



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

Town Clerk: Mrs Claire Commons

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

Website: www.shaftesbury-tc.gov.uk

VAT Reg No 241 1307 58

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

You are summoned to 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 22 May 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 PAYMENTS 4**
To consider payments for authorisation
- 5 SHAFTESBURY FOOTBALL CLUB 7**
To consider resolving to enter confidential session and to consider recommendations to
support the long term sustainable future aspirations for Shaftesbury Football Club
- 6 REVIEW OF DIVIDEND ON INVESTMENTS 16**
To receive a report on dividends from investment of Council funds
- 7 GRANTS 18**

To consider recommendation for community grant awards

8 GDPR 27

That the Committee adopts the Data Protection and Information Security policies and the privacy notice is approved for publishing on the Town Council's website.

(End)

**Administration for a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 22 May 2018 in the Council Chamber, Shaftesbury
Town Hall**

1 Apologies

To receive and consider for acceptance, apologies for absence

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.

1.1 Apologies received to date

1.1.1 . Councillor Hall due to work commitments

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.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

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.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

3.1 Minutes to be adopted

3.1.1 27th March 2018

**Report 0518GEM4 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 22 May 2018 in the Council Chamber, Shaftesbury
Town Hall**

4 Payments

To consider payments for authorisation

4.1 Summary

- 4.1.1 A list of payments for approval is provided at Appendix A, an updated list may be provided to the committee prior to or at the meeting.
- 4.1.2 A bank, cash and investment reconciliation is provided following the payments list detailing the current position following payments identified.

4.2 Financial Implication

- 4.2.1 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.

4.3 Legal Implication

- 4.3.1 The council has a legal responsibility to be open and transparent in its financial transactions.

4.4 Risk

- 4.4.1 There are no risks identified in this report.

4.5 Recommendation

- 4.5.1 That the Committee approves the payments from the Town Council's current account and minutes the resulting bank balance as detailed in Appendix A.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk

Appendix A. Payments

Printed on : 15/05/2018		Shaftesbury Town Council		Page No 1	
At : 16:10		NatWest Current A/c			
List of Payments made between 04/05/2018 and 25/05/2018					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/05/2018	Ferndown Town Council	online	50.00		Tickets D & D Ferndown JL
08/05/2018	Asbestos Contracting Ltd	online226	1,020.00		Removing of asbestos shed Mamp
09/05/2018	British Telecommunications	dd	95.04		Broadband Line Rental
11/05/2018	Hitachi Capital	Std Ord	849.20		Hitachi Capital
11/05/2018	Eon	dd	209.39		Electric April
15/05/2018	Fuel Genie	dd	315.48		Fuel April
15/05/2018	RLSS Direct (IQL UK Ltd)	online224	175.00		ATC Renewal
24/05/2018	Angel Springs Ltd	online225	30.88		Water Cooler
24/05/2018	Cllr John Lewer	online227	112.95		Travel to Civic Events JL
24/05/2018	Tincknell Fuels	online228	388.24		Red Diesel
24/05/2018	Clarity Copiers Ltd	online229	308.14		Photocopying April
24/05/2018	Lyreco	online230	323.53		Stationery
25/05/2018	Wincombe MOT & Repair Centre L	online231	21.60		Mirror Glass
25/05/2018	Travis Perkins	online232	25.16		Padlock
25/05/2018	BPI Recycled Products	online233	996.84		Pallett of H/d Bin L:iners
25/05/2018	British Gas	online234	7.66		Standing Charge Barton
25/05/2018	Aqua cleaning Services	online235	21.18		Cleaning Supplies
25/05/2018	The IT Department Solutions Lt	online236	96.66		ESET Endpoint Security
25/05/2018	Whitebridge Hire Services Ltd	online237	53.90		Steam Cleaner hire
25/05/2018	Mole Countrystores	online238	74.34		Weed Control
Total Payments			5,175.19		

Shaftesbury Town Council

Bank - Cash and Investment Reconciliation as at 25 May 2018

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	NatWest Current A/c	625,203.42
2	NatWest Reserve a/c	0.00
3	Nat West Credit Card	0.00
4	Cash in Hand	72.49
5	Petty Cash -Swimming Pool	97.24
7	Public Sector Deposit A/c	39,502.00
		664,875.15
<u>Other Bank & Cash Balances</u>		
	Bank Suspense	0.00
		0.00
		664,875.15
<u>Unpresented Payments</u>		
1	24/04/2018 online204	168.00
1	31/03/2018 013144	1,171.00
1	31/03/2018 013145	2,450.00
		3,789.00
		661,086.15
<u>Receipts not on Bank Statement</u>		
1	27/04/2018	832.00
1	27/04/2018	438.00
		1,270.00
Closing Balance		662,356.15
<u>All Cash & Bank Accounts</u>		
	NatWest Current A/c	604,752.77
	NatWest Reserve A/c	0.00
	Bank Of Ireland Reserve A/c	0.00
	Petty Cash	72.49
	Petty Cash- Swimming Pool	97.24
	Local Authorities PropertyFund	0.00
	Public Sector Deposit A/c	39,502.00
	Other Bank & Cash Balances	0.00
	Total Bank & Cash Balances	644,424.50

**Report 0518GEM6 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 22 May 2018 in the Council Chamber, Shaftesbury
Town Hall**

5 Shaftesbury Football Club

To consider resolving to enter confidential session and to consider recommendations to support the long term sustainable future aspirations for Shaftesbury Football Club

5.1 Summary

- 5.1.1 There is huge history relating to the relationship between Shaftesbury Town Council and Shaftesbury Football Club and ongoing outstanding issues since March 2015 when the current Operators took over the lease.
- 5.1.2 The Lead Councillor for Residents Outdoor Leisure – Luke Kirton and the STC Football Club Representative, Piers Brown with the Business Manager have considered the complex history associated with the Club and have concluded that the greater opportunity is to put actions in place to support the management at the club to build strong foundations to set the club up for a successful future.
- 5.1.3 A set of confidential papers was provided to members on 15th May 2018.

5.2 Financial Implication

- 5.2.1 There is no cost to the Council other than legal fees and Officer time which can be met within budget.

5.3 Legal Implication

- 5.3.1 The Council has a legal responsibility to manage its assets.

5.4 Recommendation

- 5.4.1 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 this item of business on the grounds that it involves 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.
- 5.4.2 To recommend to Full Council, as outlined in the confidential report;
 - 5.4.2.1 to support the management of the Club governance as outlined in the confidential report.
 - 5.4.2.2 the arrangements for repaying the outstanding arrears as outlined in the confidential report.
 - 5.4.2.3 to align the annual rent to be commensurate with other clubs operating on Shaftesbury Town Council land as outlined in the confidential report
 - 5.4.2.4 to secure a combined lease on a long term basis with inbuilt break clauses to manage the governance and risks and protect the asset.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR, LUKE KIRTON

(End)
Report Author:
Brie Logan, Business Manager

Appendix B. SHAFTESBURY FOOTBALL CLUB – OFFICER REPORT

Background/ Research:

There is a huge amount of paperwork relating to the history of the Shaftesbury Football Club and I hereby provide you with a selection of commentary relating to the challenges to support with the proposed recommendations.

The information below is exerts from Council agenda papers and minutes relating to the Shaftesbury Football Club lease, rent and debt (please refer to these as you consider the issues and recommendations presented throughout the report)

13 th March 2015	Press release	The Town Council would like to express its support for the Football Club and has provided a Statement of Good Intent to the effect that, as the lease nears the end of its six-year term, the Council would be <i>willing to enter into negotiations in respect of a further term.</i>
GEM 15112016	Minutes	This item is being considered as unfinished business from the meeting of the Committee held on 15112016
GEM 15112016	Agenda papers Report	That the Committee recommends to Council the rent review for the Shaftesbury Football Club - see separate paper
GEM 15112016	Agenda papers Report	The Council has received correspondence from the Shaftesbury Football Club requesting a rent review. The General Management Committee was asked to consider this request and make its recommendations back to Full Council <i>Note - The letter was provided to members by email on 27th September 2016.</i>
GEM 15112016	Agenda papers Report	The Council has agreed to combine the leases for the Clubhouse and the pitch into a single 12 year lease (minute ref FC 37) subject to southern boundary being confirmed, following DCC Highways cycleway survey Officer report 0616FC09 was received. (FC37) It was RESOLVED that the 12 year lease for the Football Club pitches, stand and clubhouse be approved subject to the southern boundary being confirmed, following Dorset County Council Highways cycleway survey. It was AGREED that a statement of intent would be provided to the Football Club
GEM 15112016	Minutes	Proposed cycleway adjacent to the pitch was deemed as not achievable therefore this is no longer a consideration
This is the disconnect. The Club Directors sent in a letter dated 19 th September 2016. Email was circulated to Councillors on 27 th September 2016 Agenda item on GEM 15 th November 2016 No minutes recorded as to the resolution from GEM on 15 th November 2016 GEM agenda 13 th June 2017 - resolved to investigate to reduce the rent 27 th March 2018 resolved to agree level of support for the club. Therefore recommendation is that the rent arrears is reduced from £2299 to £500 which was the amount owing as at 29 th June 2016 (see separate report below – issue number 2)		
GEM 13062017	Agenda papers	See separate paper
GEM 13062017	Minutes	Resolved to extend the current lease to the same term as the licence to occupy and freeze rent until such a time as negotiations have concluded 31032018
GEM 13062017	Minutes	Resolved to investigate to reduce the rent to be commensurate with other clubs – feasibility of a business loan to the club and investigation in to the history of STC responsibility in regard to SFC

GEM 17012017	Minutes	Officer report 0117GEM06 was received. It was agreed to arrange a meeting with Officers, representatives of the Club and Town Council representatives of the club to talk through details of the request and make recommendations back to the committee. Note: No reference made to the rent review letter (this item was considered as unfinished business from the GEM meeting on 15 th November 2016)
GEM 21022017	Minutes	No record of SFC on the agenda
GEM 28032017	Minutes	No record of SFC on the agenda
GEM 09052017	Minutes	No record of SFC on the agenda
GEM 27032018	Minutes	Report 0318GEM5 was received and it was resolved to agree the process and level of support for the Club
GEM 27032018	Agenda papers	See separate paper
GEM 27032018	Minutes	Resolved the rent free period be extended until June 2018

Further information (awaiting more information from DCA in terms of best practice for Club status):

The public perception is that the Club is making a profit as it is registered at Companies House as a Private limited Company.

Definition:

Limited by guarantee companies are most often formed by non-profit organisations such as sports clubs, workers' co-operatives and membership organisations, whose owners wish to have the benefit of limited financial liability.

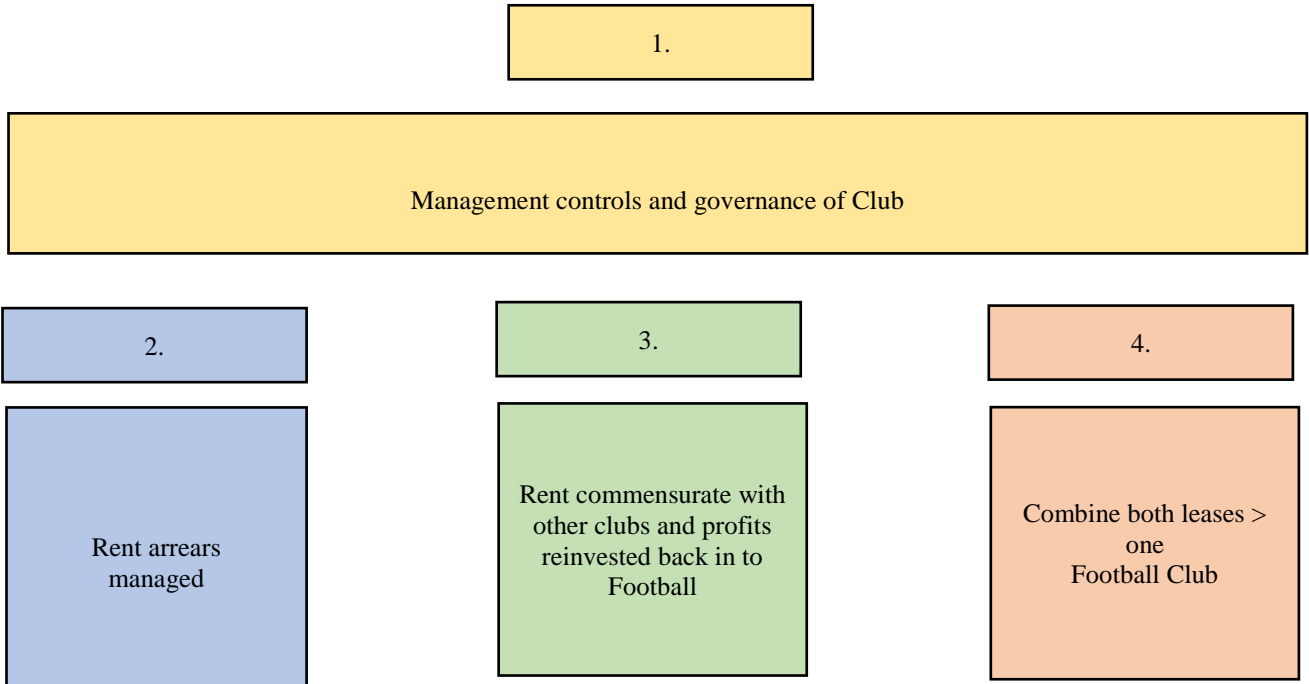
A company limited by guarantee does not have any shares or shareholders (like the more common limited by shares structure) but is owned by guarantors who agree to pay a set amount of money towards company debts.

Furthermore, there will generally be no profits distributed to the guarantors as they will instead be re-invested to help promote the non-profit objectives of the company. If any profits are distributed to the owners, then the company will forfeit its right to apply for a charitable status.

Findings: Selected members of the Football Club Management Committee have invested over £100,000 to bring a redundant and derelict clubhouse back to life and invested money to manage the improvements. Since 2015 and taking over the management of the Club monies have been repaid and the financial performance of the club has stabilised. The PnL prediction is forecasted to take in the region of £10,500 profit from 2019 to 2022. The Football Club Management Committee have agreed that the priority is to repay the personal investment made by the individuals so that all future profit income can be invested back in to the game.

A full review by the Management Committee of the Articles of Association in line with Club not-for-profit status will take place in line with actions on the 5-year business plan

Following a period of thorough research, investigation and support to the Management Club Committee I have concluded there are 4 key issues that need to be considered. Each key issue has one or more options to consider and proposed recommendations for the Council to consider. It is important to review each issue individually as well as how it fits with the bigger picture as issues in isolation will not solve the overall objective



Findings – issues **proposed recommendation(s)**, further insight and options to consider:

1. Current issue: Management controls and governance of Club
<p>The Management control standards of the Club governance is not at an acceptable standard</p> <p>The Football Club aspect is managing its governance to a basic standard and has a committee who meet on a regular basis.</p> <p>The Sports Bar governance is poor. There are no recorded minutes of any meetings and actions are agreed via Directors generally through email. No AGM is in place and there is no annual election of Directors. Management of accounts are not transparent and not in the public domain and would not at this stage pass a public scrutiny test. 2 out of the 5 Directors are related – Mother and Son.</p> <p>The Club has a constitution and Articles of Association for each Company however there is no evidence to support the management of the decision making within the club</p>
1a) Proposed recommendation:
<p>Build in the need for the accounts to be fully transparent and able to withstand a public scrutiny test.</p> <p>Full review of monthly Management accounts to be scrutinised by the Management Committee at the monthly Director meetings and actions recorded on the minutes</p>
1b) Proposed recommendation:
<p>Recruit additional Directors that are fully registered at Companies House. The Management Committee numbers need to be consistent with the Constitution – 7 members as a minimum. In the event of the Committee falling below 7 members the lease will be forfeited (as per the Constitution)</p> <p>The Club committee shall consist of Chairperson, Vice Chairperson, Treasurer, Secretary and President plus a minimum of 5 other members elected at AGM (as per the Articles of Association)</p> <p>The Management Committee meet on a monthly basis on a set day and a Secretary is appointed to take minutes that are in the public domain and will be made available for inspection upon request</p>
1c) Proposed recommendation:
<p>The Lead Councillor for Outdoor Leisure and the Football Club Representative will attend the newly proposed monthly Management Committee meetings to represent STC and the Business Manager will continue to support the Club to integrate the new members of the Management Committee. The expected level of support will be in the region of 2 hours per month. This support will be necessary to drive the organisational change requirements and be the sustainable conduit to move the club from high risk status to medium risk. This level of support to be in place for 6 months and reviewed thereafter.</p>
Officer recommendation:
<p>All 3 recommendations need to be adopted by the Football Club Director's to maintain compliance with the lease conditions and the STC asset is managed via compliance with the Club governance</p>

Additional information:

STC are currently working towards a SLA (Service Level Agreement) across all clubs and organisations that operate on STC land. The aim of this approach is to set up a standardised relationship management agreement to drive a consistent approach to support the Management teams in our community organisations.

2. Current Issue: There are rent arrears dating back to 2016 on file to the value of £2299.97

Further insight/ background information

The Club Directors sent in a letter to STC dated 19th September 2016 requesting a rent review to be commensurate with other Clubs.

Email was circulated to Councillors on 27th September 2016

Agenda item on GEM 15th November 2016

No minutes recorded as to the resolution from GEM on 15th November 2016

GEM agenda 13th June 2017 - resolved to investigate to reduce the rent

27th March 2018 resolved to agree level of support for the club.

The Football Club Directors never received a response to their letter dated 19th September 2016. The rent review planned agenda point for GEM at the meeting on 15th November 2016 was never discussed as the meeting was adjourned. The matter has been outstanding for 18 months.

STC had a responsibility to acknowledge the letter and follow through the request of a rent review. Equally Shaftesbury Football Club Management Committee had a responsibility to pay the rent due.

2a) Officer recommendation:

Recommendation is that the rent arrears is reduced from £2299 to **£500** which was the amount owing as at 29th June 2016 (see report below). The letter was dated 19th September 2016 being 11 days prior to the rent due date of 30th September 2016. On 13th June 2017 (9 months after letter was received) It was agreed that the rent be frozen between 13th June 2017 to 31st March 2018 (or when negotiations have been concluded). On 27th March 2018 it was **resolved** the rent free period be extended until June 2018 therefore there are no further arrears to consider.

If this recommendation is approved then the write off value would be £1,799

A/C Code	FOOTBALL	Name	FOOTBALL				
29/06/2016	305	Sales Invoice	500.00	0.00	500.00	499.99	
30/09/2016	352	Sales Invoice	500.00	0.00	500.00	500.00	
30/09/2016	353	Sales Invoice	99.99	0.00	99.99	99.99	
16/01/2017	386	Sales Invoice	99.99	0.00	99.99	99.99	
16/01/2017	387	Sales Invoice	500.00	0.00	500.00	500.00	
21/03/2017	422	Sales Invoice	99.99	0.00	99.99	99.99	
21/03/2017	423	Sales Invoice	500.00	0.00	500.00	500.00	
TOTAL INVOICES FOR FOOTBALL			2,299.97	0.00	2,299.97	2,299.96	

3. Current issue: The rent is not commensurate with other Clubs in the town

Further insight/ background information

The building was taken on in a poor delapidated state of repair and the selected members of the Management Committee have invested over £100,000 to bring a redundant and derelict clubhouse back to life and invested money to manage the improvements. The investment was acknowledged and rent adjusted as follows:

For the first 6 months – nil

For the second 6 months - £500

Year ending 2016 £2000

Year ending 2017 £2000

One district Valuer report suggested an annual rent of £5,000

Refer to separate document to review club rent breakdown – the average of the 4 Shaftesbury clubs paying rent on Shaftesbury Town Council land is £122 per annum

Options to consider:

Option 1: (based on governance and transparent monthly review of accounts by SFC Management Committee being in place)

The rent is zero for the duration of the repayment of the Director Loan account. Once the loan is repaid (in line with a formal transparent repayment scheme) and the level of personal debt and risk involved is mitigated then a rent commensurate with other clubs is to be agreed.

Timings:

Estimated to be a maximum of 5 years at zero rent then £500 per annum for the following 20 years**

Option 2: (based on governance and transparent monthly review of accounts by SFC Management Committee being in place)

The rent is £500 for the duration the repayment of the Director Loan account. Once the loan is repaid (in line with a formal transparent repayment scheme) and the level of personal debt and risk involved is mitigated then a rent commensurate with other clubs is to be agreed.

Timings:

Estimated to be a maximum of 5 years at £500 per annum then £1000 for the following 20 years**

Officer Recommendation:

Option 1: (based on governance and transparent monthly review of accounts by SFC Management Committee being in place)

The rent is zero for the duration of the repayment of the Director Loan account. Once the loan is repaid (in line with a formal transparent repayment scheme) and the level of personal debt and risk involved is mitigated then a rent commensurate with other clubs is to be agreed.

Timings:

Estimated to be a maximum of 5 years at zero rent then £500 per annum for the following 20 years**

Additional information: ** In the event of the Director loan being repaid early than the repayment period then the higher rental figure would be brought forward.

A further consideration is that the Oasis Swimming Pool community asset cost the Council in the region of £20,000 per annum to maintain.

4. Current issue The Football Club has 2 separate leases: <ol style="list-style-type: none"> 1. Shaftesbury Football Club 1888 Ltd (pitch) 2. The Shaftesbury Sports Bar Ltd 	
Options to consider:	
Option 1: Surrender the Sports Bar lease and set up new lease combined to manage the club in totality on a 25 year term with break point after 12 months** (to give the 'new' management team enough time to manage the business plan and governance risks).	
Benefits: This approach demonstrates a clear longer term commitment to the SFC Management Committee and gives them the confidence to make a longer term commitment to the club	Risks: Limited risk as the break clause reviews will enable action to be taken if the management team fail to deliver against the business plan
Rutters would commit to producing a press release to support the legal approach taken with a view that this will help support the management of the public and their expectations	Lease can have inbuilt variations with set clauses to mitigate risks
The history can be buried once and for all and we can build a new proactive and supportive relationship with the SFC Committee (bolstered with additional members of the community in a professional capacity)	SFC Management Committee may not buy in to the club changing to a CIC/ CIO and may not embrace a member of STC supporting in the function of a Management Committee member and may not adopt the business plan
Option 2: Draft up a lease for the SFC 1888 Ltd for the same terms as the Sports Bar lease (12 th March 2027) and keep both separate plus revise the terms for the Sports Bar (as per clause 25 As Operator of the Property as a Social Club or licensed premises jointly appointed by the Landlord and the Tenant pursuant to the provisions of clause 25)	
Benefits: This will give the SFC Management Committee what they need in terms of compliance with the FA.	Risks: The terms and conditions of the Sports Bar lease are not being fulfilled therefore non-complaint. The Management Committee are not hospitality experts and income opportunity <i>may</i> be missed
	Longer term this will be more costly as there will be charges for managing 2 leases instead of 1
	This is not going to give SFC and STC a sustainable and collaborative way of working and is another example of sticking a plaster over the situation.
Officer recommendation:	
Option 1: Surrender the Sports Bar lease and set up new lease combined to manage the club in totality on a 25 year term with break point after 12 months (to give the management team enough time to manage the business plan and governance risks).	

** Based on delivery of the 5 year business plan, governance and accounting measures being in place – reviewed and managed under a formal annual review to ensure compliance and delivery of the community need and management of the Council asset (will include relevant break clauses to manage the risk)

Further information: Further break clauses will be built in to the lease and reviewed on a periodic basis – to be agreed

Taking all the above in to account please resolve to agree the 4 issues:

1. Governance of the club
 - 1a) transparency
 - 1b) Management Committee of the Club – additional Directors
 - 1b) Officer and Councillor support
2. Management of rent arrears
3. Rent commensurate with other Clubs – longer term solution (2 options to consider)
4. Management of lease – sustainable solution (2 options to consider)

**Report 0518GEM6 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 22 May 2018 in the Council Chamber, Shaftesbury
Town Hall**

6 Review of Dividend on Investments

To receive a report on dividends from investment of Council funds

6.1 Summary

- 6.1.1 In June 2017 the Council resolved to invest funds in a public sector deposit account and a property fund.
- 6.1.2 The dividends received for the remainder of 2017/18 were: £788.96
- 6.1.3 The dividends received in April 2018 were: £527.25 (note this relates to Q1)
- 6.1.4 The property funds is managed as an asset and as such sits on the asset register. The Public Sector Deposit account is a Town Council bank account.
- 6.1.5 Currently 'Review Investment on Council Funds' sits within the Internal Engagement element of the Strategic Plan. As property funds are an asset, this also fits within Asset Management. Both areas of the strategic plan are identified below.

6.2 Financial and Legal Implications

- 6.2.1 The Council has a responsibility to manage its assets and funds responsibly

6.3 Risk

- 6.3.1 There is always risk with financial investment. Independent financial advice was sought and investment was made through a sector recommended process.

6.4 Recommendation

- 6.4.1 To receive and note the report

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

STRATEGIC PLAN AREA: ASSET MANAGEMENT, ANDY PERKINS

(End)

Report Author:
Claire Commons, Town Clerk

Appendix C. Extract from previous and current year's nominal report

Date	15/05/2018	Shaftesbury Town Council 2017/18					Page No	1
Time	10:53	Nominal Ledger Report by ACCOUNT					User	:CC
A/c Code 1340		Bank Interest Received					Annual Budget	36
Centre 304		Finance					Committed	0
Code	Centre	Month	Date	Reference	Source	Transaction	Debit	Credit
Balance Brought Forward Month 11								48.93
1340	304	12	02/03/2018	AutoCredit	Cashbook	Interest-Public Sector Deposi		12.41
Account		Bank Interest Received					Account Totals	0.00
Centre		Finance					Net Balance Month 12	61.34
A/c Code 1342		CCLA Prop Fund Dividend Receiv					Annual Budget	0
Centre 304		Finance					Committed	0
Code	Centre	Month	Date	Reference	Source	Transaction	Debit	Credit
Balance Brought Forward Month 11								727.62
Account		CCLA Prop Fund Dividend Receiv					Account Totals	0.00
Centre		Finance					Net Balance Month 12	727.62
Date	15/05/2018	Shaftesbury Town Council					Page No	1
Time	10:11	Nominal Ledger Report by ACCOUNT					User	:TM
A/c Code 1340		Bank Interest Received					Annual Budget	70
Centre 304		Finance					Committed	0
Code	Centre	Month	Date	Reference	Source	Transaction	Debit	Credit
Opening Balance								0.00
1340	304	1	04/04/2018	AutoCredit	Cashbook	Interest- PSD CCLA		13.65
Account		Bank Interest Received					Account Totals	0.00
Centre		Finance					Net Balance Month 1	13.65
A/c Code 1342		CCLA Prop Fund Dividend Receiv					Annual Budget	350
Centre 304		Finance					Committed	0
Code	Centre	Month	Date	Reference	Source	Transaction	Debit	Credit
Opening Balance								0.00
1342	304	1	30/04/2018	AutoCredit	Cashbook	CCLA Property Fund Dividend		513.60
Account		CCLA Prop Fund Dividend Receiv					Account Totals	0.00
Centre		Finance					Net Balance Month 1	513.60

**Report 0518GEM7 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 22 May 2018 in the Council Chamber, Shaftesbury
Town Hall**

7 Grants

To consider recommendation for community grant awards

7.1 Summary

- 7.1.1 At its meeting in April 2018 the Council agreed the grants awarding process enhancement in relation to a transparent selection process.
- 7.1.2 Councillors Perkins and Taylor, the Business Manager and Finance and Services Officer took each of the grants through the process and make the recommendations outlined in Appendix D.
- 7.1.3 It is recommended that the Citizen's Advice Bureau and Shaftesbury & District Tourism Association are supported through a formal service level agreement from General Reserves. If the Committee supports this approach, it will need to make a recommendation to Full Council to authorise expenditure outside of the approved budget.

7.2 Financial Implication

- 7.2.1 The Council's Community Grant budget for 2018/19 is £30,000
- 7.2.2 The total request for grant support *excluding* the Citizen's Advice Bureau and Tourist Association is £20,912, total *including* the Citizen's Advice Bureau and Tourist Association is £32,912.

7.3 Legal Implication

- 7.3.1 The Council has the General Power of Competence which provides freedom to work with or give financial assistance to a voluntary organisation where there is no statutory prohibition, restriction or limitation.

7.4 Risk

- 7.4.1 There are no identified risks within this report

7.5 Recommendation

- 7.5.1 That the grants are provided as detailed in Appendix D and Service Level Agreements are prepared for consideration by Council for the Citizen's Advice Bureau and Shaftesbury & District Tourism Association.

STRATEGIC PLAN AREA: EXTERNAL ENGAGEMENT, PHIL PROCTOR

(End)

Report Author:
Claire Commons, Town Clerk

Appendix D. Community Grant recommendations

Company Name	Latest A/c's or I&E	Reason for Grant	Total Cost of Project	Grant Requested	Grant Recommendation	Strategic Link-(1) Indoor Activity (2) Outdoor & Enviroment (3) Welcoming our Visitors (4) Facilities for the Elderly (5) Bringing Old and New Town Together (6) Neighbourhood Plan(7) Economic Develop.	Evaluation Form from Last Years Grant	Number of Grants received over last 5 years	Amount of Grant received over last 5 years	Tracker Score	Rank
1st Shaftesbury Scout Group	Yes	To purchase audio and games equipment to benefit all sections (Beavers, Cubs and Scouts)	£150.00	£150.00	£150.00	1,2,5 and Youth	Yes	3	£1,020.00	62	5
Citizens Advice Dorchester, Sherborne & Districts & North Dorset	Yes	To be able to continue to provide advice to the people of Shaftesbury with locally accessible, free, independent advice on any topic, helping to deal with their problems and improve their health and wellbeing.	£14,202.00	£4,000.00	SLA	4 & 7	N/A	4	£15,500.00	51	4
Dorset Blind Association	Yes	To help meet the annual running costs of the social club for the blind and partially sighted people which meets in Shaftesbury once a month.	£1,000.00	£300.00	£300.00	1 & 4	Yes	4	£1,703.00	51	9
Gold Hill Fair Committee	Yes	To assist with costs associated in putting on the Abbey Music Programme during Gold Hill Fair. The public have a chance to enter the Abbey Grounds free of charge and experience a musical programme in a very special venue.	£1,258.00	£500.00	£500.00	2,3,5 & 7	Yes	5	£2,435.00	81	1
Kipling Carnival Club	Yes	To upgrade health and safety requirements put in place by the Police and VOSA due to to an accident last year at a Carnival in Chard, where a ground crew member sustained life changing injuries	£406.42	£400.00	£400.00	2,3	No	4	£1,320.00	27	11
Making Space	New Organisation	To contribute towards hall hire, craft supplies, storage boxes, 2nd hand Industrial sewing machine, clay and firing of a kiln. This new group aims to benefit vulnerable residents of Shaftesbury, particulary those suffering from mental illiness.	£635.00	£250.00	£250.00	1,2,4,5 plus health and wellbeing for all and challenging stigma and discrimination.	N/A			60	7
North Dorset Club for the Visually Impaired	yes	To help fund cost of annual outing for members/carers and volunteers	£987.00	£200.00	£200.00	1,2,4 & 5	Yes	5	£948.00	61	6
North Dorset Rugby Football Club Ltd	Yes	To support the continuing nourishment and development of the new pitches with the aid of fertiliser and herbicides.	£500.00	£500.00	£500.00	2 & 6	Yes	4	£3,120.00	71	3

Read Easy Shaftesbury & Gillingham	Yes	Contribution towards running cost to assist with teaching adults to read.	£735.00	£735.00	£735.00	Other; Health and wellbeing	Yes	3	£1,485.00	51	9
Shaftesbury & District Tourism Association		Management of Tourism marketing for Shaftesbury	£11,000.00	£8,000.00	SLA	2,3,4,5,6 &7	No	5	£40,000.00	66	5
Shaftesbury Abbey Museum	Yes	To contribute towards a new shed for storage	£2,006.00	£1,000.00	£1,000.00	2,3 & 4	Yes	4	£6,296.00	76	2
Shaftesbury Arts Centre	Yes	To purchase equipment to provide live streaming from major venues e.g London so that Shaftesbury residents will be able to enjoy top quality opera, Shakespeare, ballet etc on their doorstep	£12,910.00	£5,902.00	£4,000.00	1,3,4,5 and 7	No	5	£7,500.00	71	3
Shaftesbury Bowling Club	No	To assist with costs in relation to new proposed construction of 18 no.car parking spaces.	£26,000.00	£1,000.00	£1,000.00	1,2,3,4 & 5	N/A	2	£1,000.00	71	3
Shaftesbury Community Association	Yes	To purchase 50 new plastic chairs for Lindlar Hall. The old chairs will be used in the new hall being built for the Brownies and Guides.	£857.50	£500.00	£500.00	1 and 6	N/A	2	£1,000.00	56	8
Shaftesbury Community Choir	Yes	To assist with hall hire costs, to enable the choir to remain as inclusive and socially useful as possible by retaining the fee at £3 per session.£500 or weekly hire cost of hall lowered to £30 per week. (thus a reduction of £1180)		£500.00	£500.00	1,3,4 & 6	No	1	£500.00	56	8
Shaftesbury Cricket Club	Yes	To assist with purchase of second hand Gang Mowers. Current mowers will need replacing before next years season.	£2,500.00	£1,000.00	£1,000.00	2,5 & 6	Yes	4	£3,201.00	76	2
Shaftesbury District Guides	Yes	To assist with the cost of building a new Guide Hall for Shaftesbury District Guides to give them a permanent hall within the Town.	£70,000.00	£1,000.00	£1,000.00	1,2 & 5	yes	1	£500.00	71	3
Shaftesbury Football Club	Yes	To help towards the cost of a major overhaul to pitch, which is required to maintain the pitch for the next seasons matches.	£5,077.80	£3,077.80	£3,077.80	2	No	3	£1,730.00	51	9
Shaftesbury Fringe	Yes?	Sponsorship of programme with STC being the main sponsor , this would enable STC to include editorial and information on Shaftesbury , its community and businesses.	£2,500.00	£2,500.00	£2,500.00	1,2,3,5 & 7	No	4	£3,191.00	71	3
Shaftesbury Primary School PTA	Yes	Funding towars annual public Fireworks Display	£1,500.00	£500.00	£500.00	3,4,6 & 7	No	2	£800.00	66	5

Shaftesbury Tourist Information Centre	No	To purchase Car Parking Passes for volunteers. Previously funded by NDDC	£960.00	£960.00	£0.00		No	2	£2,500.00	51	9
Shaftesbury Town Twinning Association	Yes	For the purchase of professional display boards and materials to enhance publicity and marketing at local events.	£1,300.00	£1,000.00	£1,000.00	1,3 & 7	N/A	1	£403.00	61	6
Shaftesbury Trinity Trust	Yes	Assistance towards the purchase of 18 x tables and 100 x chairs plus trollies for ease of stacking for newly refurbished hall. Current chairs and tables not suitable for the elderly or disabled to use safely, and are in a poor state of repair.	£4,081.20	£3,000.00	£1,500.00	1,4 & 5	No	1	£2,000.00	61	6
St John the Evangelist Church	Yes	To provide a safe path across the grassed area to the Fire Door of the Church Hall. Currently the only way in is via 5 steps. The new path would enable people in wheelchairs or using walking frames to enter the hall easily.	£373.00	£300.00	£300.00	1 & 4	N/A	0		50	10
Total			£160,938.92	£37,274.80	£20,912.80						

1st Shaftesbury Scout Group	Yes	To purchase audio and games equipment to benefit all sections (Beavers, Cubs and Scouts)	£150.00	£150.00	£150.00	1,2,5 and Youth	Yes	3	£1,020.00	62	5
Citizens Advice Dorchester, Sherborne & Districts & North Dorset	Yes	To be able to continue to provide advice to the people of Shaftesbury with locally accessible, free, independent advice on any topic, helping to deal with their problems and improve their health and wellbeing.	£14,202.00	£4,000.00	SLA	4 & 7	N/A	4	£15,500.00	51	4
Dorset Blind Association	Yes	To help meet the annual running costs of the social club for the	£1,000.00	£300.00	£300.00	1 & 4	Yes	4	£1,703.00	51	9

		blind and partially sighted people which meets in Shaftesbury once a month.									
Gold Hill Fair Committee	Yes	To assist with costs associated in putting on the Abbey Music Programme during Gold Hill Fair. The public have a chance to enter the Abbey Grounds free of charge and experience a musical programme in a very special venue.	£1,258.00	£500.00	£500.00	2,3,5 & 7	Yes	5	£2,435.00	81	1
Kipling Carnival Club	Yes	To upgrade health and safety requirements put in place by the Police and VOSA due to to an accident last year at a Carnival in Chard, where a ground crew member sustained life changing injuries	£406.42	£400.00	£400.00	2,3	No	4	£1,320.00	27	11
Making Space	New Organisation	To contribute towards hall hire, craft supplies, storage boxes, 2nd hand Industrial sewing machine, clay	£635.00	£250.00	£250.00	1,2,4,5 plus health and wellbeing for all and challenging stigma and discrimination.	N/A			60	7

		and firing of a kiln. This new group aims to benefit vulnerable residents of Shaftesbury, particularly those suffering from mental illness.									
North Dorset Club for the Visually Impaired	yes	To help fund cost of annual outing for members/care rs and volunteers	£987.00	£200.00	£200.00	1,2,4 & 5	Yes	5	£948.00	61	6
North Dorset Rugby Football Club Ltd	Yes	To support the continuing nourishment and development of the new pitches with the aid of fertiliser and herbicides.	£500.00	£500.00	£500.00	2 & 6	Yes	4	£3,120.00	71	3
Read Easy Shaftesbury & Gillingham	Yes	Contribution towards running cost to assist with teaching adults to read.	£735.00	£735.00	£735.00	Other; Health and wellbeing	Yes	3	£1,485.00	51	9
Shaftesbury & District Tourism Association		Management of Tourism marketing for Shaftesbury	£11,000.00	£8,000.00	SLA	2,3,4,5,6 & 7	No	5	£40,000.00	66	5
Shaftesbury Abbey Museum	Yes	To contribute towards a new shed for storage	£2,006.00	£1,000.00	£1,000.00	2,3 & 4	Yes	4	£6,296.00	76	2
Shaftesbury Arts Centre	Yes	To purchase equipment to provide live streaming from major venues e.g London so that Shaftesbury residents will	£12,910.00	£5,902.00	£4,000.00	1,3,4,5 and 7	No	5	£7,500.00	71	3

		be able to enjoy top quality opera, Shakespeare, ballet etc on their doorstep									
Shaftesbury Bowling Club	No	To assist with costs in relation to new proposed construction of 18 no.car parking spaces.	£26,000.00	£1,000.00	£1,000.00	1,2,3,4 & 5	N/A	2	£1,000.00	71	3
Shaftesbury Community Association	Yes	To purchase 50 new plastic chairs for Lindlar Hall. The old chairs will be used in the new hall being built for the Brownies and Guides.	£857.50	£500.00	£500.00	1 and 6	N/A	2	£1,000.00	56	8
Shaftesbury Community Choir	Yes	To assist with hall hire costs, to enable the choir to remain as inclusive and socially useful as possible by retaining the fee at £3 per session.£500 or weekly hire cost of hall lowered to £30 per week. (thus a reduction of £1180)		£500.00	£500.00	1,3,4 & 6	No	1	£500.00	56	8
Shaftesbury Cricket Club	Yes	To assist with purchase of second hand Gang Mowers. Current mowers will need replacing	£2,500.00	£1,000.00	£1,000.00	2,5 & 6	Yes	4	£3,201.00	76	2

		before next years season.									
Shaftesbury District Guides	Yes	To assist with the cost of building a new Guide Hall for Shaftesbury District Guides to give them a permanent hall within the Town.	£70,000.00	£1,000.00	£1,000.00	1,2 & 5	yes	1	£500.00	71	3
Shaftesbury Football Club	Yes	To help towards the cost of a major overhaul to pitch, which is required to maintain the pitch for the next seasons matches.	£5,077.80	£3,077.80	£3,077.80	2	No	3	£1,730.00	51	9
Shaftesbury Fringe	Yes?	Sponsorship of programme with STC being the main sponsor , this would enable STC to include editorial and information on Shaftesbury , its community and businesses.	£2,500.00	£2,500.00	£2,500.00	1,2,3,5 & 7	No	4	£3,191.00	71	3
Shaftesbury Primary School PTA	Yes	Funding towards annual public Fireworks Display	£1,500.00	£500.00	£500.00	3,4,6 & 7	No	2	£800.00	66	5
Shaftesbury Tourist Information Centre	No	To purchase Car Parking Passes for volunteers. Previously funded by NDDC	£960.00	£960.00	£0.00		No	2	£2,500.00	51	9

Shaftesbury Town Twinning Association	Yes	For the purchahse of professional display boards and materials to enhance publicity and marketing at local events.	£1,300.00	£1,000.00	£1,000.00	1,3 & 7	N/A	1	£403.00	61	6
Shaftesbury Trinity Trust	Yes	Assistance towards the purchase of 18 x tables and 100 x chairs plus trollies for ease of stacking for newly refurbished hall. Current chairs and tables not suitable for the elderly or disabled to use safely, and are in a poor state of repair.	£4,081.20	£3,000.00	£1,500.00	1,4 & 5	No	1	£2,000.00	61	6
St John the Evangelist Church	Yes	To provide a safe path across the grassed area to the Fire Door of the Church Hall. Currently the only way in is via 5 steps. The new path would enable people in wheelchairs or using walking frames to enter the hall easily.	£373.00	£300.00	£300.00	1 & 4	N/A	0		50	10

**Report 0518GEM8 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 22 May 2018 in the Council Chamber, Shaftesbury
Town Hall**

8 GDPR

That the Committee adopts the Data Protection and Information Security policies and the privacy notice is approved for publishing on the Town Council's website.

8.1 Summary

- 8.1.1 NALC has prepared a GDPR toolkit which was distributed to town and parish councils.
- 8.1.2 75% of the office staff have attended GDPR training and staff briefings are being carried to disseminate that information to the rest of the team.
- 8.1.3 The Clerk has prepared a General Privacy Notice and Staff and Councillor and Role Holder Privacy notice in line with the template provided by NALC for this purpose, they are both available on the Town Council's website.
- 8.1.4 An Information Security Policy has been prepared and the Data Protection Policy has been updated in line with the income regulations for adoption.
- 8.1.5 A data audit questionnaire has been prepared which must be completed by all staff and Councillors. The Clerk's example has been provided for your information.
- 8.1.6 The Clerk is continuing to map all physical and digital data processes and will report back to the council at a later date.

8.2 Financial and Legal Implications

- 8.2.1 There are no financial implications arising from this report.
- 8.2.2 The General Data Protection Regulations come into effect from 25th May 2018.

8.3 Recommendation

- 8.3.1 That the policy documents and privacy notices are adopted and published on the Town Council's website.
- 8.3.2 That the councillors complete the Data Audit Questionnaire and return to the Town Clerk.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

NALC has been lobbying hard for proportionate GDPR requirements that work for local councils especially for small councils and parish meetings. In particular, NALC has been in discussions with the Government over the requirement for a Data Protection Officer.

The Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. MPs accepted the Government amendment which now must be considered by the House of Lords. NALC do not expect this amendment to be reversed.

Once the Bill has received Royal Assent, NALC will be reviewing and updating as necessary the toolkit, legal briefings and model standing orders.

(End)

Report Author: Claire Commons, Town Clerk



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

Town Clerk: Mrs Claire Commons PSLCC

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

website: Shaftesbury-tc.gov.uk

VAT Reg No. 241 1307 58

Personal Data Audit Questionnaire

- A. To be used to help Shaftesbury Town Council with its record keeping obligations under the GDPR.
- B. This questionnaire is designed to help STC to audit its personal data. It is important that councillors and staff complete this form as comprehensively as possible. The purpose of a data audit is to find out what data the council is processing, what it is used for, where it is located and who has access to it. It is an important step in assessing whether there are any risks in the type of processing the council carries out. For example if the council processes a large amount of sensitive personal data but has no access controls in place restricting who can see or use the data, that is a security risk which needs to be fixed. Without carrying out an audit a council may not know what risks it currently has with data.
- C. The generic phrase "council" has been used to refer to the data controller (see glossary below) using the questionnaire.
- D. Glossary
- **"Personal Data"** is any information about a living person which can identify them. This is not just someone's name and address but any information which can identify them (directly or indirectly). For example a phone number or email address is personal data. Any other contact information or a person's employment history, or credit history are all personal data.
 - **"Data controller"** is the person or organisation who determines the how and what of data processing.
 - **"Data processor"** is the person or firm that processes the data on behalf of the controller.
 - **"Data subject"** is the person about whom personal data is processed.
 - **"Processing"** personal data means storing or deleting any personal data on a computer, database or some manual files (e.g. HR, allotment tenancy files or invoices with contractor payment details). The word 'processing' also covers selecting a name for a mailing list, or reading it off a screen during a call. It includes transferring and altering data. Indeed, practically anything done to personal data constitutes processing.
 - **"Sensitive personal data or special categories of personal data"** are any of the following types of personal data about a data subject: racial or ethnic origin; political opinions; religious beliefs; trade union membership; physical or mental health or condition; sexual life or orientation; genetic data; and biometric data.

Part A: YOUR INFORMATION		
1.	1. Person completing questionnaire a) Name. b) Role. c) Telephone number. d) Email.	a) Claire Commons b) Town Clerk c) 01747 852420 d) townclerk@shaftesbury-tc.gov.uk
2.	Data controller (e.g. name of local council or parish meeting)	Shaftesbury Town Council
3.	Date you completed this questionnaire	15th May 2018
Part B: COMMUNICATING PERSONAL DATA		
4.	This section relates to communications with councillors, staff and local residents (including mailing lists) general public. <u>a) What type of personal data does the council keep?</u> e.g. name, contact details such as bank details.	Names Contact details Date of birth (staff/Councillors) Bank details (Staff/Councillors) Medical Questionnaires (staff) Copies of passport and/or driving licence (staff) Previous convictions (staff)

		Pay and pension details (staff) Marital Status (Staff / Councillors) Stress Management risk assessments (staff) Personal Interests (councillors) Purchased grave locations Rental of allotment plots Market trader insurance Electoral roll number Any information freely given by the public within general correspondence
	<u>b) Where does the council get the personal data from?</u> e.g. staff, residents, other local authorities, charities and sports clubs, community groups, recruitment agencies.	Staff Councillors Local groups and organisations Sports Clubs NDDC Funeral Directors Stonemasons
	<u>c) Why does the council collect or process the data – what does the council do with the personal data?</u> For purposes relating to: e.g. local resident concerns, management of council facilities, services and staff, contract management, performance of statutory functions. [Please list all reasons].	Statutory obligations and functions Contract management (plot holders, stall holders, hirers, contractors) Any information freely given by the public within general correspondence or on social media platforms The Town Council does not sell data and does not share public information with third parties however it does share information internally between councillors, contractors and staff where necessary to fulfil a request from a member of the public. Depending on the nature of the data it is either destroyed, filed within a locked cabinet or held on password protected systems.
	<u>d) Who does the council disclose personal data to?</u> E.g. the public, councillors, staff and contractors carrying out the work of the council, pension providers, HMRC, credit reference agencies, recruitment agencies, prospective employers	Pension providers HMRC Funeral directors Stonemasons Contractors Public Staff Councillors Prospective employers The Town Council does not sell data and does not share public information with third parties however it does share information internally between Councillors, contractors and staff where necessary to fulfil a request from a member of the public. Depending on the nature of the data it is either destroyed, filed within a locked cabinet or held on password protected systems.
	<u>e) Do the council or parish meeting minutes contain personal data?</u>	Names of councillors are published in minutes, all other personal data is withheld unless specifically

		<p>requested by the individual for inclusion.</p> <p>Planning applications are processed and controlled by the Local Planning Authority</p>
	<p><u>f) Does the council ever send personal data overseas and if so where to and to which organisation? This might include overseas companies providing database or email services.</u> <u>e.g. do any of your suppliers use 'cloud storage' and if so do you know where the personal data is located?</u></p>	<p>The website is accessible from overseas so personal data may be accessed from overseas.</p> <p>Occasionally data may be shared between the Town Council and the Twin Towns in relation to councillor names and other personal data relating to specific arrangements.</p> <p>Information is held on the server onsite in Shaftesbury, an encrypted backup drive is taken offsite daily and held by the Town Clerk.</p>
	<p><u>g) Does the council collect any sensitive personal data?</u> see definition above.</p>	<p>Yes, as detailed in 4a above</p>
	<p><u>h) If so for what reason?</u> e.g. for safeguarding compliance; physical or mental health data relating to staff; racial and ethnic origin relating to equal opportunities monitoring. [Please list anything else]</p>	<p>Employment and staff management and welfare.</p>
Part C: SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS THE COUNCIL CONTRACTS WITH		
5.	<p>About individuals or representatives of organisations which supply us with services such as for council repairs, or with whom we are in contact</p> <p><u>a) Who does the council keep personal data about?</u> e.g. tradesman, recruitment agencies, surveyors, architects, builders, suppliers, advisers, payroll processors. [Please list any others]</p>	<p>Contractors Recruitment agency Dorset County Council Dax Professionals (HR Advisor)</p>
	<p><u>b) What type of personal data does the council keep?</u> e.g. name, contact details, qualifications, financial details, details of certificates and diplomas, education and skills. [Please list any others]</p>	<p>Name Contact details Bank details Qualifications Insurance Certificates</p>
	<p><u>c) Where does the council get the data from?</u> e.g. the individuals, suppliers. [Please list any others]</p>	<p>This data is freely given by the suppliers, companies and contractors</p>
	<p><u>d) Why does the council collect or process the data?</u> e.g. council property maintenance and repairs and management of council facilities, pay and manage staff. [Please list any other reasons].</p>	<p>To fulfil an agreement for the purpose of or upkeep of council property maintenance, management of council facilities, pay and staff management</p>
Part D: GENERAL QUESTIONS ABOUT PERSONAL DATA		
6.	<p>a) How <u>does the council</u> store the personal data collected?</p>	<p>Either hard copy or electronic copy (on shared drive or in email). The version of SAGE is on the Finance Officer's computer which is password protected.</p>

	b) Does the council take any steps to prevent unauthorised use of or access to personal data or against accidental loss, destruction or damage? If so, what?	Yes, depending on the nature of the data it is either destroyed, filed within a locked cabinet or held on password protected systems. There is a fireproof safe on site which is used to protect historical documents prior to transfer to the Dorset History Centre
	c) How does the council manage access to data	As above
	d) What is the process involved in giving access to staff or councillors?	Staff have access to files via their password protected workstation. Councillors may request access to files within the office if they can demonstrate a need to know. Files are not taken off-site.
7.	a) Do any procedures exist for e.g. correcting, deleting, restricting, personal data? If so, please provide details.	Staff members provide updates when they occur and review when requested Data management is carried out in line with Dorset County Council's data retention guidelines. A Town Council specific procedure is being prepared.
8.	a) Who has access to / is provided with the personal data (internally and externally)?	All office staff and councillors have access to a variety of personal data Line managers and the HR Committee may have access to staff files
	b) Is there an authorisation procedure for accessing personal data? If so, please provide details.	Applications to view staff files by line managers and councillors must be made to the town clerk who will assess the request on a case by case basis.
9.	Does the council provide a copy of all existing privacy notices?	Yes
10.	So far as the council is aware, has any personal data which was gathered for one purpose been used for another purpose (e.g. communicating council news?) If so, please provide details.	No
11.	Does the council have any policies, processes or procedures to check the accuracy of personal data?	No
12.	a) In the event of a data security breach occurring, does the council have in place processes or procedures to be followed? b) What are these?	Yes, see the Information Security Policy
13.	a) If someone asks for a copy of personal data that the council holds about them, i.e. they make a 'subject access request', is there a procedure for handling such a request? b) Is this procedure contained in a written document?	Yes,
14.	Does the council have an internal record of the consents which the council has relied upon for processing activities? e.g. to send council newsletters to residents	Yes, the Council is in the process of consolidating these consents and obtaining up-to-date ones.
15.	a) Are cookies used on our council website? b) Does the council provide information about the cookies used and why they are used? c) Does the council keep a record of the consents provided by users to the cookies? d) Does the council allow individuals to refuse to give consent?	a) No b) n/a c) n/a d) n/a
16.	Does the council have website privacy notices and privacy policies?	Yes

17.	a) What data protection training do staff (e.g. council administrator, hall bookings secretary) and councillors receive? b) What does the training involve?	The Town Clerk, Office Administrator and Finance and Services Officer have undertaken formal GDPR training. This information has been disseminated to other members of staff and councillors.
18.	a) Does anyone in the council have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date? b) If so, how regularly are these activities carried out?	Officers are responsible for reviewing and keeping databases up-to-date in their respective areas of work A schedule is to be implemented
19.	a) What does the council do about archiving, retention or deletion of personal data? b) How long is personal data kept before being destroyed or archived? c) Who authorises destruction and archiving?	The Council carries out a twice yearly review of data, archiving items of historical interest with the Dorset History Centre and disposing of sensitive data via a professional disposal service. This is carried out inline with the Dorset County Council retention guidelines and authorisation for destruction is provided by the Clerk.
Part E MONITORING		
20.	a) Please identify any monitoring of the following systems that takes place. 'Monitoring' includes all monitoring of systems including intercepting, blocking, recording or otherwise accessing systems whether on a full-time or occasional basis. The systems are: (i) computer networks and connections (ii) CCTV and access control systems (iii) communications systems (e.g. intercom, public address systems, radios, walkie-talkies) (iv) remote access systems (v) email and instant messaging systems (vi) telephones, voicemail, mobile phone records [Please list anything else]. b) Does the council have notices, policies or procedures relevant to this monitoring?	The Town Council does not monitor systems. The Town Council has recently replaced it's CCTV cameras, the data is managed by Dorset Police. The Town Hall has a non-recording camera to view activity in the lobby which is otherwise unmanned. The relevant notices are in place