

# Shaftesbury Town Council

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To: Members of Shaftesbury Town Council's Full Council (FC), Councillors Austin, Brown (Chair), Cook, Hall, Jackson, Kirton, Lewer, Loader, Perkins, Proctor, Taylor (Vice-Chair), Todd. All other recipients for information only.

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

To be held at 7.00pm on Tuesday 02 October 2018 in the Council Chamber, Shaftesbury Town Hall

Claire Commons, Town Clerk

Members are reminded of their duty under the Code of Conduct

## Public Participation

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

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

## Agenda

- 1 APOLOGIES ..... 3**  
To receive and consider for acceptance, apologies for absence
- 2 DECLARATIONS OF INTEREST ..... 3**  
Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.
- 3 MINUTES ..... 3**  
To confirm as a correct record, the minutes of the previous meeting of the Full Council.
- 4 REPORTS ..... 4**  
To receive reports from the Mayor, District and County Councillors, Representatives to Local Organisations and any other meetings held with key partners or organisations.
- 5 PAYMENTS ..... 6**  
To consider payments for authorisation
- 6 INVESTMENT ..... 8**  
To resolve the transfer values to the investment Accounts as recommended by the General Management Committee
- 7 BUDGET ..... 10**

To agree the 1<sup>st</sup> draft budget for public presentation events

|           |   |           |
|-----------|---|-----------|
| <b>8</b>  | <b>AUDIT REPORT.....</b>  | <b>25</b> |
|           | To receive and adopt the external auditor's interim report and to resolve the responses to the challenges put by members of the public.   |           |
| <b>9</b>  | <b>INFORMATION COMMISSIONER'S OFFICE .....</b>  | <b>33</b> |
|           | To receive a report from the ICO and adopt the recommendations contained therein.   |           |
| <b>10</b> | <b>RELOCATING GYM EQUIPMENT .....</b>   | <b>37</b> |
|           | To consider for resolution, relocating Gym Equipment from the fenced in Play area at Wincombe Recreation Ground to adjacent to the other gym equipment at Wincombe Recreation Ground. |           |
| <b>11</b> | <b>SKATE PARK .....</b>   | <b>38</b> |
|           | To consider for resolution replacing the Fun Box at the Skate Park, Barton Hill.  |           |
| <b>12</b> | <b>GOVERNANCE REVIEW.....</b>   | <b>40</b> |
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| <b>13</b> | <b>COMMITTEE MEMBERSHIP.....</b>  | <b>41</b> |
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| <b>14</b> | <b>CATTLE MARKET .....</b>  | <b>42</b> |
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| <b>15</b> | <b>ARMOURY YARD.....</b>  | <b>43</b> |
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| <b>16</b> | <b>CIVIC EVENT CONFIDENTIAL INFORMATION .....</b>   | <b>44</b> |
|           | To consider a recommendation from the General Management Committee on a confidential matter   |           |

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(End)

**Administration for a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 02 October 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**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 Brown due to a conflicting council engagement

1.1.2 Councillors Lewer and Proctor due to a personal commitment

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*STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON*

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**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.

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*STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON*

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**3 Minutes**

To confirm as a correct record, the minutes of the previous meeting of the Full Council.

**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 11<sup>th</sup> September 2018

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*STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON*

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**Report 1018FC4 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 02 October 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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## **4 Reports**

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

### **4.1 Summary**

- 4.1.1 The Council invites reports from external partners (District and County Councillors, local organisations and other public bodies) and internal reports from the Mayor, committee chairman lead councillors and representatives to organisations.
- 4.1.2 These reports are to inform and give the opportunity for topics of note to be addressed at a later date by the Council or its committees. This agenda item does not provide for decisions to be taken on the content as it is likely that sufficient notice of the business to be transacted will not have been given.
- 4.1.3 Reports and minutes provided in advance are taken as read.

### **4.2 Financial and Legal Implications**

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

### **4.3 Risk**

- 4.3.1 There is a risk of decisions being taken on items not clearly identified on the agenda.

### **4.4 Recommendation**

- 4.4.1 That the reports are received and noted and any points of note are identified for future meetings of the Council or its committees or for action by officers of the council.

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

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### **4.5 Civic Reports**

- 4.5.1 The table below shows the recent events attended by the Mayor and Councillors and details the forthcoming events.

| <u>Date</u> | <u>Event</u>   | <u>Attended By</u>     |
|-------------|--|------------------------|
| 21/07/18    | Garden Party at Abbey Field House                                  | Cllr Piers Brown       |
| 21/07/18    | Westminster Hospital, Tea Party 70yrs NHS                          | Cllrs Taylor and Brown |
| 23/07/18    | Higher Green Farm Arts, Presentation of Arts Award Certificates.   | Cllr Piers Brown       |
| 14/08/18    | Dorset Scouts, Jurassic Jamboree                                   | Cllr Piers Brown       |
| 15/08/18    | G&S Agricultural Show  | Cllr Piers Brown       |
| 15/09/18    | Shaftesbury Trinity Centre Trust, Completion of Trinity Hall Event | Cllr Piers Brown       |
| 21/09/18    | GMS Lions Charter evening  | Cllr Piers Brown       |

## 4.6 County and District Councillor Reports

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

## 4.7 Committee Reports

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

4.7.1.1 Planning and Highways 17<sup>th</sup> July and 21<sup>st</sup> August

4.7.1.2 General Management 24<sup>th</sup> July and 25<sup>th</sup> September

4.7.1.3 Recreation and Open Spaces 18<sup>th</sup> September

## 4.8 Representatives to Local Organisations

- 4.8.1 Council representatives to local organisations are invited to provide a brief report on their organisations.

4.8.1.1 Westminster Memorial Hospital – Councillor Austin will provide an update at the General Management Committee meeting on 23<sup>rd</sup> October 2018.

4.8.1.2 Fairtrade Group – Councillor Loader

*This is a very small group which meets about five times a year. I've managed to attend all their meetings since I became the Council representative. I assisted at an afternoon tea party at the Friends' Meeting House in March which was well attended. I help whenever I can when the group has a stall at various events in the Town, such as the Lent Lunches in the Town Hall and St James' Great Get Together Vintage Tea Party in memory of murdered MP Jo Cox.*

*We aim to be a Fairtrade Town as far as possible and we all worked on preparing a directory of the places in Shaftesbury who use Fairtrade products, such as the cafés, restaurants, churches etc.*

*Unfortunately one of the group died earlier this year. A Woodland Burial was held in private so several of us visited the site in August to pay our respects and lay flowers.*

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 1018FC5 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 02 October 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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## **5 Payments**

To consider payments for authorisation

### **5.1 Summary**

- 5.1.1 A list of payments will be provided to the council at the meeting, this is because all payments were up-to-date at the GEM meeting on 25<sup>th</sup> September.
- 5.1.2 A bank, cash and investment reconciliation will be provided detailing the current position following payments identified.
- 5.1.3 A breakdown of the credit card payments is provided as this was omitted from the GEM papers last week. This is for information only

|            |                                      |   |
|------------|--------------------------------------|---|
| 18/06/2018 | Adobe Photo Shot                     | £ 8.32  |
| 27/06/2018 | DVLA Tax Disc for PK64 EUM           | £252.50   |
| 29/06/2018 | Amazon Prime                         | £ 7.99  |
| 02/07/2018 | Leaflet Frog                         | £ 58.00   |
| 06/07/2018 | NDDC Parking Charge                  | £ 25.00   |
| 06/07/2018 | Amazon – New keyboard                | £ 19.99   |
|            | <i>Total</i>                         | <i>£371.80 paid from bank<br/>account on the 30/07/2018</i> |
|            |                                      |   |
| 13/07/2018 | Amazon Security Locks for kindles    | £ 66.46   |
| 14/07/2018 | Adobe Photo Shot                     | £ 8.32  |
| 12/07/2018 | Amazon Kindles                       | £244.46   |
| 01/08/2018 | Fast Spring- Licence key for Kindles | £ 18.00   |
|            | <i>Total</i>                         | <i>£337.24 paid from bank<br/>account on the 29/08/2018</i> |

- 5.1.4 The charge for Amazon Prime was in error, has been cancelled and refunded.

### **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 appended to this report.

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*STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON*

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(End)

Report Author:  
Claire Commons, Town Clerk

**Report 1018FC15 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 02 October 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

## **6 Investment**

To resolve the transfer values to the investment Accounts as recommended by the General Management Committee

### **6.1 Summary**

6.1.1 The General Management Committee considered the investment report and recommended the following transfer of funds;

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

| <b>Type</b>          | <b>Bank</b>          | <b>Amount</b>    | <b>Interest rate</b> | <b>Withdrawal period</b> | <b>Proportion</b> | <b>Crude Value after 2 years</b> | <b>Potential Return</b> |
|----------------------|----------------------|------------------|----------------------|--------------------------|-------------------|----------------------------------|-------------------------|
| 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                 |
| <b>Total</b>         |                      | <b>£ 763,037</b> |                      |                          |                   |                                  | <b>£ 13,492 (1.77%)</b> |

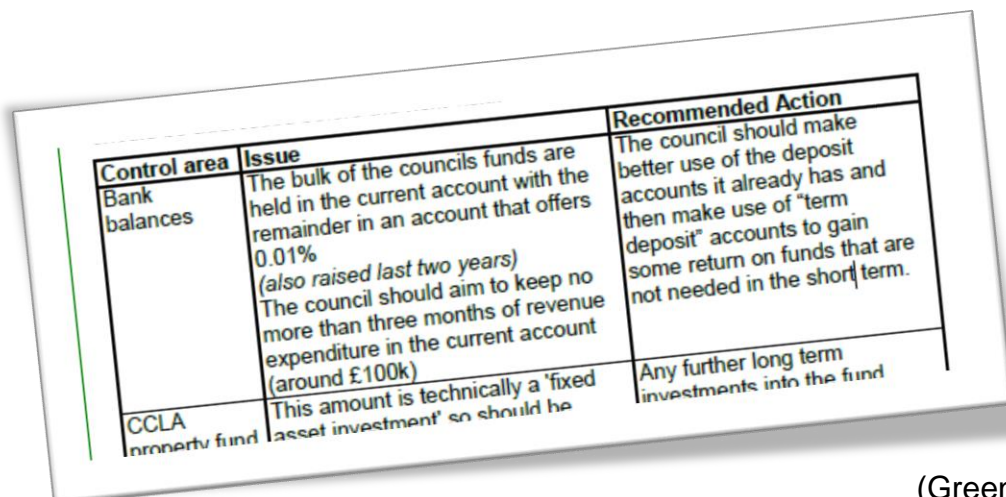
6.1.2 Recent correspondence in the local press has stated that the unallocated reserves should be no more than 10% of its annual income and that the town council has been criticised by the Internal Auditor for having a higher level of reserves.

6.1.3 The DCLG advice differs significantly;

*“A council should typically hold between 3 and 12 months expenditure as a general reserve. If the general reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community”*  
*(Department for Communities and Local Government, 2017)*



6.1.4 The Internal Auditor recommends holding no more than 3 months in the current account (see extract from the Internal Auditor's report of November 2017).



| Control area       | Issue   | Recommended Action   |
|--------------------|---|--|
| Bank balances      | The bulk of the councils funds are held in the current account with the remainder in an account that offers 0.01% (also raised last two years)<br>The council should aim to keep no more than three months of revenue expenditure in the current account (around £100k) | The council should make better use of the deposit accounts it already has and then make use of "term deposit" accounts to gain some return on funds that are not needed in the short term. |
| CCLA property fund | This amount is technically a 'fixed asset investment' so should be  | Any further long term investments into the fund  |

(Greene, 2017)

6.1.5

## 6.2 Financial Implication

6.2.1 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.

6.2.2 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)

## 6.3 Legal Implication

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

## 6.4 Risk

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

## 6.5 Recommendation

6.5.1 That the Council delegates to the Town Clerk to make the deposits from the Current Account to the named savings and deposit accounts shown at 5.1.1

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**STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON**

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(End)

Report Author:  
Claire Commons, Town Clerk

**Report 1018FC7 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 02 October 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**7 Budget**

To agree the 1<sup>st</sup> draft budget for public presentation events

**7.1 Summary**

- 7.1.1 Officers have carried out a review of each budget line to identify the expected need for the coming year.
- 7.1.2 When considering existing and new projects, the council 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 26<sup>th</sup> September 2018.
- 7.1.3 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.
- 7.1.4 This first draft will be used to inform the public budget information sessions. The Council is asked to consider amending the dates for the public sessions.

**7.2 Financial Implication**

- 7.2.1 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.

**7.3 Legal Implication**

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

**7.4 Risk**

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

**7.5 Recommendation**

- 7.5.1 That the draft budget is agreed for public consultation and the dates for the public meeting and drop-in session are agreed.

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

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(End)

Report Author:  
Claire Commons, Town Clerk

# Appendix A. 1<sup>st</sup> Draft Budget

Printed on 27/09/2018

At 14:30

## Shaftesbury Town Council

### Budget Detail - By Centre

Page No 1

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

Note : 1st draft budget

|            |                             | <u>2017/18</u> |              |               |                | <u>2018/19</u> |              | <u>2019/20</u>   |              |
|------------|-----------------------------|----------------|--------------|---------------|----------------|----------------|--------------|------------------|--------------|
|            |                             | Budget         | Actual       | Agreed Budget | Fwd/Rev Budget | Revised Budget | Actual YTD   | Next Year Budget | C/Fwd Budget |
| <b>101</b> | <b>Allotment</b>            |                |              |               |                |                |              |                  |              |
| 4165       | Water Rates                 | 550            | 510          | 565           | 0              | 565            | 559          | 760              | 0            |
| 4250       | Repairs & Maintenance       | 200            | 202          | 205           | 0              | 205            | 850          | 205              | 0            |
| 4265       | General Supplies            | 175            | 160          | 0             | 0              | 0              | 0            | 0                | 0            |
| 4271       | Equipment Purchases         | 0              | 312          | 0             | 0              | 0              | 0            | 0                | 0            |
| 4275       | Equipment Hire              | 350            | 0            | 350           | 0              | 350            | 0            | 350              | 0            |
| 4414       | IT Software                 | 0              | 0            | 165           | 0              | 165            | 0            | 180              | 0            |
|            | <b>OverHead Expenditure</b> | <b>1,275</b>   | <b>1,184</b> | <b>1,285</b>  | <b>0</b>       | <b>1,285</b>   | <b>1,409</b> | <b>1,495</b>     | <b>0</b>     |
| 1104       | Allotment Rent Income       | 1,700          | 1,707        | 1,700         | 0              | 1,700          | 125          | 1,700            | 0            |
|            | <b>Total Income</b>         | <b>1,700</b>   | <b>1,707</b> | <b>1,700</b>  | <b>0</b>       | <b>1,700</b>   | <b>125</b>   | <b>1,700</b>     | <b>0</b>     |
| <b>101</b> | <b>Net Expenditure</b>      | <b>-425</b>    | <b>-523</b>  | <b>-415</b>   | <b>0</b>       | <b>-415</b>    | <b>1,284</b> | <b>-205</b>      | <b>0</b>     |
| <b>102</b> | <b>Cemetery</b>             |                |              |               |                |                |              |                  |              |
| 4150       | Rates & Services            | 413            | 415          | 424           | 0              | 424            | 275          | 588              | 0            |
| 4165       | Water Rates                 | 90             | 85           | 90            | 0              | 90             | 0            | 95               | 0            |
| 4250       | Repairs & Maintenance       | 2,000          | 2,450        | 2,000         | 0              | 2,000          | 0            | 200              | 0            |
| 4265       | General Supplies            | 300            | 275          | 0             | 0              | 0              | 0            | 0                | 0            |
| 4414       | IT Software                 | 0              | 0            | 285           | 0              | 285            | 0            | 300              | 0            |
|            | <b>OverHead Expenditure</b> | <b>2,803</b>   | <b>3,225</b> | <b>2,799</b>  | <b>0</b>       | <b>2,799</b>   | <b>275</b>   | <b>1,183</b>     | <b>0</b>     |

Continued on Page 2

## Note : 1st draft budget

|            |                        | <u>2017/18</u> |        |               |                | <u>2018/19</u> |            | <u>2019/20</u>   |              |
|------------|------------------------|----------------|--------|---------------|----------------|----------------|------------|------------------|--------------|
|            |                        | Budget         | Actual | Agreed Budget | Fwd/Rev Budget | Revised Budget | Actual YTD | Next Year Budget | C/Fwd Budget |
| 1105       | Cemetery Income        | 2,300          | 3,501  | 2,300         | 0              | 2,300          | 1,502      | 3,000            | 0            |
|            | <b>Total Income</b>    | 2,300          | 3,501  | 2,300         | 0              | 2,300          | 1,502      | 3,000            | 0            |
| <b>102</b> | <b>Net Expenditure</b> | 503            | -277   | 499           | 0              | 499            | -1,226     | -1,817           | 0            |
| <b>103</b> | <b>General Grounds</b> |                |        |               |                |                |            |                  |              |
| 4020       | Sub Contract Labour    | 4,300          | 5,343  | 2,000         | 0              | 2,000          | 0          | 11,000           | 0            |
| 4150       | Rates & Services       | 2,509          | 2,514  | 2,577         | 0              | 2,577          | 1,672      | 2,600            | 0            |
| 4155       | Electricity            | 800            | 474    | 800           | 0              | 800            | 230        | 500              | 0            |
| 4165       | Water Rates            | 2,600          | 2,581  | 2,300         | 0              | 2,300          | 1,453      | 2,600            | 0            |
| 4250       | Repairs & Maintenance  | 2,200          | 2,239  | 2,200         | 0              | 2,200          | 997        | 2,200            | 0            |
| 4256       | Treework               | 4,000          | 1,166  | 4,000         | 0              | 4,000          | 3,355      | 9,000            | 0            |
| 4257       | Plants                 | 2,000          | 148    | 1,000         | 0              | 1,000          | 0          | 1,000            | 0            |
| 4261       | Refuse Collection      | 3,500          | 1,697  | 2,600         | 0              | 2,600          | 1,686      | 2,500            | 0            |
| 4265       | General Supplies       | 350            | 589    | 350           | 0              | 350            | 205        | 350              | 0            |
| 4270       | Equipment Repairs      | 2,000          | 3,360  | 2,000         | 0              | 2,000          | 614        | 2,500            | 0            |
| 4271       | Equipment Purchases    | 3,500          | 3,433  | 2,500         | 0              | 2,500          | 9          | 0                | 0            |
| 4272       | Fuel for Equipment     | 2,500          | 1,489  | 2,300         | 0              | 2,300          | 1,393      | 2,500            | 0            |
| 4274       | Rent Unit 9C           | 7,250          | 7,438  | 7,572         | 0              | 7,572          | 5,679      | 7,572            | 0            |
| 4275       | Equipment Hire         | 750            | 446    | 500           | 0              | 500            | 0          | 500              | 0            |
| 4278       | Alarm Costs            | 230            | 119    | 200           | 0              | 200            | 55         | 200              | 0            |

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## Note : 1st draft budget

|                             |                                | <u>2017/18</u> |               |               |                | <u>2018/19</u> |                | <u>2019/20</u>   |              |
|-----------------------------|--------------------------------|----------------|---------------|---------------|----------------|----------------|----------------|------------------|--------------|
|                             |                                | Budget         | Actual        | Agreed Budget | Fwd/Rev Budget | Revised Budget | Actual YTD     | Next Year Budget | C/Fwd Budget |
| 4280                        | Fuel for Vehicles              | 2,200          | 2,269         | 2,000         | 0              | 2,000          | 1,441          | 2,600            | 0            |
| 4281                        | Motor Expenses                 | 2,500          | 1,763         | 1,500         | 0              | 1,500          | 1,318          | 1,500            | 0            |
| 4282                        | Hitachi Payments Mower         | 0              | 10,190        | 10,190        | 0              | 10,190         | 5,095          | 8,492            | 0            |
| 4285                        | PPE                            | 1,000          | 429           | 1,000         | 0              | 1,000          | 85             | 850              | 0            |
| 4290                        | Playground Inspections         | 750            | 830           | 400           | 0              | 400            | 350            | 1,000            | 0            |
| 4291                        | Playground Repair/Maintenance  | 4,500          | 7,981         | 4,622         | 0              | 4,622          | 856            | 4,600            | 0            |
| 4293                        | Play Area Design               | 0              | 0             | 5,000         | 0              | 5,000          | 0              | 0                | 0            |
| 4299                        | SLA-Trinity Grounds Maintainan | 1,425          | 1,424         | 1,500         | 0              | 1,500          | 748            | 1,500            | 0            |
| <b>OverHead Expenditure</b> |                                | <b>50,864</b>  | <b>57,924</b> | <b>59,111</b> | <b>0</b>       | <b>59,111</b>  | <b>27,242</b>  | <b>65,564</b>    | <b>0</b>     |
| 1102                        | Contribution to Services       | 1,200          | 879           | 1,200         | 0              | 1,200          | 0              | 1,000            | 0            |
| 1103                        | Rents                          | 3,220          | 920           | 1,000         | 0              | 1,000          | 125            | 415              | 0            |
| 1300                        | Grass Cutting Income           | 5,695          | 5,994         | 5,994         | 0              | 5,994          | 6,023          | 6,023            | 0            |
| 1301                        | Miscellaneous Income           | 0              | 2,426         | 0             | 0              | 0              | 552            | 0                | 0            |
| 1302                        | Memorial Bench Income          | 0              | 1,369         | 0             | 0              | 0              | 275            | 0                | 0            |
| 1353                        | Commuted Sum Great Ground      | 0              | 0             | 0             | 0              | 0              | 71,410         | 0                | 0            |
| 1354                        | Commuted Sum Little Shilling   | 0              | 0             | 0             | 0              | 0              | 12,500         | 0                | 0            |
| <b>Total Income</b>         |                                | <b>10,115</b>  | <b>11,587</b> | <b>8,194</b>  | <b>0</b>       | <b>8,194</b>   | <b>90,886</b>  | <b>7,438</b>     | <b>0</b>     |
| <b>103</b>                  | <b>Net Expenditure</b>         | <b>40,749</b>  | <b>46,336</b> | <b>50,917</b> | <b>0</b>       | <b>50,917</b>  | <b>-63,644</b> | <b>58,126</b>    | <b>0</b>     |

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## Note : 1st draft budget

|            |                                | <u>2017/18</u> |               |               |                | <u>2018/19</u> |              | <u>2019/20</u>   |              |
|------------|--------------------------------|----------------|---------------|---------------|----------------|----------------|--------------|------------------|--------------|
|            |                                | Budget         | Actual        | Agreed Budget | Fwd/Rev Budget | Revised Budget | Actual YTD   | Next Year Budget | C/Fwd Budget |
| <b>105</b> | <b>Local Delivery services</b> |                |               |               |                |                |              |                  |              |
| 4020       | Sub Contract Labour            | 2,500          | 0             | 0             | 0              | 0              | 188          | 1,000            | 0            |
| 4150       | Rates & Services               | 2,078          | 2,074         | 2,134         | 0              | 2,134          | 1,280        | 2,180            | 0            |
| 4155       | Electricity                    | 760            | 728           | 750           | 0              | 750            | 333          | 750              | 0            |
| 4165       | Water Rates                    | 2,200          | 2,062         | 2,200         | 0              | 2,200          | 1,223        | 2,200            | 0            |
| 4175       | Car Parking Contribution       | 2,000          | 0             | 0             | 0              | 0              | 0            | 0                | 0            |
| 4177       | Bus Shelters                   | 250            | 150           | 300           | 0              | 300            | 0            | 300              | 0            |
| 4250       | Repairs & Maintenance          | 2,700          | 1,469         | 2,700         | 0              | 2,700          | 1,148        | 1,500            | 0            |
| 4260       | Cleaning Supplies              | 1,100          | 747           | 1,000         | 0              | 1,000          | 439          | 1,000            | 0            |
|            | <b>OverHead Expenditure</b>    | <b>13,588</b>  | <b>7,229</b>  | <b>9,084</b>  | <b>0</b>       | <b>9,084</b>   | <b>4,610</b> | <b>8,930</b>     | <b>0</b>     |
| 1501       | Street Market Rents R'vd       | 7,999          | 8,527         | 7,999         | 0              | 7,999          | 5,262        | 8,500            | 0            |
|            | <b>Total Income</b>            | <b>7,999</b>   | <b>8,527</b>  | <b>7,999</b>  | <b>0</b>       | <b>7,999</b>   | <b>5,262</b> | <b>8,500</b>     | <b>0</b>     |
| <b>105</b> | <b>Net Expenditure</b>         | <b>5,589</b>   | <b>-1,298</b> | <b>1,085</b>  | <b>0</b>       | <b>1,085</b>   | <b>-651</b>  | <b>430</b>       | <b>0</b>     |
| <b>201</b> | <b>Town Hall</b>               |                |               |               |                |                |              |                  |              |
| 4020       | Sub Contract Labour            | 320            | 0             | 0             | 0              | 0              | 0            | 0                | 0            |
| 4150       | Rates & Services               | 6,771          | 6,757         | 6,954         | 0              | 6,954          | 4,176        | 7,099            | 0            |
| 4155       | Electricity                    | 2,176          | 2,087         | 2,200         | 0              | 2,200          | 772          | 2,200            | 0            |
| 4160       | Gas                            | 1,800          | 3,113         | 2,500         | 0              | 2,500          | 614          | 2,500            | 0            |

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## Note : 1st draft budget

|                             |                            | <u>2017/18</u> |                |                |                | <u>2018/19</u> |                | <u>2019/20</u>   |              |
|-----------------------------|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|--------------|
|                             |                            | Budget         | Actual         | Agreed Budget  | Fwd/Rev Budget | Revised Budget | Actual YTD     | Next Year Budget | C/Fwd Budget |
| 4165                        | Water Rates                | 250            | 139            | 200            | 0              | 200            | 121            | 250              | 0            |
| 4200                        | Wedding Costs              | 550            | 451            | 565            | 0              | 565            | 1,045          | 565              | 0            |
| 4230                        | Trinity Car Park Space     | 450            | 550            | 550            | 0              | 550            | 275            | 550              | 0            |
| 4250                        | Repairs & Maintenance      | 4,000          | 3,727          | 4,000          | 0              | 4,000          | 1,088          | 1,000            | 0            |
| 4260                        | Cleaning Supplies          | 370            | 276            | 300            | 0              | 300            | 100            | 250              | 0            |
| 4265                        | General Supplies           | 850            | 331            | 500            | 0              | 500            | 26             | 250              | 0            |
| 4271                        | Equipment Purchases        | 500            | 685            | 550            | 0              | 550            | 0              | 200              | 0            |
| 4278                        | Alarm Costs                | 1,300          | 240            | 500            | 0              | 500            | 330            | 500              | 0            |
| 4414                        | IT Software                | 0              | 0              | 285            | 0              | 285            | 0              | 300              | 0            |
| <b>OverHead Expenditure</b> |                            | <b>19,337</b>  | <b>18,356</b>  | <b>19,104</b>  | <b>0</b>       | <b>19,104</b>  | <b>8,548</b>   | <b>15,664</b>    | <b>0</b>     |
| 1201                        | Hall Hire                  | 28,691         | 25,545         | 28,691         | 0              | 28,691         | 13,531         | 28,000           | 0            |
| 1202                        | Other Hall Hire            | 0              | 48             | 0              | 0              | 0              | 0              | 0                | 0            |
| 1203                        | Weddings                   | 2,070          | 1,529          | 1,800          | 0              | 1,800          | 1,169          | 1,500            | 0            |
| 1204                        | Shop Rents                 | 18,000         | 18,000         | 18,000         | 0              | 18,000         | 9,000          | 18,000           | 0            |
| 1205                        | Sitting Out Licence        | 0              | 0              | 0              | 0              | 0              | 0              | 842              | 0            |
| 1220                        | Solar Panel Feed in Tariff | 1,390          | 680            | 1,500          | 0              | 1,500          | 1,602          | 1,500            | 0            |
| 1301                        | Miscellaneous Income       | 0              | 0              | 0              | 0              | 0              | 1              | 0                | 0            |
| <b>Total Income</b>         |                            | <b>50,151</b>  | <b>45,802</b>  | <b>49,991</b>  | <b>0</b>       | <b>49,991</b>  | <b>25,303</b>  | <b>49,842</b>    | <b>0</b>     |
| <b>201</b>                  | <b>Net Expenditure</b>     | <b>-30,814</b> | <b>-27,446</b> | <b>-30,887</b> | <b>0</b>       | <b>-30,887</b> | <b>-16,756</b> | <b>-34,178</b>   | <b>0</b>     |

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## Note : 1st draft budget

|            |                               | <u>2017/18</u> |              |               |                | <u>2018/19</u> |              | <u>2019/20</u>   |              |
|------------|-------------------------------|----------------|--------------|---------------|----------------|----------------|--------------|------------------|--------------|
|            |                               | Budget         | Actual       | Agreed Budget | Fwd/Rev Budget | Revised Budget | Actual YTD   | Next Year Budget | C/Fwd Budget |
| <b>301</b> | <b>Civic</b>                  |                |              |               |                |                |              |                  |              |
| 4265       | General Supplies              | 0              | 0            | 0             | 0              | 0              | 0            | 0                | 0            |
| 4300       | Civic/Ceremonial              | 2,100          | 2,243        | 2,100         | 0              | 2,100          | 580          | 2,500            | 0            |
| 4301       | Civic Allowance               | 0              | 21           | 0             | 0              | 0              | 0            | 0                | 0            |
| 4302       | Councillor Allowances         | 3,240          | 3,150        | 3,240         | 0              | 3,240          | 720          | 4,320            | 0            |
| 4305       | Regalia                       | 0              | 0            | 300           | 0              | 300            | 0            | 250              | 0            |
| 4310       | Councillor Training           | 420            | 155          | 443           | 0              | 443            | 56           | 800              | 0            |
| 4311       | Councillor Travel/Subsistence | 200            | 223          | 200           | 0              | 200            | 0            | 200              | 0            |
| 4315       | Hospitality                   | 280            | 347          | 288           | 0              | 288            | 82           | 400              | 0            |
|            | <b>OverHead Expenditure</b>   | <b>6,240</b>   | <b>6,139</b> | <b>6,571</b>  | <b>0</b>       | <b>6,571</b>   | <b>1,437</b> | <b>8,470</b>     | <b>0</b>     |
| 1400       | Mayor's Charity Income        | 0              | 345          | 0             | 0              | 0              | 10           | 0                | 0            |
|            | <b>Total Income</b>           | <b>0</b>       | <b>345</b>   | <b>0</b>      | <b>0</b>       | <b>0</b>       | <b>10</b>    | <b>0</b>         | <b>0</b>     |
| <b>301</b> | <b>Net Expenditure</b>        | <b>6,240</b>   | <b>5,794</b> | <b>6,571</b>  | <b>0</b>       | <b>6,571</b>   | <b>1,427</b> | <b>8,470</b>     | <b>0</b>     |
| <b>302</b> | <b>Legal and Professional</b> |                |              |               |                |                |              |                  |              |
| 4325       | Audit                         | 2,750          | 3,125        | 2,850         | 0              | 2,850          | -1,675       | 2,850            | 0            |
| 4326       | Books & Subscriptions         | 1,500          | 1,212        | 1,500         | 0              | 1,500          | 1,253        | 1,500            | 0            |
| 4330       | Insurance                     | 13,000         | 12,868       | 16,500        | 0              | 16,500         | 14,686       | 15,000           | 0            |
| 4341       | Professional & Legal Fees     | 25,000         | 12,385       | 10,000        | 0              | 10,000         | 10,332       | 7,000            | 0            |

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## Note : 1st draft budget

|                             |                          | <u>2017/18</u> |        |               |                | <u>2018/19</u> |            | <u>2019/20</u>   |              |
|-----------------------------|--------------------------|----------------|--------|---------------|----------------|----------------|------------|------------------|--------------|
|                             |                          | Budget         | Actual | Agreed Budget | Fwd/Rev Budget | Revised Budget | Actual YTD | Next Year Budget | C/Fwd Budget |
| 4342                        | Election Costs           | 4,000          | -2,936 | 8,000         | 0              | 8,000          | 0          | 0                | 0            |
|                             | OverHead Expenditure     | 46,250         | 26,654 | 38,850        | 0              | 38,850         | 24,596     | 26,350           | 0            |
|                             | Total Income             | 0              | 0      | 0             | 0              | 0              | 0          | 0                | 0            |
| 302                         | Net Expenditure          | 46,250         | 26,654 | 38,850        | 0              | 38,850         | 24,596     | 26,350           | 0            |
| <b>303 Grants &amp; SLA</b> |                          |                |        |               |                |                |            |                  |              |
| 4350                        | Community Grants         | 30,000         | 30,000 | 30,000        | 0              | 30,000         | 31,913     | 25,000           | 0            |
| 4352                        | Service Level Agreements | 0              | 0      | 0             | 0              | 0              | 0          | 12,000           | 0            |
|                             | OverHead Expenditure     | 30,000         | 30,000 | 30,000        | 0              | 30,000         | 31,913     | 37,000           | 0            |
|                             | Total Income             | 0              | 0      | 0             | 0              | 0              | 0          | 0                | 0            |
| 303                         | Net Expenditure          | 30,000         | 30,000 | 30,000        | 0              | 30,000         | 31,913     | 37,000           | 0            |
| <b>304 Finance</b>          |                          |                |        |               |                |                |            |                  |              |
| 4380                        | Bank Charges             | 500            | 32     | 500           | 0              | 500            | 45         | 700              | 0            |
| 4394                        | CCLA Property Fund       | 0              | 50,000 | 0             | 0              | 0              | 0          | 0                | 0            |
| 4395                        | Prior Year Adjustment    | 0              | 0      | 0             | 0              | 0              | 1,799      | 0                | 0            |
|                             | OverHead Expenditure     | 500            | 50,032 | 500           | 0              | 500            | 1,844      | 700              | 0            |
| 1301                        | Miscellaneous Income     | 0              | 10,000 | 0             | 0              | 0              | 0          | 0                | 0            |

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## Note : 1st draft budget

|                     |                                | <u>2017/18</u>  |                 |                 |                | <u>2018/19</u>  |                 | <u>2019/20</u>   |              |
|---------------------|--------------------------------|-----------------|-----------------|-----------------|----------------|-----------------|-----------------|------------------|--------------|
|                     |                                | Budget          | Actual          | Agreed Budget   | Fwd/Rev Budget | Revised Budget  | Actual YTD      | Next Year Budget | C/Fwd Budget |
| 1340                | Bank Interest Received         | 36              | 61              | 70              | 0              | 70              | 84              | 200              | 0            |
| 1342                | CCLA Prop Fund Dividend Receiv | 0               | 728             | 350             | 0              | 350             | 1,039           | 2,000            | 0            |
| 1376                | Precept                        | 470,683         | 470,683         | 480,183         | 0              | 480,183         | 240,092         | 0                | 0            |
| <b>Total Income</b> |                                | <b>470,719</b>  | <b>481,472</b>  | <b>480,603</b>  | <b>0</b>       | <b>480,603</b>  | <b>241,214</b>  | <b>2,200</b>     | <b>0</b>     |
| <b>304</b>          | <b>Net Expenditure</b>         | <b>-470,219</b> | <b>-431,440</b> | <b>-480,103</b> | <b>0</b>       | <b>-480,103</b> | <b>-239,370</b> | <b>-1,500</b>    | <b>0</b>     |
| <b>305</b>          | <b>Swimming Pool</b>           |                 |                 |                 |                |                 |                 |                  |              |
| 4008                | Life Guard Salaries            | 21,000          | 20,874          | 22,000          | 0              | 22,000          | 20,362          | 22,440           | 0            |
| 4010                | Staff Training                 | 1,000           | 1,127           | 1,000           | 0              | 1,000           | 123             | 1,000            | 0            |
| 4150                | Rates & Services               | 2,586           | 2,592           | 2,586           | 0              | 2,586           | 1,722           | 3,155            | 0            |
| 4155                | Electricity                    | 1,000           | 1,707           | 1,500           | 0              | 1,500           | 638             | 1,700            | 0            |
| 4160                | Gas                            | 2,500           | 2,234           | 2,200           | 0              | 2,200           | 431             | 2,200            | 0            |
| 4165                | Water Rates                    | 1,500           | 977             | 2,000           | 0              | 2,000           | 1,158           | 2,000            | 0            |
| 4250                | Repairs & Maintenance          | 1,000           | 1,561           | 2,459           | 0              | 2,459           | 1,359           | 2,000            | 0            |
| 4260                | Cleaning Supplies              | 260             | 218             | 220             | 0              | 220             | 257             | 300              | 0            |
| 4270                | Equipment Repairs              | 350             | 90              | 0               | 0              | 0               | 0               | 0                | 0            |
| 4271                | Equipment Purchases            | 1,050           | 1,168           | 1,000           | 0              | 1,000           | 1,017           | 1,000            | 0            |
| 4285                | PPE                            | 0               | 11              | 0               | 0              | 0               | 0               | 0                | 0            |
| 4360                | Chemicals                      | 4,000           | 3,910           | 4,000           | 0              | 4,000           | 3,618           | 4,000            | 0            |
| 4362                | Plant Servicing/Repairs        | 1,600           | 1,414           | 1,500           | 0              | 1,500           | 1,680           | 2,000            | 0            |

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## Note : 1st draft budget

|   |                            | <u>2017/18</u> |               |               |                | <u>2018/19</u> |               | <u>2019/20</u>   |              |
|---|----------------------------|----------------|---------------|---------------|----------------|----------------|---------------|------------------|--------------|
|   |                            | Budget         | Actual        | Agreed Budget | Fwd/Rev Budget | Revised Budget | Actual YTD    | Next Year Budget | C/Fwd Budget |
| 4363                                    | DBS Checks                 | 200            | 125           | 150           | 0              | 150            | 75            | 250              | 0            |
| 4364                                    | Uniforms                   | 500            | 321           | 350           | 0              | 350            | 288           | 500              | 0            |
| 4365                                    | Music Licences             | 249            | 122           | 250           | 0              | 250            | 0             | 275              | 0            |
| 4366                                    | Retail Sales               | 500            | 442           | 480           | 0              | 480            | 855           | 1,000            | 0            |
| 4370                                    | Swimming Pool Advertising  | 700            | 1,324         | 1,500         | 0              | 1,500          | 816           | 750              | 0            |
| 4373                                    | ATC Renewal                | 230            | 219           | 230           | 0              | 230            | 175           | 200              | 0            |
| 4374                                    | Life Guard Training Course | 0              | 1,205         | 0             | 0              | 0              | 0             | 0                | 0            |
| 4410                                    | Telephone                  | 275            | 292           | 275           | 0              | 275            | 134           | 200              | 0            |
| <b>OverHead Expenditure</b>             |                            | <b>40,500</b>  | <b>41,934</b> | <b>43,700</b> | <b>0</b>       | <b>43,700</b>  | <b>34,708</b> | <b>44,970</b>    | <b>0</b>     |
| 1220                                    | Solar Panel Feed in Tariff | 0              | 1,127         | 1,200         | 0              | 1,200          | 450           | 1,200            | 0            |
| 1301                                    | Miscellaneous Income       | 0              | 300           | 0             | 0              | 0              | 0             | 0                | 0            |
| 1365                                    | Swimming Pool Income       | 40,500         | 16,745        | 18,500        | 0              | 18,500         | 21,874        | 18,500           | 0            |
| 1366                                    | Income Life Guards Course  | 0              | 1,200         | 0             | 0              | 0              | 0             | 0                | 0            |
| 1367                                    | Retail Income              | 0              | 0             | 0             | 0              | 0              | 0             | 2,000            | 0            |
| <b>Total Income</b>                     |                            | <b>40,500</b>  | <b>19,372</b> | <b>19,700</b> | <b>0</b>       | <b>19,700</b>  | <b>22,324</b> | <b>21,700</b>    | <b>0</b>     |
| <b>305</b>                              | <b>Net Expenditure</b>     | <b>0</b>       | <b>22,562</b> | <b>24,000</b> | <b>0</b>       | <b>24,000</b>  | <b>12,384</b> | <b>23,270</b>    | <b>0</b>     |
| <b><u>401 General Running Costs</u></b> |                            |                |               |               |                |                |               |                  |              |
| 4265                                    | General Supplies           | 150            | 108           | 154           | 0              | 154            | 117           | 150              | 0            |
| 4345                                    | Advertising                | 1,000          | 1,407         | 1,500         | 0              | 1,500          | 0             | 500              | 0            |

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## Note : 1st draft budget

|                      |                            | <u>2017/18</u> |         |               |                | <u>2018/19</u> |            | <u>2019/20</u>   |              |
|----------------------|----------------------------|----------------|---------|---------------|----------------|----------------|------------|------------------|--------------|
|                      |                            | Budget         | Actual  | Agreed Budget | Fwd/Rev Budget | Revised Budget | Actual YTD | Next Year Budget | C/Fwd Budget |
| 4348                 | Consultations              | 0              | 0       | 1,000         | 0              | 1,000          | 519        | 1,000            | 0            |
| 4400                 | Printing                   | 1,800          | 1,601   | 1,200         | 0              | 1,200          | 724        | 1,200            | 0            |
| 4401                 | Stationery                 | 1,300          | 1,349   | 1,300         | 0              | 1,300          | 594        | 1,300            | 0            |
| 4402                 | Postage                    | 850            | 465     | 600           | 0              | 600            | 2          | 650              | 0            |
| 4410                 | Telephone                  | 2,400          | 2,924   | 2,640         | 0              | 2,640          | 1,302      | 2,700            | 0            |
| 4414                 | IT Software                | 3,000          | 3,337   | 3,081         | 0              | 3,081          | 1,772      | 2,800            | 0            |
| 4415                 | IT Support                 | 1,250          | 255     | 960           | 0              | 960            | 450        | 960              | 0            |
| 4417                 | Web Site                   | 856            | 660     | 700           | 0              | 700            | 330        | 700              | 0            |
| 4420                 | Office Equipment           | 1,150          | 817     | 1,000         | 0              | 1,000          | 52         | 250              | 0            |
| OverHead Expenditure |                            | 13,756         | 12,923  | 14,135        | 0              | 14,135         | 5,863      | 12,210           | 0            |
| <b>401</b>           | <b>Net Expenditure</b>     | 13,756         | 12,923  | 14,135        | 0              | 14,135         | 5,863      | 12,210           | 0            |
| <b>402</b>           | <b>Staffing Costs</b>      |                |         |               |                |                |            |                  |              |
| 4000                 | Salaries                   | 202,682        | 166,893 | 206,508       | 0              | 206,508        | 84,805     | 212,075          | 0            |
| 4005                 | Employers NI               | 17,994         | 16,127  | 18,979        | 0              | 18,979         | 8,431      | 18,806           | 0            |
| 4006                 | Employers Superann         | 42,962         | 35,892  | 43,678        | 0              | 43,678         | 16,361     | 40,085           | 0            |
| 4010                 | Staff Training             | 1,500          | 3,484   | 5,000         | 0              | 5,000          | 700        | 5,000            | 0            |
| 4015                 | Staff Travel & Subsistence | 300            | 594     | 500           | 0              | 500            | 82         | 500              | 0            |
| 4018                 | Staff Recruitment          | 0              | 0       | 1,000         | 0              | 1,000          | 0          | 1,000            | 0            |
| 4020                 | Sub Contract Labour        | 0              | 23,025  | 0             | 0              | 0              | 0          | 0                | 0            |
| OverHead Expenditure |                            | 265,438        | 246,014 | 275,665       | 0              | 275,665        | 110,379    | 277,466          | 0            |

Continued on Page 11



## Note : 1st draft budget

|            |                                | <u>2017/18</u> |         |               |                | <u>2018/19</u> |            | <u>2019/20</u>   |              |
|------------|--------------------------------|----------------|---------|---------------|----------------|----------------|------------|------------------|--------------|
|            |                                | Budget         | Actual  | Agreed Budget | Fwd/Rev Budget | Revised Budget | Actual YTD | Next Year Budget | C/Fwd Budget |
| 1360       | Contribution Street Cleaning   | 10,250         | 9,585   | 9,585         | 0              | 9,585          | 9,839      | 9,776            | 0            |
|            | <b>Total Income</b>            | 10,250         | 9,585   | 9,585         | 0              | 9,585          | 9,839      | 9,776            | 0            |
| <b>402</b> | <b>Net Expenditure</b>         | 255,188        | 236,429 | 266,080       | 0              | 266,080        | 100,540    | 267,690          | 0            |
| <b>901</b> | <b>Reserves &amp; Projects</b> |                |         |               |                |                |            |                  |              |
| 4902       | Community Hall Cockrams        | 3,000          | 0       | 10,000        | 3,000          | 13,000         | 0          | 0                | 0            |
| 4904       | Toilets                        | 30,500         | 0       | 0             | 30,500         | 30,500         | 0          | 0                | 0            |
| 4905       | Town Hall Building Fund        | 0              | 12,357  | 0             | 0              | 0              | 0          | 0                | 0            |
| 4906       | Playground Equipment           | 5,217          | 0       | 15,000        | 5,217          | 20,217         | 0          | 15,000           | 0            |
| 4907       | Grounds Equipment              | 2,000          | 0       | 0             | 0              | 0              | 0          | 3,000            | 0            |
| 4910       | Street Furniture               | 14,847         | 200     | 10,000        | 14,647         | 24,647         | 0          | 0                | 24,647       |
| 4912       | Energy System Town Hall        | 5,000          | 0       | 0             | 5,000          | 0              | 0          | 0                | 0            |
| 4913       | Town Centre Enhancement        | 8,109          | 0       | 0             | 7,109          | 6,109          | 0          | 0                | 6,109        |
| 4914       | Ground Cover Planting          | 1,700          | 947     | 0             | 754            | 754            | 734        | 0                | 0            |
| 4917       | Cycle Route                    | 11,500         | 0       | 0             | 11,500         | 11,500         | 0          | 0                | 11,500       |
| 4918       | CCTV                           | 0              | 0       | 0             | 0              | 0              | 12,450     | 0                | 0            |
| 4919       | Cobbles                        | 0              | 0       | 0             | 1,000          | 2,000          | 0          | 0                | 2,000        |
| 4922       | Vehicles                       | 24,000         | 5,995   | 0             | 8,005          | 8,005          | 0          | 1,000            | 8,005        |
| 4923       | Grit Bins                      | 0              | 0       | 4,000         | 0              | 4,000          | 0          | 0                | 4,000        |
| 4924       | Heritage Lanterns              | 10,000         | 0       | 0             | 10,000         | 10,000         | 0          | 0                | 10,000       |

Continued on Page 12

## Note : 1st draft budget

|                             |                                    | <u>2017/18</u> |               |               |                | <u>2018/19</u> |               | <u>2019/20</u>   |                |
|-----------------------------|------------------------------------|----------------|---------------|---------------|----------------|----------------|---------------|------------------|----------------|
|                             |                                    | Budget         | Actual        | Agreed Budget | Fwd/Rev Budget | Revised Budget | Actual YTD    | Next Year Budget | C/Fwd Budget   |
| 4926                        | Strategic Tree Works               | 5,273          | 0             | 0             | 5,273          | 5,273          | 0             | 0                | 0              |
| 4928                        | Replacement IT Equipment           | 2,500          | 0             | 2,500         | 2,500          | 5,000          | 749           | 5,000            | 2,500          |
| 4929                        | Cemetery Improvements              | 2,304          | 2,304         | 0             | 0              | 0              | 0             | 2,000            | 0              |
| 4930                        | Jubilee Steps Enhancement          | 5,400          | 7,710         | 10,000        | 0              | 10,000         | 0             | 0                | 10,000         |
| 4931                        | Swimming Pool Running costs        | 45,895         | 2,253         | 10,000        | 21,079         | 31,079         | 1,934         | 5,000            | 20,000         |
| 4932                        | Neighbourhood Planning Group       | 8,686          | 613           | 1,898         | 8,072          | 9,970          | 675           | 0                | 8,102          |
| 4933                        | A30 Allotment Site                 | 25,000         | 0             | 0             | 25,000         | 25,000         | 0             | 0                | 25,000         |
| 4935                        | Shaftesbury Bee Friendly           | 0              | -303          | 0             | 303            | 303            | 0             | 0                | 0              |
| <b>OverHead Expenditure</b> |                                    | <b>210,931</b> | <b>32,077</b> | <b>63,398</b> | <b>158,959</b> | <b>217,357</b> | <b>16,543</b> | <b>31,000</b>    | <b>131,863</b> |
| 1301                        | Miscellaneous Income               | 0              | 0             | 0             | 0              | 0              | 7,382         | 0                | 0              |
| <b>Total Income</b>         |                                    | <b>0</b>       | <b>0</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>       | <b>7,382</b>  | <b>0</b>         | <b>0</b>       |
| <b>901</b>                  | <b>Net Expenditure</b>             | <b>210,931</b> | <b>32,077</b> | <b>63,398</b> | <b>158,959</b> | <b>217,357</b> | <b>9,161</b>  | <b>31,000</b>    | <b>131,863</b> |
| <b>902</b>                  | <b>Capital Replacement Reserve</b> |                |               |               |                |                |               |                  |                |
| 4905                        | Town Hall Building Fund            | 66,683         | 0             | 12,370        | 58,325         | 75,695         | 0             | 0                | 75,695         |
| 4907                        | Grounds Equipment                  | 0              | 0             | 0             | 2,000          | 2,000          | 0             | 0                | 0              |
| 4916                        | Bus Shelters                       | 0              | 0             | 3,500         | 0              | 3,500          | 0             | 0                | 3,500          |
| 4918                        | CCTV                               | 10,000         | 0             | 0             | 10,000         | 10,000         | 0             | 5,000            | 0              |
| <b>OverHead Expenditure</b> |                                    | <b>76,683</b>  | <b>0</b>      | <b>15,870</b> | <b>70,325</b>  | <b>91,195</b>  | <b>0</b>      | <b>5,000</b>     | <b>79,195</b>  |
| <b>902</b>                  | <b>Net Expenditure</b>             | <b>76,683</b>  | <b>0</b>      | <b>15,870</b> | <b>70,325</b>  | <b>91,195</b>  | <b>0</b>      | <b>5,000</b>     | <b>79,195</b>  |

Continued on Page 13

## Note : 1st draft budget

|                                 | <u>2017/18</u> |         | Agreed<br>Budget | Fwd/Rev<br>Budget | <u>2018/19</u>    |            | <u>2019/20</u>      |                 |
|---------------------------------|----------------|---------|------------------|-------------------|-------------------|------------|---------------------|-----------------|
|                                 | Budget         | Actual  |                  |                   | Revised<br>Budget | Actual YTD | Next Year<br>Budget | C/Fwd<br>Budget |
| <b>Total Budget Expenditure</b> | 778,165        | 533,690 | 580,072          | 229,284           | 809,356           | 269,367    | 536,002             | 211,058         |
| <b>Income</b>                   | 593,734        | 581,899 | 580,072          | 0                 | 580,072           | 403,847    | 104,156             | 0               |
| <b>Net Expenditure</b>          | 184,431        | -48,208 | 0                | 229,284           | 229,284           | -134,479   | 431,846             | 211,058         |



**Report 1018FC8 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 02 October 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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## **8 Audit Report**

To receive and adopt the external auditor's interim report and to resolve the responses to the challenges put by members of the public.

### **8.1 Summary**

- 8.1.1 This year the external audit has been carried out by PKF Littlejohn. At the time of writing, the auditors had received 4,000 audits and 57 of them had open challenges on them.
- 8.1.2 The External Auditor received challenges against Shaftesbury Town Council's accounts for the year 2017/18. Due to the increased workload arising from this, the Council has been provided with an interim audit to satisfy its statutory requirements.
- 8.1.3 The Council is aware of one of those challenges being withdrawn and awaits communication from the External Auditor on whether any other information is required to aid the conclusion of the audit.
- 8.1.4 It is expected that the final audit will be complete by the end of this calendar year.

### **8.2 Financial Implication**

- 8.2.1 Extra fees may be charged where the auditors have to:
  - Consider objections to the accounts from local electors, from the point at which the auditor accepts the objection as valid;
  - Exercise special powers in relation to the review, such as issuing a report in the public interest; or
  - Undertake any special investigations, such as those arising from disclosures under the Public Interest Disclosure Act 1998
- 8.2.2 The maximum hourly rates for additional work range between £105 and £355 depending on the staff grade dealing with the matter.
- 8.2.3 Cost of External Audit before additional charges £1,300 paid from the Legal and Professional Audit Fees budget.

### **8.3 Legal Implication**

- 8.3.1 The Town Council is required to publish the notice of conclusion of audit in a conspicuous place for at least 14 days and the relevant accounting statements are available for inspection by local government electors.

### **8.4 Risk**

- 8.4.1 There are no risks arising from this report.

### **8.5 Recommendation**

- 8.5.1 That the Council adopts the interim external audit report for year ending 31<sup>st</sup> March 2018 and resolves the draft responses to anticipated challenge questions to conclude the final audit.

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*STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON*

---

(End)

Report Author:  
Claire Commons, Town Clerk

PKF Littlejohn LLP



Mrs Commons  
Shaftesbury Town Council  
Town Hall  
High Street  
SHAFTESBURY  
Dorset  
SP7 8JE

Our ref DO0136  
Your ref SB07384

Email sba@pkf-littlejohn.com

26 September 2018

Dear Mrs Commons

**Shaftesbury Town Council**  
**Annual limited assurance review for the year ended 31 March 2018**

We have commenced our review of the Annual Governance & Accountability Return (AGAR) for Shaftesbury Town Council for the year ended 31 March 2018 but cannot formally complete it. Please refer to our external auditor report and certificate (Section 3 of the AGAR Part 3) which is included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2.

The external auditor report details any matters arising from the review to date. The smaller authority must consider these matters and decide what, if any, action is required.

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In advance of the formal conclusion, we have provided the attached documents. The authority may wish to use this interim external auditor report and certificate and:

- Prepare a "Notice of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose. It also states that the audit has not yet been completed.
- Publish the "Notice" along with the uncertified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

#### Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd.

If there are additional charges itemised on your fee note, these have arisen where either we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or we had

Tel: +44 (0)20 7516 2200 • Fax: +44 (0)20 7516 2400 • DX 42660 Isle of Dogs • [www.pkf-littlejohn.com](http://www.pkf-littlejohn.com)  
PKF Littlejohn LLP • 1 Westferry Circus • Canary Wharf • London E14 4HD

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. 03342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

to send the AGAR back for correction due to a mistake or omission by the smaller authority; or we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or it was necessary for us to undertake additional work; or we had to send back documentation that was not requested.

*Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit Control (SBA), 2<sup>nd</sup> Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference DO0136 or Shaftesbury Town Council as a reference when paying by BACS.*

Please note that only those authorities with 'open' challenge correspondence (in respect of which we have yet to finish our additional work), may receive an additional invoice with the final report and certificate. Those authorities who have received this uncertified report for another reason will not receive a further invoice. Please settle the enclosed invoice on receipt of your final report and certificate.

#### Timetable for 2018/19

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be no earlier than Monday 10 June 2019, i.e. 10 weeks after the year end.

It is anticipated that the instructions will be sent out during March 2019 in line with current practice, subject to arrangements for the 2018/19 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.


In line with the Accounts and Audit Regulations 2015:

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2019, i.e. 1 to 12 July inclusive. In practice this means that public rights may be exercised:
  - at the earliest, between Monday 3 June and Friday 12 July 2019; and
  - at the latest, between Monday 1 July and Friday 9 August 2019.

If there are any changes to the above arising from updates to the statutory requirements, you will be notified in good time.

In order to assist you in this process, we plan to include a pro forma template notice with a suggested inspection period on our website, as in previous years. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Yours sincerely



PKF Littlejohn LLP

**Shaftesbury Town Council**  
**Notice of the audit and right to inspect the Annual Return**  
**Annual Return for the year ended 31 March 2018**

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

|  |   |
|--|---|
| <p>1. The audit of accounts for <b>Shaftesbury Town Council</b> for the year ended 31 March 2018 has been carried out but cannot be completed for the reasons stated in the auditor's certificate. The accounts have been published.</p>   | <p><b>Notes</b></p> <p>This notice and Sections 12 &amp; 13 of the AAR must be published by 30 September. This must include publication on the council's website.</p>   |
| <p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of <b>Shaftesbury Town Council</b> on application to:</p> <p>(a) <u>Claire Commons, Town Clerk</u><br/> <u>The Town Hall</u><br/> <u>High Street, Shaftesbury</u></p> <p>(b) <u>9am - 1pm Monday to Friday</u></p> | <p>(c) Local business postbox and address of the person to whom local government electors should apply to inspect the AAR</p> <p>(d) Local business postbox and address of the person to whom local government electors should apply to inspect the AAR</p> <p>(e) Local business postbox and address of the person to whom local government electors should apply to inspect the AAR</p> |
| <p>3. Copies will be provided to any local government elector on payment of £ <u>1</u> (c) for each copy of the Annual Governance &amp; Accountability Return.</p>   | <p>(f) Local business postbox and address of the person to whom local government electors should apply to inspect the AAR</p>   |
| <p>Announcement made by: (d) <u>Claire Commons, Town Clerk</u></p>   | <p>(g) Local business postbox and address of the person to whom local government electors should apply to inspect the AAR</p>   |
| <p>Date of announcement: (e) <u>27 September 2018</u></p>  | <p>(h) Local business postbox and address of the person to whom local government electors should apply to inspect the AAR</p>   |



## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

SHAFTESBURY TOWN COUNCIL

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

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

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

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

M F20C REFERENCE

dated

29/05/18

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

WWW.SHAFTESBURYTOWNCOUNCIL.CO.UK.

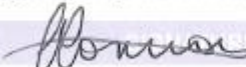
## Section 2 – Accounting Statements 2017/18 for

SHAFTESBURY TOWN COUNCIL

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

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

Signed by Responsible Financial Officer

 SIGNED REQUIRED

Date

29/05/18


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

29/05/18

and recorded as minute reference:

MINUTE REFERENCE

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

 SIGNED REQUIRED



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

In respect of **Shaftesbury Town Council DO0136**

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

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

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

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

#### 2 External auditor report 2017/18

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

We are unable to complete our review work on the AGAR and supporting documentation as a result of challenge correspondence received. A final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review work and any additional work required in relation to this correspondence.

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

We are unable to complete our review work on the AGAR and supporting documentation as a result of challenge correspondence received. A final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review work and any additional work required in relation to this correspondence.

#### 3 External auditor certificate 2017/18

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

We do not certify completion because:

We have received correspondence bringing information to our attention that we must consider before certifying the completion of our review and the discharging of our responsibilities.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

**24/09/2018**

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



**Report 1018FC12 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 02 October 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**9 Information Commissioner's Office**

To receive a report from the ICO and adopt the recommendations contained therein.

**9.1 Summary**

- 9.1.1 The Town Council was made aware of a complaint made about it to the Information Commissioner's Office in respect of mis-handling personal data.
- 9.1.2 The ICO has responded that it is satisfied with the swiftness of the Council's response to the matter and that the error occurred due to miscommunication between the two parties
- 9.1.3 Arising from this the recommendation is made that a template is provided for people wishing to call a Town Meeting and that template provides a privacy notice on the bottom.
- 9.1.4 A redacted copy of the communication from the ICO is appended to this report.

**9.2 Financial Implication**

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

**9.3 Legal Implication**

- 9.3.1 The Council has a duty to correctly manage the processing of personal data. (Data Protection Act, 2018).

**9.4 Risk**

- 9.4.1 There is a risk of mishandling personal data.

**9.5 Recommendation**

- 9.5.1 That a template for calling a Town Meeting, is published on the Council's website and made available to members of the public on request.

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

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(End)

Report Author:  
Claire Commons, Town Clerk

24 September 2018

### **Concern raised with us**

In this case, [Name redacted] contacted the ICO to complain that Shaftesbury Town Council ('the Council') had inappropriately disclosed his personal data.

The disclosure occurred when correspondence which included [Name redacted] contact information and signature were displayed by the Council on its noticeboard.

### **Our view**

Having considered all the information provided in this case, it is our understanding that the disclosure occurred as a result of miscommunication between parties; namely, between yourself and [Name redacted].

Further to [Name redacted] enquiring about the procedure for calling a Town Meeting, you provided him with a letter outlining the requirements on 27 June 2018. This letter stated that when a notice calling a Town Meeting is received, that fulfils the requirements, it will be published on the noticeboard. It also stated that it is the responsibility of whoever is convening the meeting to explain to signatories of the notice that their personal data that is included in the notice will be made public.

The following day, the Council received a document from [Name redacted] which fulfilled the requirements for calling a Town Meeting, and which was taken as being such.

Subsequently, in accordance with its stated procedure, the document was then displayed on the Council noticeboard.

However, [Name redacted] and [Name redacted] contacted the Council on 29 June 2018 to complain about the handling of their personal data. [Name redacted] explained that the document he had handed to the Council had not intended to be taken as a notice calling for a Meeting and should not have been disclosed publicly.

As a result, it is the ICO's view that the disclosure in this instance occurred as a result of miscommunication between the parties.

### **Next steps**

Although the ICO is satisfied that the Council reacted swiftly in response to [Name redacted] concerns to remove his personal data from the noticeboard, the ICO believes that the Council can take further steps to prevent a reoccurrence of this incident.

The ICO recommends that the Council produces a template that should be used by individuals who would like to call a Town Meeting in future. Only fields that are required should be included, such as signatory's name and signature.

In addition, a privacy notice should be included at the bottom, notifying individuals of how their data will be used, i.e. displayed publicly on the noticeboard, this will help ensure that the Council follows good practice.

On the basis of the above, the ICO does not consider it necessary to take any further regulatory action at this stage. Although this case will remain on our systems to help us build a picture of the Council's information rights practices.

Lead Case Officer  
Information Commissioner's Office

## Appendix D. Parish Meeting Template

**Report 1018FC13 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 02 October 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**10 Relocating Gym Equipment**

To consider for resolution, relocating Gym Equipment from the fenced in Play area at Wincombe Recreation Ground to adjacent to the other gym equipment at Wincombe Recreation Ground.

**10.1 Summary**

- 10.1.1 There are 2 areas at Wincombe Recreation Ground with outdoor gym equipment, one is within the fenced in children's area, the other is adjacent to the entrance to the recreation ground half way down the site.
- 10.1.2 The ROSE Committee recommend moving the equipment from the fenced in area to be adjacent to the rest of the gym equipment further down the site.
- 10.1.3 The equipment has over 5 years remaining in its expected lifespan.

**10.2 Financial Implication**

- 10.2.1 £5,500 to dismantle and reinstall at new location. There is no budget line for this item, if the Council resolves to carry out this work the funds will need to be drawn from the General Reserves.

**10.3 Legal Implication**

- 10.3.1 A local authority shall maintain and keep open spaces in a good and decent state. (Open Spaces Act 1906 s .10, 1906)

**10.4 Risk**

- 10.4.1 There is a risk of unwise use of the public purse.

**10.5 Recommendations**

- 10.5.1 Officer Recommendation – that the equipment remains in its current location to preserve the public purse
- 10.5.2 Committee Recommendation – That the equipment is moved to a new location within Wincombe Recreation Ground.

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

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(End)

Report Author:  
Claire Commons, Town Clerk

**Report 1018FC11 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 02 October 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**11 Skate Park**

To consider for resolution replacing the Fun Box at the Skate Park, Barton Hill.

**11.1 Summary**

11.1.1 At a meeting of the ROSE Committee it was recommended to Full Council the expenditure of £9485 for a replacement funbox at the Skate Park subject to consultation with children who had approached the council to be involved in improvement plans.

11.1.2 Consultation has been carried out and revised quotes received

**11.2 Financial Implication**

11.2.1 £9,145 from Playground Equipment

**11.3 Legal Implication**

11.3.1 A local authority shall maintain and keep open spaces in a good and decent state (Open Spaces Act 1906 s .10, 1906).

**11.4 Risk**

11.4.1 There is an ongoing maintenance commitment with provision of equipment. There is a risk of injury if equipment is not properly maintained.

**11.5 Recommendation**

11.5.1 That the funbox is repaired and replaced at the Skate Park and re-orientated slightly to provide improved flow for users.

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

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(End)

Report Author:  
Claire Commons, Town Clerk





**Report 1018FC5 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 02 October 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**12 Governance Review**

To consider for resolution obtaining an independent governance review to ensure the Council is operating to best practice standards.

**12.1 Summary**

- 12.1.1 The Council has received serious criticism and allegations for poor or mal-practice.
- 12.1.2 The Council has changed significantly since many of these allegations were put and dealt with however, the complainants are still maintaining that the Council has and is acting improperly.
- 12.1.3 In consultation with the Internal Engagement lead councillor, the Clerk is recommending that the Council consider engaging an independent person to carry out a review or health check so that a line can be drawn under historical matters and the Council can be confident in its dealings going forward.

**12.2 Financial Implication**

- 12.2.1 Quotes are awaited.

**12.3 Legal Implication**

- 12.3.1 The Council must act lawfully and properly.

**12.4 Risk**

- 12.4.1 Carrying out the review will mitigate risk of judicial review or other legal challenge.

**12.5 Recommendation**

- 12.5.1 That the Council carries out a Governance Review or Health Check.

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***STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON***

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(End)

Report Author:  
Claire Commons, Town Clerk

**Report 1018FC9 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 02 October 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**13 Committee Membership**

To consider membership of the Planning and Highways Committee and any other vacancies resulting.

**13.1 Summary**

- 13.1.1 Councillor Todd has requested to step down from the Planning and Highways Committee, she has requested that she still remains on the Human Resources Committee.
- 13.1.2 The Council is requested to nominate a member to sit on the Planning and Highways Committee for the remainder of this municipal year.
- 13.1.3 If any member fills this vacancy by stepping down from their role on another committee, the Council should seek to fill that at this point.

**13.2 Financial Implication**

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

**13.3 Legal Implication**

- 13.3.1 Subject to any express provision contained in the 1972 Local Government Act or any act passed after this act, a local authority may arrange for the discharge of any of their functions by a committee, a sub-committee or an officer of the authority. (Local Government Act, 1972 s.101)

**13.4 Risk**

- 13.4.1 If a committee has any vacancies, there is an increased risk of a meeting being inquorate and not being able to conclude its business.

**13.5 Recommendation**

- 13.5.1 That the Council appoints a member to the Planning and Highways Committee and fills any other vacancies that may arise.

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***STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON***

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(End)

Report Author:  
Claire Commons, Town Clerk

**Report 1018FC14 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 02 October 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**14 Cattle Market**

To receive legal advice regarding the historic ownership of the Cattle Market and agree any action arising

**14.1 Summary**

- 14.1.1 At the Council's Town Meeting in June in relation to the Cattle Market, the public supported seeking legal and professional advice regarding the history of the ownership of the Cattle Market.
- 14.1.2 The Council had already allocated funds and at the request of that meeting, the Council proceeded to instruct a barrister in that respect.
- 14.1.3 A meeting was held with Counsel and a verbal report was provided to the Council on 10<sup>th</sup> August 2018 which advised that Counsel's opinion on the matter as a whole is that any legal action would likely be costly and the chances of success would be below 50% such that it would be difficult for the Town Council to justify the expenditure of public money.
- 14.1.4 Recent letters in the local press have referred to legal advice in 2016 indicating a strong possibility that NDDC do not legally own the Cattle Market. This is not an accurate reflection of the legal documents the Council holds from 2016.

**14.2 Financial Implication**

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

**14.3 Legal Implication**

- 14.3.1 The report provided by Counsel is exempt under the access to information as it is information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. (Local Government Act, 1972 sch 12a (5))

**14.4 Risk**

- 14.4.1 There are no risks identified in this report.

**14.5 Recommendation**

- 14.5.1 That the report is received and noted

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***STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON***

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(End)

Report Author:  
Claire Commons, Town Clerk

**Report 1018FC15 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 02 October 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**15 Armoury Yard**

To consider correspondence from Armoury Yard Residents

**15.1 Summary**

- 15.1.1 Correspondence has been received from the residents of Armoury Yard to urge North Dorset District Council to transfer the freehold ownership of Armoury Yard to Shaftesbury Town Council.
- 15.1.2 The letter has been provided under separate cover to councillors only as it contains personal data. This letter must not be distributed further.
- 15.1.3 Shaftesbury Town Council has already approached North Dorset District Council regarding the transfer of this land and others and awaits a formal response.

**15.2 Financial Implication**

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

**15.3 Recommendation**

- 15.3.1 That the correspondence is received and that further enquiries are made of North Dorset District Council regarding the transfer.

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***STRATEGIC PLAN AREA: ASSET ACQUISITION, LESTER TAYLOR***

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(End)

Report Author:  
Claire Commons, Town Clerk

**Report 1018FC11 to a meeting of the Full Council**  
**To be held at 7.00pm on Tuesday 02 October 2018 in the Council Chamber,**  
**Shaftesbury Town Hall**

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**16 Civic Event Confidential Information**

To consider a recommendation from the General Management Committee on a confidential matter

**16.1 Summary**

16.1.1 This item is currently exempt under Schedule 12a paras 1 and 2 of the Local Government Act 1972 as the discussion is likely to contain information relating to an individual and information which is likely to reveal the identity of an individual.

16.1.2 The report is confidential for the recommendation of creating additional freemen.

**16.2 Recommendation**

16.2.1 That the public and press be excluded from this item under Schedule 12a paras 1 and 2 of the Local Government Act 1972 as the discussion is likely to contain information relating to an individual and information which is likely to reveal the identity of an individual.

16.2.2 That the recommendation detailed in the associated confidential report is considered.

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

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(End)

Report Author:  
Claire Commons, Town Clerk