



# Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

Town Clerk: Mrs Claire Commons

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

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

VAT Reg No 241 1307 58

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

You are summoned to 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 29 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 .....2**  
To receive and consider for acceptance, apologies for absence
- 2 DECLARATIONS OF INTEREST .....2**  
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.....2**  
To confirm as a correct record, the minutes of the previous meeting of the Full Council.
- 4 LAND SE OF C13 AND A30 .....3**  
To receive presentation from the developer for the land at the junction of the C13 and A30 and discuss matters in relation to that land.
- 5 FOOTBALL CLUB .....4**  
To receive recommendations from the General Management Committee
- 6 ACCOUNTS YEAR ENDING 31<sup>ST</sup> MARCH 2018 .....6**  
To report on the financial position of the Town Council's accounts for the year ending 31<sup>st</sup> March 2018 and to adopt the internal auditor's report, the Annual Governance Statement and the Statement of Accounts for the year ending 31<sup>st</sup> March 2018
- 7 SHAFTESBURY CIVIC SOCIETY .....27**  
To consider a Town Council representative to the Shaftesbury Civic Society

(End)

**Administration for a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 29 May 2018 in the Council Chamber, Shaftesbury**  
**Town Hall**

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**1 Apologies**

To receive and consider for acceptance, apologies for absence

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*STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON*

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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 Proctor due to a personal commitment

**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.

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*STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON*

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**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.

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*STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON*

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**3.1 Minutes to be adopted**

3.1.1 1<sup>st</sup> May 2018

**Report 0518FC4 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 29 May 2018 in the Council Chamber, Shaftesbury**  
**Town Hall**

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**4    Land SE of C13 and A30**

To receive presentation from the developer for the land at the junction of the C13 and A30 and discuss matters in relation to that land.

**4.1   Summary**

- 4.1.1 PCL Planning will be attending the meeting to provide an opportunity for the Council to put any questions it may have regarding the site.
- 4.1.2 This agenda item is not part of the formal planning consultation process, but an opportunity to provide local comment on the proposals before the developer submits their application.
- 4.1.3 Any comments made at this stage should not prejudice observations made during the formal consultation process.

**4.2   Financial and Legal Implication**

- 4.2.1 There are no financial or legal implications arising from this report

**4.3   Risk**

- 4.3.1 There are no risks identified. Anyone with an interest in this development or arising from it should declare it before discussion begins.

**4.4   Recommendation**

- 4.4.1 That the Council raises with the developer and points of note or concern regarding the proposals for developing the land at the junction of the C13 and A30

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***STRATEGIC PLAN AREA: TOWN LANDSCAPE & AESTHETICS, PIERS BROWN***

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(End)

Report Author:  
Claire Commons, Town Clerk

**Report 0518FC5 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 29 May 2018 in the Council Chamber, Shaftesbury**  
**Town Hall**

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**5 Football Club**

To receive recommendations from the General Management Committee

**5.1 Summary**

- 5.1.1 The General Management Committee is considering matters in relation to the Football Club at its meeting on 22<sup>nd</sup> May 2018. Recommendations from that meeting will be considered by the Full Council.
- 5.1.2 Please refer to the supporting papers for the General Management Committee meeting for the details of the proposals, a report arising from that meeting and recommendations will follow.

**5.2 Financial and Legal Implications and Risk**

- 5.2.1 To follow as a supplementary report

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***STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR, LUKE KIRTON***

***STRATEGIC PLAN AREA: ASSET MANAGEMENT, ANDY PERKINS***

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(End)

Report Author:  
Claire Commons, Town Clerk



**Report 0518FC6 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 29 May 2018 in the Council Chamber, Shaftesbury**  
**Town Hall**

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**6 Accounts Year Ending 31<sup>st</sup> March 2018**

To report on the financial position of the Town Council's accounts for the year ending 31<sup>st</sup> March 2018 and to adopt the internal auditor's report, the Annual Governance Statement and the Statement of Accounts for the year ending 31<sup>st</sup> March 2018

**6.1 Summary**

- 6.1.1 The Internal Auditor's report is provided at Appendix B. This is an excellent report, the areas identified for improvement are already in hand.
- 6.1.2 The Balance Sheet is provided at Appendix C identifying balances of £442,432 of which £ 229,285 are earmarked funds. The General Reserves are £213,147 an increase of £11,215 from year ending 31<sup>st</sup> March 2017 and is a result of careful analysis of the earmarked funds and a return to the general reserves for those unspent monies due to projects being achieved under budget or discontinuing due to changing circumstances.
- 6.1.3 The Bank Reconciliations are provided at Appendix D and have been verified and signed by the Internal Auditor
- 6.1.4 The List of Debtors and Creditors is provided at Appendix E
- 6.1.5 Income and Expenditure is shown at Appendix F. The Council is required to provide an explanation of variances against the previous year end position where such variances exceed 15% difference. There are no significant variances to report this year.
- 6.1.6 The Council must submit an Annual Return to the external auditor by 11<sup>th</sup> June 2018. This is provided at Appendix G. Part of the Annual Return is to approve the Annual Governance Statement at Section 1 of Appendix F. The Council must confirm for each of the nine points in section one whether it agrees or not with the statement.
- 6.1.7 After approving Section 1, the Council must approve the Accounting Statements for 2017/18 as shown at section 2 of the Annual Return. The bottom line of the balance sheet corresponds to line 7 of the accounting statements balances carried forward. The total value of cash and short term investments corresponds to the bank reconciliation.

**6.2 Financial Implication**

- 6.2.1 There are no financial implications arising from this report. The public will have the right to ask any questions of the External Auditor . This may incur charges from the External Auditor which the Council is required to pay from the public purse.

**6.3 Legal Implication**

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

**6.4 Recommendation**

- 6.4.1 That the Town Council's accounts be considered and noted.
- 6.4.2 That the Internal Auditor's report and the Town Clerk's associated action plan for the year ending 31<sup>st</sup> March 2018 is adopted.
- 6.4.3 That the Annual Governance Statement for the year ending 31<sup>st</sup> March 2018 is approved and duly signed.

6.4.4 That the Statement of Accounts for the year ending 31<sup>st</sup> March 2018 is approved and duly signed thereby approving the Council's Annual Return.

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*STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON*

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(End)

Report Author:  
Claire Commons, Town Clerk

## Do the Numbers Limited

Southampton

2<sup>nd</sup> May 2018

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

Dear Claire,

**Subject: Matters arising from Internal Audit year ending 31 March 2018**

Further to my visits to the office today and during the financial year, please find below the matters arising. I found the records and systems of the council to be in very good order and that the visits went extremely well. The matters below are areas for further improvement.

I must compliment the officers and members of the Council for the significant positive changes that have been effected over the last year. The council is now on a sound footing to help the residents and electors of the parish.

| Control area               | Issue   | Recommended Action   |
|----------------------------|---|--|
| Bank balances              | The bulk of the councils funds are remain held in the current account.  | The new investment strategy should be implemented without delay.   |
| Bank balances / statements | The bank balances are not routinely being reported to council when payments are made. This is good practice.            | Members, in rotation, should check the bank reconciliation between the Omega report and the statement and initial that they have done so.  |
| Football club lease        | <i>The football club appear to be using Council land without a finalised lease in place. This is not good practice.</i> | The council's solicitor should finalise the lease with appropriate break clauses.  |
| Football club debtor       | The football club owes money to the council dating back to 2016.  | Once they have produced, and web published full accounts, showing all directors' loans and capital improvement expenditure, as well as full income and expenditure, then the Council and the town can make an informed decision about the level of support needed. |

37 Upper Brownhill Road, SO16 5NG  
Registered in England No. 7871759  
eleanor@greene@thedunnefamily.co.uk

023 8077 2341  
Director: Eleanor S Greene



|                       |   |  |
|-----------------------|---|--|
| Community Sport Clubs | The Council leases land to several clubs and must be transparent about the lease terms.         | It may be worth encouraging the clubs to mentor each other to ensure that they all gave good governance to the benefit of the community. |
| Cheque stubs          | The council now writes very few cheques, but the LGA 1972 requirement to initial stubs remains. | Members should ensure that they correctly authorise all payments.  |

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

Regards



Eleanor S Greene

37 Upper Brownhill Road, SO16 5NG  
Registered in England No. 7871759  
[eleanor@greene@thedunnefamily.co.uk](mailto:eleanor@greene@thedunnefamily.co.uk)

023 8077 2341  
Director: Eleanor S Greene

## Appendix C. Balance Sheet

Printed on : 21/05/2018

Shaftesbury Town Council 2017/18

At : 15:43

Balance Sheet as at - 31st March 2018

31 March 2017

31st March 2018

| 31 March 2017              |  | 31st March 2018 |                |
|----------------------------|--|-----------------|----------------|
| <b>Current Assets</b>      |  |                 |                |
| 5,195                      | Debtors                                      | 5,288           |                |
| 14,164                     | Vat Control                                  | 7,954           |                |
| 5,102                      | Prepayments                                  | 6,968           |                |
| 309,745                    | NatWest Current A/c                          | 400,370         |                |
| 89,502                     | NatWest Reserve A/c                          | 0               |                |
| 150                        | Petty Cash                                   | 72              |                |
| 70                         | Petty Cash- Swimming Pool                    | 97              |                |
| 0                          | Public Sector Deposit A/c                    | 39,502          |                |
| <hr/>                      |  | <hr/>           |                |
| <b>423,927</b>             |  | <b>460,252</b>  |                |
| <hr/>                      |  |                 |                |
| <b>423,927</b>             | <b>Total Assets</b>                          |                 | <b>460,252</b> |
| <hr/>                      |  |                 |                |
| <b>Current Liabilities</b> |  |                 |                |
| 10,151                     | Creditors                                    | 6,248           |                |
| 12,371                     | Accruals                                     | 2,750           |                |
| 288                        | Wages  | 0               |                |
| 3,366                      | PAYE & NI Due                                | 4,200           |                |
| 3,390                      | Superannuation Due                           | 4,451           |                |
| 138                        | Holding Deposits                             | 172             |                |
| <hr/>                      |  | <hr/>           |                |
| <b>29,703</b>              |  | <b>17,820</b>   |                |
| <hr/>                      |  |                 |                |
| <b>394,223</b>             | <b>Total Assets Less Current Liabilities</b> |                 | <b>442,432</b> |
| <hr/>                      |  |                 |                |
| <b>Represented By</b>      |  |                 |                |
| 201,932                    | General Reserve                              |                 | 213,147        |
| 4,000                      | EMR CCTV                                     |                 | 10,000         |
| 11,500                     | EMR Cycle Routes                             |                 | 11,500         |
| 5,217                      | EMR Playground Equipment                     |                 | 5,217          |
| 21,500                     | EMR Toilet Capital Re-build                  |                 | 30,500         |
| 12,891                     | EMR Swimming Pool                            |                 | 0              |
| 35,000                     | EMR Town Hall Building Fund                  |                 | 58,325         |
| 5,000                      | EMR Goldhill Wall                            |                 | 0              |
| 5,000                      | EMR Town Hall Energy Fund                    |                 | 5,000          |
| 0                          | EMR Ground Works Equipment                   |                 | 2,000          |
| 10,000                     | EMR Heritage Style Lanterns                  |                 | 10,000         |
| 2,705                      | EMR Town Entrance Sign                       |                 | 0              |
| 915                        | EMR Tree Removal                             |                 | 0              |

**31 March 2017****31st March 2018**

|        |                              |        |
|--------|------------------------------|--------|
| 1,700  | EMR Ground Planting/SIB      | 754    |
| 10,847 | EMR Street Furniture         | 14,647 |
| 2,358  | EMR Strategic Tree Works     | 5,273  |
| 3,000  | EMR Toilet Improvement Fund  | 0      |
| 23,004 | EMR Swimming Pool            | 21,080 |
| 8,686  | EMR Neighbourhood Planning   | 8,072  |
| 8,109  | EMR Town Centre Enhancement  | 8,109  |
| 2,304  | EMR Cemetery Enhancement     | 0      |
| 5,400  | EMR Jubilee Park Enhacement  | 0      |
| 3,000  | EMR Community Hall Cockrams  | 3,000  |
| 10,000 | EMR Vehicles                 | 8,005  |
| 155    | EMR Replacement IT Equipment | 2,500  |
| 0      | A30 Allotment Site           | 25,000 |
| 0      | EMR Shaftesbury Bee Friendly | 303    |

**394,223****442,432**

The above statement represents fairly the financial position of the authority as at 31st March 2018 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : \_\_\_\_\_

Signed :

Responsible

Financial

Date : \_\_\_\_\_

## Appendix D. Bank Reconciliation

| Shaftesbury Town Council 2017/18                              |                                       |                   |
|---|---------------------------------------|-------------------|
| Bank - Cash and Investment Reconciliation as at 31 March 2018 |                                       |                   |
|   | Account Description                   | Balance           |
| <u>Bank Statement Balances</u>                                |                                       |                   |
| 1   | NatWest Current A/c                   | 403,879.94        |
| 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         |
|   |                                       | <b>443,551.67</b> |
| <u>Other Bank &amp; Cash Balances</u>                         |                                       |                   |
|   | Bank Suspense                         | 0.00              |
|   |                                       | <b>0.00</b>       |
|   |                                       | <b>443,551.67</b> |
| <u>Unpresented Payments</u>                                   |                                       |                   |
| 1   | 29/03/2018 online197                  | 276.94            |
| 1   | 29/03/2018 PettyCash                  | 134.33            |
| 1   | 31/03/2018 013143                     | 231.00            |
| 1   | 31/03/2018 013144                     | 1,171.00          |
| 1   | 31/03/2018 013145                     | 2,450.00          |
|   |                                       | <b>4,263.27</b>   |
|   |                                       | <b>439,288.40</b> |
| <u>Receipts not on Bank Statement</u>                         |                                       |                   |
| 1   | 30/03/2018                            | 264.50            |
| 1   | 31/03/2018                            | 488.50            |
|   |                                       | <b>753.00</b>     |
|   |                                       | <b>440,041.40</b> |
| <u>Closing Balance</u>  |                                       |                   |
| <u>All Cash &amp; Bank Accounts</u>                           |                                       |                   |
|   | NatWest Current A/c                   | 400,369.67        |
|   | 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 Authorites PropertyFund         | 0.00              |
|   | Public Sector Deposit A/c             | 39,502.00         |
|   | Other Bank & Cash Balances            | 0.00              |
|   | <b>Total Bank &amp; Cash Balances</b> | <b>440,041.40</b> |

## Appendix E. Debtors and Creditors

9/04/2018 Shaftesbury Town Council Page 1

8:25 Sales Ledger Aged Account Balances User : TM

Outstanding Balances by Month as at : 31/03/2018

| Customer Name            | Balance         | Mar 2018        | Feb 2018    | Jan 2018    | Prior Months    | On A/c Pymnts |
|--------------------------|-----------------|-----------------|-------------|-------------|-----------------|---------------|
| CAMELOT                  | 345.00          | 345.00          | 0.00        | 0.00        | 0.00            | 0.00          |
| FOOTBALL                 | 2,299.96        | 0.00            | 0.00        | 0.00        | 2,299.96        | 0.00          |
| HOPE                     | 57.50           | 0.00            | 0.00        | 0.00        | 57.50           | 0.00          |
| MOTCOMBE                 | 360.00          | 360.00          | 0.00        | 0.00        | 0.00            | 0.00          |
| POSITIVSPACE             | 35.50           | 35.50           | 0.00        | 0.00        | 0.00            | 0.00          |
| PROBUS                   | 57.50           | 57.50           | 0.00        | 0.00        | 0.00            | 0.00          |
| COUNTRY MARKET           | 230.00          | 230.00          | 0.00        | 0.00        | 0.00            | 0.00          |
| SCOTTISH DANCE           | 330.00          | 330.00          | 0.00        | 0.00        | 0.00            | 0.00          |
| FLOWER ARRANGERS         | 110.00          | 110.00          | 0.00        | 0.00        | 0.00            | 0.00          |
| ST JAMES                 | 172.50          | 115.00          | 0.00        | 0.00        | 57.50           | 0.00          |
| TASK FORCE               | 1,290.00        | 0.00            | 0.00        | 0.00        | 1,290.00        | 0.00          |
| <b>Sales Ledger No 1</b> | <b>5,287.96</b> | <b>1,583.00</b> | <b>0.00</b> | <b>0.00</b> | <b>3,704.96</b> | <b>0.00</b>   |
| <b>S LEDGER BALANCES</b> | <b>5,287.96</b> | <b>1,583.00</b> | <b>0.00</b> | <b>0.00</b> | <b>3,704.96</b> | <b>0.00</b>   |

25/04/2018 Shaftesbury Town Council Page :1

12:05 Purchase Ledger Aged Account Balances User : TM

Outstanding Balances by Month as at : 31 MAR 2018

|                                  | Supplier Name   | Balance         | Mar 2018        | Feb 2018     | Jan 2018    | Dec 2017       | Prior to and<br>Nov 2017 |
|----------------------------------|-----------------|-----------------|-----------------|--------------|-------------|----------------|--------------------------|
|                                  | ADOBE           | 8.32            | 8.32            | 0.00         | 0.00        | 0.00           | 0.00                     |
|                                  | AQUA CLEANING   | 126.90          | 126.90          | 0.00         | 0.00        | 0.00           | 0.00                     |
|                                  | BT              | 305.12          | 305.12          | 0.00         | 0.00        | 0.00           | 0.00                     |
|                                  | BUNZL           | 62.03           | 62.03           | 0.00         | 0.00        | 0.00           | 0.00                     |
|                                  | CLARITY         | 167.33          | 167.33          | 0.00         | 0.00        | 0.00           | 0.00                     |
|                                  | DAPTC           | 70.00           | 70.00           | 0.00         | 0.00        | 0.00           | 0.00                     |
|                                  | DODD            | 35.10           | 35.10           | 0.00         | 0.00        | 0.00           | 0.00                     |
|                                  | ECO SUSTAINABLE | 3,876.60        | 3,876.60        | 0.00         | 0.00        | 0.00           | 0.00                     |
|                                  | EON             | 142.87          | 142.87          | 0.00         | 0.00        | 0.00           | 0.00                     |
|                                  | FIRMSITES       | 50.00           | 0.00            | 50.00        | 0.00        | 0.00           | 0.00                     |
|                                  | FUEL GENIE      | 196.42          | 196.42          | 0.00         | 0.00        | 0.00           | 0.00                     |
|                                  | BRIT GAS        | -241.08         | 0.00            | 0.00         | 0.00        | -241.08        | 0.00                     |
|                                  | IMPRINT         | 168.00          | 168.00          | 0.00         | 0.00        | 0.00           | 0.00                     |
|                                  | JOHNSON         | 160.00          | 160.00          | 0.00         | 0.00        | 0.00           | 0.00                     |
|                                  | O2              | 70.16           | 70.16           | 0.00         | 0.00        | 0.00           | 0.00                     |
|                                  | SCATS           | 274.09          | 274.09          | 0.00         | 0.00        | 0.00           | 0.00                     |
|                                  | SERVICEURIGHT   | 95.94           | 95.94           | 0.00         | 0.00        | 0.00           | 0.00                     |
|                                  | TF              | 420.00          | 420.00          | 0.00         | 0.00        | 0.00           | 0.00                     |
|                                  | TRAV PERK       | 88.43           | 88.43           | 0.00         | 0.00        | 0.00           | 0.00                     |
|                                  | WHITEBRIDGE     | 147.40          | 147.40          | 0.00         | 0.00        | 0.00           | 0.00                     |
|                                  | ZOE             | 24.08           | 24.08           | 0.00         | 0.00        | 0.00           | 0.00                     |
| <i>Total for Purchase Ledger</i> |                 | <b>6,247.71</b> | <b>6,438.79</b> | <b>50.00</b> | <b>0.00</b> | <b>-241.08</b> | <b>0.00</b>              |
| <b>HASE LEDGER BALANCES</b>      |                 | <b>6,247.71</b> | <b>6,438.79</b> | <b>50.00</b> | <b>0.00</b> | <b>-241.08</b> | <b>0.00</b>              |

## Appendix F. Income and Expenditure

| 21/05/2018                |                                    | Shaftesbury Town Council 2017/18                           |                        |                       |                          |                          |                    |                |
|---------------------------|------------------------------------|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 16:06                     |                                    | Detailed Income & Expenditure by Budget Heading 31/03/2018 |                        |                       |                          |                          |                    | Page No 1      |
| Month No : 12             |                                    | Committee Report   |                        |                       |                          |                          |                    |                |
|                           |                                    | Actual Last<br>Year  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
| <b>Personnel</b>          |                                    |  |                        |                       |                          |                          |                    |                |
| <b>402</b>                | <b>Staffing Costs</b>              |  |                        |                       |                          |                          |                    |                |
| 4000                      | Salaries                           | 153,927  | 166,893                | 202,682               | 35,789                   |                          | 35,789             | 82.3 %         |
| 4005                      | Employers NI                       | 14,322   | 16,127                 | 17,994                | 1,867                    |                          | 1,867              | 89.6 %         |
| 4006                      | Employers Superann                 | 32,591   | 35,892                 | 42,962                | 7,070                    |                          | 7,070              | 83.5 %         |
| 4010                      | Staff Training                     | 3,678  | 3,484                  | 1,500                 | -1,984                   |                          | -1,984             | 232.3 %        |
| 4015                      | Staff Travel & Subsistence         | 739  | 594                    | 300                   | -294                     |                          | -294               | 197.9 %        |
| 4020                      | Sub Contract Labour                | 9,223  | 23,025                 | 0                     | -23,025                  |                          | -23,025            | 0.0 %          |
|                           | Staffing Costs :- Expenditure      | <b>214,480</b>   | <b>246,014</b>         | <b>265,438</b>        | <b>19,424</b>            | <b>0</b>                 | <b>19,424</b>      | <b>92.7 %</b>  |
| 1360                      | Contribution Street Cleaning       | 10,055   | 9,585                  | 10,250                | -665                     |                          |                    | 93.5 %         |
|                           | Staffing Costs :- Income           | <b>10,055</b>  | <b>9,585</b>           | <b>10,250</b>         | <b>-665</b>              |                          |                    | <b>93.5 %</b>  |
|                           | <b>Net Expenditure over Income</b> | <b>204,425</b>   | <b>236,429</b>         | <b>255,188</b>        | <b>18,759</b>            |                          |                    |                |
|                           | Personnel :- Expenditure           | <b>214,480</b>   | <b>246,014</b>         | <b>265,438</b>        | <b>19,424</b>            | <b>0</b>                 | <b>19,424</b>      | <b>92.7 %</b>  |
|                           | Income                             | <b>10,055</b>  | <b>9,585</b>           | <b>10,250</b>         | <b>-665</b>              |                          |                    | <b>93.5 %</b>  |
|                           | <b>Net Expenditure over Income</b> | <b>204,425</b>   | <b>236,429</b>         | <b>255,188</b>        | <b>18,759</b>            |                          |                    |                |
| <b>General Management</b> |                                    |  |                        |                       |                          |                          |                    |                |
| <b>301</b>                | <b>Civic</b>                       |  |                        |                       |                          |                          |                    |                |
| 4265                      | General Supplies                   | 0  | 0                      | 0                     | 0                        |                          | 0                  | 0.0 %          |
| 4300                      | Mayors Allowance                   | 1,375  | 2,243                  | 2,100                 | -143                     |                          | -143               | 106.8 %        |
| 4301                      | Civic Allowance                    | 0  | 21                     | 0                     | -21                      |                          | -21                | 0.0 %          |
| 4302                      | Councillor Allowances              | 2,160  | 3,150                  | 3,240                 | 90                       |                          | 90                 | 97.2 %         |
| 4310                      | Councillor Training                | 630  | 155                    | 420                   | 265                      |                          | 265                | 36.9 %         |
| 4311                      | Councillor Travel/Subsistence      | 108  | 223                    | 200                   | -23                      |                          | -23                | 111.5 %        |
| 4315                      | Hospitality                        | 281  | 347                    | 280                   | -67                      |                          | -67                | 123.9 %        |
| 4316                      | Civic Event Queens 90th            | 951  | 0                      | 0                     | 0                        |                          | 0                  | 0.0 %          |
| 4390                      | Mayor's Charity Expenditure        | 150  | 0                      | 0                     | 0                        |                          | 0                  | 0.0 %          |
|                           | Civic :- Expenditure               | <b>5,656</b>   | <b>6,139</b>           | <b>6,240</b>          | <b>101</b>               | <b>0</b>                 | <b>101</b>         | <b>98.4 %</b>  |
| 1400                      | Mayor's Charity Income             | 0  | 345                    | 0                     | 345                      |                          |                    | 0.0 %          |
|                           | Civic :- Income                    | <b>0</b>   | <b>345</b>             | <b>0</b>              | <b>345</b>               |                          |                    |                |
|                           | <b>Net Expenditure over Income</b> | <b>5,656</b>   | <b>5,794</b>           | <b>6,240</b>          | <b>446</b>               |                          |                    |                |
| <b>302</b>                | <b>Legal and Professional</b>      |  |                        |                       |                          |                          |                    |                |
| 4325                      | Audit                              | 3,364  | 3,125                  | 2,750                 | -375                     |                          | -375               | 113.6 %        |
| 4326                      | Books & Subscriptions              | 1,603  | 1,212                  | 1,500                 | 288                      |                          | 288                | 80.8 %         |

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|                                  |                                       | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|----------------------------------|---------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 4330                             | Insurance                             | 12,590              | 12,868                 | 13,000                | 132                      |                          | 132                | 99.0 %         |
| 4341                             | Professional Fees                     | 9,081               | 12,385                 | 25,000                | 12,615                   |                          | 12,615             | 49.5 %         |
| 4342                             | Election Costs                        | 8,000               | -2,936                 | 4,000                 | 6,936                    |                          | 6,936              | -73.4 %        |
|                                  | Legal and Professional :- Expenditure | <b>34,638</b>       | <b>26,654</b>          | <b>46,250</b>         | <b>19,596</b>            | <b>0</b>                 | <b>19,596</b>      | <b>57.6 %</b>  |
| 1301                             | Miscellaneous Income                  | 1,075               | 0                      | 0                     | 0                        |                          |                    | 0.0 %          |
|                                  | Legal and Professional :- Income      | <b>1,075</b>        | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |                |
|                                  | <b>Net Expenditure over Income</b>    | <b>33,563</b>       | <b>26,654</b>          | <b>46,250</b>         | <b>19,596</b>            |                          |                    |                |
| <b>303 Grants &amp; SLA</b>      |                                       |                     |                        |                       |                          |                          |                    |                |
| 4350                             | Community Grants                      | 33,482              | 30,000                 | 30,000                | 0                        |                          | 0                  | 100.0 %        |
|                                  | Grants & SLA :- Expenditure           | <b>33,482</b>       | <b>30,000</b>          | <b>30,000</b>         | <b>0</b>                 | <b>0</b>                 | <b>0</b>           | <b>100.0 %</b> |
|                                  | <b>Net Expenditure over Income</b>    | <b>33,482</b>       | <b>30,000</b>          | <b>30,000</b>         | <b>0</b>                 |                          |                    |                |
| <b>304 Finance</b>               |                                       |                     |                        |                       |                          |                          |                    |                |
| 4380                             | Bank Charges                          | 32                  | 32                     | 500                   | 468                      |                          | 468                | 6.4 %          |
| 4392                             | S106 Expenditure                      | 17,500              | 0                      | 0                     | 0                        |                          | 0                  | 0.0 %          |
| 4394                             | CCLA Property Fund                    | 0                   | 50,000                 | 0                     | -50,000                  |                          | -50,000            | 0.0 %          |
|                                  | Finance :- Expenditure                | <b>17,532</b>       | <b>50,032</b>          | <b>500</b>            | <b>-49,532</b>           | <b>0</b>                 | <b>-49,532</b>     | <b>10006.4</b> |
| 1301                             | Miscellaneous Income                  | 176                 | 10,000                 | 0                     | 10,000                   |                          |                    | 0.0 %          |
| 1340                             | Bank Interest Received                | 31                  | 61                     | 36                    | 25                       |                          |                    | 170.4 %        |
| 1342                             | CCLA Prop Fund Dividend Receiv        | 0                   | 728                    | 0                     | 728                      |                          |                    | 0.0 %          |
| 1350                             | S106 Income                           | 17,500              | 0                      | 0                     | 0                        |                          |                    | 0.0 %          |
| 1376                             | Precept                               | 446,900             | 470,683                | 470,683               | 0                        |                          |                    | 100.0 %        |
| 1400                             | Mayor's Charity Income                | 138                 | 0                      | 0                     | 0                        |                          |                    | 0.0 %          |
|                                  | Finance :- Income                     | <b>464,744</b>      | <b>481,472</b>         | <b>470,719</b>        | <b>10,753</b>            |                          |                    | <b>102.3 %</b> |
|                                  | <b>Net Expenditure over Income</b>    | <b>-447,212</b>     | <b>-431,440</b>        | <b>-470,219</b>       | <b>-38,779</b>           |                          |                    |                |
| <b>401 General Running Costs</b> |                                       |                     |                        |                       |                          |                          |                    |                |
| 4265                             | General Supplies                      | 124                 | 108                    | 150                   | 42                       |                          | 42                 | 72.2 %         |
| 4345                             | Advertising                           | 1,155               | 1,407                  | 1,000                 | -407                     |                          | -407               | 140.7 %        |
| 4400                             | Printing                              | 1,914               | 1,601                  | 1,800                 | 199                      |                          | 199                | 89.0 %         |
| 4401                             | Stationery                            | 975                 | 1,349                  | 1,300                 | -49                      |                          | -49                | 103.8 %        |
| 4402                             | Postage                               | 906                 | 465                    | 850                   | 385                      |                          | 385                | 54.7 %         |
| 4410                             | Telephone                             | 2,259               | 2,924                  | 2,400                 | -524                     |                          | -524               | 121.8 %        |
| 4414                             | IT Software & Equipment               | 3,119               | 3,337                  | 3,000                 | -337                     |                          | -337               | 111.2 %        |
| 4415                             | IT Support                            | 363                 | 255                    | 1,250                 | 995                      |                          | 995                | 20.4 %         |
| 4417                             | Web Site                              | 758                 | 660                    | 856                   | 196                      |                          | 196                | 77.1 %         |

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|                            |                                      | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|----------------------------|--------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 4420                       | Office Equipment                     | 1,123               | 817                    | 1,150                 | 333                      |                          | 333                | 71.1 %         |
|                            | General Running Costs :- Expenditure | 12,696              | 12,923                 | 13,756                | 833                      | 0                        | 833                | 93.9 %         |
|                            | <b>Net Expenditure over Income</b>   | <b>12,696</b>       | <b>12,923</b>          | <b>13,756</b>         | <b>833</b>               |                          |                    |                |
|                            | General Management :- Expenditure    | 104,005             | 125,748                | 96,746                | -29,002                  | 0                        | -29,002            | 130.0 %        |
|                            | Income                               | 465,819             | 481,817                | 470,719               | 11,098                   |                          |                    | 102.4 %        |
|                            | <b>Net Expenditure over Income</b>   | <b>-361,815</b>     | <b>-356,069</b>        | <b>-373,973</b>       | <b>-17,904</b>           |                          |                    |                |
| <b>ROSE</b>                |                                      |                     |                        |                       |                          |                          |                    |                |
| <b>101 Allotment</b>       |                                      |                     |                        |                       |                          |                          |                    |                |
| 4165                       | Water Rates                          | 416                 | 510                    | 550                   | 40                       |                          | 40                 | 92.6 %         |
| 4250                       | Repairs & Maintenance                | 350                 | 202                    | 200                   | -2                       |                          | -2                 | 101.2 %        |
| 4265                       | General Supplies                     | 156                 | 160                    | 175                   | 15                       |                          | 15                 | 91.4 %         |
| 4271                       | Equipment Purchases                  | 0                   | 312                    | 0                     | -312                     |                          | -312               | 0.0 %          |
| 4275                       | Equipment Hire                       | 0                   | 0                      | 350                   | 350                      |                          | 350                | 0.0 %          |
|                            | Allotment :- Expenditure             | 922                 | 1,184                  | 1,275                 | 91                       | 0                        | 91                 | 92.9 %         |
| 1104                       | Allotment Rent Income                | 1,799               | 1,707                  | 1,700                 | 7                        |                          |                    | 100.4 %        |
|                            | Allotment :- Income                  | 1,799               | 1,707                  | 1,700                 | 7                        |                          |                    | 100.4 %        |
|                            | <b>Net Expenditure over Income</b>   | <b>-877</b>         | <b>-523</b>            | <b>-425</b>           | <b>98</b>                |                          |                    |                |
| <b>102 Cemetery</b>        |                                      |                     |                        |                       |                          |                          |                    |                |
| 4150                       | Rates & Services                     | 186                 | 415                    | 413                   | -2                       |                          | -2                 | 100.4 %        |
| 4165                       | Water Rates                          | 82                  | 85                     | 90                    | 5                        |                          | 5                  | 94.4 %         |
| 4250                       | Repairs & Maintenance                | 207                 | 2,450                  | 2,000                 | -450                     |                          | -450               | 122.5 %        |
| 4265                       | General Supplies                     | 270                 | 275                    | 300                   | 25                       |                          | 25                 | 91.7 %         |
|                            | Cemetery :- Expenditure              | 744                 | 3,225                  | 2,803                 | -422                     | 0                        | -422               | 115.0 %        |
| 1105                       | Cemetery Income                      | 2,839               | 3,501                  | 2,300                 | 1,201                    |                          |                    | 152.2 %        |
|                            | Cemetery :- Income                   | 2,839               | 3,501                  | 2,300                 | 1,201                    |                          |                    | 152.2 %        |
|                            | <b>Net Expenditure over Income</b>   | <b>-2,095</b>       | <b>-277</b>            | <b>503</b>            | <b>780</b>               |                          |                    |                |
| <b>103 General Grounds</b> |                                      |                     |                        |                       |                          |                          |                    |                |
| 4020                       | Sub Contract Labour                  | 1,144               | 5,343                  | 4,300                 | -1,043                   |                          | -1,043             | 124.3 %        |
| 4150                       | Rates & Services                     | 2,347               | 2,514                  | 2,509                 | -5                       |                          | -5                 | 100.2 %        |
| 4155                       | Electricity                          | 715                 | 474                    | 800                   | 326                      |                          | 326                | 59.3 %         |
| 4165                       | Water Rates                          | 2,048               | 2,581                  | 2,600                 | 19                       |                          | 19                 | 99.3 %         |
| 4250                       | Repairs & Maintenance                | 1,956               | 2,239                  | 2,200                 | -39                      |                          | -39                | 101.8 %        |

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|            |  | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 4256       | Treework & Fencing                     | 3,330               | 1,166                  | 4,000                 | 2,834                    |                          | 2,834              | 29.1 %         |
| 4257       | Plants                                 | 0                   | 148                    | 2,000                 | 1,852                    |                          | 1,852              | 7.4 %          |
| 4261       | Refuse Collection                      | 2,537               | 1,697                  | 3,500                 | 1,803                    |                          | 1,803              | 48.5 %         |
| 4265       | General Supplies                       | 377                 | 589                    | 350                   | -239                     |                          | -239               | 168.3 %        |
| 4270       | Equipment Repairs                      | 1,781               | 3,360                  | 2,000                 | -1,360                   |                          | -1,360             | 168.0 %        |
| 4271       | Equipment Purchases                    | 461                 | 3,433                  | 3,500                 | 67                       |                          | 67                 | 98.1 %         |
| 4272       | Fuel for Equipment                     | 1,861               | 1,489                  | 2,500                 | 1,011                    |                          | 1,011              | 59.6 %         |
| 4273       | Memorial Bench                         | 1,359               | 0                      | 0                     | 0                        |                          | 0                  | 0.0 %          |
| 4274       | Rent Unit 9C                           | 7,111               | 7,438                  | 7,250                 | -188                     |                          | -188               | 102.6 %        |
| 4275       | Equipment Hire                         | 586                 | 446                    | 750                   | 304                      |                          | 304                | 59.5 %         |
| 4278       | Alarm Costs                            | 68                  | 119                    | 230                   | 111                      |                          | 111                | 51.7 %         |
| 4280       | Fuel for Vehicles                      | 1,983               | 2,269                  | 2,200                 | -69                      |                          | -69                | 103.2 %        |
| 4281       | Motor Expenses                         | 2,012               | 1,763                  | 2,500                 | 737                      |                          | 737                | 70.5 %         |
| 4282       | Hitachi Payments Mower                 | 1,748               | 10,190                 | 0                     | -10,190                  |                          | -10,190            | 0.0 %          |
| 4285       | PPE                                    | 820                 | 429                    | 1,000                 | 571                      |                          | 571                | 42.9 %         |
| 4290       | Playground Inspections                 | 300                 | 830                    | 750                   | -80                      |                          | -80                | 110.6 %        |
| 4291       | Playground Repair/Maintenance          | 3,393               | 7,981                  | 4,500                 | -3,481                   |                          | -3,481             | 177.3 %        |
| 4299       | SLA-Trinity Grounds Maintainan         | 1,424               | 1,424                  | 1,425                 | 1                        |                          | 1                  | 99.9 %         |
|            | General Grounds :- Expenditure         | <b>39,361</b>       | <b>57,924</b>          | <b>50,864</b>         | <b>-7,060</b>            | <b>0</b>                 | <b>-7,060</b>      | <b>113.9 %</b> |
| 1102       | Contribution to Services               | 1,273               | 879                    | 1,200                 | -321                     |                          |                    | 73.2 %         |
| 1103       | Rents                                  | 2,982               | 920                    | 3,220                 | -2,300                   |                          |                    | 28.6 %         |
| 1300       | Grass Cutting Income                   | 5,695               | 5,994                  | 5,695                 | 299                      |                          |                    | 105.3 %        |
| 1301       | Miscellaneous Income                   | 314                 | 2,426                  | 0                     | 2,426                    |                          |                    | 0.0 %          |
| 1302       | Memorial Bench Income                  | 0                   | 1,369                  | 0                     | 1,369                    |                          |                    | 0.0 %          |
|            | General Grounds :- Income              | <b>10,263</b>       | <b>11,587</b>          | <b>10,115</b>         | <b>1,472</b>             |                          |                    | <b>114.6 %</b> |
|            | <b>Net Expenditure over Income</b>     | <b>29,097</b>       | <b>46,336</b>          | <b>40,749</b>         | <b>-5,587</b>            |                          |                    |                |
| <b>105</b> | <b>Local Delivery services</b>         |                     |                        |                       |                          |                          |                    |                |
| 4020       | Sub Contract Labour                    | 2,520               | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0 %          |
| 4150       | Rates & Services                       | 2,468               | 2,074                  | 2,078                 | 4                        |                          | 4                  | 99.8 %         |
| 4155       | Electricity                            | 694                 | 728                    | 760                   | 32                       |                          | 32                 | 95.7 %         |
| 4165       | Water Rates                            | 1,787               | 2,062                  | 2,200                 | 138                      |                          | 138                | 93.7 %         |
| 4175       | Car Parking Contribution               | 0                   | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0 %          |
| 4177       | Bus Shelters                           | 0                   | 150                    | 250                   | 100                      |                          | 100                | 60.0 %         |
| 4250       | Repairs & Maintenance                  | 1,510               | 1,469                  | 2,700                 | 1,231                    |                          | 1,231              | 54.4 %         |
| 4260       | Cleaning Supplies                      | 872                 | 747                    | 1,100                 | 353                      |                          | 353                | 67.9 %         |
|            | Local Delivery services :- Expenditure | <b>9,853</b>        | <b>7,229</b>           | <b>13,588</b>         | <b>6,359</b>             | <b>0</b>                 | <b>6,359</b>       | <b>53.2 %</b>  |
| 1501       | Street Market Rents R'ved              | 8,246               | 8,527                  | 7,999                 | 528                      |                          |                    | 106.6 %        |
|            | Local Delivery services :- Income      | <b>8,246</b>        | <b>8,527</b>           | <b>7,999</b>          | <b>528</b>               |                          |                    | <b>106.6 %</b> |
|            | <b>Net Expenditure over Income</b>     | <b>1,607</b>        | <b>-1,298</b>          | <b>5,589</b>          | <b>6,887</b>             |                          |                    |                |

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|            |                                    | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------|------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| <b>201</b> | <b>Town Hall</b>                   |                     |                        |                       |                          |                          |                    |                |
| 4020       | Sub Contract Labour                | 2,947               | 0                      | 320                   | 320                      |                          | 320                | 0.0 %          |
| 4150       | Rates & Services                   | 7,260               | 6,757                  | 6,771                 | 14                       |                          | 14                 | 99.8 %         |
| 4155       | Electricity                        | 1,499               | 2,087                  | 2,176                 | 89                       |                          | 89                 | 95.9 %         |
| 4160       | Gas                                | 2,753               | 3,113                  | 1,800                 | -1,313                   |                          | -1,313             | 173.0 %        |
| 4165       | Water Rates                        | 181                 | 139                    | 250                   | 111                      |                          | 111                | 55.5 %         |
| 4200       | Wedding Costs                      | 516                 | 451                    | 550                   | 99                       |                          | 99                 | 82.0 %         |
| 4230       | Trinity Car Park Space             | 420                 | 550                    | 450                   | -100                     |                          | -100               | 122.2 %        |
| 4250       | Repairs & Maintenance              | 2,984               | 3,727                  | 4,000                 | 273                      |                          | 273                | 93.2 %         |
| 4260       | Cleaning Supplies                  | 361                 | 276                    | 370                   | 94                       |                          | 94                 | 74.5 %         |
| 4265       | General Supplies                   | 692                 | 331                    | 850                   | 519                      |                          | 519                | 38.9 %         |
| 4271       | Equipment Purchases                | 203                 | 685                    | 500                   | -185                     |                          | -185               | 137.1 %        |
| 4278       | Alarm Costs                        | 2,203               | 240                    | 1,300                 | 1,060                    |                          | 1,060              | 18.5 %         |
|            | Town Hall :- Expenditure           | <b>22,019</b>       | <b>18,356</b>          | <b>19,337</b>         | <b>981</b>               | <b>0</b>                 | <b>981</b>         | <b>94.9 %</b>  |
| 1201       | Hall Hire                          | 24,177              | 25,545                 | 28,691                | -3,146                   |                          |                    | 89.0 %         |
| 1202       | Other Hall Hire                    | 0                   | 48                     | 0                     | 48                       |                          |                    | 0.0 %          |
| 1203       | Weddings                           | 2,246               | 1,529                  | 2,070                 | -541                     |                          |                    | 73.9 %         |
| 1204       | Shop Rents                         | 18,000              | 18,000                 | 18,000                | 0                        |                          |                    | 100.0 %        |
| 1220       | Solar Panel Feed in Tariff         | 1,825               | 680                    | 1,390                 | -710                     |                          |                    | 48.9 %         |
|            | Town Hall :- Income                | <b>46,248</b>       | <b>45,802</b>          | <b>50,151</b>         | <b>-4,349</b>            |                          |                    | <b>91.3 %</b>  |
|            | <b>Net Expenditure over Income</b> | <b>-24,229</b>      | <b>-27,446</b>         | <b>-30,814</b>        | <b>-3,368</b>            |                          |                    |                |
| <b>305</b> | <b>Swimming Pool</b>               |                     |                        |                       |                          |                          |                    |                |
| 4008       | Life Guard Salaries                | 18,773              | 20,874                 | 21,000                | 126                      |                          | 126                | 99.4 %         |
| 4010       | Staff Training                     | 22                  | 1,127                  | 1,000                 | -127                     |                          | -127               | 112.7 %        |
| 4150       | Rates & Services                   | 2,420               | 2,592                  | 2,586                 | -6                       |                          | -6                 | 100.2 %        |
| 4155       | Electricity                        | 1,934               | 1,707                  | 1,000                 | -707                     |                          | -707               | 170.7 %        |
| 4160       | Gas                                | 2,011               | 2,234                  | 2,500                 | 266                      |                          | 266                | 89.4 %         |
| 4165       | Water Rates                        | 2,196               | 977                    | 1,500                 | 523                      |                          | 523                | 65.1 %         |
| 4250       | Repairs & Maintenance              | 1,722               | 1,561                  | 1,000                 | -561                     |                          | -561               | 156.1 %        |
| 4260       | Cleaning Supplies                  | 228                 | 218                    | 260                   | 42                       |                          | 42                 | 84.0 %         |
| 4270       | Equipment Repairs                  | 0                   | 90                     | 350                   | 260                      |                          | 260                | 25.7 %         |
| 4271       | Equipment Purchases                | 1,884               | 1,168                  | 1,050                 | -118                     |                          | -118               | 111.2 %        |
| 4285       | PPE                                | 30                  | 11                     | 0                     | -11                      |                          | -11                | 0.0 %          |
| 4360       | Chemicals                          | 4,030               | 3,910                  | 4,000                 | 90                       |                          | 90                 | 97.8 %         |
| 4361       | Pool Cleaning                      | 800                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0 %          |
| 4362       | Plant Servicing/Repairs            | 1,221               | 1,414                  | 1,600                 | 186                      |                          | 186                | 88.4 %         |
| 4363       | DBS Checks                         | 133                 | 125                    | 200                   | 75                       |                          | 75                 | 62.5 %         |
| 4364       | Uniforms                           | 20                  | 321                    | 500                   | 179                      |                          | 179                | 64.2 %         |

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|      |                                    | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------|------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 4365 | Music Licences                     | 120                 | 122                    | 249                   | 127                      |                          | 127                | 49.0 %         |
| 4366 | Confectionery                      | 367                 | 442                    | 500                   | 58                       |                          | 58                 | 88.4 %         |
| 4370 | Swimming Pool Advertising          | 1,289               | 1,324                  | 700                   | -624                     |                          | -624               | 189.2 %        |
| 4373 | ATC Renewal                        | 0                   | 219                    | 230                   | 11                       |                          | 11                 | 95.1 %         |
| 4374 | Life Guard Training Course         | 0                   | 1,205                  | 0                     | -1,205                   |                          | -1,205             | 0.0 %          |
| 4410 | Telephone                          | 299                 | 292                    | 275                   | -17                      |                          | -17                | 106.1 %        |
|      | Swimming Pool :- Expenditure       | <b>39,499</b>       | <b>41,934</b>          | <b>40,500</b>         | <b>-1,434</b>            | <b>0</b>                 | <b>-1,434</b>      | <b>103.5 %</b> |
| 1220 | Solar Panel Feed in Tariff         | 1,237               | 1,127                  | 0                     | 1,127                    |                          |                    | 0.0 %          |
| 1301 | Miscellaneous Income               | 0                   | 300                    | 0                     | 300                      |                          |                    | 0.0 %          |
| 1365 | Swimming Pool Income               | 17,146              | 16,745                 | 40,500                | -23,755                  |                          |                    | 41.3 %         |
| 1366 | Income Life Guards Course          | 0                   | 1,200                  | 0                     | 1,200                    |                          |                    | 0.0 %          |
|      | Swimming Pool :- Income            | <b>18,383</b>       | <b>19,372</b>          | <b>40,500</b>         | <b>-21,128</b>           |                          |                    | <b>47.8 %</b>  |
|      | <b>Net Expenditure over Income</b> | <b>21,116</b>       | <b>22,562</b>          | <b>0</b>              | <b>-22,562</b>           |                          |                    |                |
|      | ROSE :- Expenditure                | <b>112,396</b>      | <b>129,852</b>         | <b>128,367</b>        | <b>-1,485</b>            | <b>0</b>                 | <b>-1,485</b>      | <b>101.2 %</b> |
|      | Income                             | <b>87,778</b>       | <b>90,497</b>          | <b>112,765</b>        | <b>-22,268</b>           |                          |                    | <b>80.3 %</b>  |
|      | <b>Net Expenditure over Income</b> | <b>24,619</b>       | <b>39,355</b>          | <b>15,602</b>         | <b>-23,753</b>           |                          |                    |                |

**Reserves & Projects****901 Reserves & Projects**

|      |                           |        |        |        |         |        |         |         |
|------|---------------------------|--------|--------|--------|---------|--------|---------|---------|
| 4902 | Community Hall Cockrams   | 0      | 0      | 3,000  | 3,000   |        | 3,000   | 0.0 %   |
| 4904 | Toilets                   | 0      | 0      | 30,500 | 30,500  |        | 30,500  | 0.0 %   |
| 4905 | Town Hall Building Fund   | 0      | 12,357 | 0      | -12,357 |        | -12,357 | 0.0 %   |
| 4906 | Playground Equipment      | 31,770 | 0      | 5,217  | 5,217   |        | 5,217   | 0.0 %   |
| 4907 | Grounds Equipment         | 6,089  | 0      | 2,000  | 2,000   |        | 2,000   | 0.0 %   |
| 4910 | Street Furniture          | 5,979  | 200    | 14,847 | 14,647  |        | 14,647  | 1.3 %   |
| 4912 | Energy System Town Hall   | 0      | 0      | 5,000  | 5,000   |        | 5,000   | 0.0 %   |
| 4913 | Town Centre Enhancement   | 0      | 0      | 8,109  | 8,109   |        | 8,109   | 0.0 %   |
| 4914 | Ground Cover Planting     | 2,110  | 947    | 1,700  | 754     |        | 754     | 55.7 %  |
| 4917 | Cycle Route               | 0      | 0      | 11,500 | 11,500  |        | 11,500  | 0.0 %   |
| 4918 | CCTV                      | 0      | 0      | 0      | 0       | 14,984 | -14,984 | 0.0 %   |
| 4921 | Swimming Pool             | 17,864 | 0      | 0      | 0       |        | 0       | 0.0 %   |
| 4922 | Vehicles                  | 0      | 5,995  | 24,000 | 18,005  |        | 18,005  | 25.0 %  |
| 4924 | Heritage Lanterns         | 0      | 0      | 10,000 | 10,000  |        | 10,000  | 0.0 %   |
| 4926 | Tree Planting             | 387    | 0      | 5,273  | 5,273   |        | 5,273   | 0.0 %   |
| 4927 | Tree Removal              | 595    | 0      | 0      | 0       |        | 0       | 0.0 %   |
| 4928 | Replacement IT Equipment  | 2,345  | 0      | 2,500  | 2,500   |        | 2,500   | 0.0 %   |
| 4929 | Cemetery Improvements     | 7,496  | 2,304  | 2,304  | 0       |        | 0       | 100.0 % |
| 4930 | Jubilee Steps Enhancement | 2,600  | 7,710  | 5,400  | -2,310  |        | -2,310  | 142.8 % |

Continued on Page No 7



|            |  | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % of<br>Budget |
|------------|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 4931       | Swimming Pool Running costs                | 0                   | 2,253                  | 45,895                | 43,642                   |                          | 43,642             | 4.9 %          |
| 4932       | Neighbourhood Planning Group               | 4,325               | 613                    | 8,686                 | 8,072                    |                          | 8,072              | 7.1 %          |
| 4933       | A30 Allotment Site                         | 0                   | 0                      | 25,000                | 25,000                   |                          | 25,000             | 0.0 %          |
| 4935       | Shaftesbury Bee Friendly                   | 0                   | -303                   | 0                     | 303                      |                          | 303                | 0.0 %          |
|            | Reserves & Projects :- Expenditure         | <b>81,559</b>       | <b>32,077</b>          | <b>210,931</b>        | <b>178,854</b>           | <b>14,984</b>            | <b>163,870</b>     | <b>22.3 %</b>  |
| 1301       | Miscellaneous Income                       | 6,153               | 0                      | 0                     | 0                        |                          |                    | 0.0 %          |
|            | Reserves & Projects :- Income              | <b>6,153</b>        | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |                |
|            | <b>Net Expenditure over Income</b>         | <b>75,406</b>       | <b>32,077</b>          | <b>210,931</b>        | <b>178,854</b>           |                          |                    |                |
| <b>902</b> | <b>Capital Replacement Reserve</b>         |                     |                        |                       |                          |                          |                    |                |
| 4905       | Town Hall Building Fund                    | 0                   | 0                      | 66,683                | 66,683                   |                          | 66,683             | 0.0 %          |
| 4918       | CCTV                                       | 0                   | 0                      | 10,000                | 10,000                   |                          | 10,000             | 0.0 %          |
|            | Capital Replacement Reserve :- Expenditure | <b>0</b>            | <b>0</b>               | <b>76,683</b>         | <b>76,683</b>            | <b>0</b>                 | <b>76,683</b>      |                |
|            | <b>Net Expenditure over Income</b>         | <b>0</b>            | <b>0</b>               | <b>76,683</b>         | <b>76,683</b>            |                          |                    |                |
|            | Reserves & Projects :- Expenditure         | <b>81,559</b>       | <b>32,077</b>          | <b>287,614</b>        | <b>255,537</b>           | <b>14,984</b>            | <b>240,553</b>     | <b>16.4 %</b>  |
|            | Income                                     | <b>6,153</b>        | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    | <b>0.0 %</b>   |
|            | <b>Net Expenditure over Income</b>         | <b>75,406</b>       | <b>32,077</b>          | <b>287,614</b>        | <b>255,537</b>           |                          |                    |                |

## Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 3

### To be completed by:

- all smaller authorities\* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
  - are unable to certify themselves as exempt; or
  - have requested a limited assurance review.

### Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The **annual internal audit report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
  - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
  - a bank reconciliation as at 31 March 2018
  - an explanation of any significant year on year variances in the accounting statements
  - your notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2017/18

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

### Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.



## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

| Completion checklist – 'No' answers mean you may not have met requirements |  | Yes | No |
|--|--|-----|----|
| All sections   | Have all highlighted boxes have been completed?  |     |    |
|  | Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?          |     |    |
| Internal Audit Report  | Have all highlighted boxes have been completed by the internal auditor and explanations provided?  |     |    |
| Section 1  | For any statement to which the response is 'no', is an explanation provided?   |     |    |
| Section 2  | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?   |     |    |
|  | Has an explanation of significant variations from last year to this year been provided?  |     |    |
|  | The bank reconciliation as at 31 March 2018 is agreed to Box 8?  |     |    |
|  | Has an explanation of any difference between Box 7 and Box 8 been provided?  |     |    |
| Sections 1 and 2   | Trust funds – have all disclosures been made if the authority is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested or instructed. |     |    |

\*More guidance on completing this annual return is available in **Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, which can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



## Annual Internal Audit Report 2017/18

SHAFESBURY TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective   | Agreed? Please choose one of the following |     |                                     |
|--|--|-----|-------------------------------------|
|  | Yes  | No* | Not covered**                       |
| A. Appropriate accounting records have been properly kept throughout the financial year.   | <input checked="" type="checkbox"/>        |     |                                     |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.  | <input checked="" type="checkbox"/>        |     |                                     |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.  | <input checked="" type="checkbox"/>        |     |                                     |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.   | <input checked="" type="checkbox"/>        |     |                                     |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.  | <input checked="" type="checkbox"/>        |     |                                     |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.   | <input checked="" type="checkbox"/>        |     |                                     |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.  | <input checked="" type="checkbox"/>        |     |                                     |
| H. Asset and investments registers were complete and accurate and properly maintained.   | <input checked="" type="checkbox"/>        |     |                                     |
| I. Periodic and year-end bank account reconciliations were properly carried out.   | <input checked="" type="checkbox"/>        |     |                                     |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | <input checked="" type="checkbox"/>        |     |                                     |
| <b>K. (For local councils only)</b>  |  |     |                                     |
| Trust funds (including charitable) – The council met its responsibilities as a trustee.  | Yes  | No  | Not applicable                      |
|  |  |     | <input checked="" type="checkbox"/> |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

10/11/17  
2/5/18

Name of person who carried out the internal audit

ELANOR S. GREEN

Signature of person who carried out the internal audit

*Elanor S. Green*

Date

2/5/18

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

|   | Agreed |     | ‘Yes’ means that this authority:   |
|---|--------|-----|--|
|   | Yes    | No* |  |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  |        |     | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>   |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  |        |     | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>   |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. |        |     | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>   |
| 4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.   |        |     | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>   |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  |        |     | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i>  |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  |        |     | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.  |        |     | <i>responded to matters brought to its attention by internal and external audit.</i>   |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  |        |     | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>   |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A  |
|   |        |     | <i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>   |

\*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

|                  |          |                    |
|------------------|----------|--------------------|
| MINUTE REFERENCE | Chairman | SIGNATURE REQUIRED |
| dated DD/MM/YY   | Clerk    | SIGNATURE REQUIRED |

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**  
Authority web address

AUTHORITY WEBSITE ADDRESS



## Section 2 – Accounting Statements 2017/18 for

SHAFTESBURY TOWN COUNCIL

|   | Year ending        |                    | Notes and guidance  |
|---|--------------------|--------------------|---|
|   | 31 March 2017<br>£ | 31 March 2018<br>£ |   |
| 1. Balances brought forward   | 336,858            | 394,223            | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.  |
| 2. (+) Precept or Rates and Levies  | 446,900            | 470,683            | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts   | 122,905            | 111,216            | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.   |
| 4. (-) Staff costs  | 224,052            | 244,990            | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.   |
| 5. (-) Loan interest/capital repayments   | —                  | —                  | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).  |
| 6. (-) All other payments   | 288,387            | 288,700            | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).  |
| 7. (=) Balances carried forward   | 394,223            | 442,432            | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).   |
| 8. Total value of cash and short term investments                                   | 399,466            | 440,041            | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>                                |
| 9. Total fixed assets plus long term investments and assets                         | 2,723,649          | 2,747,915          | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.  |
| 10. Total borrowings  | —                  | —                  | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes                | No                 | The Council acts as sole trustee for and is responsible for managing Trust funds or assets.<br>N.B. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED



## Section 3 – External Auditor Report and Certificate 2017/18

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2017/18

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2017/18

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Report 0518FC7 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 29 May 2018 in the Council Chamber, Shaftesbury**  
**Town Hall**

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**7 Shaftesbury Civic Society**

To consider a Town Council representative to the Shaftesbury Civic Society

**7.1 Summary**

- 7.1.1 The Town Council has had a long-term relationship with the Civic Society but this has dwindled in recent years.
- 7.1.2 At a recent meeting with the Clerk, Deputy Mayor and secretary to the Civic Society it was suggested that a representative to the Civic Society would help to strengthen relationships and work holistically for the benefit of Shaftesbury.
- 7.1.3 The Council is therefore requested to provide a representative to the Shaftesbury Civic Society to serve as a liaison between the two organisations and improve collaborative working for the benefit of the town.

**7.2 Financial and Legal Implications**

- 7.2.1 There are no financial or legal implications.

**7.3 Risk**

- 7.3.1 There are no risks identified in this report.

**7.4 Recommendation**

- 7.4.1 That the Council provides a representative as a non-voting member of the Shaftesbury Civic Society.

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***STRATEGIC PLAN AREA: EXTERNAL ENGAGEMENT, PHIL PROCTOR***

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(End)

Report Author:  
Claire Commons, Town Clerk