



Shaftesbury Town Council

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

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

To be held at 7.00pm on Tuesday 25 September 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.

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11 CHRISTMAS LIGHTS 27

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(End)

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**Administration for a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 25 September 2018 in the Council Chamber,
Shaftesbury Town Hall**

1 Apologies

To receive and consider for acceptance, apologies for absence

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 personal commitments

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

2 Declarations of Interest

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

2.1 Declarations of Interest or dispensations received to date

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

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

3 Minutes

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

3.1 Background

- 3.1.1 When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.
- 3.1.2 If it is necessary for the draft minutes of the previous meeting to be corrected because of an inaccuracy in them, then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154)

3.2 Minutes to be adopted

3.2.1 24th July 2018

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

**Report 0918GEM4 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 25 September 2018 in the Council Chamber,
Shaftesbury Town Hall**

4 Summary Planning Applications

To consider responses to planning applications to include but not be limited to; 5 Sally Kings Lane, 15 Parsons Pool, Homemaker, 3 Belmont Close and 23 Yeatmans Close

4.1 Summary

- 4.1.1 The Committee is asked to provide its observations on the planning applications at Appendix A, returning an observation of Objection, No Objection or Support. Where possible and in particular with 'Objection' you will be asked to provide a planning reason.
- 4.1.2 The Committee may receive a report from Mr Clinch who has volunteered to keep the council informed on planning applications as they progress.

4.2 Financial & Legal Implications and Risk

- 4.2.1 There are none identified in this report.

4.3 Recommendation

- 4.3.1 That the Committee provides its observations on the below mentioned applications in the form of Support, No Objection or Objection.
- 4.3.2 That the Committee notes any report provided on the progress of planning applications and determines any actions arising.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

4.4 Detail

- 4.4.1 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.
- 4.4.2 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.
- 4.4.3 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.
- 4.4.4 Consideration should be given to matters relating to planning law and to local knowledge with any comments provided to support the observation made.
- 4.4.5 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/>
(End)

Report Author:
Claire Commons, Town Clerk

Planning Applications

[2/2018/1114/LBC 5 Sally Kings Lane Shaftesbury SP7 8LS](#)

Remove and replace existing west elevation door and carry out associated external alterations. (Retention of works).

Applicant Name Mr & Mrs J Balmforth

[2/2018/1141/FUL Homemaker Longmead Industrial Estate Longmead Shaftesbury SP7 8PL](#)

Erect extension to provide additional display space.

Applicant Name Homemaker

Agent Name BTA Architects

[2/2018/1005/HOUSE Walled Garden 15 Parsons Pool Shaftesbury SP7 8AL](#)

Erect 1 No. single storey extension.

Applicant Name Mr Anthony Proctor

[2/2018/1172/HOUSE 3 Belmont Close Shaftesbury SP7 8NF](#)

erect two storey rear extension (demolish conservatory).

Applicant Name Mr & Mrs N Thompson

Agent Name Sway Design

[2/2018/1002/HOUSE 23 Yeatmans Close Shaftesbury Dorset SP7 8LU](#)

Erect single storey extension with garage and convert existing garage into additional living accommodation.

Applicant Name Mr & Mrs L Matthews

**Report 0918GEM5 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 25 September 2018 in the Council Chamber,
Shaftesbury Town Hall**

5 Payments

To consider payments for authorisation

5.1 Summary

- 5.1.1 A list of payments is appended to this report, an updated list may be provided to the committee prior to or at the meeting.
- 5.1.2 A bank, cash and investment reconciliation will be provided detailing the current position following payments identified.

5.2 Financial Implication

- 5.2.1 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)

5.3 Legal Implication

- 5.3.1 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)

5.4 Risk

- 5.4.1 Risk of improper expenditure is mitigated through the Council's adopted financial regulations and oversight of financial management by the Council as a corporate body.

5.5 Recommendation

- 5.5.1 That the Committee approves the payments 5

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk

Appendix A. Payments

Printed on : 20/09/2018

Shaftesbury Town Council

Page No 1

At : 14:06

NatWest Current A/c

List of Payments made between 21/09/2018 and 27/09/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/09/2018	Angel Springs Ltd	online554	151.72		Water
27/09/2018	Clarity Copiers Ltd	online556	109.69		Printing August
27/09/2018	EG. Coles	online557	99.10		Linkage for Tractor
27/09/2018	Essential Pool Supplies	online558	738.00		Chlorine
27/09/2018	Firmsites Ltd	online559	385.00		Webiste Sept 18 to March 2019
27/09/2018	Hawes Arborists	online560	234.00		Remove fallen limb St Johns
27/09/2018	The IT Department Solutions Lt	online561	187.08		365 and spam filtering
27/09/2018	JP Lennard Ltd	online562	102.59		Floats for pool
27/09/2018	Lyreco	online563	94.97		Stationery
27/09/2018	Mole Countrystores	online564	27.19		Brooms
27/09/2018	MJ HPPS Ltd	online565	336.00		Landlord Safety Check Football
27/09/2018	Octopus Personnel	online566	225.03		Cleaning Toilets
27/09/2018	Partnership Fire and Security	online567	162.00		Replace smoke detectors to hea
27/09/2018	Sydenhams	online568	218.40		Willow Trellis Barton Hill
27/09/2018	Service-U-Right Ltd	online569	24.00		Puncture Repair
27/09/2018	Tincknell Fuels	online570	323.98		Red diesel
27/09/2018	Travis Perkins	online571	291.98		Paint/woodstain
27/09/2018	Shaftesbury in Bloom	online572	200.00		Floral Barrel Town Hall
27/09/2018	Toogoods Prperty Co Ltd	online573	2,271.60		Rent 29/09 to 29/12
27/09/2018	Rutters Solicitors	online574	1,080.00		Fees land t/fer Little Shill/K
27/09/2018	Partnership Fire and Security	online575	108.00		Repair fault on alarms
Total Payments			<u>7,370.33</u>		

At : 14:04

NatWest Current A/c

List of Payments made between 27/07/2018 and 20/09/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/07/2018	British Telecommunications	DD	88.56		line rental
30/07/2018	Nat West Credit Card	dd	371.80		Credit Card Payment
31/07/2018	July Salaries	ONLINE	19,838.88		July Salaries
31/07/2018	British Telecommunications	dd	88.56		Purchase Ledger Payment
01/08/2018	Telefonica Uk Ltd	dd	72.94		Purchase Ledger Payment
01/08/2018	NDDC	Std Ord	214.00		Business Rates- Bell St Toilet
01/08/2018	NDDC	Std Ord	696.00		Rates Town Hall
01/08/2018	NDDC	Std Ord	278.00		Rates Unit 9C
01/08/2018	NDDC	Std Ord	46.00		Rates Cemetery
01/08/2018	CAB North Dorset	ONLINE	4,000.00		SLA CAB North Dorset
07/08/2018	British Telecommunications	DD	95.04		Broadband Line July to Sept
09/08/2018	Eon	dd	189.19		Electricity Pool
11/08/2018	Hitachi Capital	Std Ord	849.20		Hitachi Capital
13/08/2018	Ellis Jones	online	5,000.00		Purchase Ledger Payment
14/08/2018	DCC Pension Fund	ONLINE	4,214.35		DCC Pension Fund August
14/08/2018	Fuel Genie	dd	243.14		Purchase Ledger Payment
16/08/2018	Lycetts	ONLINE	87.20		Donkey Field Insurance
16/08/2018	Sage Uk Ltd	dd	77.40		Purchase Ledger Payment
20/08/2018	Wallgate	ol537	75.17		Liquid Soap
20/08/2018	Wessex Water	ol541	1,222.98		Water Bell St Jan- July
20/08/2018	British Gas	oline524	86.10		Credit Mar-April 2017 Unit 9C
20/08/2018	Wessex Water	oline538	25.81		Water Park Walk Jan-July
20/08/2018	Aqua cleaning Services	online517	272.70		Cleaning supplies, toilet roll
20/08/2018	The National Allotment Society	Online518	66.00		National Allotment Society sub
20/08/2018	Ryan Baker	online519	184.25		NPLQ Generation 9 - R Baker
20/08/2018	Clarity Copiers Ltd	online520	134.95		Purchase Ledger Payment
20/08/2018	EG. Coles	online521	99.56		Hose for road sweeper
20/08/2018	Essential Pool Supplies	online522	830.50		Chlorine, PH tablets
20/08/2018	British Gas	online523	7.08		Standing Charge Barton
20/08/2018	Firmsites Ltd	online525	165.00		Quartley hosting
20/08/2018	The IT Department Solutions Lt	online526	287.07		ESET Annual Licence
20/08/2018	Ben Johnson (Shaftesbury) Ltd	online527	169.92		Strimmer Head
20/08/2018	JP Lennard Ltd	online528	1,060.40		Inflatables, pool equipment
20/08/2018	Lyreco	online529	149.94		Stationery
20/08/2018	R & M Media Agency Ltd	online530	90.00		Advert Gillingham & Shaftes Ne
20/08/2018	Screw fix (Trade UK)	online531	10.99		Electric tester
20/08/2018	Tincknell Fuels	online532	373.62		Red Diesel
20/08/2018	Toogoods Property Co Ltd	online533	96.65		Water Rates Unit 9c
20/08/2018	Tricuro	online534	16.00		NHPG Meeting
20/08/2018	Travis Perkins	online535	182.47		paint,brushes, tape
20/08/2018	Whitebridge Hire Services Ltd	online536	154.17		Steam Cleaning Bell St Toilets
20/08/2018	Wessex Water	online538	387.07		Water St James
20/08/2018	Wessex Water	online539	172.04		Mampitts Allotments
20/08/2018	Wessex Water	online540	120.84		Water Town Hall Jan-July
20/08/2018	Wessex Water	online542	1,158.21		Water Pool Jan-July
20/08/2018	Crown Gas & Power (Easy Utilit	dd.	69.01		Gas Town Hall
21/08/2018	Booker	bogan onl	99.46		Refreshments

Continued on Page 2

At : 14:04

NatWest Current A/c

List of Payments made between 27/07/2018 and 20/09/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/08/2018	HMRC tax/ni August salaries	ONLINE	5,382.35		HMRC tax/ni August salaries
24/08/2018	Plusnet Ltd	DD	40.62		Purchase Ledger Payment
25/08/2018	NDDC	Std Ord	287.00		Rates Swimming Pool
29/08/2018	Nat West Credit Card	DD	337.24		Credit Card Payment
31/08/2018	August Salaries	ONLINE	18,875.19		August Salaries
01/09/2018	NDDC	Std Ord	214.00		Business Rates- Bell St Toilet
01/09/2018	NDDC	Std Ord	696.00		Rates Town Hall
01/09/2018	NDDC	Std Ord	278.00		Rates Unit 9C
01/09/2018	NDDC	Std Ord	46.00		Rates Cemetery
03/09/2018	Ellis Jones	online543	5,000.00		Purchase Ledger Payment
07/09/2018	SLCC	ONLINE544	250.00		CILCA Training BL
07/09/2018	Shire Signs	013166	400.00		Re-writing Mayoral Boards
07/09/2018	Eon	dd	152.51		Electric Pool
11/09/2018	Hitachi Capital	Std Ord	849.20		Hitachi Capital
11/09/2018	Battens Solicitors	online547	1,200.00		Fees in relation to Cattle Mar
13/09/2018	Fuel Genie	dd	420.92		Purchase Ledger Payment
14/09/2018	DCC Pension Fund	ONLINE546	4,201.70		Ref August Salaries
17/09/2018	Sage Uk Ltd	dd	77.40		Purchase Ledger Payment
18/09/2018	Screw fix (Trade UK)	online548	48.96		Fixings, tap connector
18/09/2018	Wessex Water	online549	1,339.17		Water Barton
20/09/2018	Battens Solicitors	online550	2,052.00		Cattle Market legal advice
20/09/2018	Ryan Baker	online551	217.33		Purchase Ledger Payment
20/09/2018	British Gas	online552	54.31		Electric Bell St
20/09/2018	British Gas	online553	7.31		Credit Mar-April 2017 Unit 9C
20/09/2018	British Gas	online554	90.41		Electric Town Hall
Total Payments			<u>86,735.84</u>		

Shaftesbury Town Council

Bank - Cash and Investment Reconciliation as at 11 September 2018

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	NatWest Current A/c	479,962.65
2	NatWest Reserve a/c	0.00
3	Nat West Credit Card	0.00
4	Cash in Hand	63.22
5	Petty Cash -Swimming Pool	158.36
7	Public Sector Deposit A/c	39,502.00
		519,686.23
<u>Other Bank & Cash Balances</u>		
	Bank Suspense	0.00
		0.00
		519,686.23
<u>Unpresented Payments</u>		
1	25/06/2018 Std Ord	287.00
1	26/07/2018 013163	82.80
1	31/03/2018 013145	2,450.00
		2,819.80
		516,866.43
<u>Receipts not on Bank Statement</u>		
0	11/09/2018 All Receipts Cleared	0.00
		0.00
Closing Balance		516,866.43
<u>All Cash & Bank Accounts</u>		
	NatWest Current A/c	443,719.50
	NatWest Reserve A/c	0.00
	Bank Of Ireland Reserve A/c	0.00
	Petty Cash	63.22
	Petty Cash- Swimming Pool	158.36
	Local Authorities PropertyFund	0.00
	Public Sector Deposit A/c	39,502.00
	Other Bank & Cash Balances	0.00
	Total Bank & Cash Balances	483,443.08

**Report 0918GEM6 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 25 September 2018 in the Council Chamber,
Shaftesbury Town Hall**

6 Health and Safety Provision

To consider outsourcing the Council's Health and Safety provision

6.1 Summary

- 6.1.1 The General Management Committee deferred this item from its meeting of 24th July 2018.
- 6.1.2 The Town Council has previously outsourced its Health and Safety provision, the decision was subsequently taken to bring this responsibility in-house.
- 6.1.3 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.
- 6.1.4 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.
- 6.1.5 All companies provide 24/7 health and safety support and advice and a H&S consultant
- 6.1.6 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.
- 6.1.7 The providers **do not** offer a 'pay as you go' service for specific items.

6.2 Financial Implication

6.2.1 Professional Fees budget is currently £9,997

6.2.2 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			£176 per month including 2 visits per year, say £2,112	£106 optional legal expenses insurance. (5% of contract)

6.3 Legal Implication

6.3.1 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)

6.3.2 Other regulations included in this provision:

6.3.2.1 Management of Health and Safety at Work Regulations 1999 (as amended);

6.3.2.2 The Workplace (Health, Safety and Welfare) Regulations 1992;

6.3.2.3 Personal Protective Equipment at Work Regulations 1992;

6.3.2.4 Manual Handling Operations Regulations 1992;

6.3.2.5 Health and Safety (Display Screen Equipment) Regulations 1992;

6.3.2.6 The Work at Height Regulations 2005;

6.3.2.7 The Electricity at Work Regulations 1989;

6.3.2.8 The Provision and Use of Work Equipment Regulations 1998;

6.3.2.9 The Lifting Operations and Lifting Equipment Regulations 1998;

6.3.2.10 The Confined Spaces Regulations 1997;

6.3.2.11 The Health and Safety (First Aid) Regulations 1981;

6.3.2.12 The Regulatory Reform (Fire Safety) Order 2005; and

6.3.2.13 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

6.4 Risk

6.4.1 There is a risk of negligence through out of date or lack of up-to-date legislation and requirements.

6.4.2 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.

6.5 Recommendation

6.5.1 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 0918GEM7 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 25 September 2018 in the Council Chamber,
Shaftesbury Town Hall**

7 Remembrance – Centenary of WW1

To consider recommendations to mark the centenary of World War 1

7.1 Summary

- 7.1.1 At its meeting on 26th June, the GEM Committee resolved to put together a plan to commemorate the centenary of WW1 in November and Councillors Taylor, Loader and Brown to take the lead.
- 7.1.2 Councillor Taylor has spoken to the Royal British Legion and relays that they are keen to see a high turnout of councillors to the parade on 11th November 2018.
- 7.1.3 Officers are arranging for specialist training of the grounds team to carry out cleaning of the four faces of the memorial. The surrounding railings will also be cleaned ahead of 11th November 2018.
- 7.1.4 The office has received communication expressing disappointment that the town does not appear to be doing anything to mark this occasion.
- 7.1.5 Councillors Taylor, Loader and Brown may speak more to this item.

7.2 Financial Implication

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

7.3 Legal Implication

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

7.4 Risk

- 7.4.1 There is a reputational risk if the Council is not engaged with the marking of a significant date in British history.

7.5 Recommendation

- 7.5.1 That the report is received and noted.

STRATEGIC PLAN AREA: EXTERNAL ENGAGEMENT, PHIL PROCTOR

7.5.2 (End)

Report Author:
Claire Commons, Town Clerk

**Report 0918GEM8 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 25 September 2018 in the Council Chamber,
Shaftesbury Town Hall**

8 Budget

To consider the committee's budget requirements and consider adjustments to the overall 1st draft budget for 2019/20

8.1 Summary

- 8.1.1 Officers have carried out a review of each budget line to identify the expected need for the coming year. This detail is appended to this report for budgets applicable to the ROSE Committee (note, the reserves and projects budget section includes *all* council projects and reserves).
- 8.1.2 A schedule of replacement requirements for play equipment is appended to this report. This should be considered when identifying funds for capital replacement of playground equipment.
- 8.1.3 When considering existing and new projects, the committee is asked to clearly identify SMART targets for each of them to support the request or retention of public funds for that purpose. It is recommended that the proposing councillor works with the seconding councillor and an officer to prepare the SMART targets ahead of consideration by the GEM Committee meeting on 26th September 2018.
- 8.1.4 The Committee should review the overall 1st draft of the budget including recommendations from other committees.
- 8.1.5 The council is granted one of the most intrusive powers that the English system allows...the power to demand money from local residents that they can't refuse and could, in theory, be dealt with by the courts and fined or even imprisoned for refusing. To demonstrate that that power is used responsibly it should satisfy itself that the money it asks to deliver projects for the Town are appropriate and representative.

8.2 Financial Implication

- 8.2.1 There are no financial implications in recommending budget proposals, implications on the budget and precept will be considered by the General Management Committee and resolved by the Full Council in January 2019.

8.3 Legal Implication

- 8.3.1 The budget and Precept Request must be resolved by Full Council, Committees may feed into this process to provide detail rationale behind requests.

8.4 Risk

- 8.4.1 There is a risk of failure to deliver services or projects if insufficient funds or unrealistic projects are requested.

8.5 Recommendation

- 8.5.1 That the Revenue budget is recommended as shown on the appendix to this report and all capital projects are identified and supported with a SMART sheet and recommended to the General Management Committee.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk

Appendix B. 1st draft budget by Committee

Printed on 20/09/2018

At 19:57

Shaftesbury Town Council

Budget Detail - By Committee

Page No 1

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

Note : 1st draft Committee budget

		<u>2017/18</u>				<u>2018/19</u>				<u>2019/20</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
<u>General Management</u>											
<u>301</u>	<u>Civic</u>										
4265	General Supplies	0	0	0	0	0	0	0	0	0	0
4300	Civic/Ceremonial	2,100	2,243	2,100	0	2,100	580	0	0	2,500	0
4301	Civic Allowance	0	21	0	0	0	0	0	0	0	0
4302	Councillor Allowances	3,240	3,150	3,240	0	3,240	720	0	0	4,320	0
4305	Regalia	0	0	300	0	300	0	0	0	250	0
4310	Councillor Training	420	155	443	0	443	56	0	0	800	0
4311	Councillor Travel/Subsistence	200	223	200	0	200	0	0	0	200	0
4315	Hospitality	280	347	288	0	288	82	0	0	400	0
	OverHead Expenditure	6,240	6,139	6,571	0	6,571	1,437	0	0	8,470	0
1400	Mayor's Charity Income	0	345	0	0	0	10	0	0	0	0
	Total Income	0	345	0	0	0	10	0	0	0	0
301	Net Expenditure	6,240	5,794	6,571	0	6,571	1,427	0	0	8,470	0
<u>302 Legal and Professional</u>											
4325	Audit	2,750	3,125	2,850	0	2,850	-1,675	0	0	2,850	0
4326	Books & Subscriptions	1,500	1,212	1,500	0	1,500	1,253	0	0	1,500	0
4330	Insurance	13,000	12,868	16,500	0	16,500	14,686	0	0	15,000	0

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Note : 1st draft Committee budget

		<u>2017/18</u>				<u>2018/19</u>				<u>2019/20</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
4341	Professional & Legal Fees	25,000	12,385	10,000	0	10,000	10,332	364	0	7,000	0
4342	Election Costs	4,000	-2,936	8,000	0	8,000	0	0	0	0	0
	OverHead Expenditure	46,250	26,654	38,850	0	38,850	24,596	364	0	26,350	0
	Total Income	0	0	0	0	0	0	0	0	0	0
302	Net Expenditure	46,250	26,654	38,850	0	38,850	24,596	364	0	26,350	0
<u>303 Grants & SLA</u>											
4350	Community Grants	30,000	30,000	30,000	0	30,000	31,913	0	0	25,000	0
4352	Service Level Agreements	0	0	0	0	0	0	0	0	12,000	0
	OverHead Expenditure	30,000	30,000	30,000	0	30,000	31,913	0	0	37,000	0
	Total Income	0	0	0	0	0	0	0	0	0	0
303	Net Expenditure	30,000	30,000	30,000	0	30,000	31,913	0	0	37,000	0
<u>304 Finance</u>											
4380	Bank Charges	500	32	500	0	500	45	0	0	700	0
4394	CCLA Property Fund	0	50,000	0	0	0	0	0	0	0	0
4395	Prior Year Adjustment	0	0	0	0	0	1,799	0	0	0	0
	OverHead Expenditure	500	50,032	500	0	500	1,844	0	0	700	0

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Note : 1st draft Committee budget

		<u>2017/18</u>				<u>2018/19</u>				<u>2019/20</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
1301	Miscellaneous Income	0	10,000	0	0	0	0	0	0	0	0
1340	Bank Interest Received	36	61	70	0	70	84	0	0	200	0
1342	CCLA Prop Fund Dividend Receiv	0	728	350	0	350	1,039	0	0	2,000	0
1376	Precept	470,683	470,683	480,183	0	480,183	240,092	0	0	0	0
Total Income		470,719	481,472	480,603	0	480,603	241,214	0	0	2,200	0
304	Net Expenditure	-470,219	-431,440	-480,103	0	-480,103	-239,370	0	0	-1,500	0
<u>401 General Running Costs</u>											
4265	General Supplies	150	108	154	0	154	117	0	0	150	0
4345	Advertising	1,000	1,407	1,500	0	1,500	0	0	0	500	0
4348	Consultations	0	0	1,000	0	1,000	519	0	0	1,000	0
4400	Printing	1,800	1,601	1,200	0	1,200	724	0	0	1,200	0
4401	Stationery	1,300	1,349	1,300	0	1,300	594	0	0	1,300	0
4402	Postage	850	465	600	0	600	2	0	0	650	0
4410	Telephone	2,400	2,924	2,640	0	2,640	1,302	0	0	2,700	0
4414	IT Software	3,000	3,337	3,081	0	3,081	1,772	0	0	2,800	0
4415	IT Support	1,250	255	960	0	960	450	0	0	960	0
4417	Web Site	856	660	700	0	700	330	0	0	700	0
4420	Office Equipment	1,150	817	1,000	0	1,000	52	0	0	250	0
OverHead Expenditure		13,756	12,923	14,135	0	14,135	5,863	0	0	12,210	0
401	Net Expenditure	13,756	12,923	14,135	0	14,135	5,863	0	0	12,210	0

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Note : 1st draft Committee budget

	<u>2017/18</u>		Agreed Budget	Fwd/Rev Budget	<u>2018/19</u>				<u>2019/20</u>	
	Budget	Actual			Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
General Management - Expenditure	96,746	125,748	90,056	0	90,056	65,654	364	0	84,730	0
Income	470,719	481,817	480,603	0	480,603	241,224	0	0	2,200	0
Net Expenditure	-373,973	-356,069	-390,547	0	-390,547	-175,571	364	0	82,530	0
Total Budget Expenditure	96,746	125,748	90,056	0	90,056	65,654	364	0	84,730	0
Income	470,719	481,817	480,603	0	480,603	241,224	0	0	2,200	0
Net Expenditure	-373,973	-356,069	-390,547	0	-390,547	-175,571	364	0	82,530	0

Note : 1st draft Committee budget

		<u>2017/18</u>				<u>2018/19</u>				<u>2019/20</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
<u>Reserves & Projects</u>											
<u>901</u>	<u>Reserves & Projects</u>										
4902	Community Hall Cockrams	3,000	0	10,000	3,000	13,000	0	0	0	0	3,000
4904	Toilets	30,500	0	0	30,500	30,500	0	0	0	0	30,500
4905	Town Hall Building Fund	0	12,357	0	0	0	0	0	0	0	0
4906	Playground Equipment	5,217	0	15,000	5,217	20,217	0	0	0	15,000	0
4907	Grounds Equipment	2,000	0	0	0	0	0	0	0	3,000	0
4910	Street Furniture	14,847	200	10,000	14,647	24,647	0	0	0	0	0
4912	Energy System Town Hall	5,000	0	0	5,000	0	0	0	0	0	0
4913	Town Centre Enhancement	8,109	0	0	7,109	6,109	0	0	0	0	7,109
4914	Ground Cover Planting	1,700	947	0	754	754	734	0	0	0	700
4917	Cycle Route	11,500	0	0	11,500	11,500	0	0	0	0	0
4918	CCTV	0	0	0	0	0	12,450	0	0	0	0
4919	Cobbles	0	0	0	1,000	2,000	0	0	0	0	1,000
4922	Vehicles	24,000	5,995	0	8,005	8,005	0	0	0	0	14,000
4923	Grit Bins	0	0	4,000	0	4,000	0	0	0	0	0
4924	Heritage Lanterns	10,000	0	0	10,000	10,000	0	0	0	0	10,000
4926	Strategic Tree Works	5,273	0	0	5,273	5,273	0	0	0	5,000	5,273
4928	Replacement IT Equipment	2,500	0	2,500	2,500	5,000	749	0	0	2,500	2,500
4929	Cemetery Improvements	2,304	2,304	0	0	0	0	0	0	2,000	0

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Note : 1st draft Committee budget

		<u>2017/18</u>				<u>2018/19</u>				<u>2019/20</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
4930	Jubilee Steps Enhancement	5,400	7,710	10,000	0	10,000	0	0	0	0	4,680
4931	Swimming Pool Running costs	45,895	2,253	10,000	21,079	31,079	1,934	0	0	0	20,000
4932	Neighbourhood Planning Group	8,686	613	1,898	8,072	9,970	675	0	0	0	8,102
4933	A30 Allotment Site	25,000	0	0	25,000	25,000	0	0	0	0	25,000
4935	Shaftesbury Bee Friendly	0	-303	0	303	303	0	0	0	0	0
	OverHead Expenditure	210,931	32,077	63,398	158,959	217,357	16,543	0	0	27,500	131,864
1301	Miscellaneous Income	0	0	0	0	0	7,382	0	0	0	0
	Total Income	0	0	0	0	0	7,382	0	0	0	0
901	Net Expenditure	210,931	32,077	63,398	158,959	217,357	9,161	0	0	27,500	131,864
902	Capital Replacement Reserve										
4905	Town Hall Building Fund	66,683	0	12,370	58,325	75,695	0	0	0	0	58,000
4907	Grounds Equipment	0	0	0	2,000	2,000	0	0	0	0	0
4916	Bus Shelters	0	0	3,500	0	3,500	0	0	0	0	0
4918	CCTV	10,000	0	0	10,000	10,000	0	0	0	5,000	10,000
	OverHead Expenditure	76,683	0	15,870	70,325	91,195	0	0	0	5,000	68,000
902	Net Expenditure	76,683	0	15,870	70,325	91,195	0	0	0	5,000	68,000
	Reserves & Projects - Expenditure	287,614	32,077	79,268	229,284	308,552	16,543	0	0	32,500	199,864
	Income	0	0	0	0	0	7,382	0	0	0	0
	Net Expenditure	287,614	32,077	79,268	229,284	308,552	9,161	0	0	32,500	199,864

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Note : 1st draft Committee budget

	<u>2017/18</u>		Agreed Budget	Fwd/Rev Budget	<u>2018/19</u>				<u>2019/20</u>	
	Budget	Actual			Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
Total Budget Expenditure	287,614	32,077	79,268	229,284	308,552	16,543	0	0	32,500	199,864
Income	0	0	0	0	0	7,382	0	0	0	0
Net Expenditure	287,614	32,077	79,268	229,284	308,552	9,161	0	0	32,500	199,864

**Report 0918GEM9 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 25 September 2018 in the Council Chamber,
Shaftesbury Town Hall**

9 Investments and Reserves

To receive and note a report on investment of Council funds

9.1 Summary

9.1.1 At its meeting on 6th March 2018 the Council resolved to adopt a Treasury Management Policy and delegated authority to the Clerk to invest funds appropriate to the needs of the Council

9.1.2 The following investments are in the process of being placed

Current Location of funds	Value	Category	Amount
	£	6 months running	£
Current Account	483,443		260,000
	£		£
CCLA Account	39,502	Investment	568,196
Precept arriving Sept	£		
	240,092		

Type	Bank	Amount	Interest rate	Withdrawal period	Proportion	Crude Value after 2 years	Potential Return
Current Account	NatWest	£ 130,000	0%	Instant	3 months	£ 130,000	£ -
Instant Access Saver	Nationwide	£ 130,000	0.65%	Instant	3 months	£ 131,695	£ 1,695
Short term notice	CCLA	£ 201,215	0.66%	Instant	40%	£ 203,880	£ 2,665
Short to Medium	Cambridge & Counties	£ 125,759	1.50%	95 days	25%	£ 129,560	£ 3,801
Medium Term	United Trust	£ 100,607	1.90%	1 year	20%	£ 104,467	£ 3,859
Long Term	United Trust	£ 75,456	1.95%	2 year	15%	£ 76,927	£ 1,471
Total		£ 763,037					£ 13,492

9.1.3 The Current account and instant access account shall each hold 3 months running costs in line with best practice.

9.1.4 CCLA will hold 40% of the remaining funds (classed in the table above as 'investment'), this is also instant access and will look after the earmarked reserves to allow interest to be earned until the project is ready to be delivered without causing an unnecessary delay when funds are required.

9.1.5 20% will be invested in a 95-day account, 20% in a 1 year account and 15% in a 2 year account.

9.1.6 The potential return on that investment is likely to be in the region of £13,500. The General Management Committee will consider and make recommendation to Council on how it wants to handle the return on investments annual when considering the 2nd

quarter accounts. This also ties in with budget setting and may inform the budget and precept considerations.

9.2 Financial Implication

- 9.2.1 Financial Regulation 5.1: The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The council shall seek credit references in respect of members or employees who act as signatories.
- 9.2.2 Financial Regulation 5.5c: The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances: fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee. (Shaftesbury Town Council, 2017)

9.3 Legal Implication

- 9.3.1 The Council has a duty under the Local Government Act 2003 to prudently manage the public purse.

9.4 Risk

- 9.4.1 There is always a risk with investment, the Council has a duty to take all prudent precautions in its treasury management.

9.5 Recommendation

- 9.5.1 That the Committee recommends to Council the authorisation to deposit funds as outlined at 9.1.2 of this report.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk

**Report 0918GEM10 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 25 September 2018 in the Council Chamber,
Shaftesbury Town Hall**

10 Hovis Loaf

To consider entering into an agreement with Shaftesbury Charitable Trust in relation to the Hovis Loaf

10.1 Summary

- 10.1.1 Shaftesbury Charitable Trust have approached the Council to consider passing the asset of the Hovis Loaf to the Council.
- 10.1.2 The proposal is that the Town Council would take responsibility for the asset, cover it under its public liability insurance and take care of its maintenance.
- 10.1.3 The cost for the responsibilities outlined above to be met from the donations placed inside the loaf with any surplus being provided to the Charitable Trust for distribution in accordance with their constitution
- 10.1.4 The Charitable Trust is currently updating its constitution to bring it up-to-date, in line with their current practices.
- 10.1.5 The Charitable Trust does not feel it is best placed to determine the location of the loaf, that being a decision which they consider would be better taken on behalf of the Town by the Council.
- 10.1.6 The Council has its Visitor Experience Advisory Committee to provide expert guidance on this with regards to its value to tourism.

10.2 Financial Implication

- 10.2.1 Approximately £200-£300 is donated 'into' the loaf annually. The loaf has just been restored so there will be no restoration required for the current year.
- 10.2.2 Costs for future maintenance works are likely to be minimal for painting.
- 10.2.3 The asset would be covered under the council's public liability insurance at no additional cost.

10.3 Legal Implication

- 10.3.1 An agreement regarding the donations should be factored into the transfer of asset agreement.

10.4 Risk

- 10.4.1 Risk of damage of the asset or personal claim by an individual in relation to this asset is covered by the council's insurance.

10.5 Recommendation

- 10.5.1 That the Council accepts the offer of the asset and delegates to the Town Clerk to negotiate the details regarding the donations with the Shaftesbury Charitable Trust in consultation with the Mayor and Deputy Mayor.

STRATEGIC PLAN AREA: ASSET ACQUISITION, LESTER TAYLOR

(End)

Report Author:
Claire Commons, Town Clerk

**Report 0918GEM11 to a meeting of the General Management Committee
To be held at 7.00pm on Tuesday 25 September 2018 in the Council Chamber,
Shaftesbury Town Hall**

11 Christmas Lights

To consider replacement Christmas lights for the Town Hall

11.1 Summary

- 11.1.1 The contractors have advised that the lights which were bought three years ago are now failing and need to be replaced.
- 11.1.2 Officers are looking at alternative suppliers to minimise the cost and extend the lifespan of the lights.
- 11.1.3 The Committee is asked to consider if it wishes to continue putting Christmas lights on the building.

11.2 Financial Implication

- 11.2.1 There are no financial implications arising from this report. Costs for replacement lights, if required, will be brought to a future meeting.

11.3 Legal Implication

- 11.3.1 There are no legal implications arising from this report

11.4 Risk

- 11.4.1 There are no risks identified in this report.

11.5 Recommendation

- 11.5.1 That the Committee agrees in principle to continuing to place Christmas lights on the town hall and requests prices for replacement in the same style as the existing.

STRATEGIC PLAN AREA: ASSET MANAGEMENT, ANDY PERKINS

(End)

Report Author:
Claire Commons, Town Clerk