	Rates & Services	2,450	2,420	2,586	0	2,333	0			2,586	0
4155	Electricity	1,100	1,934	1,000	0	1,373	0			1,500	0
4160	Gas	3,220	2,011	2,500	0	2,090	0			2,200	0
4165	Water Rates	1,400	2,196	1,500	0	977	0			2,000	0
4250	Repairs & Maintenance	500	1,722	1,000	0	1,561	0			2,459	0
4260	Cleaning Supplies	200	228	260	0	218	0			220	0
4270	Equipment Repairs	350	0	350	0	0	0			0	0
4271	Equipment Purchases	1,000	1,884	1,050	0	1,168	0			1,000	0
4285	PPE	70	30	0	0	11	0			0	0
4360	Chemicals	2,500	4,030	4,000	0	3,910	0			4,000	0
4361	Pool Cleaning	1,000	800	0	0	0	0			0	0
4362	Plant Servicing/Repairs	1,500	1,221	1,600	0	1,414	0			1,500	0
4363	DBS Checks	200	133	200	0	125	0			150	0
4364	Uniforms	200	20	500	0	321	34			350	0
4365	Music Licences	150	120	249	0	122	0			250	0
4366	Confectionery	300	367	500	0	442	0			480	0
4367	Insurance Swimming Pool	750	0	0	0	0	0			0	0
4370	Swimming Pool Advertising	1,050	1,289	700	0	1,324	0			1,500	0
4372	Emergency Fund	6,656	0	0	0	0	0			0	0
4373	ATC Renewal	0	0	230	0	219	0			230	0
4374	Life Guard Training Course	0	0	0	0	1,205	0			0	0

Continued on Page 12



## Note : Budget and Precept for 2018/19

		<u>2016/17</u>				<u>2017/18</u>		<u>2018/19</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.	Next Year Budget	C/Fwd Budget
4410	Telephone	204	299	275	0	221	0	275	0
	<b>OverHead Expenditure</b>	40,500	39,499	40,500	0	40,037	34	43,700	0
1220	Solar Panel Feed in Tariff	0	1,237	0	0	1,013	0	1,200	0
1365	Swimming Pool Income	15,500	17,146	40,500	0	16,745	0	18,500	0
1366	Income Life Guards Course	0	0	0	0	1,200	0	0	0
	<b>Total Income</b>	15,500	18,383	40,500	0	18,958	0	19,700	0
<b>305</b>	<b>Net Expenditure</b>	25,000	21,116	0	0	21,079	34	24,000	0
	<b>ROSE - Expenditure</b>	121,036	112,396	128,367	0	103,385	5,909	135,083	0
	<b>Income</b>	77,141	87,778	112,765	0	78,610	0	89,884	0
	<b>Net Expenditure</b>	43,895	24,619	15,602	0	24,775	5,909	45,199	0

Continued on Page 13

## Note : Budget and Precept for 2018/19

		<u>2016/17</u>				<u>2017/18</u>				<u>2018/19</u>	
		<u>Budget</u>	<u>Actual</u>	<u>Agreed Budget</u>	<u>Fwd/Rev Budget</u>		<u>Actual YTD</u>	<u>Committed Exp.</u>		<u>Next Year Budget</u>	<u>C/Fwd Budget</u>
<u>Reserves &amp; Projects</u>											
<u>901</u>	<u>Reserves &amp; Projects</u>										
4902	Community Hall Cockrams	3,000	0	0	3,000		0	0		10,000	3,000
4904	Toilets	21,500	0	6,000	24,500		0	0		0	30,500
4905	Town Hall Building Fund	0	0	0	0		8,358	0		0	0
4906	Playground Equipment	36,987	31,770	0	5,217		0	0		15,000	0
4907	Grounds Equipment	6,089	6,089	2,000	0		0	0		0	0
4910	Street Furniture	16,826	5,979	4,000	10,847		200	0		10,000	0
4912	Energy System Town Hall	5,000	0	0	5,000		0	0		0	0
4913	Town Centre Enhancement	8,109	0	0	8,109		0	0		0	7,109
4914	Ground Cover Planting	3,810	2,110	0	1,700		947	0		0	700
4917	Cycle Route	11,500	0	0	11,500		0	0		0	0
4919	Cobbles	0	0	0	0		0	0		0	1,000
4920	Town Entrance	2,705	0	0	0		0	0		0	0
4921	Swimming Pool	30,755	17,864	0	0		0	0		0	0
4922	Vehicles	10,000	0	14,000	10,000		5,995	0		0	14,000
4923	Grit Bins	0	0	0	0		0	0		4,000	0
4924	Heritage Lanterns	10,000	0	0	10,000		0	0		0	10,000
4925	Toilet Improvements	3,000	0	0	0		0	0		0	0
4926	Tree Planting	2,745	387	2,000	3,273		0	0		0	5,273

Continued on Page 14

## Note : Budget and Precept for 2018/19

		<u>2016/17</u>				<u>2017/18</u>				<u>2018/19</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.			Next Year Budget	C/Fwd Budget
4927	Tree Removal	1,510	595	0	0	0	0	0	0	0	0
4928	Replacement IT Equipment	2,500	2,345	2,500	0	0	0	2,500	2,500		
4929	Cemetery Improvements	9,800	7,496	0	2,304	2,304	0	0	0		
4930	Jubilee Steps Enhancement	8,000	2,600	0	5,400	720	0	10,000	4,680		
4931	Swimming Pool Running costs	12,967	0	10,000	35,895	799	0	10,000	20,000		
4932	Neighbourhood Planning Group	13,010	4,325	0	8,686	613	0	1,898	8,102		
4933	A30 Allotment Site	0	0	25,000	0	0	0	0	25,000		
<b>OverHead Expenditure</b>		<b>219,813</b>	<b>81,559</b>	<b>65,500</b>	<b>145,431</b>	<b>19,936</b>	<b>0</b>	<b>63,398</b>	<b>131,864</b>		
1301	Miscellaneous Income	0	6,153	0	0	0	0	0	0		
<b>Total Income</b>		<b>0</b>	<b>6,153</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>901</b>	<b>Net Expenditure</b>	<b>219,813</b>	<b>75,406</b>	<b>65,500</b>	<b>145,431</b>	<b>19,936</b>	<b>0</b>	<b>63,398</b>	<b>131,864</b>		
<b>902</b>	<b>Capital Replacement Reserve</b>										
4905	Town Hall Building Fund	35,000	0	31,683	35,000	0	0	12,370	58,000		
4909	Gold Hill Wall	5,000	0	0	0	0	0	0	0		
4916	Bus Shelters	0	0	0	0	0	0	3,500	0		
4918	CCTV	4,000	0	6,000	4,000	0	0	0	10,000		
<b>OverHead Expenditure</b>		<b>44,000</b>	<b>0</b>	<b>37,683</b>	<b>39,000</b>	<b>0</b>	<b>0</b>	<b>15,870</b>	<b>68,000</b>		
<b>902</b>	<b>Net Expenditure</b>	<b>44,000</b>	<b>0</b>	<b>37,683</b>	<b>39,000</b>	<b>0</b>	<b>0</b>	<b>15,870</b>	<b>68,000</b>		

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## Note : Budget and Precept for 2018/19

	<u>2016/17</u>				<u>2017/18</u>		<u>2018/19</u>	
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Committed Exp.	Next Year Budget	C/Fwd Budget
Reserves & Projects - <b>Expenditure</b>	263,813	81,559	103,183	184,431	19,936	0	79,268	199,864
<b>Income</b>	0	6,153	0	0	0	0	0	0
<b>Net Expenditure</b>	263,813	75,406	103,183	184,431	19,936	0	79,268	199,864
<b>Total Budget Expenditure</b>	752,445	512,439	593,734	184,431	420,384	6,050	579,572	199,864
<b>Income</b>	534,132	569,805	593,734	0	569,206	0	99,889	0
<b>Net Expenditure</b>	218,313	-57,365	0	184,431	-148,822	6,050	479,683	199,864

**Report 0118FC5 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 30 January 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**5 Payments**

To consider payments for authorisation

**5.1 Recommendation**

- 5.1.1 That the Council ratifies the payments of £72,012.59 from the Town Council's current account as detailed in Appendix B (page 21)
- 5.1.2 That the Council approves the payments of £4,456.90 from the Town Council's current account as detailed in Appendix C (page 24)

**5.2 Background**

- 5.2.1 A detailed list of payments for ratification is provided at Appendix B (page 21) with a list of payments for approval provided at Appendix C (page 24). An updated list may be provided to the Council prior to or at the meeting.

**5.3 Financial Implications**

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

**5.4 Legal Implications**

- 5.4.1 There are no legal implications arising from this report

**5.5 Risk**

- 5.5.1 There are no risks identified in this report

(End)

Report Author:  
Claire Commons, Town Clerk



## Appendix B. Payments for ratification

Printed on : 18/01/2018

Shaftesbury Town Council

Page No 1

At : 15:55

NatWest Current A/c

List of Payments made between 17/11/2017 and 18/01/2018

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
17/11/2017	LGRC Associates Ltd	online77	678.34		Project develop support
23/11/2017	Elite Playground Inspections	online77	576.00		Play area inspections
24/11/2017	Plusnet Ltd	DD	28.20		Purchase Ledger Payment
25/11/2017	NDDC	Std Ord	259.00		Rates Swimming Pool
29/11/2017	Nat West Credit Card	CreditCard	63.98		Credit Card Payment
30/11/2017	Corona Energy	Dd	267.52		Gas Town Hall
30/11/2017	Telefonica Uk Ltd	Ddebit	70.16		Grounds Mobiles
30/11/2017	Cheap Printing Dorset	online78	90.00		Mayor's Christmas Cards
30/11/2017	British Gas	online79	11.61		Electric Barton Hut
30/11/2017	British Gas	online80	229.82		Electric Town Hall
30/11/2017	British Gas	online81	58.96		Electric Unit 9c
30/11/2017	Travis Perkins	online82	26.21		Paving slabs
30/11/2017	British Gas	online83	92.95		Electric Bell St
30/11/2017	Tracy Moxham	online84	43.77		Travel to Finance Officers Mee
30/11/2017	British Gas	online85	204.01		Electric town hall
30/11/2017	Ashington Ceremonial Gowns	online86	262.34		151117A/3923/1053
30/11/2017	Partnership Fire and Security	online87	76.80		Supply & Fit door contact
30/11/2017	British Gas	online88	154.65		Electric Barton Hill
30/11/2017	November Salaries	ONLINE	11,715.38		November Salaries
30/11/2017	November Salaries	ONLINE	768.34		November Salaries
01/12/2017	NDDC	Std Ord	207.00		Business Rates- Bell St Toilet
01/12/2017	NDDC	Std Ord	676.00		Rates Town Hall
01/12/2017	NDDC	Std Ord	251.00		Rates Unit 9C
01/12/2017	NDDC	Std Ord	41.00		Rates Cemetery
07/12/2017	Eon	dd	277.73		Electric Nov
11/12/2017	Hitachi Capital	Std Ord	849.20		Hitachi Capital
13/12/2017	Russell French Ltd	ONLINE108	7,194.00		Russell French Ltd
13/12/2017	Fuel Genie	dd	175.09		Purchase Ledger Payment
15/12/2017	RBS Software Solutions	Online89	852.00		Bookings up to 30/11/18
15/12/2017	Partnership Fire and Security	online90	144.00		Add CCTV Screen
15/12/2017	Elite Playground Inspections	online91	360.00		Wet pour/roundabout repair
15/12/2017	Mole Countrystores	online100	23.95		Compost
15/12/2017	Angel Springs Ltd	online101	49.31		Water cooler
15/12/2017	Aqua cleaning Services	online102	102.22		Toilet rolls
15/12/2017	Judith A Cowan RGN OHNC	Online103	500.00		Occupational Health Reviews
15/12/2017	Ben Johnson (Shaftesbury) Ltd	online104	21.67		Chain Saw Chain
15/12/2017	Amberol Ltd	online105	567.60		Window Boxes for Balcony
15/12/2017	The IT Department Solutions Lt	online92	382.01		Spam Filter/Office 365
15/12/2017	Piers Brown	Online93	27.54		Travel to Civic Events
15/12/2017	Pear Technology	online94	3,654.00		Pear Mapping software
15/12/2017	Octopus Personnel	online95	425.09		Temporary Staff w/e15/10
15/12/2017	LGRC Associates Ltd	online96	125.29		Professional support LGRC
15/12/2017	Owen Brockway Electricians	online97	468.00		Put up/ remove xmas lights TH
15/12/2017	ACE Plumbing and Heating	online98	232.83		Repair to disabled WC
15/12/2017	Clarity Copiers Ltd	online99	108.02		Copying November
15/12/2017	DCC Pension Fund	ONLINE106	4,461.09		DCC Pension Fund
15/12/2017	HMRC	ONLINE107	3,990.25		Tax/NI November Salaries

Continued on Page 2

At : 15:55

NatWest Current A/c

## List of Payments made between 17/11/2017 and 18/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/12/2017	Petty Cash	013140	149.02		Cash
18/12/2017	F J Chalke	olt	342.77		1st Service WD65 XAM
22/12/2017	Toogoods Prperty Co Ltd	olt	450.38		Buildings Ins Unit 9c
25/12/2017	NDDC	Std Ord	259.00		Rates Swimming Pool
28/12/2017	Plusnet Ltd	DD	28.20		Telephone Pool
28/12/2017	British Gas	dd	461.71		Pool Sept to November
29/12/2017	Dec Salaries	ONLINE	13,140.89		Dec Salaries/cldr allowances
31/12/2017	Sage Uk Ltd	DD.	67.20		Purchase Ledger Payment
22/12/2017	Linda Roberts	online99	20.00		Staff Xmas Lunch
01/01/2018	NDDC	Std Ord	207.00		Business Rates- Bell St Toilet
01/01/2018	NDDC	Std Ord	676.00		Rates Town Hall
01/01/2018	NDDC	Std Ord	251.00		Rates Unit 9C
01/01/2018	NDDC	Std Ord	41.00		Rates Cemetery
02/01/2018	Trinity Trust Car Park	S/O	275.00		Trinity Trust Car Park
02/01/2018	Telefonica Uk Ltd	dd	70.16		Grounds Mobiles
02/01/2018	NDDC	Std Ord	207.00		Business Rates- Bell St Toilet
02/01/2018	NDDC	Std Ord	676.00		Rates Town Hall
02/01/2018	NDDC	Std Ord	251.00		Rates Unit 9C
02/01/2018	NDDC	Std Ord	41.00		Rates Cemetery
02/01/2018	NDDC	STD ORD	-207.00		Business Rates Duplicated
02/01/2018	NDDC	STD ORD	-251.00		Canc duplicated rate payment
02/01/2018	NDDC	STD ORD	-676.00		Canc duplicated rates
02/01/2018	NDDC	STD ORD	-41.00		Cancel duplicated rate payment
08/01/2018	Clarity Copiers Ltd	online105	60.34		Printng December
09/01/2018	HMRC	ONLINE91	4,076.51		Tax/Ni December Salaries
09/01/2018	DCC Pension Fund	ONLINE92	4,464.15		DCC Pension Fund
09/01/2018	SLCC	ONLINE93	30.00		ALCC Membership Jan-Dec
09/01/2018	SLCC	ONLINE94	50.00		SLCC Membership Jan-Dec
09/01/2018	SLCC	ONLINE95	118.80		ILCA Training ZM
09/01/2018	Brie Logan	online100	68.00		Staff Xmas Lunch x 4
09/01/2018	Toogoods Prperty Co Ltd	online101	2,271.60		Rent 25th Dec - 25th March
09/01/2018	British Gas	online102	7.84		Unit 9c Nov-Dec
09/01/2018	Wessex Water	online103	10.78		Park Walk July - Dec
09/01/2018	Wessex Water	online104	65.81		Town Hall July-Dec
09/01/2018	The IT Department Solutions Lt	online106	118.80		SSL Certificate annual renewal
09/01/2018	Lyreco	online107	257.20		Wire Tray Desk Set
09/01/2018	Imprint Graphics	online108	228.00		Sign Football Club Grant App.
09/01/2018	British Gas	online109	73.46		Bell St Toilets
09/01/2018	Andy Dodd	online96	20.00		Staff Xmas Lunch
09/01/2018	Claire Commons	online97	164.55		Councillor/Staff Meeting/
09/01/2018	Tracy Moxham	online98	40.00		Staff Chistmas Lunch TM & ZM
09/01/2018	ICO	DIRECTDEBI	35.00		Data Protection Payment
11/01/2018	Hitachi Capital	Std Ord	849.20		Hitachi Capital
15/01/2018	Fuel Genie	dd	249.75		Purchase Ledger Payment
16/01/2018	Sage Uk Ltd	DD	67.20		Sage Payroll Monthly Subs
18/01/2018	Overton Ltd	online110	290.34		Brush sets for weedwacker x 3
18/01/2018	Ryan Baker	online111	82.00		RLSS Membership & Lifeguard Re

Continued on Page 3



## List of Payments made between 17/11/2017 and 18/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/01/2018	Firmsites Ltd	online112	30.00		Shaftesbury Plan Domain 1 year
<b>Total Payments</b>			<u>72,012.59</u>		

## Appendix C. Payments for Authorisation

Printed on : 24/01/2018

Shaftesbury Town Council

Page No 1

At : 11:55

NatWest Current A/c

### List of Payments made between 19/01/2018 and 31/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/01/2018	Crown Gas & Power (Easy Utilit	dd	382.73		Gas Dec
31/01/2018	Aqua cleaning Services	online113	112.87		Toilet Rolls
31/01/2018	Broxap Ltd	online114	102.00		Bin Liner
31/01/2018	Dorset County Council	online115	414.00		Waste Collection Jan-March
31/01/2018	British Gas	online116	87.82		Dec - Jan Toilets
31/01/2018	British Gas	online117	285.67		January Town Hall
31/01/2018	British Gas	online18	356.82		Electirc Nov to Dec
31/01/2018	Wessex Water	online19	1,281.58		Barton Hill 22/07 to 15/01
31/01/2018	Wessex Water	online20	43.30		Mampitts Allotment
31/01/2018	Cumbria Clock Company Ltd	online21	150.00		Service of Town Hall Clock
31/01/2018	EG. Coles	online22	192.00		Starter Motor Green Machine
31/01/2018	Dicks Contracting Ltd	online23	324.00		Hedge Cutting
31/01/2018	Fencewize	online24	60.00		Replacement fence panel
31/01/2018	Office Depot (UK) Ltd	ONLINE126	124.04		Stamps
31/01/2018	Stannah Lift Services Ltd	ONLINE127	124.82		Annual Service Stair Lift
31/01/2018	Travis Perkins	ONLINE128	234.17		Fixings
31/01/2018	The IT Department Solutions Lt	online25	181.08		Monthly support
<b>Total Payments</b>			<u>4,456.90</u>		

**Report 0118FC6 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 30 January 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**6 Cycle Speedway**

To confirm the Council's support of the speedway project at Wincombe Recreation Ground.

**6.1 Recommendation**

- 6.1.1 That the Council resolves draft heads of terms for a lease relating to the Cycle Speedway at Wincombe Recreation Ground.

**6.2 Background**

- 6.2.1 The Council has resolved its support of the speedway project and the location in principle at Wincombe Recreation Ground.
- 6.2.2 In order for the Rotary to secure the funding from Sport England, it is required to demonstrate security of tenure.
- 6.2.3 Lease to be granted by STC to a charitable Trust (CT) to consist of one nominated Town Council Member, Two nominated Shaftesbury Rotary Club (SRC) Rotarians and two nominated members of the proposed Shaftesbury Cycle Speedway Club (SCSC). At the same time or shortly after the CT will grant a sublease to the proposed SCSC. Details of both leases to be agreed by STC and SRC.
- 6.2.4 It is expected that the asset of the track will sit with STC as owners and custodians of the land. It is the expectation by SRC that the Heads of terms will reflect a reversionary lease

**6.3 Legal Implications**

- 6.3.1 The Council will enter a legal agreement with the Cycle Speedway Charitable Trust (the trust is expected to be in place by 30<sup>th</sup> April 2018) and the sub-lease granted to the Shaftesbury Cycle Speedway Club (SCSC) once formed

**6.4 Financial Implications**

- 6.4.1 There will be minimal financial implication to process the legal agreement.

**6.5 Risk**

- 6.5.1 There is a risk of the speedway project not progressing and Shaftesbury losing the opportunity for this facility.

**6.6 Strategic Plan Link**

- 6.6.1 This project links to The Shaftesbury Experience – Residents lifestyle outdoor – Lead Councillor Luke Kirton

(End)

Report Author:  
Brie Logan, Business Manager

**Report 0118FC7 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 30 January 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**7 Lead members for Strategic Plan**

To consider lead councillors for areas of the Strategic Plan

**7.1 Recommendation**

7.1.1 That the Council resolves a lead councillor for each of the twelve areas of the strategic plan.

**7.2 Background**

7.2.1 The Strategic Plan vision document has been formed into a high-level implementation plan. The work to support delivery of the projects and visions identified is recommended to be carried out in close working relationship with community experts and volunteers in the relevant fields. This aligns with the Council's vision of collaborative working and the 'Principles of Belief' document adopted by the Council in September 2017.

7.2.2 Councillors have chosen their preferred areas of the plan based on their own areas of expertise or interest. The Council is asked to resolve Councillors to these roles;

Marketing and Events	Shaftesbury domain	Tim Cook
	Old and New	Lauren Todd
	Facilities for elderly	Antony Austin
Shaftesbury Experience	Tourism	George Hall
	Toilets	George Hall
	Outdoor lifestyle	Luke Kirton
	Indoor lifestyle	Jeanne Loader
Economic Development	Town landscape	Piers Brown
	Asset acquisition	Lester Taylor
	Asset Management	Andy Perkins
Stakeholder Collaboration	Internal	Mark Jackson
	External	Phil Proctor
	Neighbourhood Plan	John Lewer

7.2.3 Council may wish to consider a shadow or deputy Councillor on some work streams to allow for more even distribution of work. This can be formally resolved or informally arranged as needed.

**7.3 Financial Implications**

7.3.1 There are no financial implications arising from this report

**7.4 Legal Implications**

7.4.1 Councillors as individuals have no power to act. The role of lead Councillor is one of coordination and engagement, to become a specialist in the relevant area and provide recommendations to Council for resolution as appropriate.

## **7.5 Risk**

- 7.5.1 There is a risk of misunderstanding of the role of lead councillor, resulting in action being taken by the Councillor contrary to legislation. The Council must guard against this by carefully scrutinising the work of the lead councillors.

## **7.6 Strategic Plan Link**

- 7.6.1 This report relates to the delivery of the whole Strategic Plan and specifically internal governance arrangements for the delivery of the Council's responsibilities.

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0118FC8 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 30 January 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**8 Advisory Committees**

To consider amending working groups to advisory committees

**8.1 Recommendation**

- 8.1.1 That the Council adopts a principle of forming Advisory or Sub Committees in place of Working Groups
- 8.1.2 That the Council amends the group status of the Neighbourhood Plan to an Advisory Committee
- 8.1.3 That the Council appoints Advisory Committees for Economic Development, Shaftesbury Domain and Welcome our Visitors

**8.2 Background**

- 8.2.1 At its meeting on 16<sup>th</sup> January, the General Management Committee recommended that the Council's working groups become Advisory Committees of the Council. Specifically, the Neighbourhood Plan.
- 8.2.2 As part of the Strategic Plan and Principles of Belief, the Council has committed to working closer with and engaging further with the community. The benefit is that this draws on the expertise of a wider base of people and increases opportunities to engage with harder to reach groups.

**8.3 Financial Implications**

- 8.3.1 It is anticipated that the staff administration of meetings will be offset by greater efficiency in the decision-making process.

**8.4 Legal Implications**

- 8.4.1 It is recommended by NALC that any work delegated by the Council to a group is done within a Committee, Sub-Committee or Advisory Committee. This ensures transparency and accountability whilst still drawing on the expertise of the wider community.

**8.5 Risk**

- 8.5.1 There is a risk of the Council not heeding the recommendations of an Advisory Committee. The Council would need to demonstrate sound reason to vote against the advice of an advisory committee formed for that purpose.

**8.6 Strategic Plan Link**

- 8.6.1 This report relates to the delivery of the whole Strategic Plan and specifically internal governance arrangements for the delivery of the Council's responsibilities.

(End)

Report Author:

Claire Commons, Town Clerk

**Report 0118FC9 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 30 January 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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## **9 Planning Applications**

To consider responses to planning applications identified for return to the Planning Authority, to include but not be limited to: Former Workshop Mustons Lane, 5 Sally Kings Lane and Chase Lodge Salisbury Road and to consider submitting a planning application on behalf of the Shaftesbury Bowling Club

### **9.1 Recommendation**

- 9.1.1 That the Committee provides its observations on the below mentioned applications and any further applications received before the date of the meeting.
- 9.1.2 That the Council submits the Planning Application for the Bowling Club in relation to its carpark

### **9.2 Background**

- 9.2.1 Shaftesbury Town Council is a statutory consultee for planning applications which is provided with the opportunity to make observations on planning applications within its parish boundary. These observations are reported back to the planning authority in order that it can make an informed decision when determining the applications.
- 9.2.2 The Committee may request that an application be considered by the planning authority's development management committee if there are matters of particular concern or which would be better considered during debate.
- 9.2.3 Members are asked to consider for each application shown at Appendix D (page 30), whether they support the application or object to it. Consideration should be given to matters relating to planning law and to local knowledge.
- 9.2.4 More guidance on how to comment on planning applications can be found at <http://planninghelp.org.uk/improve-where-you-live/how-to-comment-on-a-planning-application>. Applications can be viewed online at <http://planning.north-dorset.gov.uk/online-applications/>, or the relevant link in Appendix D (page 30)
- 9.2.5 Shaftesbury Town Council is not a statutory consultee for tree applications and is no longer automatically advised of applications being considered. The Council may still make comments on those it is aware of in the planning system.

### **9.3 Financial Implications**

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

### **9.4 Legal Implications**

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

(End)

Report Author:  
Zoe Moxham, Office Administrator



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

[2/2017/1961/LBC Former Workshop Mustons Lane Shaftesbury Dorset](#)

Repair part of boundary wall.

Applicant Name Mr & Mrs M and A Johnson

Agent Name Proctor Watts Cole Rutter

[2/2017/1844/HOUSE 5 Sally Kings Lane Shaftesbury SP7 8LS](#)

Extend single storey extension to form new bay window, raise external walls and lean-to roof. Construct new timber decked area with railings and steps.

[2/2017/1845/LBC 5 Sally Kings Lane Shaftesbury SP7 8LS](#)

Extend single storey extension to form new bay window, raise external walls and lean-to roof. Replace asbestos fibre slates with natural slates and remove solar panel, replace raised cement mortar pointing with flush lime mortar pointing, remove part remnant stone walls and construct new timber decked area with railings and steps. carry out internal and external alterations.

Applicant Name Mr & Mrs J Balmforth

Agent Name Proctor Watts Cole Rutter

[2/2017/1878/LBC Chase Lodge Salisbury Road Shaftesbury SP7 8NW](#)

Demolish shed.

[2/2017/1877/HOUSE Chase Lodge Salisbury Road Shaftesbury SP7 8NW](#)

Erect garage / store with residential accommodation above (demolish existing shed).

Applicant Name Mr & Mrs Malpas

Agent Name V B Lewis Building Design Limited

**Report 0118FC10 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 30 January 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**10 Sitting Out Licence**

To consider the Council's Sitting Out licence agreement

**10.1 Recommendation**

10.1.1 That the Sitting Out licence is adopted as provided at Appendix E (page 32)

**10.2 Background**

10.2.1 As part of the Working Together Agreement entered into with Dorset Highways, the Town Council has the ability to licence eating establishments for 'sitting out' areas on the pavement.

10.2.2 The County Council has provided the template agreement it uses which has been re-branded to Shaftesbury Town Council, all costs remain the same as the County Council.

**10.3 Financial Implication**

10.3.1 New licences - £290, Licence renewals - £174

**10.4 Legal Implications**

10.4.1 The Working Together agreement provides the legal authority to licence and generate revenue from sitting out, the attached agreement provides the formal agreement between the Town Council and each relevant establishment to be licenced.

**10.5 Risk**

10.5.1 There is a risk of loss of income if licences are not followed up.

(End)

Report Author:  
Claire Commons, Town Clerk

Appendix E. Sitting Out Licence

HIGHWAYS ACT 1980

Licence to Use a Sitting Out Area on the Public Highway

Shaftesbury Town Council is empowered to administer highway licenses under sections 115E to K of the 1980 Act.

This is the power to license sitting out in front of cafes and restaurants

Name of Applicant: Application Date:

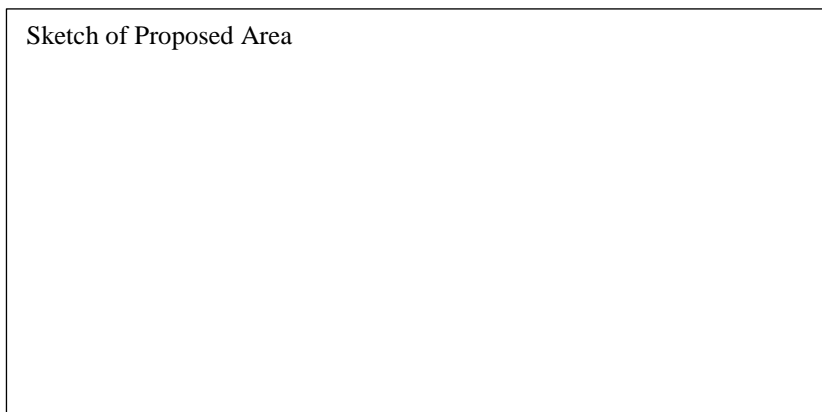
Address:

Telephone No:

Email:

Address of Sitting Out Area:

Sketch of Proposed Area



.....  
.....  
.....  
.....

Area of Highway to be Occupied (i.e. 4.0m x 2.5m).....  
(Please indicate area on the attached plan)

Number of seats to be provided .....

Number of Licenses required (see Information sheet) .....

Insurance Details:

Company .....

Policy Number .....

Expiry Date ..... (

Please attach copy of insurance certificate to application)

Payment Fee: £290.00 (renewal £174.00) to Shaftesbury Town Council, Highstreet,  
Shaftesbury, SP7 8LY

Signed.....PRINT Name.....Date

.....

-----  
-----

Shaftesbury Town Council Use Only

Application Received (Date) .....

Fee Correct Yes/No

Site Inspected by..... Date.....

Notes- .....

.....

Insurance Renewal Date.....

Approved Yes/No

Licence Number..... & Plan Issued

Signed on behalf of STC ..... Date.....

Highway This Licence is issued to: Licensed Premises:

Sketch of Proposed Area

Number of Permitted Seats:

Issued:

Expiry Date:

Licence Issued by: Shaftesbury Town Council, High street, Shaftesbury, SP7 8LY

Signed:

Date:

License No:

CONSENT CONDITIONS 1. The location and size of the sitting out area will be agreed with the Council. Normally a minimum footway width of 1.8m will be required at all times between the seating area and the edge of the footway. 2. A plan showing the Licensed area must be displayed in a prominent window fronting the sitting out area at all times. 3. No "A" boards (advertising boards) or signs will be permitted in addition outside to the licensed area. 4. Advertising on umbrellas or blinds will be subject to Planning considerations. 5. All blinds and awnings must be a minimum height of 2.1m from the surface of the footway. 6. The design of any permanently fixed items of furniture, (decking, lighting, bollards etc.) must be agreed prior to installation. The Licensee will be responsible for the costs of the provision and installation of these items together with their maintenance and removal. 7. The operator or the licensed area must have adequate insurance to cover the area of the licence and indemnify the Council from any claims arising from his activities. 8. The Council as the Highway Authority, and Statutory Undertakers will have a right of access to the area at all times. 9. The Council subject to a one-month notice period may withdraw a licence. 10. This licence does not cover the consumption of alcohol on the Highway and the Licensee should make an application to the appropriate Licensing body. 11. The Licensee is responsible for keeping the licensed area clear of all litter and debris. 12. This licence is issued solely as permitted under Section 115F of the Highways Act 1980. It does not provide any permission relating to Planning or Community Charges.

## **Information**

### **Cost and Payment**

- new licences - £290
- licence renewals - £174

Once you have completed the application, please call **01747 852420** to discuss payment - we accept all major credit cards (with the exception of American Express) for secure payment over the phone.

### **Conditions of the Consent**

1. the location and size of the sitting out area will be agreed with the Council. Normally a minimum footway width of 1.8m will be required at all times between the seating area and the edge of the footway
2. a copy of the licence must be displayed in a prominent window fronting the sitting out area at all times
3. no "A" boards (advertising boards) or signs will be permitted in addition to the licensed area
4. advertising on umbrellas or blinds will be subject to Planning considerations and should be associated with the premises rather than individual products
5. the design of any permanently fixed items of furniture, (decking, lighting, bollards etc.) must be agreed prior to installation. Accessibility for disabled must be allowed for. The Licensee will be responsible for the costs of the provision and installation of these items together with their maintenance and removal
6. the operator of the licensed area must have adequate insurance to cover the area of the licence and indemnify the Council from any claims arising from his activities
7. the Council as Agents for the Highway Authority, and Statutory Undertakers will have a right of access to the area at all times
8. the Council, subject to a one-month notice period may withdraw the licence. If the licence is withdrawn no refunds will be paid
9. this Licence does not cover the consumption of alcohol on the Highway and the Licensee should make an application to the appropriate Licensing body
10. the Licensee is responsible for keeping the licensed area clear of all litter and debris
11. the Licensee is responsible for obtaining any permissions relating to Planning and Community charge issues and any other licences or permissions

**Report 0118FC11 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 30 January 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**11 Handwash Unit Contract**

To review maintenance contract for public toilet handwash units

**11.1 Recommendation**

11.1.1 That the Council resolves to continue with a service contract with the manufacturer of the four handwasher/driers in the Bell Street Public Toilets for a period of 1 year to take effect from 1<sup>st</sup> February 2018.

**11.2 Background**

11.2.1 An annual Service Contract for the four handwasher/driers in Bell Street Public Toilets has been in place for the last 3 years.

11.2.2 The contract is due for renewal, with an annual cost of £247 per unit equating to £988 +VAT for the four units. The cost for 2017/18 was £960 +VAT.

11.2.3 The cost of a one-off repair, with no contract in place, is £324 +VAT.

11.2.4 The Council has investigated alternative suppliers, but it is a speciality service and alternative suppliers have found to subcontract to the manufacturer at an additional cost.

11.2.5 The company concerned have proved reliable and have previously offered a good level of service.

**11.3 Financial Implications**

11.3.1 The cost of a one year's Service Contract of £988 has been allowed for in the 2018/19 Budget allocations.

**11.4 Legal Implications**

11.4.1 The Council has a duty to maintain its facilities.

**11.5 Risks**

11.5.1 There is a risk of decline of the units if not correctly maintained.

**11.6 Strategic Plan Link**

11.6.1 Proper maintenance of the public toilets links to the Visitor Experience element of the strategic plan.

(End)

Report Author:  
Tracy Moxham, Finance and Services Officer

**Report 0118FC12 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 30 January 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**12 Community Grants**

To consider the grants awarding process for 2018/19 and a grant application from The Tree Group

**12.1 Recommendation**

12.1.1 That the Grants Awarding process is adjusted for 2018/19 to provide greater efficiency and reach for the community.

12.1.2 That the Community Grant Application from the Tree Group is considered

**12.2 Background**

12.2.1 The Town Council has continued to support the community through its community grants process. More recently, it has been increasingly offering support in kind as well as financial support. The process for applying for grants is due for review and the application form is attached at Appendix F (page 37) and the policy at Appendix G (page 42).

12.2.2 The Tree Group has requested a grant of £433 for printing 3,000 A3 leaflets describing A Walk Amongst Shaftesbury's Trees – "A beautiful oblique aerial map of Shaftesbury's hill top, with a marked level walk from Gold Hill along Park Walk round to Castle Hill Gardens and back through Trinity Churchyard to the High Street with observations on the map and on the reverse." To be available free through the Town Council, Tourist Office, shops, groups, residential homes etc.

**12.3 Financial Implications**

12.3.1 The Council has provisionally set its budget for £30,000 for Community Grants for 2018/19.

**12.4 Legal Implications**

12.4.1 There are no legal implications arising from this report

**12.5 Risk**

12.5.1 There is a risk of the Council not reaching the groups most in need without a robust grants process.

(End)

Report Author:  
Claire Commons, Town Clerk





## Community Grant Application Form 2018/19

Please return the completed form, with supporting evidence by:

31<sup>st</sup> March 2018

## Part 1: About your Organisation

Name of Group or Organisation:			
Address for correspondence:			
Email address:			
Telephone number:			
Contact Name and Position in Organisation:			

What is the status of your Organisation ?

*Please tick*

Charity	<input type="checkbox"/>		
Local Group/Not for Profit	<input type="checkbox"/>		
Trust	<input type="checkbox"/>		
Youth Organisation	<input type="checkbox"/>		

How long has your group been operating for?

*Please tick*

Less than 1 year	<input type="checkbox"/>		
1 – 5 Years	<input type="checkbox"/>		
6 – 10 Years	<input type="checkbox"/>		
11+	<input type="checkbox"/>		

Charity Number if applicable .....

Please complete the following:

	Name	Telephone Number
Who is your Chair Person?		
Who is your Treasurer?		
Who is your Secretary?		

Please complete the following if applicable to your Organisation.

How often do you meet ?			
Where are your meetings held?			
Are your meetings held in the ? (please tick)	Morning	Afternoon	Evening

*Please tick*

Do you have a Website?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
------------------------	-----	--------------------------	----	--------------------------

Are you active on Social Media?	Yes		No	
---------------------------------	-----	--	----	--

## Part 2: Purpose for which Grant is sought

Is it for (please circle one of the following:

Event	Activity	Equipment	Other
-------	----------	-----------	-------

Please give a full description of the purpose for which funding is requested:

Please continue on a separate sheet if necessary

**Cost breakdown** – please give as much detail as possible about the cost of your project

Amount	What for
£	
£	
£	

Total cost of project £\_\_\_\_\_

**Amount requested from Shaftesbury Town Council** £\_\_\_\_\_

Amount(s) requested from other sources

Amount	Source i.e. Self funding; Sponsorship (by whom)
£	
£	
£	

Please give details of previous funding received from Shaftesbury Town Council

Year	Amount	Project	Office use only
	£		Satisfactory End of Grant Evaluation form received
	£		
	£		

## Part 3: Who will benefit from your Project?

The extent to which the project involves the members of the community, either as participants, or recipients/spectators.

The extent to which project fulfils a 'commonly' recognised need.

How many people (participants, recipients or spectators) will regularly benefit in your organisations activities?

How does your application link to the Councils 5 year strategic plan? Please tick the relevant area

	Please tick
The Shaftesbury Experience for Residents – Indoor activity	
The Shaftesbury Experience for Residents – Outdoor activity & environment	
The Shaftesbury Experience – Welcoming our Visitors	
Facilities for the Elderly	
Bringing the Old and New Town Together	
The Neighbourhood Plan	

Economic Development	
Other, Please specify	

**Please supply further information in support of your application if you feel any relevant information has not been covered**

If successful in your application what plans do you have to share how the grant will help your organisation with a wider audience?
--

Applications must be supported by your organisation's latest annual accounts, or if your organisation has been in existence for less than 18months, evidence that a separate bank account has been opened.

**Any award is made at the discretion of the Council and subject to a funding agreement.**

Failure to comply with the terms of the agreement may result in a requirement to refund all, or part of, the award made by the Council.

If you are successful in your application, please identify if you would prefer payment by cheque or bank transfer. Please tick. Bank transfer will be paid to the same account as your bank statement . Cheques will be made payable to Organisation named in part 1.

Cheque		Bank Transfer (Copy of bank statement will be required)	
--------	--	---	--

#### **Agreement**

By submitting this application, I/We agree that;

1. This is a funding agreement between Shaftesbury Town Council and the organisation named in Part 1.
2. Any Community Grant awarded will be paid in the financial year 2018/19 and may be subject to receipts or receipted invoices.
3. Audited accounts will be made available to Shaftesbury Town Council.
4. The organisation named in Part 1 will be required to provide the Council with clarification that the purpose for which the grant was given has been met.
5. The organisation named in Part 1 may be used for publicity purposes and may be requested to provide photographs / newsletters.
6. The organisation named in Part 1 will do all it can to deliver the services outlined in this document unless prevented from doing so by force majeure. If the organisation named in Part 1 is not able to meet this commitment it will seek discussions with the Town Council to do all it reasonably can to agree a solution.
7. The organisation name in Part 1 **MUST** complete an evaluation and submit by the end of December 2018.
8. Failure to comply with the terms of the agreement may result in a requirement to refund all, or part of, the award made by Shaftesbury Town Council.

Signature:	
Position in Organisation:	
Date:	

**Please return your completed checklist, together with copies of relevant documents to:**

Shaftesbury Town Council  
The Town Hall  
High Street  
Shaftesbury Dorset SP7 8LY

Email: [enquiries@shaftesbury-tc.gov.uk](mailto:enquiries@shaftesbury-tc.gov.uk)

**The Council's Grant Awarding Policy is attached to this application for your information**



# Shaftesbury Town Council

## Community Grant Evaluation Form

As a condition of receiving a grant from Shaftesbury Town Council, you are required to complete this short evaluation form to enable the Council to assess the impact the grant has made to your project and the local community.

This form will be used to inform future applications you may submit

Year of Grant Award		Amount of Grant Awarded	£
---------------------	--	-------------------------	---

Name of Group or Organisation	
-------------------------------	--

**1. What difference has the funding made to the locality or to the residents of Shaftesbury?**

Please include information about the number of people from Shaftesbury who participated and/or benefited from the grant.

**2. How did you measure the benefits to the locality or residents?**

**3. What difference has the funding made to your organisation?**

**4. How did you measure the benefits to your organisation?**

**5. Please tell us if there is anything we can do to improve the grant process**

--

It is a condition of your grant to fill in the evaluation form. Failure to do so will affect any further grant funding applications you may make to the Council.

<b>Form completed by :</b> Name and address	
--	--

<b>Position in Organisation:</b>	
----------------------------------	--

<b>Signature:</b>	
-------------------	--

<b>Date:</b>	
--------------	--

Please return your completed evaluation form by 31<sup>st</sup> December 2018.

**Shaftesbury Town Council  
The Town Hall  
High Street  
Shaftesbury  
Dorset SP7 8LY**

Email: [enquiries@shaftesbury-tc.gov.uk](mailto:enquiries@shaftesbury-tc.gov.uk)

Further information about Shaftesbury Town Council and its grant awarding policy, is available from the office at the address above, or from [www.shaftesbury-tc.gov.uk](http://www.shaftesbury-tc.gov.uk)

Telephone: 01747 852420

To follow



# Shaftesbury Town Council

## Grant Awarding Policy

### **BACKGROUND**

Shaftesbury Town Council serves the wards of East and West Shaftesbury and is the tier of local government closest to the community it serves. The council's income comes principally from a precept paid by local residents as part of their council tax. Some of this income is then used to give grants to support local organisations and projects that will enhance the economic, social and environmental well-being of people who live and work in the Shaftesbury Area. Grants may be given to new or on-going projects and may be for either capital or revenue funding.

### **CRITERIA FOR ELIGIBILITY**

Shaftesbury Town Council will only support voluntary organisations or community groups based or working within the parish boundary of Shaftesbury, not individuals. Consideration will be given to projects that provide evidence that they primarily service the interests of, or are for the benefit of, Shaftesbury residents.

The total amount of Community Grant funding available in any given year is determined by Full Council as part of the annual budget setting process.

Community Grants up to £1,000: Applications for Community Grants will be considered by the General Management Committee.

Community Grants over £1,000: Applications will be considered in certain circumstances and will be considered by the General Management Committee who will make their recommendations to Full Council.

Organisations may only apply for one grant in any one financial year.

It should be noted that Shaftesbury Town Council cannot be the sole source of income for an organisation or project. A significant proportion needs to be raised elsewhere or be provided in-kind. Evidence of contributions raised elsewhere to help fund the organisation or project may be requested.

The maximum amount of grant aid to be available to organisations will be determined by the Council within the limits of the Council's Grants Budget. Applications for financial support from the Council are to be submitted in accordance with the timescales below. Applications received late or outside of these timescales may be considered at a later date, within budget restraints at that time.

Applicants may be contacted by Council Officers to clarify further detail if required.

### **REQUIREMENTS**

The following criteria has to be met in order to be considered for grant funding:

1. The purpose(s) for which the funding is required should be clearly identified
2. Applications for funding should demonstrate contributions applied for or received from other sources.
3. Applicants should submit their latest audited accounts, providing the organisation has been in existence for at least 18 months. If the organisation has been in existence for less than 18 months, evidence that a separate bank account has been opened should be provided.
4. Organisations applying for more than £1,000 are requested to provide the Council with a list of Officers of the Organisation, the number of active members and the number of volunteers.
5. Charities should provide their registered charity number
6. Applications for grants may be made for capital or revenue funding i.e. for the development of projects or to assist in specific running costs. Timescales for the use of the funding should be stated in your application
7. Applicants must demonstrate equality of access and opportunity
8. Equipment purchased with the grant must remain the property of the organisation
9. Organisations must advise the Council on application, or as soon as known, whether there will be any fundamental changes to their service, premises or project, within the next 12 months.
10. Organisations should provide the Council with the projected number of users, the numbers of users from Shaftesbury, and whether they make any charges to their users.

## THE FOLLOWING WILL NOT BE FUNDED BY A GRANT FROM THE COUNCIL

The Council will not fund the following:

1. The Council cannot support those who aim to solely raise money for charity or to distribute money to others. Any charity that may benefit as a result of the grant application is to be listed in the application.
2. The Council cannot support or promote religious or political beliefs or interests of an individual or organisation. Applicants must demonstrate the project will be for the benefit of the wider community. <sup>1</sup>
3. Grant awards are not open for schools or businesses. If your project is in partnership with a school it may still be eligible. Applicants should demonstrate how it meets the Council's criteria and explain why it is not supported through mainstream school budgets/funding.
4. Maintenance costs for buildings or equipment. However ongoing support contracts or improvements and changes may be considered
5. Food or hospitality
6. The Council may support projects that employ people, but will not fund salaries payable to project organisers. The Council may wish to fund the payment of those who take part in a project, however where core funding is applied for, and is essential to the ongoing viability of a project and addresses the needs of people who are socially or economically marginalised, the committee may choose to recommend funding having considered representations.
7. The Council will not fund retrospective applications
8. Grants will not be paid to individuals.

If an applicant is not sure whether or not they meet any of the eligibility criteria, please contact the Office before completion of the form.

In the event of over subscription to the funds available, the Council may reduce the amount of the request but will seek to support as many of those organisations as possible who meet the criteria as laid down.

### NOTE <sup>1</sup>

Applications will be considered for organisations that benefit the wider community even though they may be on the premises of, or organised by, a particular religion, faith group or political party.

## TIMESCALES

Completed application forms will be required to be submitted in accordance with the timescales on the application form.

Any applicant who cannot submit any of the required information should contact the Town Clerk for guidance.

Application Forms sent/available	January/February
Deadline for submission	End of March
Councillor review of applications	April
Consideration by the General Management Committee	May
Notification to organisation	May
Payment of Grant	May/June

*Specific dates to be determined subject to the calendar of meetings for that year*

Payment of Grants over £1,000 may be paid in two instalments of 50% each in May/June and November/December, as determined by the General Management Committee.

The second instalment would be paid following a mid-year review meeting which would be attended by the Clerk, the Council representative on that organisation and an officer.

Payment of the second instalment will only be paid if all the reporting requirements are provided and the criteria for the award of the Grant have been met to date, and as far as is practically possible.

## Grants in Kind

Various charitable groups and organisations in the Town may be eligible for free hire of the Guildhall or the Council Chamber for their Annual AGM or an event being held to promote the Town and/or for the good of its residents.

Organisations or Groups that would be considered should fulfil the following criteria:



- ❖ Organisations that do not charge a subscription or membership fee
- ❖ Organisations that do not make a profit
- ❖ Organisations run solely by volunteers
- ❖ Town Council affiliated Groups

An agreement for the provision of free photocopying of leaflets may be applicable.

Use of the Grounds team time may also be an option.

A written request should be made to The Clerk for consideration. Each application will be dealt with on its own merit and may not necessarily be approved.

### **PRIORITY APPLICATIONS**

Priority will be given to applications meeting the Criteria for Eligibility (above).

All applications will be scored against these priorities.

### **PAYMENT OF GRANTS**

Payments will be made by cheque or bank transfer payable to the organisation.

If audited accounts or a Bank account does not exist, the applicant may ask for the grant payment to be made to an identified supplier on production of an invoice, or to a nominated organisation, with the relevant authority provided by the Chairman of the organisation.

### **ADVICE ON APPLICATIONS**

A checklist of the information required will be enclosed/attached with the application form. Applications will not be considered until all the relevant documents have been received.

### **FUNDING AGREEMENT**

Each organisation awarded a grant will be required to provide the Council with clarification that the purpose for which the grant was given has been met, by completing an End of Grant Evaluation form. Provide photographs, newsletters etc., together with a statement on how users have benefitted from the grant. The Council reserves the right to publish this information on their website.

All successful applicants of Grants will be required to:

1. Acknowledge receipt of any award
2. Credit the Council as a supporter of the organisation in promotional material
3. Community Grant recipients will be required to complete an end of grant report and evaluation form, and reserves the right to request invoice or provide receipts if required, prior to payment of the grant award.
4. Organisations receiving grants over £1,000 may be required to attend a mid-year review meeting and to provide documentation and reports to confirm that all criteria have been or will be met.

Failure to comply with the terms of the agreement may result in a requirement to refund all, or part of, the award made by the Council.

Previous approval of a grant application does not necessarily imply continued funding in consequent years.

An applicant, if previously awarded a grant, will not be able to submit a further application to be considered until monitoring of the initial grant has been completed to the satisfaction of the General Management Committee.

### **DATA PROTECTION ACT 1988 INFORMATION**

In signing the application form, you give permission for Shaftesbury Town Council to use the information that you provide:

- for establishing your entitlement to a grant;
- inclusion on a computerised register maintained by the Town Council; and, during the life of a grant, if awarded, to administer and analyse applications and grants.

The information in these notes could change from time to time. Policy and regulations on distributing funds may also change. We reserve the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries.

### **CONTACT DETAILS**

Please submit all enquiries and completed application forms to the offices of the Council.

You can contact the Clerk or Officers by telephone, email, in writing or visiting the Town Council Office.

Contact details are:

Shaftesbury Town Council

The Town Hall

High Street

Shaftesbury, Dorset SP7 8LY

Telephone: 01747 852420

Email: [enquiries@shaftesbury-tc.gov.uk](mailto:enquiries@shaftesbury-tc.gov.uk)

Website: [www.shaftesbury-tc.gov.uk](http://www.shaftesbury-tc.gov.uk)

**Report 0118FC13 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 30 January 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**13 Appointment details**

To minute the appointment details for the Council's newest members of staff

**13.1 Recommendation**

13.1.1 That the appointments of the Office Administrator and Business Manager are recorded in the minutes. Mrs Zoe Moxham, Office Administrator (Full Time), Start Date of 9<sup>th</sup> October 2017, auto-enrolled into the Council's Pension Scheme. Mrs Brie Logan, Business Manager (Full Time), Start Date of 30<sup>th</sup> October 2017, auto-enrolled into the Council's Pension Scheme.

**13.2 Background**

13.2.1 In the autumn of 2017, the Council successfully appointed an Office Administrator and Business Manager to the Council. In order to protect their personal information until the relevant employment checks had been carried out, their details were not recorded in the minutes.

13.2.2 The Internal Auditor has raised this as a matter to address and therefore the Council is asked to formally record the appointment names, start dates, hours, pension status and role.

**13.3 Financial Implications**

13.3.1 There are no financial implications arising from this report

**13.4 Legal Implications**

13.4.1 There are no legal implications arising from this report

**13.5 Risk**

13.5.1 There is a risk of fraud if employment details are not accurately minuted.

**13.6 Strategic Plan Link**

13.6.1 This report and recommendation links to internal governance on the Strategic Plan

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0118FC14 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 30 January 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

## **14 Reports**

To receive reports from the Mayor, District and County Councillors, Representatives to Local Organisations and any other meetings held with key partners or organisationsg.

### **14.1 Recommendation**

14.1.1 That the reports are received and noted

### **14.2 Civic Report**

14.2.1 The table below shows the recent events attended by the Mayor and Deputy Mayor and details the forthcoming events.

<u>Date</u>	<u>Event</u>	<u>Attended By</u>
1 <sup>st</sup> December	Mayor of Blandford – Christmas Tree Lighting	Cllr Lewer
3 <sup>rd</sup> December	St John Ambulance – Christingle	Cllr Lewer
4 <sup>th</sup> December	Chamber of Commerce – Christmas Lights switch on	Cllr Lewer
6 <sup>th</sup> December	Abbey Primary School – Christmas Card Presentation	Cllr Lewer
8 <sup>th</sup> December	Shaftesbury Primary School – Christmas Card Presentation	Cllr Lewer
10 <sup>th</sup> December	North Dorset Ruby Club	Cllr Brown
13 <sup>th</sup> December	Flying Start – Nativity	Cllr Lewer
17 <sup>th</sup> December	Mayor of Gillingham – Civic Carol Service	Cllr Lewer
21 <sup>st</sup> December	Westminster Memorial Hospital – Christingle	Cllr Lewer

#### **Forthcoming Events**

<u>Date</u>	<u>Event</u>	<u>Being Attended by</u>
26th January	Mayor of Shaftesbury – Great Gatsby Soiree, raising funds for Dementia charities in Shaftesbury	Cllr Lewer
29 <sup>th</sup> January	Shaftesbury Carnival – AGM	
8 <sup>th</sup> February	Churchill Retirement – Business Luncheon	
11 <sup>th</sup> February	Mayor of Shaftesbury – Dementia Friendly Afternoon Tea	Cllr Lewer
12 <sup>th</sup> February	Weldmar Hospice – Shaftesbury Memorial	Cllr Lewer
17 <sup>th</sup> February	Snowdrop Festival – Snowdrop Parade	
23 <sup>rd</sup> February	Shaftesbury Town Twinning – AGM	Cllr Lewer
25 <sup>th</sup> February	Bournemouth Symphony – Concert	

### **14.3 County and District Councillor Reports**

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

### **14.4 Local Organisations**

14.4.1 Reports from Local Organisations are invited at this point in the meeting. The Council has received a report from the Abbey;

Abbey Museum - As a generous donor of funding to this project, you will be pleased to hear that we have just been informed that our application for funding from the Heritage Lottery Fund was completely successful. Without a doubt your contribution to the matched funding and the clear demonstrations of local support for the project were critical to our success.

We are all tremendously excited by this news because we now have the full amount of funding required for us to start.

Our first tasks include informing our donors of this good news, informing the local residents and schools who have asked to be involved that we have been successful, and getting down to the nitty-gritty detailed activity scheduling so that we can start as soon as possible.

Once the historical research and archaeological survey activities are under way, we expect to be issuing progress reports of our findings and their implications, to you, to all our volunteers, and to the local community: we will be in touch!

### **14.5 Reports from Committees**

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

14.5.2 Planning & Highways 21<sup>st</sup> November 2017 and 12<sup>th</sup> December 2017

14.5.3 Recreation, Environment and Open Spaces Committee meetings held on 28<sup>th</sup> November 2017 and 9<sup>th</sup> January 2018

14.5.4 Human Resources 30<sup>th</sup> November 2017

14.5.5 General Management Committee meeting held on 16<sup>th</sup> January 2018

### **14.6 Updates and Correspondence**

14.6.1 Any updates or correspondence received will be reported at this point.

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0118FC15 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 30 January 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**15 Apology**

To consider resolving to enter Confidential Session (Part B) for this item of business and to consider a formal apology in relation to a prior governance matter.

**15.1 Recommendation**

15.1.1 To resolve that, in accordance with Section 2 of the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded during the discussion of item of business on the grounds that they involve the likely disclosure of confidential information, (as defined in the respective paragraph of Part 1 of Schedule 12a of Section 100a(4) of the Local Government Act 1972), and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”.

15.1.2 That the Council issues a formal apology in relation to the details contained in the confidential report.

**15.2 Background**

15.2.1 Councillors are referred to a confidential report in relation to this matter.

(End)

Report Author:  
Claire Commons, Town Clerk