



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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

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

To be held at 7.00pm on Tuesday 24 July 2018 in the Council Chamber, Shaftesbury Town Hall

Claire Commons, Town Clerk

Members are reminded of their duty under the Code of Conduct

Public Participation

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

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

Agenda

- 1 APOLOGIES 3**
To receive and consider for acceptance, apologies for absence
- 2 DECLARATIONS OF INTEREST 3**
Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.
- 3 MINUTES 3**
To confirm as a correct record, the minutes of the previous meeting of the General Management.
- 4 NATIONAL CITIZEN SERVICE PROGRAMME 4**
To consider a proposal for a sensory garden by the National Citizen Service Programme
- 5 PLANNING APPLICATIONS 6**
To consider responses to planning applications to include but not be limited to; 9 High Street, 69 St James Street and The Abbey CE VA Primary School
- 6 FINANCES – QUARTER 1 8**
To receive the Town Council's accounts for the first quarter of the financial year 2018/19
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	To consider media output in relation to the Parish Poll	

References

Local Government Act, 1972 sch 12. [Online]

Available at: <https://www.legislation.gov.uk/ukpga/1972/70/schedule/12>

[Accessed 18 July 2018].

Parish and Community Meetings (Polls) Rules, 1987. *Parish and Community Meetings (Polls) Rules*. [Online]

Available at: <https://www.legislation.gov.uk/uksi/1987/1/contents/made>

[Accessed 18 July 2018].

Shaftesbury Town Council, 2017. *Financial Regulations*. [Online]

Available at: <https://www.shaftesbury-tc.gov.uk/policies/>

(End)

Administration for a meeting of the General Management
To be held at 7.00pm on Tuesday 24 July 2018 in the Council Chamber, Shaftesbury
Town Hall

1 Apologies

To receive and consider for acceptance, apologies for absence

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

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

1.1 Apologies received to date

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

2 Declarations of Interest

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

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

2.1 Declarations of Interest received to date

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

3 Minutes

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

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

3.1 Minutes to be adopted

3.1.1 26th June 2018

Report 0718GEM4 to a meeting of the General Management
To be held at 7.00pm on Tuesday 24 July 2018 in the Council Chamber, Shaftesbury
Town Hall

4 National citizen Service programme

To consider a proposal for a sensory garden by the National Citizen Service Programme

4.1 Summary

- 4.1.1 The Clerk received a call from a member of the National Citizen Service Programme on Wednesday 18th July looking for support for a proposal to improve an area of Shaftesbury.
- 4.1.2 The proposal as it currently stands is shown at Appendix A, this is subject to change following the group's presentation to the NCS board.
- 4.1.3 The timescale for this project is exceptionally short, as such, if the project is given approval, the work is expected to be carried out on 26th and 27th July 2018.

4.2 Financial Implication

- 4.2.1 Costs for the project are identified in the proposal at Appendix A, there no identified financial implications for the Council

4.3 Legal Implication

- 4.3.1 A local council must maintain its open space in good order. (Open Spaces Act, 1906)
- 4.3.2 In carrying out its functions a local authority must have due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it. (Equality Act 2010, s.149)

4.4 Risk

- 4.4.1 The Council is currently checking with its insurance company and an update will be provided at the meeting.

4.5 Recommendation

- 4.5.1 That the Committee approves the initiative and offers support as required by the individuals.

STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE - OUTDOOR, LUKE KIRTON

(End)

Report Author:
Claire Commons, Town Clerk

Appendix A. Community Garden Proposal

We propose to renovate an overgrown and unused area of public land into a lively and attractive community garden. The garden would encompass features using recycled materials such as tractor tyre flower beds, repurposed wooden pallet seating and handmade bird feeders. Various sensory elements such as wind chimes and a PVC pipe xylophone would be appealing to young children and a bright colour scheme would create a lively environment.

Who we are:

We are a team of 13 fifteen to sixteen-year-olds currently taking part in the National citizen Service programme. Part of this involves a social action project, which has a lasting sustainable impact on the local community. This project must be completed within a week and accordingly we have chosen to improve community spaces, particularly for children and those with special needs. We feel that this demographic is in need of sensory spaces and a sensory garden would meet this need.

Sustainability and environmental intentions:

Removal of weeds and replacement with flower beds would encourage pollination for insect populations. We also intend to use recycled materials as much as possible to reduce resource use and promote non-wasteful behaviour.

Social Benefits:

A bright colour scheme and ordered flower beds would bring a lively community spirit in replacement of uninspiring, overgrown areas, encouraging more outdoor activity.

Costs and project needs:

We hope to fundraise £150 in order to cover the cost of materials, including wood for structures and flowers, soil and other planting materials. Various local businesses have also been contacted and asked for donation of resources.

Queries:

Due to our limited timescale we would ask that we could begin clearing an area for the garden on Tuesday morning in order to leave enough time for our work in the garden. We understand that the concept must be approved before any renovation work but perhaps clearing an overgrown space would be beneficial whether the project goes ahead or not.

We would also like to ask whether the council could provide a service to dispose of cleared weeds and material once we have removed it.

Finally, we are most thankful for the council's accommodating collaboration on this project and hope that we can bring a new lease of life to an underused area.

Report 0718GEMError! Reference source not found. to a meeting of the General Management

To be held at 7.00pm on Tuesday 24 July 2018 in the Council Chamber, Shaftesbury Town Hall

5 Planning Applications

To consider responses to planning applications to include but not be limited to; 9 High Street, 69 St James Street and The Abbey CE VA Primary School

5.1 Summary

- 5.1.1 The Committee is asked to provide its observations on the planning applications at Appendix B, returning an observation of Objection, No Objection or Support. Where possible and in particular with 'Objection' the committee is asked to provide a planning reason.

5.2 Financial and Legal Implications and Risk

- 5.2.1 There are none identified in this report.

5.3 Recommendation

- 5.3.1 That the Committee provides its observations on the below mentioned applications in the form of support, no objection or objection.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

5.4 Detail

- 5.4.1 Shaftesbury Town Council's Strategic Plan *Internal Engagement* incorporates developing links with other authorities. Providing local knowledge on the considerations affecting planning applications is valuable to the Planning Authority.
- 5.4.2 Shaftesbury Town Council is a statutory consultee for planning applications which is provided with the opportunity to make observations on planning applications within its parish boundary. These observations are reported back to the planning authority in order that it can make an informed decision when determining the applications.
- 5.4.3 The Committee may request that an application be considered by the planning authority's development management committee if there are matters of particular concern or which would be better considered during debate.
- 5.4.4 Consideration should be given to matters relating to planning law and to local knowledge with any comments provided to support the observation made.
- 5.4.5 More guidance on how to comment on planning applications can be found at <http://planninghelp.org.uk/improve-where-you-live/how-to-comment-on-a-planning-application>. Applications can be viewed online at <http://planning.north-dorset.gov.uk/online-applications/>, or the relevant link in Appendix B

(End)

Report Author:
Claire Commons, Town Clerk

Appendix B. Planning Applications

[2/2018/0885/LBC 9 High Street Shaftesbury SP7 8JS](#)

Remove section of internal stone wall and carry out associated internal alterations.

Applicant Name Mr Ritchie

Agent Name R & S Consultants

[2/2018/0883/VARIA 69 St James Street Shaftesbury SP7 8HQ](#)

Erect replacement single storey rear lean-to extension, re-roof pitched roof extension and convert store into accommodation. Demolish garage and part boundary wall to re-locate access and parking, erect new walls and gates, and install electric vehicle charging point. (Variation of Condition No. 2 of Planning Permission 2/2016/1006/HOUSE for revised roof design to kitchen extension).

[2/2018/0990/VALBC 69 St James Street Shaftesbury Dorset SP7 8HQ](#)

Demolish single storey rear lean-to extension and erect replacement extension. Re-roof pitched roof extension, install 1 No. rooflight and convert store into accommodation. Carry out internal and external alterations including replacement windows and doors. Demolish part boundary wall, erect new walls and gates. (Variation of Condition No. 2 of Listed Building Consent No. 2/2016/1007/LBC for revised roof design to kitchen extension).

Applicant Name Mrs Liz Hack

[2/2018/0962/DCC The Abbey CE VA Primary School, St James Street, Shaftesbury, Dorset, SP7 8HQ](#)

Change of use from agricultural land to educational use as part of the school's grounds, to include development of forest school, trim trail, hard games court, fencing and planting.

Report 0718GEM9 to a meeting of the General Management
To be held at 7.00pm on Tuesday 24 July 2018 in the Council Chamber, Shaftesbury
Town Hall

6 Finances – Quarter 1

To receive the Town Council's accounts for the first quarter of the financial year 2018/19

6.1 Balances

- 6.1.1 Cleared bank balances and earmarked reserves are shown on the detailed balance sheet at Appendix C.
- 6.1.2 Shaftesbury Town Council's progress against budget is shown on the Income and Expenditure at Appendix D, this appendix provides a single page summary and then 7 pages which provide the detail.
- 6.1.3 The overall position of the budget is healthy, a detailed budget note list can be provided by request. Key points to note are;
 - 6.1.3.1 Legal and Professional
This budget line is front loaded, all insurances and subscriptions have been paid.
 - 6.1.3.2 Grants & SLA
SLA payments to be made shortly
 - 6.1.3.3 Finance
Greater return on CCLA Deposit and Property Fund Dividends than budgeted
 - 6.1.3.4 General Running Costs
Printing and stationery costs are over-budget, all staff have been reminded of their responsibility to seek value for money and to be mindful of printing requirements.
 - 6.1.3.5 Allotments
Repairs and Maintenance includes removing old asbestos shed and replacing with new as agreed at Mampitts. There is no additional large expenditure scheduled for the allotments
- 6.1.4 Purchase and Sales Ledger Balances are shown at Appendix E.

6.2 Legal Implication and Risk

- 6.2.1 Every local council and parish meeting must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions and the achievement of its aims and objectives. The council must likewise ensure that its financial, operational and risk management is effective. (Cleyden, 2016, p. 178) (the Accounts and Audit Regulations, 2015)

6.3 Recommendation

- 6.3.1 That the Committee receives and notes the report, noting the cleared bank balances as at 30th June 2018 held in each bank account; Nat West Current Account £531,613.57 Town Hall Petty Cash £42.82, Swimming Pool Petty Cash £89.50, and Public-Sector Deposit Account £39,502.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

(End)
Report Author:
Claire Commons, Town Clerk

Appendix C. Balance Sheet

Printed on : 19/07/2018

Shaftesbury Town Council

At : 08:37

Balance Sheet as at - 30th June 2018

31 March 2017

31st March 2018

Current Assets		
5,288	Debtors	3,313
7,954	Vat Control	4,894
6,968	Prepayments	0
400,370	NatWest Current A/c	519,768
0	Bank Of Ireland Reserve A/c	0
72	Petty Cash	5
97	Petty Cash- Swimming Pool	79
39,502	Public Sector Deposit A/c	39,502
<hr/>		<hr/>
460,252		567,561
<hr/>		<hr/>
460,252	Total Assets	567,561
Current Liabilities		
6,248	Creditors	6,799
2,750	Accruals	0
4,200	PAYE & NI Due	5,610
4,451	Superannuation Due	4,202
172	Holding Deposits	103
<hr/>		<hr/>
17,820		16,713
<hr/>		<hr/>
442,432	Total Assets Less Current Liabilities	550,848
Represented By		
213,147	General Reserve	255,821
10,000	EMR CCTV	0
11,500	EMR Cycle Routes	11,500
5,217	EMR Playground Equipment	20,217
30,500	EMR Toilet Capital Re-build	30,500
58,325	EMR Town Hall Building Fund	75,695
5,000	EMR Town Hall Energy Fund	0
2,000	EMR Ground Works Equipment	2,000
0	EMR Grit Bins	4,000
10,000	EMR Heritage Style Lanterns	10,000
754	EMR Ground Planting/SIB	140
14,647	EMR Street Furniture	24,647
5,273	EMR Strategic Tree Works	5,273
21,080	EMR Swimming Pool	29,146

Printed on : 19/07/2018

Shaftesbury Town Council

At : 08:37

Balance Sheet as at - 30th June 2018

31 March 2017

31st March 2018

8,072	EMR Neighbourhood Planning	9,741
8,109	EMR Town Centre Enhancement	7,109
0	EMR Jubilee Park Enhancement	10,000
3,000	EMR Community Hall Cockrams	13,000
8,005	EMR Vehicles	8,005
2,500	EMR Replacement IT Equipment	4,251
25,000	A30 Allotment Site	25,000
303	EMR Shaftesbury Bee Friendly	303
0	EMR Cobbles	1,000
0	EMR Bus Shelters	3,500

442,432

550,848

The above statement represents fairly the financial position of the authority as at 30th June 2018 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial

_____ Date : _____

Appendix D. Income and Expenditure

18/07/2018	Shaftesbury Town Council	
12:39	Detailed Income & Expenditure by Budget Heading 29/06/2018	Page No 1
Month No : 3	Committee Report	

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Personnel</u>								
402	<u>Staffing Costs</u>							
4000	Salaries	166,893	51,569	206,508	154,939		154,939	25.0 %
4005	Employers NI	16,127	4,828	18,979	14,151		14,151	25.4 %
4006	Employers Superann	35,892	9,811	43,678	33,867		33,867	22.5 %
4010	Staff Training	3,484	450	5,000	4,550		4,550	9.0 %
4015	Staff Travel & Subsistence	594	82	500	418		418	16.4 %
4018	Staff Recruitment	0	0	1,000	1,000		1,000	0.0 %
4020	Sub Contract Labour	23,025	0	0	0		0	0.0 %
	Staffing Costs :- Expenditure	246,014	66,740	275,665	208,926	0	208,926	24.2 %
1360	Contribution Street Cleaning	9,585	0	9,585	-9,585			0.0 %
	Staffing Costs :- Income	9,585	0	9,585	-9,585			0.0 %
	Net Expenditure over Income	236,429	66,740	266,080	199,341			
	Personnel :- Expenditure	246,014	66,740	275,665	208,926	0	208,926	24.2 %
	Income	9,585	0	9,585	-9,585			0.0 %
	Net Expenditure over Income	236,429	66,740	266,080	199,341			
<u>General Management</u>								
301	<u>Civic</u>							
4265	General Supplies	0	0	0	0		0	0.0 %
4300	Mayors Allowance	2,243	550	2,100	1,550		1,550	26.2 %
4301	Civic Allowance	21	0	0	0		0	0.0 %
4302	Councillor Allowances	3,150	720	3,240	2,520		2,520	22.2 %
4305	Regalia	0	0	300	300		300	0.0 %
4310	Councillor Training	155	56	443	387		387	12.6 %
4311	Councillor Travel/Subsistence	223	0	200	200		200	0.0 %
4315	Hospitality	347	68	288	219		219	23.7 %
	Civic :- Expenditure	6,139	1,394	6,571	5,177	0	5,177	21.2 %
1400	Mayor's Charity Income	345	0	0	0			0.0 %
	Civic :- Income	345	0	0	0			
	Net Expenditure over Income	5,794	1,394	6,571	5,177			
302	<u>Legal and Professional</u>							
4325	Audit	3,125	-1,675	2,850	4,525		4,525	-58.8 %
4326	Books & Subscriptions	1,212	1,198	1,500	302		302	79.9 %

Continued on Page No 2

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4330	Insurance	12,868	14,599	16,500	1,901		1,901	88.5 %
4341	Professional Fees	12,385	3	10,000	9,997		9,997	0.0 %
4342	Election Costs	-2,936	0	8,000	8,000		8,000	0.0 %
	Legal and Professional :- Expenditure	26,654	14,125	38,850	24,725	0	24,725	36.4 %
	Net Expenditure over Income	26,654	14,125	38,850	24,725			
303	Grants & SLA							
4350	Community Grants	30,000	16,835	30,000	13,165		13,165	56.1 %
	Grants & SLA :- Expenditure	30,000	16,835	30,000	13,165	0	13,165	56.1 %
	Net Expenditure over Income	30,000	16,835	30,000	13,165			
304	Finance							
4380	Bank Charges	32	45	500	455		455	9.0 %
4394	CCLA Property Fund	50,000	0	0	0		0	0.0 %
4395	Prior Year Adjustment	0	1,799	0	-1,799		-1,799	0.0 %
	Finance :- Expenditure	50,032	1,844	500	-1,344	0	-1,344	368.8 %
1301	Miscellaneous Income	10,000	0	0	0			0.0 %
1340	Bank Interest Received	61	49	70	-22			69.3 %
1342	CCLA Prop Fund Dividend Receiv	728	514	350	164			146.7 %
1376	Precept	470,683	240,092	480,183	-240,092			50.0 %
	Finance :- Income	481,472	240,654	480,603	-239,949			50.1 %
	Net Expenditure over Income	-431,440	-238,810	-480,103	-241,293			
401	General Running Costs							
4265	General Supplies	108	35	154	119		119	22.7 %
4345	Advertising	1,407	0	1,500	1,500		1,500	0.0 %
4348	Consultations	0	180	1,000	820		820	18.0 %
4400	Printing	1,601	520	1,200	680		680	43.3 %
4401	Stationery	1,349	347	1,300	953		953	26.7 %
4402	Postage	465	2	600	598		598	0.4 %
4410	Telephone	2,924	891	2,640	1,749		1,749	33.8 %
4414	IT Software	3,337	1,228	3,081	1,853		1,853	39.9 %
4415	IT Support	255	225	960	735		735	23.4 %
4417	Web Site	660	165	700	535		535	23.6 %
4420	Office Equipment	817	19	1,000	981		981	1.9 %
	General Running Costs :- Expenditure	12,923	3,612	14,135	10,523	0	10,523	25.6 %
	Net Expenditure over Income	12,923	3,612	14,135	10,523			
	General Management :- Expenditure	125,748	37,810	90,056	52,245	0	52,245	42.0 %
	Income	481,817	240,654	480,603	-239,949			50.1 %
	Net Expenditure over Income	-356,069	-202,843	-390,547	-187,704			

Continued on Page No 3

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
ROSE								
101	Allotment							
4165	Water Rates	510	0	565	565		565	0.0 %
4250	Repairs & Maintenance	202	850	205	-645		-645	413.8 %
4265	General Supplies	160	0	0	0		0	0.0 %
4271	Equipment Purchases	312	0	0	0		0	0.0 %
4275	Equipment Hire	0	0	350	350		350	0.0 %
4414	IT Software	0	0	165	165		165	0.0 %
	Allotment :- Expenditure	1,184	850	1,285	435	0	435	66.1 %
1104	Allotment Rent Income	1,707	100	1,700	-1,600			5.9 %
	Allotment :- Income	1,707	100	1,700	-1,600			5.9 %
	Net Expenditure over Income	-523	750	-415	-1,165			
102	Cemetery							
4150	Rates & Services	415	137	424	287		287	32.3 %
4165	Water Rates	85	0	90	90		90	0.0 %
4250	Repairs & Maintenance	2,450	0	2,000	2,000		2,000	0.0 %
4265	General Supplies	275	0	0	0		0	0.0 %
4414	IT Software	0	0	285	285		285	0.0 %
	Cemetery :- Expenditure	3,225	137	2,799	2,662	0	2,662	4.9 %
1105	Cemetery Income	3,501	1,175	2,300	-1,125			51.1 %
	Cemetery :- Income	3,501	1,175	2,300	-1,125			51.1 %
	Net Expenditure over Income	-277	-1,038	499	1,537			
103	General Grounds							
4020	Sub Contract Labour	5,343	0	2,000	2,000		2,000	0.0 %
4150	Rates & Services	2,514	838	2,577	1,739		1,739	32.5 %
4155	Electricity	474	173	800	627		627	21.6 %
4165	Water Rates	2,581	0	2,300	2,300		2,300	0.0 %
4250	Repairs & Maintenance	2,239	101	2,200	2,099		2,099	4.6 %
4256	Treework & Fencing	1,166	2,940	4,000	1,060		1,060	73.5 %
4257	Plants	148	0	1,000	1,000		1,000	0.0 %
4261	Refuse Collection	1,697	1,261	2,600	1,340		1,340	48.5 %
4265	General Supplies	589	150	350	200		200	42.8 %
4270	Equipment Repairs	3,360	416	2,000	1,584		1,584	20.8 %
4271	Equipment Purchases	3,433	0	2,500	2,500		2,500	0.0 %
4272	Fuel for Equipment	1,489	729	2,300	1,571		1,571	31.7 %

Continued on Page No 4

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4274	Rent Unit 9C	7,438	3,786	7,572	3,786		3,786	50.0 %
4275	Equipment Hire	446	0	500	500		500	0.0 %
4278	Alarm Costs	119	55	200	145		145	27.5 %
4280	Fuel for Vehicles	2,269	558	2,000	1,442		1,442	27.9 %
4281	Motor Expenses	1,763	414	1,500	1,086		1,086	27.6 %
4282	Hitachi Payments Mower	10,190	2,548	10,190	7,643		7,643	25.0 %
4285	PPE	429	74	1,000	926		926	7.4 %
4290	Playground Inspections	830	350	400	50		50	87.4 %
4291	Playground Repair/Maintenance	7,981	316	4,622	4,306		4,306	6.8 %
4293	Play Area Design	0	0	5,000	5,000		5,000	0.0 %
4299	SLA-Trinity Grounds Maintainan	1,424	0	1,500	1,500		1,500	0.0 %
	General Grounds :- Expenditure	57,924	14,706	59,111	44,404	0	44,404	24.9 %
1102	Contribution to Services	879	0	1,200	-1,200			0.0 %
1103	Rents	920	63	1,000	-938			6.3 %
1300	Grass Cutting Income	5,994	0	5,994	-5,994			0.0 %
1301	Miscellaneous Income	2,426	552	0	552			0.0 %
1302	Memorial Bench Income	1,369	0	0	0			0.0 %
	General Grounds :- Income	11,587	614	8,194	-7,580			7.5 %
	Net Expenditure over Income	46,336	14,092	50,917	36,825			
105 Local Delivery services								
4150	Rates & Services	2,074	638	2,134	1,496		1,496	29.9 %
4155	Electricity	728	197	750	553		553	26.2 %
4165	Water Rates	2,062	0	2,200	2,200		2,200	0.0 %
4177	Bus Shelters	150	0	300	300		300	0.0 %
4250	Repairs & Maintenance	1,469	824	2,700	1,876		1,876	30.5 %
4260	Cleaning Supplies	747	195	1,000	805		805	19.5 %
	Local Delivery services :- Expenditure	7,229	1,854	9,084	7,230	0	7,230	20.4 %
1501	Street Market Rents R'ved	8,527	2,242	7,999	-5,757			28.0 %
	Local Delivery services :- Income	8,527	2,242	7,999	-5,757			28.0 %
	Net Expenditure over Income	-1,298	-388	1,085	1,473			
201 Town Hall								
4150	Rates & Services	6,757	2,088	6,954	4,866		4,866	30.0 %
4155	Electricity	2,087	508	2,200	1,692		1,692	23.1 %
4160	Gas	3,113	405	2,500	2,096		2,096	16.2 %
4165	Water Rates	139	0	200	200		200	0.0 %
4200	Wedding Costs	451	1,045	565	-480		-480	185.0 %

Continued on Page No 5

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4230	Trinity Car Park Space	550	0	550	550		550	0.0 %
4250	Repairs & Maintenance	3,727	438	4,000	3,562		3,562	11.0 %
4260	Cleaning Supplies	276	41	300	259		259	13.5 %
4265	General Supplies	331	0	500	500		500	0.0 %
4271	Equipment Purchases	685	0	550	550		550	0.0 %
4278	Alarm Costs	240	330	500	170		170	66.0 %
4414	IT Software	0	0	285	285		285	0.0 %
	Town Hall :- Expenditure	18,356	4,854	19,104	14,250	0	14,250	25.4 %
1201	Hall Hire	25,545	6,542	28,691	-22,149			22.8 %
1202	Other Hall Hire	48	0	0	0			0.0 %
1203	Weddings	1,529	573	1,800	-1,227			31.9 %
1204	Shop Rents	18,000	4,500	18,000	-13,500			25.0 %
1220	Solar Panel Feed in Tariff	680	1,602	1,500	102			106.8 %
	Town Hall :- Income	45,802	13,218	49,991	-36,773			26.4 %
	Net Expenditure over Income	-27,446	-8,364	-30,887	-22,524			
305 Swimming Pool								
4008	Life Guard Salaries	20,874	5,852	22,000	16,148		16,148	26.6 %
4010	Staff Training	1,127	90	1,000	910		910	9.0 %
4150	Rates & Services	2,592	861	2,586	1,725		1,725	33.3 %
4155	Electricity	1,707	353	1,500	1,147		1,147	23.6 %
4160	Gas	2,234	431	2,200	1,769		1,769	19.6 %
4165	Water Rates	977	0	2,000	2,000		2,000	0.0 %
4250	Repairs & Maintenance	1,561	1,104	2,459	1,355		1,355	44.9 %
4260	Cleaning Supplies	218	98	220	122		122	44.4 %
4270	Equipment Repairs	90	0	0	0		0	0.0 %
4271	Equipment Purchases	1,168	41	1,000	959		959	4.1 %
4285	PPE	11	0	0	0		0	0.0 %
4360	Chemicals	3,910	1,586	4,000	2,414		2,414	39.6 %
4362	Plant Servicing/Repairs	1,414	1,680	1,500	-180		-180	112.0 %
4363	DBS Checks	125	50	150	100		100	33.3 %
4364	Uniforms	321	288	350	62		62	82.2 %
4365	Music Licences	122	0	250	250		250	0.0 %
4366	Confectionery	442	597	480	-117		-117	124.4 %
4370	Swimming Pool Advertising	1,324	276	1,500	1,224		1,224	18.4 %
4373	ATC Renewal	219	175	230	55		55	76.1 %
4374	Life Guard Training Course	1,205	0	0	0		0	0.0 %
4410	Telephone	292	73	275	202		202	26.4 %
	Swimming Pool :- Expenditure	41,934	13,555	43,700	30,145	0	30,145	31.0 %

Continued on Page No 6

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1220	Solar Panel Feed in Tariff	1,127	450	1,200	-750			37.5 %
1301	Miscellaneous Income	300	0	0	0			0.0 %
1365	Swimming Pool Income	16,745	6,711	18,500	-11,789			36.3 %
1366	Income Life Guards Course	1,200	0	0	0			0.0 %
	Swimming Pool :- Income	19,372	7,162	19,700	-12,538			36.4 %
	Net Expenditure over Income	22,562	6,394	24,000	17,606			
	ROSE :- Expenditure	129,852	35,957	135,083	99,126	0	99,126	26.6 %
	Income	90,497	24,511	89,884	-65,373			27.3 %
	Net Expenditure over Income	39,355	11,446	45,199	33,753			
Reserves & Projects								
901	Reserves & Projects							
4902	Community Hall Cockrams	0	0	13,000	13,000		13,000	0.0 %
4904	Toilets	0	0	30,500	30,500		30,500	0.0 %
4905	Town Hall Building Fund	12,357	0	0	0		0	0.0 %
4906	Playground Equipment	0	0	15,000	15,000		15,000	0.0 %
4910	Street Furniture	200	0	10,000	10,000		10,000	0.0 %
4912	Energy System Town Hall	0	0	-5,000	-5,000		-5,000	0.0 %
4913	Town Centre Enhancement	0	0	6,109	6,109		6,109	0.0 %
4914	Ground Cover Planting	947	614	700	86		86	87.8 %
4918	CCTV	0	12,450	0	-12,450		-12,450	0.0 %
4919	Cobbles	0	0	2,000	2,000		2,000	0.0 %
4922	Vehicles	5,995	0	14,000	14,000		14,000	0.0 %
4923	Grit Bins	0	0	4,000	4,000		4,000	0.0 %
4924	Heritage Lanterns	0	0	10,000	10,000		10,000	0.0 %
4926	Tree Planting	0	0	5,273	5,273		5,273	0.0 %
4928	Replacement IT Equipment	0	749	5,000	4,251		4,251	15.0 %
4929	Cemetery Improvements	2,304	0	0	0		0	0.0 %
4930	Jubilee Steps Enhancement	7,710	0	14,680	14,680		14,680	0.0 %
4931	Swimming Pool Running costs	2,253	1,934	30,000	28,066		28,066	6.4 %
4932	Neighbourhood Planning Group	613	229	10,000	9,771		9,771	2.3 %
4933	A30 Allotment Site	0	0	25,000	25,000		25,000	0.0 %
4935	Shaftesbury Bee Friendly	-303	0	0	0		0	0.0 %
	Reserves & Projects :- Expenditure	32,077	15,977	190,262	174,285	0	174,285	8.4 %
	Net Expenditure over Income	32,077	15,977	190,262	174,285			

Continued on Page No 7

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
902 Capital Replacement Reserve							
4905 Town Hall Building Fund	0	0	75,370	75,370		75,370	0.0 %
4916 Bus Shelters	0	0	3,500	3,500		3,500	0.0 %
4918 CCTV	0	0	10,000	10,000		10,000	0.0 %
Capital Replacement Reserve :- Expenditure	<u>0</u>	<u>0</u>	<u>88,870</u>	<u>88,870</u>	<u>0</u>	<u>88,870</u>	<u>0.0 %</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>88,870</u>	<u>88,870</u>			
Reserves & Projects :- Expenditure	<u>32,077</u>	<u>15,977</u>	<u>279,132</u>	<u>263,155</u>	<u>0</u>	<u>263,155</u>	<u>5.7 %</u>
Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>			<u>0.0 %</u>
Net Expenditure over Income	<u>32,077</u>	<u>15,977</u>	<u>279,132</u>	<u>263,155</u>			

Appendix E. Purchase and Sales Ledger

At: 13:50

Purchase Ledger Aged Account Balances Outstanding Balances by Month as at: 29 JUN 2018

User : TM

Supplier Code	Supplier Name	Balance	Jun 2018	May 2018	Apr 2018	Mar 2018	Prior to and
							Feb 2018
ADOBE	ADOBE	16.64	0.00	16.64	0.00	0.00	0.00
ANGEL	ANGEL	94.03	94.03	0.00	0.00	0.00	0.00
AQUA	AQUA CLEANING	21.16	21.12	0.00	0.00	0.04	0.00
BT	BT	435.15	435.15	0.00	0.00	0.00	0.00
COFFEE	COFFEE	47.27	47.27	0.00	0.00	0.00	0.00
EON	EON	55.65	55.65	0.00	0.00	0.00	0.00
GAS	BRIT GAS	-154.50	7.44	-7.66	0.00	0.00	-154.28
HARDIMAN	HARDIMAN	378.82	378.82	0.00	0.00	0.00	0.00
JOHNSON	JOHNSON	245.17	144.43	100.74	0.00	0.00	0.00
LYRECO	LYRECO	87.00	-29.86	116.86	0.00	0.00	0.00
NDDC	NDDC	20.00	20.00	0.00	0.00	0.00	0.00
PEAR	PEAR	26.40	26.40	0.00	0.00	0.00	0.00
PWCR	PWCR	28.80	28.80	0.00	0.00	0.00	0.00
RLSS	RLSS	990.00	990.00	0.00	0.00	0.00	0.00
SCATS	SCATS	26.18	26.18	0.00	0.00	0.00	0.00
SCREW	SCREW	73.98	73.98	0.00	0.00	0.00	0.00
TRAV PERK	TRAV PERK	9.68	9.68	0.00	0.00	0.00	0.00
VAUGHTONS	VAUGHTONS	139.56	139.56	0.00	0.00	0.00	0.00
WINCOMBEMO	WINCOMBEMO	121.45	121.45	0.00	0.00	0.00	0.00
ZURICH	ZURICH	1,660.53	1,660.53	0.00	0.00	0.00	0.00
Sub Total for Purchase Ledger		4,322.97	4,250.63	226.58	0.00	0.04	-154.28
TOTAL PURCHASE LEDGER BALANCES		4,322.97	4,250.63	226.58	0.00	0.04	-154.28

Date :- 18/07/2018

Shaftesbury Town Council

Page 1

Time :- 12:52

Sales Ledger Aged Account Balances Outstanding Balances by Month as at: 29/06/2018

User : TM

A/C Code	Customer Name	Balance	Jun 2018	May 2018	Apr 2018	Prior Months	On A/c Pymts
CAMELOT	CAMELOT	-3.00	0.00	-3.00	0.00	0.00	0.00
CHOIR	CHOIR	59.00	59.00	0.00	0.00	0.00	0.00
DAVISG	DAVISG	330.00	330.00	0.00	0.00	0.00	0.00
FARM	FARMERS MARKET	59.00	59.00	0.00	0.00	0.00	0.00
FATHERS	FATHERS	59.00	0.00	59.00	0.00	0.00	0.00
FOOD FEST	FOOD FEST	118.00	0.00	118.00	0.00	0.00	0.00
FOOTBALL	FOOTBALL	612.64	111.68	0.00	0.00	500.96	0.00
NHS	NHS	70.80	70.80	0.00	0.00	0.00	0.00
PIZZA	PIZZA	230.00	96.00	120.00	14.00	0.00	0.00
POSSPA	POSITIV ESPACE	118.00	59.00	59.00	0.00	0.00	0.00
SDTA	SDTA	310.68	310.68	0.00	0.00	0.00	0.00
TASHI	TASHI	59.00	59.00	0.00	0.00	0.00	0.00
TASK	TASK FORCE	1,290.00	0.00	0.00	0.00	1,290.00	0.00
Total Sales Ledger No 1		3,313.12	1,155.16	353.00	14.00	1,790.96	0.00
TOTAL SALES LEDGER BALANCES		3,313.12	1,155.16	353.00	14.00	1,790.96	0.00

Report 0718GEM7 to a meeting of the General Management
To be held at 7.00pm on Tuesday 24 July 2018 in the Council Chamber, Shaftesbury
Town Hall

7 Payments

To consider payments for authorisation

7.1 Summary

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

7.2 Financial Implication

- 7.2.1 The RFO is required to prepare a schedule of payments requiring authorisation to be presented to the council or finance committee. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of contract of employment) may be summarised to remove public access to any personal information. (Shaftesbury Town Council, 2017)

7.3 Legal Implication and Risk

- 7.3.1 Every local council and parish meeting must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions and the achievement of its aims and objectives. The council must likewise ensure that its financial, operational and risk management is effective. (Cleyden, 2016, p. 178) (the Accounts and Audit Regulations, 2015)

7.4 Recommendation

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

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk

Appendix F. Payments

Printed on : 19/07/2018		Shaftesbury Town Council		Page No 1	
At : 14:22		NatWest Current A/c			
List of Payments made between 06/07/2018 and 26/07/2018					
Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
06/07/2018	British Telecommunications	dd	140.04		Broadband
06/07/2018	Eon	DD	55.65		Electric June
06/07/2018	Telefonica Uk Ltd	dd	72.94		Grounds Mobiles
06/07/2018	Zurich	Online	1,660.53		Motor Insurance
06/07/2018	Shaftes Football Club	ONLINE	3,077.80		Community Grant
09/07/2018	Battens Solicitors	online	2,400.00		Ref Cattle Market advoce
10/07/2018	British Telecommunications	DD	295.11		Line Rental/Calls Quarterly
10/07/2018	Essential Pool Supplies	online498	464.00		Chlorine x 29
11/07/2018	Hitachi Capital	Std Ord	849.20		Hitachi Capital
16/07/2018	Sage Uk Ltd	DD	77.40		Purchase Ledger Payment
19/07/2018	Fuel Genie	dd	395.72		Fuel June
19/07/2018	H Curtis	ONLINE	25.00		DBS Reimbursement
19/07/2018	British Gas	online	7.44		Standing Charge Barton
19/07/2018	Lyreco	online	87.00		Stationery
20/07/2018	Wincombe MOT & Repair Centre L	online515	121.45		Light Lens
26/07/2018	Aqua cleaning Services	online494	34.42		Cleaning Supplies
26/07/2018	Angel Springs Ltd	online495	94.03		Water for cooler
26/07/2018	Chris Berwick Ltd	online496	897.12		1st payment Trinity Grounds
26/07/2018	Dorset County Council	online497	425.60		General Waste Coll. July-Sept
26/07/2018	EG. Coles	online499	3.60		Grease gun tube
26/07/2018	British Gas	online500	37.78		Electric Bell St Toilets
26/07/2018	N D Hardiman Haulage Ltd	online501	378.82		Soil for playareas in fill
26/07/2018	Imprint Graphics	online502	114.00		VEAC Questionnaires
26/07/2018	The IT Department Solutions Lt	online503	187.08		365 & Spam montly payment
26/07/2018	Ben Johnson (Shaftesbury) Ltd	online504	258.30		Strimmer cord
26/07/2018	Mole Countrystores	online505	26.18		Yard Brooms
26/07/2018	Pear Technology	online506	26.40		Town Map A1
26/07/2018	North Dorset District Council	online507	20.00		Small Lottery Permit
26/07/2018	R & M Media Agency Ltd	online508	90.00		Shaftes & Gill News Pool Adver
26/07/2018	RLSS Direct (IQL UK Ltd)	online510	990.00		PXB Board
26/07/2018	Screwfix (Trade UK)	online511	73.98		Safety Boots AF/TB
26/07/2018	Treecare Co	online512	264.00		Remove failed limb Poplar St J
26/07/2018	Travis Perkins	online513	23.02		Drill bit, fixings
26/07/2018	Vaughtons	online514	139.56		Neck Ribbons for Mayors/Deputy
26/07/2018	Ryan Baker	online516	78.42		Face Book Adverts June
26/07/2018	Petty Cash- Swimming Pool	013161	79.66		Petty Cash Swimming Pool
26/07/2018	Petty Cash	013162	145.39		Petty Cash
26/07/2018	Proctor, Watts, Cole & Rutter	013163	82.80		A1 Colour Prints - B Ede
Total Payments			14,199.44		

Appendix G. Bank Balances

Report 0718GEM8 to a meeting of the General Management
To be held at 7.00pm on Tuesday 24 July 2018 in the Council Chamber, Shaftesbury
Town Hall

8 Health and Safety Provision

To consider outsourcing the Council's Health and Safety provision

8.1 Summary

- 8.1.1 The Town Council has previously outsourced its Health and Safety provision, the decision was subsequently taken to bring this responsibility in-house.
- 8.1.2 The Clerk has carried out a review of the requirements and is recommending outsourcing the provision again to provide independent review of the Council's Health and Safety policies and procedures and to inform of updates in legislation in this area.
- 8.1.3 Copies of the detailed quotations from each supplier have been emailed to all councillors. Please take the time to read the content as each provider offers a slightly different service.
- 8.1.4 All companies provide 24/7 health and safety support and advice and a H&S consultant
- 8.1.5 Of the providers contacted, one is locally based (Wiltshire), the other two are national companies. One has been used in the past by Shaftesbury Town Council, one is recommended by the Society of Local Council Clerks and the third was identified by a previous officer of Shaftesbury Town Council.

8.2 Financial Implication

- 8.2.1 Professional Fees budget is currently £9,997

- 8.2.2 Annual expenditure;

Supplier	1 year	3 year (annual cost)	5 year (annual cost)	Options
A	£2,825	£2,575	£2,250	£28.53 Optional Legal Expenses Insurance (Health and Safety Prosecution) @ £3.17 per person per annum, inclusive of IPT
B		£2,022 gap analysis + £225 per month to cover services (see original quote), say £2700		Fire risk assessments for £450 per property, review every 3 years.
C ¹			£176 per month including 2 visits per year, say £2,112	£106 optional legal expenses insurance. (5% of contract)

8.3 Legal Implication

- 8.3.1 Local councils are under a duty to ensure, so far as reasonably practicable, the health, safety and welfare at work of all their employees. (Health and Safety at Work etc Act, 1974)

¹ Verbal price received, awaits full quote and details

8.3.2 Other regulations included in this provision:

- 8.3.2.1 Management of Health and Safety at Work Regulations 1999 (as amended);
- 8.3.2.2 The Workplace (Health, Safety and Welfare) Regulations 1992;
- 8.3.2.3 Personal Protective Equipment at Work Regulations 1992;
- 8.3.2.4 Manual Handling Operations Regulations 1992;
- 8.3.2.5 Health and Safety (Display Screen Equipment) Regulations 1992;
- 8.3.2.6 The Work at Height Regulations 2005;
- 8.3.2.7 The Electricity at Work Regulations 1989;
- 8.3.2.8 The Provision and Use of Work Equipment Regulations 1998;
- 8.3.2.9 The Lifting Operations and Lifting Equipment Regulations 1998;
- 8.3.2.10 The Confined Spaces Regulations 1997;
- 8.3.2.11 The Health and Safety (First Aid) Regulations 1981;
- 8.3.2.12 The Regulatory Reform (Fire Safety) Order 2005; and
- 8.3.2.13 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

8.4 Risk

- 8.4.1 There is a risk of negligence through out or date or lack of up-to-date legislation and requirements.
- 8.4.2 There are no break clauses in the contracts due to the majority of the work taking place at the beginning of the contract and the cost being spread over the duration.

8.5 Recommendation

- 8.5.1 That the Council engages with Supplier C for its Health and Safety provision

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk

**Report 0718GEM5 to a meeting of the General Management
To be held at 7.00pm on Tuesday 24 July 2018 in the Council Chamber, Shaftesbury
Town Hall**

9 Scheme of Delegation

To consider the Council's Scheme of Delegation Policy

9.1 Summary

- 9.1.1 The Council has a scheme of delegation which is formalised through its terms of reference for its committees. There is also delegation identified for officers through the council's Standing Orders and Financial Regulations.
- 9.1.2 The document provided at Appendix H brings together those delegations into an easy reference document
- 9.1.3 All the Council's governing documents should be cross referenced when reviewing this document to ensure

9.2 Financial Implication

- 9.2.1 There are no financial implications arising from this report

9.3 Legal Implication

- 9.3.1 Local government body decision-making should be as open and transparent as possible (Openness of Local Government Bodies Regulations, 2014)

9.4 Risk

- 9.4.1 There is a risk of mismatched delegation if this document is not reviewed simultaneously with the Council's other governing documents.

9.5 Recommendation

- 9.5.1 That the Scheme of Delegation for Committees and Officers is adopted.

***STRATEGIC PLAN AREA:** Choose an item.*

(End)

Report Author:
Claire Commons, Town Clerk

SHAFTESBURY TOWN COUNCIL
TERMS OF REFERENCE AND SCHEME OF DELEGATION FOR
COMMITTEES AND OFFICERS

Date Adopted:

Review Date:

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (the Town Clerk) and Standing Committees to act with delegated authority in the specific circumstances detailed. It will be reviewed annually at the Annual Town Council Meeting

PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER - DUTIES AND POWERS

1) Responsible Financial Officer

a) The Responsible Finance Officer to the Council shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

2) Proper Officer

The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

The Town Clerk is authorised to undertake the following functions:

a) The Clerk to the Council shall be the Proper Officer of the Council and as such is specifically authorised to:

- i) Receive declarations of acceptance of office
- ii) Receive and record notices disclosing interests
- iii) Receive and retain plans and documents
- iv) Sign Notices or other documents on behalf of the Council
- v) Receive copies of bylaws made by a principal local authority
- vi) Certify copies of bylaws made by the Council
- vii) Draw up agendas usually after consultation with the relevant Committee Chair
- viii) Sign summons for members to attend ordinary meetings of the Council

vix) To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.

x) To institute and appear in any legal proceedings authorised by the Council.

In addition, the Clerk to the Council has the delegated authority to undertake the following matters on behalf of the Council:

1. To manage all the Town Council's services and property, together with routine inspection in line with the budgets and policies approved by members.

2. To manage the Council staff in accordance with the Council's policies, procedures and budget, including:-

a) make appointments to posts, where not reserved for appointment by members²

b) the appointment of temporary employees

c) staff performance and discipline

d) payment of expenses and allowances in accordance with the Council's scheme;

e) the approval of increments

f) implement national pay awards and conditions of service in line with the National Joint Council Scheme of Conditions of Service (the 'Green Book') as amended by the Local Agreement

g) The Town Clerk shall delegate day to day management of functions and services to the service heads, in line with the approved duties of these posts, as agreed by the Council.

3. Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees

4. Authorisation of routine recurring expenditure within the agreed budget

5. Emergency expenditure up to £5000 outside of an agreed budget. The Clerk may seek emergency authorisation from the General Management Committee for further expenditure up to an additional £10,000

6. Authorisation of expenditure on works up to a maximum of £5,000

² The establishment of new posts and any changes to posts, or terms and conditions, which would have implications for the budget, shall be subject to approval in the first instance by the Human Resources Committee which will recommend to the General Management Committee for budgetary approval.

Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time. Use of the Clerk's delegated powers shall be reported verbally to the next meeting of the full Council.

3. Absence of the Town Clerk

In the short-term absence of the Town Clerk, the Business Manager shall be authorised to deputise and undertake any of the functions of that post.

In the event of long-term absence of the Clerk, the Mayor in consultation with HR Committee Chairman and General Management Committee Chairman will appoint a temporary locum who shall be authorised to deputise and undertake any of the functions of that post.

4) Urgent Matters

Subject to consultation with either the Town Mayor, Deputy Town Mayor or the relevant Committee Chairman and/or vice chairman, the Town Clerk is authorised to act on behalf of the Council on any matter where urgent action is needed to protect the interests of the Town Council.

Before the Clerk exercises the delegated powers those Members consulted shall consider whether the matter justifies summoning an Extra-ordinary Meeting of the Council or appropriate Committee or Sub-Committee.

Whenever any action is taken in this way, full details of the circumstances justifying urgent action shall be submitted in writing to the next available meeting of the Committee concerned and/or Council.

COUNCIL and COMMITTEE TERMS OF REFERENCE

FULL COUNCIL

Matters that can only be resolved by Full Council:

- i. Appointing a Town Mayor
- ii. All matters affecting the appointment, promotion, discipline, salary and conditions of service of the Town Clerk following consideration being given to a recommendation from the Staffing Committee
- iii. Appointment of the RFO
- iv. Determine and Issue the precept
- v. Borrowing money

- vi. Approval the End of Year Accounts and Annual Return
- vii. Appointing an Internal auditor
- viii. Amending Standing Orders and Financial Regulations
- ix. Appointing Committees
- x. Filling of Councillor vacancies occurring on any Committee or Council
- xi. Appointing or nominating persons to fill vacancies on outside bodies
- xii. Agreeing the dates of meetings of the Council, its Committees and sub- committees
- xiii. Receiving and noting of all minutes approved by Committees
- xiv. To consider legislation and the consequences thereof upon the Town Council
- xv. Approving, adopting and annually reviewing the Council's Constitution and Strategic Plan
- xvi. Important matters of principle or policy which have been referred directly by Committees or the Town Clerk
- xvii. Making, amending or revoking bye-laws
- xviii. Making of Orders under any statutory powers
- xix. Incurring capital or revenue expenditure which is over and above the Council's approved budget and any virements required
- xx. Acquiring land and other significant assets and commissioning services above £10,000
- xxi. Prosecution or defence in a court of law other than an Employment Tribunal
- xxii. Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a Committee
- xxiii. Approval of application for Quality Status and/or its equivalent
- xxiv. Confirmation of adoption of the Power of General Competence

Committee Terms of Reference

The Terms of Reference for each of the Council's Committees, Sub-Committees, Advisory Committees and Joint Committees (as appropriate) shall be appended to this scheme of delegation and reviewed annually in their entirety.

Report 0718GEM9 to a meeting of the General Management
To be held at 7.00pm on Tuesday 24 July 2018 in the Council Chamber, Shaftesbury
Town Hall

10 Recording of Decisions Policy

To consider a policy to formalise recording of delegated decisions.

10.1 Summary

10.1.1 The Openness of Local Government Bodies Regulations 2014 requires a written record of any decision delegated to an officer under express authorisation or under general authorisation where the effect is:

10.1.1.1 to grant permission or licences;

10.1.1.2 affects the rights of individuals;

10.1.1.3 awards contracts or incurs expenditure which materially affects the Councils financial position. For the purposes of this, the record is to include any contracts or expenditure exceeding £5,000.

10.1.2 Attached at Appendix I is the proposed policy and proforma

10.2 Financial Implication

10.2.1 There are no financial implications arising from this report

10.3 Legal Implication

10.3.1 Local government body decision-making should be as open and transparent as possible (Openness of Local Government Bodies Regulations, 2014)

10.4 Risk

10.4.1 There are no risks identified in this report.

10.5 Recommendation

10.5.1 That the Recording of Decisions policy and proforma is adopted.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk

SHAFTESBURY TOWN COUNCIL RECORDING OF DECISIONS

1.0 Introduction

1.1 The Openness of Local Government Bodies Regulations 2014 requires a written record of any decision delegated to an officer under express authorisation or under general authorisation where the effect is:

- a. to grant permission or licences;
- b. affects the rights of individuals;
- c. awards contracts or incurs expenditure which materially affects the Councils financial position. For the purposes of this, the record is to include any contracts or expenditure exceeding £5,000.

2.0 Examples of Decisions to be Recorded

- 2.1
- a. To award or renew a lease;
 - b. To refuse a request for access to information;
 - c. To award a contract or incur expenditure above the figure quoted in paragraph 1c above.
 - d. To withdraw or refuse any council service, e.g. terminating an allotment agreement.

3.0 Examples of Decisions not to be Recorded

- 3.1
- a. Routine administrative and organisational decisions;
 - b. To sign an allotment tenancy agreement;
 - c. To allocate burial plots;
 - d. To book sports pitches;
 - e. To approve works undertaken by a contractor;
 - f. Any written decision that is already recorded by a written record and produced by virtue of other legislation;
 - g. Any decision that would be exempt or confidential.

4.0 Procedure for Recording

4.1 The decision making officer will produce a written record as soon as practicable after taking the decision, and it will be made available on the Council's website and in hard copy at the Council offices. The written record will include:

- a. The decision taken and the date the decision was taken;
- b. The reason(s) for the decision;
- c. Any alternative options considered and rejected;
- d. Any other background documents.

The record will be available for a minimum of six years from the date of the decision, with any supporting documentation available for a minimum of four years.

Shaftesbury Town Council
Officer Delegated Decision Form

1) Date of Decision	
2) Matter for Decision	
3) Reason(s) for Decision(s)	
4) Decision Maker <i>Officer name and title</i>	
5) Alternative options considered and rejected	
6) Any conflict of interest declared by any member consulted	
7) Any dispensation granted in respect of any declared conflict of interest	

**Report 0718GEM9 to a meeting of the General Management
To be held at 7.00pm on Tuesday 24 July 2018 in the Council Chamber, Shaftesbury
Town Hall**

11 Cattle Market

To consider media output in relation to the Parish Poll

11.1 Summary

- 11.1.1 A Parish Poll has been called by members of the electorate (Local Government Act, 1972 sch 12)
- 11.1.2 The District Council is required to provide a returning officer for the purpose (Parish and Community Meetings (Polls) Rules, 1987), and in the case of Shaftesbury has provided 4 polling stations for the purpose (see Appendix)
- 11.1.3 The Committee should determine what information it would like to provide and what method(s) of delivery so that the public are fully informed ahead of the poll.
- 11.1.4 Suggestions for the detail of the information which might be issued is provided under 'detail' below.

11.2 Financial Implication

- 11.2.1 Financial implications for printing and publishing costs will follow

11.3 Legal Implication

- 11.3.1 Additional information will follow regarding the responsibilities of the Town Council in imparting information relating to a Parish Poll

11.4 Recommendation

- 11.4.1 That information directly relating to the poll question is distributed widely.

STRATEGIC PLAN AREA: EXTERNAL ENGAGEMENT, PHIL PROCTOR

11.5 Detail

- 11.5.1 A Judicial Review must be filed promptly.
- 11.5.2 A Judicial Review must be filed within three months, this is a separate requirement to 'promptly' and a case filed within three months but not considered by the judge to be prompt will not be accepted
- 11.5.3 Where the time limit has already passed, the claimant must apply for an extension in section 8 of the claim form (form N461). The application for an extension of time will be considered by the judge at the same time as deciding whether to grant permission. (Judiciary for England and Wales, 2017)
- 11.5.4 The outcome of the poll is not binding on the Council. That means that the Council may consider the opinions expressed through the poll but may choose not to act upon it.
- 11.5.5 Once a claim has been started there are a set number of ways to end the claim. They broadly fit into three categories: where the case is determined by the court, where the case is discontinued and where the case is settled by consent. A claim cannot be ended by simply writing to the court asking to withdraw the claim. (Judiciary for England and Wales, 2017, p. 82)

11.5.6 Where the court decides to make an order for costs, the general rule is that the unsuccessful party will be ordered to pay the costs of the successful party

(End)

Report Author:
Claire Commons, Town Clerk

NOTICE OF PARISH POLL

TOWN OF SHAFTESBURY

At a Parish Meeting for the Town of Shaftesbury held on 10 July 2018, a poll was demanded on the following question:

Do you want Shaftesbury Town Council to fund and support a Judicial review of the sale by North Dorset District Council of the Cattle Market Site?

1. A poll on the question will be taken on Thursday, 9 August 2018 between the hours of 4.00 pm and 9.00 pm.
2. The name and address of the proposer of the resolution in respect of which the poll is taken is as follows:

Surname	Other Names	Home Address
Dibben	Lester M	The Wykins, Church Hill, Enmore Green, Shaftesbury, Dorset SP7 8QR

3. The situation of the polling stations and the details of the elector allocations, by road, is as follows:

Polling Station	Roads allocated to Polling Stations			
Royal Chase (KA) Polling Station 1	Allen Road Badger Walk Beaufoy Close Bickley Court Bramble Patch Brionne Way Bugle Crescent Burton Close Caldwell Close Christy's Gardens Coles Crescent	East Green Fairlane Gower Road Greenacre Way Greenstone Road Higher Blandford Road Hoeller Close Imber Road Jeanneau Close John Arkle House Kavanagh Close	Legg Road Linden Park Mampitts Lane Mampitts Road Maple Road Marabout Road Matty Hull Close Mead Way Melbury Way Paddock Close Pix Mead Gardens	Pound Lane Reynolds Rise Rifles Lane Salisbury Road Snowdrop Wynde St Denis Lodge Stephen Rutter House The Rickyard Thomas Hardy Drive Trinity Road Win Green View
Lindlar Hall (KA) Polling Station 2	Anstee Road Ash Close Blackmore Road Buttons Avenue Christys Lane Cranborne Drive Deansleigh Park Downlands	Great Ground Grosvenor Road Hawthorne Close Heathfields Way Indus Road Kingsbere Lane Kingsbere Terrace Lindlar Close	Little Down Maple Close Meadow Close Nettlecombe Oxencroft Ridge Way Rowan Close Rutter Close	Springfield Close St Edwards Close St Lawrence Crescent Sweetmans Road Ten Acres Tollgate Park Westminster Close Wincombe Lane
The Town Hall, Shaftesbury Polling Station 3	Abbey Close Abbey Walk Abbeyfield House Angel Court Angel Lane Barton Close Bell Street Belmont Close Bimport Bleke Street Boyne Mead Breach Lane Brinscombe Lane	Butts Mead Butts Mead House Castle Gardens Castle Hill Close Castle Hill House Charles Garrett Close Christys Lane Chubbs House Church Hill Church Lane Coppice Street Crookhays Fountain Court	Fountains Mead French Mill Lane French Mill Rise Gascoigne's Lane Gold Hill Great Lane Grosvenor Road Haimes Lane Hawkesdene Hawkesdene Lane High Street Homefarris House Homefield	Horseponds Ivy Cross John Shoobridge Court Kestrel Court King Edwards Court Kings Hill Kingsman Lane Lane Side Langfords Lane Laundry Lane Lawn Court Layton Lane
The Town Hall, Shaftesbury Polling Station 4	Littledown Long Cross Longmead Love Lane Lower Blandford Road Lyons Court Lyons Walk Magdalene Lane Motcombe Road Mustons Lane Nettlebed Nursery New Road Old Boundary Road	Old Lower Blandford Road Park Lane Park Walk Parson Pool Raspberry Lane Ratcliffs Garden Salisbury Road Salisbury Street Sally Kings Lane Savoy Court Saxon Spur Shooters Lane Spillers House St Edwards Court	St Georges Road St James Street St Johns Hill St Martins Lane St Rumbolds Road Stoney Path Swans Yard Tanyard Lane The Bartons The Belfry The Cedars Nursing Home The Courtyard The Knapp The Pavilions	The Tynings The Venn Tout Hill Trinity Flats Umbers Hill Victoria Street Well Lane White Hart Lane Wincombe Lane Windmill Close Woodman Court Yeatmans Close Yeatmans Lane

Dated: 17 July 2018

Matt Prosser
Returning Officer

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