



# Shaftesbury Town Council

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VAT Reg No 241 1307 58

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

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

To be held at 7.00pm on Tuesday 23 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

<b>1</b>	<b>REFERENCES</b> .....	<b>2</b>
<b>2</b>	<b>APOLOGIES</b> .....	<b>3</b>
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	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.	
<b>4</b>	<b>MINUTES</b> .....	<b>3</b>
	To confirm as a correct record, the minutes of the previous meeting of the General Management Committee.	
<b>5</b>	<b>PAYMENTS</b> .....	<b>4</b>
	To consider payments for authorisation	
<b>6</b>	<b>STANDING ORDERS</b> .....	<b>6</b>
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	To receive the Town Council’s accounts for the second quarter of the financial year 2018/19	
<b>9</b>	<b>BELL STREET PUBLIC TOILETS.....</b>	<b>47</b>
	To consider options for renovation of the Bell Street Public Toilets	
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	To consider options for the purchase of replacement Christmas Lights for the Town Hall	
<b>11</b>	<b>SALT CELLAR LEASE.....</b>	<b>50</b>
	To consider lease for the Salt Cellar – it may be required to go into confidential session if commercial information is discussed	

## **1    References**

Cleyden, P., 2016. *Arnold-Baker on Local Council Administration*. 10th ed. s.l.:LexisNexis.  
Public Health Act, 1936 s.87. [Online]  
Available at: <http://www.legislation.gov.uk/ukpga/Geo5and1Edw8/26/49/part/II/crossheading/public-sanitary-conveniences/enacted?view=plain>  
Shaftesbury Town Council, 2017. *Financial Regulations*. [Online]  
Available at: <https://www.shaftesbury-tc.gov.uk/policies/>  
Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.  
the Accounts and Audit Regulations, 2015. [Online]  
Available at: <http://www.legislation.gov.uk/uksi/2015/234/contents/made>  
[Accessed 18 July 2018].

(End)

**Administration for a meeting of the General Management Committee  
To be held at 7.00pm on Tuesday 23 October 2018 in the Council Chamber,  
Shaftesbury Town Hall**

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**2 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.

**2.1 Apologies received to date**

**2.1.1**

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*STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON*

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**3 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.

**3.1 Declarations of Interest or dispensations received to date**

**3.1.1** 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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**4 Minutes**

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

**4.1 Background**

- 4.1.1 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.
- 4.1.2 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)

**4.2 Minutes to be adopted**

**4.2.1** 25<sup>th</sup> September 2018

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*STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON*

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**Report 1018GEM5 to a meeting of the General Management Committee  
To be held at 7.00pm on Tuesday 23 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 follow this report, an updated list may be provided to the committee prior to or at the meeting.
- 5.1.2 A bank, cash and investment reconciliation will follow this report detailing the current position following payments identified.

**5.2 Financial Implication**

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

**5.3 Legal Implication**

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

**5.4 Risk**

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

**5.5 Recommendation**

- 5.5.1 That the Committee approves the payments

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

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(End)

Report Author:  
Claire Commons, Town Clerk

Appendix A.      Payment list and reconciliation to follow here

**Report 1018GEM6 to a meeting of the General Management Committee  
To be held at 7.00pm on Tuesday 23 October 2018 in the Council Chamber,  
Shaftesbury Town Hall**

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## **6 Standing Orders**

To review the Council's Standing Orders

### **6.1 Summary**

- 6.1.1 NALC published new model standing orders in April 2018, these incorporate or reference the requirements of new legislation that has been introduced since the last model standing orders were published in 2013.

### **6.2 How to use model Standing Orders**

- 6.2.1 Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.
- 6.2.2 Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.
- 6.2.3 The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

### **6.3 Drafting Notes**

- 6.3.1 Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.
- 6.3.2 For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.
- 6.3.3 A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

### **6.4 Recommendation**

- 6.4.1 That the model Standing Orders are adopted.

## **6.5 What's new?**

- 6.5.1 Amendments to the Public Bodies (Admission to Meetings) Act 1960 which provides the right to report at council and committee meetings (England).
- 6.5.2 Amendments to the Local Government Act 1972 which permit electronic service of summons and agendas on councillors (England).
- 6.5.3 The Smaller Authorities (Transparency Requirements) (England) Regulations 2015 which require councils in England with a gross annual income or expenditure (whichever is higher) that does not exceed £25,000 to publish certain information electronically.
- 6.5.4 The Local Government (Transparency Requirements) (England) Regulations 2015 which requires councils in England with a gross annual income or expenditure (whichever is the higher) that exceeds £200,000 to publish certain information electronically.
- 6.5.5 The Public Contracts Regulations 2015 which introduced requirements for the tendering and award of contracts (i) with an estimated value over £25,000 in England and (ii) with an estimated value which exceeds the thresholds in the Public Contracts Directive which are currently £4,551,413 for a public works contract and £181,302 for a public service and public supply contract in England and Wales.
- 6.5.6 Utilities Contract Regulations 2016 which introduced requirements for the tendering and award of a contract for a utility activity with an estimated value which exceeds the relevant financial thresholds, currently £363,424 for a supply, services or design contract, £4,551,413 for a works contract and £830,370 for a social and other specific services contract.
- 6.5.7 Changes to data protection legislation introduced by the General Data Protection Regulation (GDPR) which came into force on 25<sup>th</sup> May 2018.

(End)

Report Author:  
Claire Commons, Town Clerk

# SHAFTESBURY TOWN COUNCIL



**CREATED FROM THE NALC  
MODEL STANDING  
ORDERS 2018**



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Adopted on: [ ]

Last amended on: [ ]

**Model Issued By NALC in July 2018**

**Model Standing Orders that are in bold type contain statutory requirements.**



## **a        RULES OF DEBATE AT MEETINGS**

- a        Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b        A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c        A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d        If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e        An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f        If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g        An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h        A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i        If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j        Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k        One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l        A councillor may not move more than one amendment to an original or substantive motion.
- m        The mover of an amendment has no right of reply at the end of debate on it.
- n        Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o        Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i.        to speak on an amendment moved by another councillor;
  - ii.       to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii.      to make a point of order;
  - iv.      to give a personal explanation; or
  - v.       to exercise a right of reply.

- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.

**b DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

**c MEETINGS GENERALLY**

Full Council meetings	▲
Committee meetings	●
Sub-committee meetings	○

- ▲ a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- ▲ b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- ▲ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed ( ) minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than ( ) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

- ▲ l     **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- 
- ▲ m     **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- 
- ▲ n     **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- 
- ▲ o     **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- ▲ p     **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- ▲ q     **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- 
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- ▲ r     **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
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*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*

- ▲ s     **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- t     **The minutes of a meeting shall include an accurate record of the following:**
  - i.     the time and place of the meeting;
  - ii.    the names of councillors who are present and the names of councillors who are absent;
  - iii.    interests that have been declared by councillors and non-councillors with voting rights;
  - iv.    the grant of dispensations (if any) to councillors and non-councillors with

voting rights;

- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

▲ u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

▲ v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*



- ▲ w **If a meeting is or becomes inquorate no business shall be transacted** and
  - the meeting shall be closed. The business on the agenda for the meeting shall
  - be adjourned to another meeting.
- x A meeting shall not exceed a period of ( ) hours.

## **d COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer five days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

- xii. may dissolve a committee or a sub-committee.

**e ORDINARY COUNCIL MEETINGS**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
  - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;

- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **f EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the

committee [or the sub-committee] at any time.

- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

## **g PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **h VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## **i MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least five clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall

consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

**j        MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close the meeting.

## **k        MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a    **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b    **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c    **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d    **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **I        DRAFT MINUTES**

Full Council meetings	▲
Committee meetings	●
Sub-committee meetings	○

- m    If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- n    There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- o    The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- p    If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:  
  
"The chairman of this meeting does not believe that the minutes of the meeting of the (    ) held on [date] in respect of (    ) were a correct record but his view was not upheld by the meeting and the minutes

are confirmed as an accurate record of the proceedings.”

- ▲ q **If the Council’s gross annual income or expenditure (whichever is**
- **higher) does not exceed £25,000, it shall publish draft minutes on a**
- **website which is publicly accessible and free of charge not later than**
- one month after the meeting has taken place.**
- r Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## s **CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which

the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

**h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
- ii. granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. it is otherwise appropriate to grant a dispensation.**

**t CODE OF CONDUCT COMPLAINTS**

- a** Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b** Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c** The Council may:
  - i.** provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii.** seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d** **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**



**u        PROPER OFFICER**

- a        The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b        The Proper Officer shall:
- i.        **at least three clear days before a meeting of the council, a committee or a sub-committee,**
- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
  - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii.        subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five days before the meeting confirming his withdrawal of it;
- iii.        **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv.        **facilitate inspection of the minute book by local government electors;**
- v.        **receive and retain copies of byelaws made by other local authorities;**
- vi.        hold acceptance of office forms from councillors;
- vii.        hold a copy of every councillor's register of interests;
- viii.        assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix.        liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x.        receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi.        assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii.        arrange for legal deeds to be executed;  
              *(see also standing order 23);*
- xiii.        arrange or manage the prompt authorisation, approval, and instruction regarding any

payments to be made by the Council in accordance with its financial regulations;

- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Planning and Highways Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning and highways committee];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

## **v RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **w ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and

approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **x FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper

Officer;

- v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## **y HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of the Human Resources Committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Human Resources Committee or, if he is not available, the vice-chairman of the Human Resources Committee of absence occasioned by illness or other reason and that person shall report such absence to the Human Resources Committee at its next meeting.
- c. The chairman of the Human Resources Committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the member of staff's job title. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Human Resources Committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Human Resources Committee or in his absence, the vice-chairman of the Human Resources Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Human Resources Committee.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chairman or vice-chairman of the Human Resources Committee, this shall be communicated to another member of the Human Resources Committee, which shall be reported back and progressed by resolution of the Human Resources Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **z RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

*[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **aa RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

**bb RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

**cc EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

*The above is applicable to a Council with a common seal.*

OR

**[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]**

*The above is applicable to a Council without a common seal.*

**dd        COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a     An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b     Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

**ee        RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a.    Unless duly authorised no councillor shall:
  - i.     inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii.    issue orders, instructions or directions.

**ff        STANDING ORDERS GENERALLY**

- a     All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b     A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least seven councillors to be given to the Proper Officer in accordance with standing order 9.
- c     The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d     The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

**Report 1018GEM7 to a meeting of the General Management Committee  
To be held at 7.00pm on Tuesday 23 October 2018 in the Council Chamber,  
Shaftesbury Town Hall**

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**7 Strategic Plan**

To consider adjustment to the workstream titles and receive updates on progress to-date

**7.1 Summary**

- 7.1.1 The strategic plan has been in place for 12+ months and a review of 2 of the workstreams is necessary
- 7.1.2 The report breaks down a summary of progress with each of the 12 workstreams and the RAG status for each is evident.

**7.2 Financial Implication**

There are no financial implications arising from this report

**7.3 Legal Implication**

- 7.3.1 There are no legal implications arising from this report

**7.4 Risk**

- 7.4.1 There are no risks arising from this report

**7.5 Recommendation**

- 7.5.1 That Facilities for the Elderly becomes Health and Wellbeing and Internal and External Governance is combined and Policies, Procedures and Governance is the other.
- 7.5.2 To receive and note the Q3 progress report

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

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(End)

Report Author:  
Brie Logan, Business Manager



## STRATEGIC PLAN – HIGH LEVEL OVERVIEW – Q3 update October 2018

		RAG STATUS	
Marketing and Events including mapping	Shaftesbury Domain		Project live despite several technical hitches. Website rebuilt from scratch and over 200 community activities mapped on the system. Soft launch in September 2018 and widening the PR when all hitches have been fixed.
	<b>Health and wellbeing</b>		Looking at feasibility of setting up Advisory committee in Spring 2019.
	Bringing the old and the new together		Looking at feasibility of setting up Advisory committee in Spring 2019. Initial exploratory meeting scheduled for December 2018
The Shaftesbury Experience	Develop town tourism strategy		VEAC short, medium and longer term action plan in place with 19 action points. VEAC committee is made up of 10 members. Summer visitor experience survey completed
	Public toilet standard		Aiming for this project to go live in January/ February 2019
	Residents Lifestyle – Outdoor		Linkage with the SF walking group and DCC highways with path maintenance. SFC lease underway – in the hands of the solicitors. Monthly review with the governance team
	Residents Lifestyle – Indoor Attract the Arts		Links with Artisan community under way – meeting scheduled for December 2018 and looking at feasibility of setting up an Advisory Committee
Economic Development	Town landscape and aesthetics including Wi-Fi (x10) and includes employment/ Apprenticeships		Works underway to set up ED AC and a community-led project with STC as the enabler. The group is likely to be made up of 8 members Small business Saturday 2018 – 4 free car parking days in December (every Saturday) Next steps for pop up shop underway Weekly and monthly market developments
	Asset Acquisition – including A30 allotments		A30 allotments transferred Mampitts Square transferred Awaiting response from NDDC of potential other acquisitions
	Asset Management - Town Hall related projects		Work in progress Oasis user survey – summer 2018
Stakeholder Collaboration	External and <b>internal</b> Engagement - Develop relationships with businesses, estates and the community including Youth Council and Civic Society Develop links with adjoining towns and other authorities		Proactive links with most community groups; Chamber, Rotary, Youth Club, Fringe, Swans Trust, DCA, Dorset Chamber Links made with Town Clerks across North Dorset, Gillingham TC, NDDC Planning team and development working group. Shaftesbury Youth Club lease underway
	<b>Internal governance</b>		Development of SOPS and policy review – work in progress and link to Business Manager and CiLCA qualification
	Neighbourhood plan		Evidence building stage nearly complete and emerging policies taking shape. Funding applications granted x 2 for DPC support, website and Town design statement. Working with AECOM as the design consultants. 2 formal meetings and 9 monthly meetings have taken place with informal workshops in between. Car park study and traffic flow study in the process of being commissioned as further supporting evidence for policy development. SNPAC is made up of 8 members. The <b>aim</b> is for the draft policy (regulation 14) to be in place by the end of this calendar year

**Report 1018GEM8 to a meeting of the General Management Committee  
To be held at 7.00pm on Tuesday 23 October 2018 in the Council Chamber,  
Shaftesbury Town Hall**

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**8 Finances – Quarter 2**

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

**8.1 Balances**

- 8.1.1 Cleared bank balances and earmarked reserves are shown on the detailed balance sheet at Appendix C.
- 8.1.2 Shaftesbury Town Council's progress against budget is shown on the Income and Expenditure at Appendix D, this appendix also provides a bank and investment reconciliation.
- 8.1.3 The overall position of the budget is healthy, a detailed budget note list can be provided by request. Key points to note are;
  - 8.1.3.1 Personnel  
Currently underspent but training and associated travel scheduled.
  - 8.1.3.2 Civic  
The Civic event is planned for spring 2019. Only 1 councillor has attended training so far this year.
  - 8.1.3.3 Legal and Professional  
Professional and Legal fees budget line is overspent due to the Judicial Review.
  - 8.1.3.4 Finance  
Greater return on CCLA Deposit and Property Fund Dividends than budgeted
  - 8.1.3.5 General Running Costs  
Printing and stationery costs are over-budget, careful management and limited colour printing should bring this back in line.
  - 8.1.3.6 Local Delivery Services  
Subcontracting cleaning of the public toilets was additional to budget expectation. Street Market rents however have been higher than anticipated.
  - 8.1.3.7 Swimming Pool  
Overspend on overheads due to opening 2 hours longer each day than originally planned. Balanced by income up by approximately 38%.
- 8.1.4 Purchase and Sales Ledger Balances are shown at Appendix E.

**8.2 Legal Implication and Risk**

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

**8.3 Recommendation**

- 8.3.1 That the Committee receives and notes the report, noting the cleared bank balances as at 30<sup>th</sup> September 2018 held in each bank account.

(End)

Report Author:

Claire Commons, Town Clerk

## Appendix C. Balance Sheet

Printed on : 04/10/2018		Shaftesbury Town Council	
At : 16:26		Balance Sheet as at - 30th September 2018	
31 March 28			30th September 2018
<b>Current Assets</b>			
5,288	Debtors	4,572	
7,954	Vat Control	-2,012	
6,968	Prepayments	0	
400,370	NatWest Current A/c	746,258	
72	Petty Cash	11	
97	Petty Cash- Swimming Pool	158	
39,502	Public Sector Deposit A/c	39,502	
<b>460,252</b>			<b>788,489</b>
<b>460,252</b>	<b>Total Assets</b>		<b>788,489</b>
<b>Current Liabilities</b>			
6,248	Creditors	213	
2,750	Accruals	0	
4,200	PAYE & NI Due	3,582	
4,451	Superannuation Due	0	
172	Holding Deposits	80	
<b>17,820</b>			<b>3,874</b>
<b>442,432</b>	<b>Total Assets Less Current Liabilities</b>		<b>784,615</b>
<b>Represented By</b>			
213,147	General Reserve		483,045
10,000	EMR CCTV		0
11,500	EMR Cycle Routes		11,500
5,217	EMR Playground Equipment		20,217
30,500	EMR Toilet Capital Re-build		30,500
58,325	EMR Town Hall Building Fund		75,695
5,000	EMR Town Hall Energy Fund		0
2,000	EMR Ground Works Equipment		2,000
0	EMR Grit Bins		4,000
10,000	EMR Heritage Style Lanterns		10,000
754	EMR Ground Planting/SIB		20
14,647	EMR Street Furniture		24,397
5,273	EMR Strategic Tree Works		5,273
21,080	EMR Swimming Pool		29,146
8,072	EMR Neighbourhood Planning		16,655

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Printed on : 04/10/2018

**Shaftesbury Town Council**

At : 16:26

**Balance Sheet as at - 30th September 2018**

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**31 March 28**

**30th September 2018**

8,109	EMR Town Centre Enhancement	7,109
0	EMR Jubilee Steps Enhancement	10,000
3,000	EMR Community Hall Cockrams	13,000
8,005	EMR Vehicles	8,005
2,500	EMR Replacement IT Equipment	4,251
25,000	A30 Allotment Site	25,000
303	EMR Shaftesbury Bee Friendly	303
0	EMR Cobbles	1,000
0	EMR Bus Shelters	3,500
<hr/> <b>442,432</b> <hr/>		<hr/> <b>784,615</b> <hr/>

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

Signed :

Chairman

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

Signed :

Responsible  
Financial

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

## Appendix D. Bank Reconciliation

04/10/2018

Shaftesbury Town Council

16:27

Detailed Income & Expenditure by Budget Heading 30/09/2018

Page No 1

Month No : 6

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>Personnel</b>								
<b>402</b>	<b>Staffing Costs</b>							
4000	Salaries	166,893	101,498	206,508	105,010		105,010	49.1 %
4005	Employers NI	16,127	10,197	18,979	8,782		8,782	53.7 %
4006	Employers Superann	35,892	19,631	43,678	24,047		24,047	44.9 %
4010	Staff Training	3,484	700	5,000	4,300		4,300	14.0 %
4015	Staff Travel & Subsistance	594	171	500	329		329	34.1 %
4018	Staff Recruitment	0	0	1,000	1,000		1,000	0.0 %
4020	Sub Contract Labour	23,025	0	0	0		0	0.0 %
	Staffing Costs :- Expenditure	<b>246,014</b>	<b>132,197</b>	<b>275,665</b>	<b>143,468</b>	<b>0</b>	<b>143,468</b>	<b>48.0 %</b>
1360	Contribution Street Cleaning	9,585	9,839	9,585	254			102.6 %
	Staffing Costs :- Income	<b>9,585</b>	<b>9,839</b>	<b>9,585</b>	<b>254</b>			<b>102.6 %</b>
	<b>Net Expenditure over Income</b>	<b>236,429</b>	<b>122,358</b>	<b>266,080</b>	<b>143,722</b>			
	Personnel :- Expenditure	<b>246,014</b>	<b>132,197</b>	<b>275,665</b>	<b>143,468</b>	<b>0</b>	<b>143,468</b>	<b>48.0 %</b>
	Income	<b>9,585</b>	<b>9,839</b>	<b>9,585</b>	<b>254</b>			<b>102.6 %</b>
	<b>Net Expenditure over Income</b>	<b>236,429</b>	<b>122,358</b>	<b>266,080</b>	<b>143,722</b>			
<b>General Management</b>								
<b>301</b>	<b>Civic</b>							
4265	General Supplies	0	0	0	0		0	0.0 %
4300	Civic/Ceremonial	2,243	580	2,100	1,520		1,520	27.6 %
4301	Civic Allowance	21	0	0	0		0	0.0 %
4302	Councillor Allowances	3,150	1,440	3,240	1,800		1,800	44.4 %
4305	Regalia	0	0	300	300		300	0.0 %
4310	Councillor Training	155	56	443	387		387	12.6 %
4311	Councillor Travel/Subsistence	223	0	200	200		200	0.0 %
4315	Hospitality	347	134	288	154		154	46.5 %
	Civic :- Expenditure	<b>6,139</b>	<b>2,209</b>	<b>6,571</b>	<b>4,361</b>	<b>0</b>	<b>4,361</b>	<b>33.6 %</b>
1400	Mayor's Charity Income	345	60	0	60			0.0 %
	Civic :- Income	<b>345</b>	<b>60</b>	<b>0</b>	<b>60</b>			
	<b>Net Expenditure over Income</b>	<b>5,794</b>	<b>2,149</b>	<b>6,571</b>	<b>4,421</b>			
<b>302</b>	<b>Legal and Professional</b>							
4325	Audit	3,125	-1,675	2,850	4,525		4,525	-58.8 %
4326	Books & Subscriptions	1,212	1,253	1,500	247		247	83.6 %

Continued on Page No 2



		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4330	Insurance	12,868	14,686	16,500	1,814		1,814	89.0 %
4341	Professional & Legal Fees	12,385	13,997	10,000	-3,997	364	-4,361	143.6 %
4342	Election Costs	-2,936	0	8,000	8,000		8,000	0.0 %
	Legal and Professional :- Expenditure	<b>26,654</b>	<b>28,261</b>	<b>38,850</b>	<b>10,589</b>	<b>364</b>	<b>10,225</b>	<b>73.7 %</b>
	<b>Net Expenditure over Income</b>	<b>26,654</b>	<b>28,261</b>	<b>38,850</b>	<b>10,589</b>			
<b>303 Grants &amp; SLA</b>								
4350	Community Grants	30,000	31,913	30,000	-1,913		-1,913	106.4 %
	Grants & SLA :- Expenditure	<b>30,000</b>	<b>31,913</b>	<b>30,000</b>	<b>-1,913</b>	<b>0</b>	<b>-1,913</b>	<b>106.4 %</b>
	<b>Net Expenditure over Income</b>	<b>30,000</b>	<b>31,913</b>	<b>30,000</b>	<b>-1,913</b>			
<b>304 Finance</b>								
4380	Bank Charges	32	45	500	455		455	9.0 %
4394	CCLA Property Fund	50,000	0	0	0		0	0.0 %
4395	Prior Year Adjustment	0	1,799	0	-1,799		-1,799	0.0 %
	Finance :- Expenditure	<b>50,032</b>	<b>1,844</b>	<b>500</b>	<b>-1,344</b>	<b>0</b>	<b>-1,344</b>	<b>368.9 %</b>
1301	Miscellaneous Income	10,000	0	0	0			0.0 %
1340	Bank Interest Received	61	106	70	36			151.1 %
1342	CCLA Prop Fund Dividend Receiv	728	1,039	350	689			296.7 %
1376	Precept	470,683	480,183	480,183	0			100.0 %
	Finance :- Income	<b>481,472</b>	<b>481,327</b>	<b>480,603</b>	<b>724</b>			<b>100.2 %</b>
	<b>Net Expenditure over Income</b>	<b>-431,440</b>	<b>-479,483</b>	<b>-480,103</b>	<b>-620</b>			
<b>401 General Running Costs</b>								
4265	General Supplies	108	80	154	74		74	51.7 %
4345	Advertising	1,407	0	1,500	1,500		1,500	0.0 %
4348	Consultations	0	519	1,000	481		481	51.9 %
4400	Printing	1,601	811	1,200	389		389	67.6 %
4401	Stationery	1,349	596	1,300	704		704	45.8 %
4402	Postage	465	2	600	598		598	0.4 %
4410	Telephone	2,924	1,549	2,640	1,092		1,092	58.7 %
4414	IT Software	3,337	1,772	3,081	1,309		1,309	57.5 %
4415	IT Support	255	450	960	510		510	46.9 %
4417	Web Site	660	330	700	370		370	47.1 %
4420	Office Equipment	817	36	1,000	964		964	3.6 %
	General Running Costs :- Expenditure	<b>12,923</b>	<b>6,145</b>	<b>14,135</b>	<b>7,990</b>	<b>0</b>	<b>7,990</b>	<b>43.5 %</b>
	<b>Net Expenditure over Income</b>	<b>12,923</b>	<b>6,145</b>	<b>14,135</b>	<b>7,990</b>			
	General Management :- Expenditure	<b>125,748</b>	<b>70,373</b>	<b>90,056</b>	<b>19,683</b>	<b>364</b>	<b>19,319</b>	<b>78.5 %</b>
	Income	<b>481,817</b>	<b>481,387</b>	<b>480,603</b>	<b>784</b>			<b>100.2 %</b>
	<b>Net Expenditure over Income</b>	<b>-356,069</b>	<b>-411,015</b>	<b>-390,547</b>	<b>20,467</b>			

Continued on Page No 3

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>ROSE</b>								
<b>101</b>	<b>Allotment</b>							
4165	Water Rates	510	559	565	6		6	99.0 %
4250	Repairs & Maintenance	202	850	205	-645		-645	413.8 %
4265	General Supplies	160	0	0	0		0	0.0 %
4271	Equipment Purchases	312	0	0	0		0	0.0 %
4275	Equipment Hire	0	0	350	350		350	0.0 %
4414	IT Software	0	0	165	165		165	0.0 %
	Allotment :- Expenditure	<b>1,184</b>	<b>1,409</b>	<b>1,285</b>	<b>-124</b>	<b>0</b>	<b>-124</b>	<b>109.6 %</b>
1104	Allotment Rent Income	1,707	125	1,700	-1,575			7.4 %
	Allotment :- Income	<b>1,707</b>	<b>125</b>	<b>1,700</b>	<b>-1,575</b>			<b>7.4 %</b>
	<b>Net Expenditure over Income</b>	<b>-523</b>	<b>1,284</b>	<b>-415</b>	<b>-1,699</b>			
<b>102</b>	<b>Cemetery</b>							
4150	Rates & Services	415	275	424	149		149	64.9 %
4165	Water Rates	85	0	90	90		90	0.0 %
4250	Repairs & Maintenance	2,450	0	2,000	2,000		2,000	0.0 %
4265	General Supplies	275	0	0	0		0	0.0 %
4414	IT Software	0	0	285	285		285	0.0 %
	Cemetery :- Expenditure	<b>3,225</b>	<b>275</b>	<b>2,799</b>	<b>2,524</b>	<b>0</b>	<b>2,524</b>	<b>9.8 %</b>
1105	Cemetery Income	3,501	1,749	2,300	-551			76.0 %
	Cemetery :- Income	<b>3,501</b>	<b>1,749</b>	<b>2,300</b>	<b>-551</b>			<b>76.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-277</b>	<b>-1,474</b>	<b>499</b>	<b>1,973</b>			
<b>103</b>	<b>General Grounds</b>							
4020	Sub Contract Labour	5,343	0	2,000	2,000		2,000	0.0 %
4150	Rates & Services	2,514	1,672	2,577	905		905	64.9 %
4155	Electricity	474	252	800	548		548	31.6 %
4165	Water Rates	2,581	1,453	2,300	847		847	63.2 %
4250	Repairs & Maintenance	2,239	997	2,200	1,203		1,203	45.3 %
4256	Treework	1,166	3,355	4,000	645		645	83.9 %
4257	Plants	148	0	1,000	1,000		1,000	0.0 %
4261	Refuse Collection	1,697	1,686	2,600	914		914	64.8 %
4265	General Supplies	589	300	350	50		50	85.6 %
4270	Equipment Repairs	3,360	614	2,000	1,386		1,386	30.7 %
4271	Equipment Purchases	3,433	38	2,500	2,462		2,462	1.5 %
4272	Fuel for Equipment	1,489	1,393	2,300	907		907	60.6 %

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4274	Rent Unit 9C	7,438	5,679	7,572	1,893		1,893	75.0 %
4275	Equipment Hire	446	6	500	494		494	1.2 %
4278	Alarm Costs	119	55	200	145		145	27.5 %
4280	Fuel for Vehicles	2,269	1,441	2,000	559		559	72.1 %
4281	Motor Expenses	1,763	1,450	1,500	50		50	96.7 %
4282	Hitachi Payments Mower	10,190	5,095	10,190	5,095		5,095	50.0 %
4285	PPE	429	381	1,000	619		619	38.1 %
4290	Playground Inspections	830	350	400	50		50	87.4 %
4291	Playground Repair/Maintenance	7,981	1,251	4,622	3,370		3,370	27.1 %
4293	Play Area Design	0	0	5,000	5,000		5,000	0.0 %
4299	SLA-Trinity Grounds Maintainan	1,424	748	1,500	752		752	49.8 %
	General Grounds :- Expenditure	<b>57,924</b>	<b>28,217</b>	<b>59,111</b>	<b>30,893</b>	<b>0</b>	<b>30,893</b>	<b>47.7 %</b>
1102	Contribution to Services	879	419	1,200	-781			34.9 %
1103	Rents	920	255	1,000	-745			25.5 %
1300	Grass Cutting Income	5,994	6,023	5,994	29			100.5 %
1301	Miscellaneous Income	2,426	1,114	0	1,114			0.0 %
1302	Memorial Bench Income	1,369	275	0	275			0.0 %
1353	Commuted Sum Land King Alfreds	0	71,410	0	71,410			0.0 %
1354	Commuted Sum Little Shilling	0	12,500	0	12,500			0.0 %
	General Grounds :- Income	<b>11,587</b>	<b>91,997</b>	<b>8,194</b>	<b>83,803</b>			<b>1122.7</b>
	<b>Net Expenditure over Income</b>	<b>46,336</b>	<b>-63,780</b>	<b>50,917</b>	<b>114,696</b>			
<b>105</b>	<b>Local Delivery services</b>							
4020	Sub Contract Labour	0	188	0	-188		-188	0.0 %
4150	Rates & Services	2,074	1,280	2,134	854		854	60.0 %
4155	Electricity	728	333	750	417		417	44.4 %
4165	Water Rates	2,062	1,223	2,200	977		977	55.6 %
4177	Bus Shelters	150	0	300	300		300	0.0 %
4250	Repairs & Maintenance	1,469	1,148	2,700	1,552		1,552	42.5 %
4260	Cleaning Supplies	747	465	1,000	535		535	46.5 %
	Local Delivery services :- Expenditure	<b>7,229</b>	<b>4,636</b>	<b>9,084</b>	<b>4,448</b>	<b>0</b>	<b>4,448</b>	<b>51.0 %</b>
1501	Street Market Rents R'ved	8,527	6,003	7,999	-1,996			75.0 %
	Local Delivery services :- Income	<b>8,527</b>	<b>6,003</b>	<b>7,999</b>	<b>-1,996</b>			<b>75.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-1,298</b>	<b>-1,366</b>	<b>1,085</b>	<b>2,452</b>			
<b>201</b>	<b>Town Hall</b>							
4150	Rates & Services	6,757	4,176	6,954	2,778		2,778	60.1 %
4155	Electricity	2,087	772	2,200	1,428		1,428	35.1 %

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4160	Gas	3,113	614	2,500	1,886		1,886	24.6 %
4165	Water Rates	139	121	200	79		79	60.4 %
4200	Wedding Costs	451	1,062	565	-497		-497	188.0 %
4230	Trinity Car Park Space	550	275	550	275		275	50.0 %
4250	Repairs & Maintenance	3,727	1,328	4,000	2,672		2,672	33.2 %
4260	Cleaning Supplies	276	100	300	200		200	33.5 %
4265	General Supplies	331	26	500	474		474	5.1 %
4271	Equipment Purchases	685	0	550	550		550	0.0 %
4278	Alarm Costs	240	330	500	170		170	66.0 %
4414	IT Software	0	0	285	285		285	0.0 %
Town Hall :- Expenditure		<b>18,356</b>	<b>8,805</b>	<b>19,104</b>	<b>10,299</b>	<b>0</b>	<b>10,299</b>	<b>46.1 %</b>
1201	Hall Hire	25,545	13,472	28,691	-15,219			47.0 %
1202	Other Hall Hire	48	0	0	0			0.0 %
1203	Weddings	1,529	1,382	1,800	-418			76.8 %
1204	Shop Rents	18,000	9,000	18,000	-9,000			50.0 %
1220	Solar Panel Feed in Tariff	680	1,602	1,500	102			106.8 %
1301	Miscellaneous Income	0	1	0	1			0.0 %
Town Hall :- Income		<b>45,802</b>	<b>25,457</b>	<b>49,991</b>	<b>-24,534</b>			<b>50.9 %</b>
Net Expenditure over Income		<b>-27,446</b>	<b>-16,652</b>	<b>-30,887</b>	<b>-14,235</b>			
<b>305 Swimming Pool</b>								
4008	Life Guard Salaries	20,874	26,447	22,000	-4,447		-4,447	120.2 %
4010	Staff Training	1,127	706	1,000	294		294	70.6 %
4150	Rates & Services	2,592	2,009	2,586	577		577	77.7 %
4155	Electricity	1,707	638	1,500	862		862	42.5 %
4160	Gas	2,234	1,667	2,200	533		533	75.8 %
4165	Water Rates	977	1,158	2,000	842		842	57.9 %
4250	Repairs & Maintenance	1,561	1,359	2,459	1,100		1,100	55.3 %
4260	Cleaning Supplies	218	257	220	-37		-37	116.9 %
4270	Equipment Repairs	90	0	0	0		0	0.0 %
4271	Equipment Purchases	1,168	1,017	1,000	-17		-17	101.7 %
4285	PPE	11	0	0	0		0	0.0 %
4360	Chemicals	3,910	3,618	4,000	382		382	90.5 %
4362	Plant Servicing/Repairs	1,414	1,680	1,500	-180		-180	112.0 %
4363	DBS Checks	125	75	150	75		75	50.0 %
4364	Uniforms	321	288	350	62		62	82.2 %
4365	Music Licences	122	0	250	250		250	0.0 %
4366	Retail Sales	442	855	480	-375		-375	178.1 %
4370	Swimming Pool Advertising	1,324	838	1,500	662		662	55.9 %

Continued on Page No 6

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4373	ATC Renewal	219	175	230	55		55	76.1 %
4374	Life Guard Training Course	1,205	0	0	0		0	0.0 %
4410	Telephone	292	160	275	115		115	58.1 %
	Swimming Pool :- Expenditure	<b>41,934</b>	<b>42,947</b>	<b>43,700</b>	<b>753</b>	<b>0</b>	<b>753</b>	<b>98.3 %</b>
1220	Solar Panel Feed in Tariff	1,127	970	1,200	-230			80.9 %
1301	Miscellaneous Income	300	0	0	0			0.0 %
1365	Swimming Pool Income	16,745	22,948	18,500	4,448			124.0 %
1366	Income Life Guards Course	1,200	0	0	0			0.0 %
	Swimming Pool :- Income	<b>19,372</b>	<b>23,919</b>	<b>19,700</b>	<b>4,219</b>			<b>121.4 %</b>
	<b>Net Expenditure over Income</b>	<b>22,562</b>	<b>19,028</b>	<b>24,000</b>	<b>4,972</b>			
	ROSE :- Expenditure	<b>129,852</b>	<b>86,290</b>	<b>135,083</b>	<b>48,793</b>	<b>0</b>	<b>48,793</b>	<b>63.9 %</b>
	Income	<b>90,497</b>	<b>149,249</b>	<b>89,884</b>	<b>59,365</b>			<b>166.0 %</b>
	<b>Net Expenditure over Income</b>	<b>39,355</b>	<b>-62,960</b>	<b>45,199</b>	<b>108,158</b>			

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

4902	Community Hall Cockrams	0	0	13,000	13,000		13,000	0.0 %
4904	Toilets	0	0	30,500	30,500		30,500	0.0 %
4905	Town Hall Building Fund	12,357	0	0	0		0	0.0 %
4906	Playground Equipment	0	0	20,217	20,217		20,217	0.0 %
4910	Street Furniture	200	250	24,647	24,397		24,397	1.0 %
4913	Town Centre Enhancement	0	0	7,109	7,109		7,109	0.0 %
4914	Ground Cover Planting	947	734	754	19		19	97.4 %
4917	Cycle Route	0	0	11,500	11,500		11,500	0.0 %
4918	CCTV	0	12,450	10,000	-2,450		-2,450	124.5 %
4919	Cobbles	0	0	1,000	1,000		1,000	0.0 %
4922	Vehicles	5,995	0	8,005	8,005		8,005	0.0 %
4923	Grit Bins	0	0	4,000	4,000		4,000	0.0 %
4924	Heritage Lanterns	0	0	10,000	10,000		10,000	0.0 %
4926	Strategic Tree Works	0	0	5,273	5,273		5,273	0.0 %
4928	Replacement IT Equipment	0	749	5,000	4,251		4,251	15.0 %
4929	Cemetery Improvements	2,304	0	0	0		0	0.0 %
4930	Jubilee Steps Enhancement	7,710	0	10,000	10,000		10,000	0.0 %
4931	Swimming Pool Running costs	2,253	1,934	31,079	29,145		29,145	6.2 %
4932	Neighbourhood Planning Group	613	697	9,970	9,273		9,273	7.0 %
4933	A30 Allotment Site	0	0	25,000	25,000		25,000	0.0 %
4935	Shaftesbury Bee Friendly	-303	0	303	303		303	0.0 %
	<b>Reserves &amp; Projects :- Expenditure</b>	<b>32,077</b>	<b>16,815</b>	<b>227,357</b>	<b>210,542</b>	<b>0</b>	<b>210,542</b>	<b>7.4 %</b>

Continued on Page No 7



		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1301	Miscellaneous Income	0	7,382	0	7,382			0.0 %
	Reserves & Projects :- Income	0	7,382	0	7,382			
	<b>Net Expenditure over Income</b>	<b>32,077</b>	<b>9,433</b>	<b>227,357</b>	<b>217,924</b>			
<b>902</b>	<b>Capital Replacement Reserve</b>							
4905	Town Hall Building Fund	0	0	75,695	75,695		75,695	0.0 %
4907	Grounds Equipment	0	0	2,000	2,000		2,000	0.0 %
4916	Bus Shelters	0	0	3,500	3,500		3,500	0.0 %
	Capital Replacement Reserve :- Expenditure	0	0	81,195	81,195	0	81,195	
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>81,195</b>	<b>81,195</b>			
	Reserves & Projects :- Expenditure	32,077	16,815	308,552	291,737	0	291,737	5.4 %
	Income	0	7,382	0	7,382			0.0 %
	<b>Net Expenditure over Income</b>	<b>32,077</b>	<b>9,433</b>	<b>308,552</b>	<b>299,119</b>			

**Shaftesbury Town Council**

**Bank - Cash and Investment Reconciliation as at 30 September 2018**

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	NatWest Current A/c	762,028.27
2	NatWest Reserve a/c	0.00
3	Nat West Credit Card	25.31
4	Cash in Hand	11.26
5	Petty Cash -Swimming Pool	158.36
7	Public Sector Deposit A/c	39,502.00
		<b>801,725.20</b>
<u>Other Bank &amp; Cash Balances</u>		
	Bank Suspense	0.00
		<b>0.00</b>
		<b>801,725.20</b>
<u>Unpresented Payments</u>		
1	25/06/2018 Std Ord	287.00
1	25/09/2018 Online578	88.74
1	28/09/2018 online555	153.23
1	30/09/2018 ONLINE576	5,561.22
1	30/09/2018 ONLINE577	4,201.70
1	30/09/2018 Online 591	113.98
1	30/09/2018 online579	330.74
1	30/09/2018 online580	240.00
1	30/09/2018 online581	105.48
1	30/09/2018 online582	7.44
1	30/09/2018 online583	100.92
1	30/09/2018 online584	57.69
1	30/09/2018 online585	354.24
1	30/09/2018 online586	474.00
1	30/09/2018 online587	158.99
1	30/09/2018 online588	26.40
1	30/09/2018 online589	233.28
1	30/09/2018 online590	64.33
1	30/09/2018 online592	40.95
1	30/09/2018 online593	11.70
1	30/09/2018 online594	683.41
1	31/03/2018 013145	2,450.00
		<b>15,745.44</b>
		<b>785,979.76</b>
<u>Receipts not on Bank Statement</u>		
0	30/09/2018 All Receipts Cleared	0.00
		<b>0.00</b>
<b>Closing Balance</b>		<b>785,979.76</b>
<u>All Cash &amp; Bank Accounts</u>		
	NatWest Current A/c	746,257.52
	NatWest Reserve A/c	0.00
	Bank Of Ireland Reserve A/c	0.00
	Petty Cash	11.26

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**Shaftesbury Town Council**

**Bank - Cash and Investment Reconciliation as at 30 September 2018**

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<u>Account Description</u>	<u>Balance</u>
Petty Cash- Swimming Pool	158.36
Local Authorities Property Fund	0.00
Public Sector Deposit A/c	39,502.00
Other Bank & Cash Balances	0.00
<b>Total Bank &amp; Cash Balances</b>	<b><u>785,929.14</u></b>

**Report 1018GEM9 to a meeting of the General Management Committee  
To be held at 7.00pm on Tuesday 23 October 2018 in the Council Chamber,  
Shaftesbury Town Hall**

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**9 Bell Street public toilets**

To consider options for renovation of the Bell Street Public Toilets

**9.1 Summary**

- 9.1.1 GEM G20b action from June 2018 was to progress with preparation of a proposal for the medium term solution and to consider the options for the toilet renovations
- 9.1.2 Initially the scope of the project was to replace each pod on a like for like basis and a number of contractors were approached to provide quotes. Some contractors only deal with sanitary ware and sub-contract the decoration and renovation work out which means like for like quotes were not consistent.
- 9.1.3 As the project has developed other options have been considered hence the project has evolved from simply like for like to a wider scope
- 9.1.4 Rejected options include: (1) Consolidating the space and reducing WC cubicles from 4 to 2 and releasing the redundant space in to a potential commercial venture (2) Relocating WC facilities and changing use of existing building in to a commercial venture
- 9.1.5 Current facilities are no longer fit for purpose as only 1 pod is working (plus disabled with limited access)
- 9.1.6 Options to consider

Non- negotiable changes	Considerations
<ul style="list-style-type: none"><li>• Ventilation system upgrade</li><li>• Replace sanitary ware excluding hand-dryer units (under contract)</li><li>• Remove existing internal wall panelling and flooring and replace with tiles (there have been leaks over the years and the condition of the walls and floors will not be understood until work commences)</li><li>• Replace external doors</li></ul>	<ul style="list-style-type: none"><li>1. Contactless charging system (vandal proof)</li><li>2. Keeping the disabled facility 'as is'</li><li>3. Semi-automated flush system</li><li>4. Revert each pod back to single sex usage ( 2 x female, 1 x male and 1 x disabled)</li><li>5. Auto locking and unlocking door system with built in motion sensor to mitigate overnight sleepers</li><li>6. Grounds team to take on responsibility to paint the external of the building and erect new signage (late winter project)</li></ul>

**9.2 Financial Implication**

- 9.2.1 Due to the specialist nature of the work involved, it has not been possible to obtain 3 comparative quotes.
- 9.2.2 Financial Regulation 11.1h requires that when the council is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations. To waive this financial regulation the Council must acknowledge the risk and make a resolution to waive the financial regulation for that particular contract providing a written minute of the reason why.

**9.3 Legal Implication**

- 9.3.1 The Council may provide public sanitary conveniences in proper and convenient situations (Public Health Act, 1936 s.87)

## 9.4 Consequences

- 9.4.1 Engaging multiple providers may risk liability and complicate accountability
- 9.4.2 Long term impact of toilet provision on the High Street is not yet understood hence the proposal provides medium term solution that will be fit for purpose for the next 8 – 10 years

## 9.5 Recommendation

- 9.5.1 To agree the non-negotiable changes that need to be included in the scope of works
- 9.5.2 To select the points from the considerations options summary that the committee want to include in the scope of work.
- 9.5.3 To recommend to Full Council to resolve on the non-comparative quotes

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### *STRATEGIC PLAN AREA: WELCOME OUR VISITORS, GEORGE HALL*

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## 9.6 Additional Detail (feedback from Consultants)

- 9.6.1 External doors are in poor condition with no TLC over the years and are in a state of disrepair
- 9.6.2 Ventilation system is not fit for purpose and a commercial system needs to be installed
- 9.6.3 The internal cladding has seams which join the wall surface to the floor surface. Over the years the seam has weakened which means that the wooden structure is now saturated and the odour is now overwhelmingly strong. (the state of the wall behind the cladding is not understood hence contingency built in)
- 9.6.4 Two of the toilets are unhinged from the wall and out of service and cannot be fixed. These toilets were originally designed to be fit for prison use.
- 9.6.5 The wall hand dryers are locked in to a contract and the proposal would be to transfer the current units over and to maintain the contract. Wallgate are experts in their field.
- 9.6.6 The flush systems are manual and reliant on the user to undertake the flushing process

(End)

Report Author:  
Claire Commons, Town Clerk



**Report 1018GEM10 to a meeting of the General Management Committee  
To be held at 7.00pm on Tuesday 23 October 2018 in the Council Chamber,  
Shaftesbury Town Hall**

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**10 Christmas Lights**

To consider options for the purchase of replacement Christmas Lights for the Town Hall

**10.1 Summary**

10.1.1 This report will follow

**Report 1018GEM11 to a meeting of the General Management Committee  
To be held at 7.00pm on Tuesday 23 October 2018 in the Council Chamber,  
Shaftesbury Town Hall**

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**11 Salt Cellar Lease**

To consider lease for the Salt Cellar – it may be required to go into confidential session if commercial information is discussed

**11.1 Summary**

11.1.1 This report will follow