



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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Town Clerk: Mrs Claire Commons

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VAT Reg No 241 1307 58

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 08 January 2019 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.

Prior to the start of the meeting will be a presentation to the Mayor of an Armed Forces Covenant.

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 11**
To receive and note reports from the Mayor, Committee Chairmen, Lead Councillors District and County Councillors and Local Organisations.
- 5 PAYMENTS 13**
To consider payments for authorisation
- 6 FINANCIAL RISK ASSESSMENT 18**
To consider and approve the Financial Risk Assessment for the year ending 31st March 2019

7	BUDGET AND PRECEPT.....	21
	To set the budget and precept requires for the financial year 2019/20	
8	SMART PROJECTS	39
	To consider for adoption, SMART project plans for Projects identified within the budget	
9	CATTLE MARKET	43
	To receive notice to terminate agreement and consider any actions arising	
10	PROJECT BELLE.....	44
	To consider any matters arising from any response to the bid to purchase the Bell Street supermarket	
11	PUBLIC TOILETS.....	46
	To agree the refurbishment of the Bell Street Toilets	
12	NEIGHBOURHOOD PLAN	50
	To receive an update on the Neighbourhood Plan and adopt the key dates outlined	

Bibliography

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[Accessed 18 July 2018].

(End)

1 Apologies

To receive and consider for acceptance, apologies for absence

1.1 Background

- 1.1.1 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.

1.2 Apologies received to date

- 1.2.1 . Councillor John Lewer, personal commitments.
-

STRATEGIC PLAN AREA: POLICIES, PROCEDURE AND GOVERNANCE, MARK JACKSON

2 Declarations of Interest

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

2.1 Declarations of Interest or dispensations received to date

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

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

3 Minutes

To confirm as a correct record, the minutes of the previous meeting of the 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 27th November 2018 and 5th December 2018
-

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

Extraordinary Full Council

27/11/2018



SHAFTESBURY TOWN COUNCIL

Extraordinary Full Council

Minutes of the Extraordinary Full Council held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday, 27 November 2018 commencing at 7pm.

Members Present

Councillor Brown (Chair)
Councillor Taylor (Vice Chair)
Councillor Proctor
Councillor Hall
Councillor Todd
Councillor Jackson

Councillor Loader
Councillor Kirton
Councillor Lewer
Councillor Perkins
Councillor Cook

Absent:

Councillors Austin.

Officers Present:

Claire Commons, Town Clerk
Brie Logan, Business Manager
Zoe Moxham, Office Administrator

In Attendance:

1 members of the press
54 members of the public

MINUTES

Public Participation

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern. The following matters were raised;

- A representative of the open spaces group and other members of expressed support for Shaftesbury Town Council to purchase the Wilderness. Points raised included;
- protecting the views, wildlife, history, trees, recreation location.
- Concern was expressed for the maintenance of the site and access to the site.
- Concern was expressed as to whether there was an issue with Badgers and TB on the site.

Extraordinary Full Council

27/11/2018

- It was noted that an Ecologist had offered services free of charge to survey the site and recommend a land management strategy.
- Members of the local community farm offered to help with maintenance.
- Crowd funding was mentioned as an option that local residents may look in to for funds to buy the site.

F84 Apologies

F84a Apologies were received and accepted from Councillors Austin due to personal reasons.

F85 Declarations of Interest and Dispensations

F85a All members were invited to declare any interests throughout the meeting if the need arose.

F86 Minutes

F86a It was **RESOLVED** to approve the minutes of the meeting held on Tuesday, 06 November 2018 and the minutes were duly signed.

F87 Payments

Officer report 1118FC4 was received it was **RESOLVED** to approve the payments.

Action: Finance and Services Officer

F88 Project Belle

Officer report 1118FC5 was received and it was **RESOLVED** to defer the decision pending further research.

Action: Town Clerk and Business Manager

F89 The Wilderness

Officer report 1118FC6 was received and it was **RESOLVED** to defer the decision pending further research.

Action: Town Clerk and Business Manager

There being no further business, the meeting was closed at 9.05 pm

Signed

Date

Administration for a meeting of the Full Council

Extraordinary Full Council

27/11/2018

Printed on : 22/11/2018

Shaftesbury Town Council

Page No 1

At : 11:36

NatWest Current A/c

List of Payments made between 26/10/2018 and 29/11/2018

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
29/10/2018	British Telecommunications	DD	88.56		Line Rental 852790
29/10/2018	Plusnet Ltd	dd	29.32		Purchase Ledger Payment
29/10/2018	Easy EPC	DebitCard	234.00		EPC Certificate Football Club
29/10/2018	Nat West Credit Card	Creditcard	134.86		Credit Card Payment
31/10/2018	British Telecommunications	directd	88.56		Line Rental
31/10/2018	Telefonica Uk Ltd	DirectDebi	72.94		Grounds Mobiles
31/10/2018	October Salaries	ONLINE	12,881.25		October Salaries
01/11/2018	Cambridge & Counties Bank	013169	125,759.00		Cambridge & Counties Bank new
01/11/2018	Eon	dd	154.01		Electric pool
01/11/2018	Eon	dd	154.01		Purchase Ledger Payment
01/11/2018	NDOC	Std Ord	214.00		Business Rates- Bell St Toilet
01/11/2018	NDOC	Std Ord	696.00		Rates Town Hall
01/11/2018	NDOC	Std Ord	278.00		Rates Unit 9C
01/11/2018	NDOC	Std Ord	46.00		Rates Cemetery
05/11/2018	Salt & Grit Solutions	bac	210.00		Purchase Ledger Payment
07/11/2018	British Telecommunications	dd	103.44		Broadband Line
09/11/2018	Shaftesbury Team Ministry	online608	65.00		Ref Poachers Moon WW1 event
11/11/2018	Hitachi Capital	Std Ord	849.20		Hitachi Capital
12/11/2018	RBL Poppy Appeal	013174	100.00		RBL Poppy Appeal
12/11/2018	DCC Enviro Team	ONLINE609	80.00		Habitat Survey Bowling Club
12/11/2018	HMRC	DD	2,011.65		VAT
13/11/2018	Petty Cash	013175	146.05		Petty Cash
13/11/2018	DCC Pension Fund	ONLINE	4,217.29		Pension October Salaries
13/11/2018	Spruce Pools	online610	198.00		repairs to tiles
13/11/2018	Ellis Jones	online611	432.00		Ref Judicial Review
13/11/2018	Dorset Planning Consultant Ltd	online612	2,399.04		Purchase Ledger Payment
13/11/2018	British Gas	Online613	132.23		Electric
13/11/2018	HMRC	OLT	4,382.74		Tax/Ni Oct
13/11/2018	Fuel Genie	dd	349.17		Fuel October
16/11/2018	Sage Uk Ltd	DD	80.40		Purchase Ledger Payment
19/11/2018	Crown Gas & Power (Easy Utilit	DD	133.34		Gas Town Hall
21/11/2018	Rochfords Garden Machinery	online614	1,406.00		Strimmers, Chainsaw, HedgeCutter
22/11/2018	Peninsula	Std Ord	210.50		Health & Safety Advisers
29/11/2018	Wincombe MOT & Repair Centre L	o/635	928.75		Fault with DPF unit, Filters
29/11/2018	Evolution Skatepark	online615	11,886.00		New Fun Box Skate Park
29/11/2018	Ryan Baker	online616	30.89		Final adverts for pool closing
29/11/2018	The IT Department Solutions Lt	online617	187.08		Monthly Support
29/11/2018	Lyreco	online618	273.42		Stamps
29/11/2018	Aqua cleaning Services	online619	40.51		Toilet rolls, bleach
29/11/2018	Angel Springs Ltd	online620	30.88		water cooler sanitisation
29/11/2018	Clarity Copiers Ltd	online621	65.30		Printing Oct
29/11/2018	Andy Dodd	online622	23.40		Travel ROSE/SIB Awards
29/11/2018	Andrew Filcroft	online623	81.45		Travel for Chainsaw/felling co
29/11/2018	Firmsites Ltd	online624	165.00		Quarterly support
29/11/2018	JP Lennard Ltd	online625	19.20		Float
29/11/2018	Ben Johnson (Shaftesbury) Ltd	online626	119.35		Pri Par for Chain Saw
29/11/2018	Imprint Graphics	online627	302.40		A0 Dry wipe posters

Continued on Page 2

Extraordinary Full Council

27/11/2018

Printed on : 22/11/2018

Shaftesbury Town Council

Page No 2

At : 11:36

NatWest Current A/c

List of Payments made between 26/10/2018 and 29/11/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/11/2018	Mole Countrystores	online628	299.85		Gate ,hook, bolts
29/11/2018	Octopus Personnel	online629	84.38		Toilet Cleaning
29/11/2018	Overton Ltd	online630	92.34		New brush head for weedwacker
29/11/2018	Zoe Moxham	online631	27.00		Travel to Dorchester
29/11/2018	Tracy Moxham	online632	21.60		Travel expenses
29/11/2018	Screwfix (Trade UK)	online634	119.95		Post Hole Digger
29/11/2018	Whitebridge Hire Services Ltd	online636	42.00		Respirators, safety specs
29/11/2018	Whitebridge Hire Services Ltd	online637	75.49		Grinding Disc
Total Payments			<u>173,252.80</u>		

Printed on : 23/11/2018

Shaftesbury Town Council

Page No 1

At : 09:53

Nat West Credit Card

List of Payments made between 17/09/2018 and 01/11/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/10/2018	Nat West	CREDITCARD	32.00		Credit Card Ann. Fee
29/10/2018	Amazon Online Sales	credir car	33.84		Ultra Spin Mop
29/10/2018	Adobe Systems Software	credit car	8.32		Photoshot monthly subs
29/10/2018	Face Book Ads	Creditcard	11.00		Facebook ad for Coffee Morning
29/10/2018	Peaks of Bournemouth	creditcard	49.70		WW1 Display material
Total Payments			<u>134.86</u>		

Extraordinary Full Council

05/12/2018



SHAFTESBURY TOWN COUNCIL

Extraordinary Full Council

Minutes of the Extraordinary Full Council held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Wednesday, 05 December 2018 commencing at 7pm.

Members Present

Councillor Brown (Chair)
Councillor Taylor (Vice Chair)
Councillor Proctor
Councillor Hall

Councillor Lower
Councillor Perkins
Councillor Cook
Councillor Jackson

Absent:

Councillors Austin, Loader, Todd and Kirton.

Officers Present:

Claire Commons, Town Clerk
Brie Logan, Business Manager
Zoe Moxham, Office Administrator

In Attendance:

1 members of the press
10 members of the public

MINUTES

Public Participation

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern. The following matters were raised;

- Support was expressed for the Council to buy the Wilderness and to put in place a comprehensive management plan to protect the area.
- Support was expressed for continuing the lease with the current tenants of the Salt Cellar.
- Concern was expressed regarding incorrect reporting on the Council's plans relating to the Wilderness and reassurance was given to members of the public that the Council will be supporting the communities wishes within the financial parameters that they have.

F84 Apologies

Extraordinary Full Council

05/12/2018

Apologies were received and accepted from Councillors Austin, Loader, Todd and Kirton due to personal reasons. Councillor Hall for arriving late due to work commitments.

F85 Declarations of Interest and Dispensations

F85a All members were invited to declare any interests throughout the meeting if the need arose. None were declared.

F86 Minutes

F86a It was **RESOLVED** to approve the minutes of the meeting held on Tuesday, 06 November 2018 and the minutes were duly signed.

F87 Motcombe Neighbourhood Plan

F87a Officer report 1218FC7 was received it was **RESOLVED** congratulate and wish Motcombe Parish Council well with their Neighbourhood Plan.

Action: Town Clerk

F88 Confidential Session

F88a It was **RESOLVED** that, in accordance with Section 2 of the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded during the discussion of Project Belle, The Wilderness and The Salt Cellar Lease items on the grounds that they involve the likely disclosure of confidential information (as defined in the respective paragraph of Part 1 of Schedule 12a of Section 100a(4) of the Local Government Act 1972), and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

F89 Project Belle

F89a Officer report 1218FC4 was received the following was **RESOLVED** to submit a bid for the Bell Street Supermarket site, value of bid to remain confidential until either refused or accepted.

Action: Business Manager and Town Clerk

F90 The Wilderness

F90a Officer report 1218FC5 was received the following was **RESOLVED** to bid for Plot B 'The Wilderness' at auction with Woolley & Wallis attending to carry out the bidding on the Council's behalf. (*Financial Implication £72,000 purchase from General Reserves, up to £8,000 professional fees*)

Action: Town Clerk

F91 Salt Cellar Lease

F91a Officer report 1218FC6 was received it was **RESOLVED** to set the lease fee with consideration to the recommended market value for the next 5 years.

Extraordinary Full Council

05/12/2018

F91b It was **RESOLVED** to carry out a rent review in 5 years' time.

Action: Business Manager and Town Clerk

There being no further business, the meeting was closed at 9.05 pm

Signed

Date

4 Reports

To receive and note reports from the Mayor, Committee Chairmen, Lead Councillors District and County Councillors and Local Organisations.

4.1 Recommendation

- 4.1.1 That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees

4.2 Summary

- 4.2.1 The Council receives reports from external partners (District and County Councillors, local organisations and other public bodies) and internal reports from the Mayor, committee chairmen, lead councillors, representatives to organisations.
- 4.2.2 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.
- 4.2.3 Reports and minutes provided in advance are taken as 'read'.

4.3 Financial, Legal and Risk Implications

- 4.3.1 There are no financial implications arising from this report as the item is not specific enough to give advance notice of a decision to be taken.
- 4.3.2 There are no legal implications arising from this report for the reasons identified in Financial Implications.
- 4.3.3 There is a risk of decisions being taken on items not clearly identified on the agenda. This is mitigated by clear agendas and deferring items not notified in advance.

***STRATEGIC PLAN AREAS: ENGAGEMENT, PHIL PROCTOR
POLICIES, PROCEDURES AND GOVERNANCE, MARK JACKSON***

4.4 Detail

- 4.4.1 Due to the Christmas and New Year break, advance notice has not been given to District and County Councillors and local organisations. They have, instead been given the opportunity to attend and provide a verbal report.

(End)

Report Author:
Claire Commons, Town Clerk

Appendix C. Chairman and Civic Report

<u>Date</u>	<u>Event</u>	<u>Attended By</u>
11/10/18	World Sight Day Awareness – Gillingham	Cllr Piers Brown
18/10/18	Citizens Advice-Dorchester, Sherborne & Districts & North Dorset AGM	Cllr Lester Taylor
26/10/18	The Devonshire and Dorset Regiment and The Rifles Association Annual Dinner.	Cllr Lester Taylor
30/10/18	Dorset Mental Health Event- Shaping Mental Health in Dorset	Cllr Lester Taylor
11/11/18	Remembrance Parade Shaftesbury	Councillors
02/12/18	St John Ambulance Christingle Service	Cllr Jeanne Loader
03/12/18	Shaftesbury Chamber of Commerce Late Night Shopping/Christmas Light Switch On	Cllr Lester Taylor
20/12/18	Westminster Hospital Christingle Service	Cllr Lester Taylor

5 Payments

To consider payments for authorisation

5.1 Recommendation

5.1.1 That the payments are approved

5.2 Summary

5.2.1 A list of payments will follow this report, an updated list may be provided to the committee prior to or at the meeting.

5.2.2 A bank, cash and investment reconciliation will follow this report detailing the current position following payments identified.

5.2.3 The payments identified are retrospective payments covering the period where there were no Council meetings.

5.3 Financial Implication

5.3.1 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)

5.4 Legal Implication

5.4.1 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)

5.5 Risk

5.5.1 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

STRATEGIC PLAN AREAS: POLICIES, PROCEDURES AND GOVERNANCE, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk

Appendix D. Payments

Printed on : 03/01/2019

Shaftesbury Town Council

Page No 1

At : 14:48

NatWest Current A/c

List of Payments made between 30/11/2018 and 31/12/2018

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
30/11/2018	November Salaries	ONLINE	12,982.48		November Salaries
30/11/2018	Telefonica Uk Ltd	dd	72.94		Grounds Mobiles
30/11/2018	Correction to Salary Figure	CORRECTION	-12,982.48		November Salaries
30/11/2018	Salaries Nov	ONLINE	12,822.48		Salaries Nov
30/11/2018	Salaries November	ONLINE	160.00		Salaries November
01/12/2018	NDDC	Std Ord	214.00		Business Rates- Bell St Toilet
01/12/2018	NDDC	Std Ord	696.00		Rates Town Hall
01/12/2018	NDDC	Std Ord	278.00		Rates Unit 9C
01/12/2018	NDDC	Std Ord	46.00		Rates Cemetery
03/12/2018	November Salaries	ONLINE	160.00		November Salaries
11/12/2018	Hitachi Capital	Std Ord	849.20		Hitachi Capital
11/12/2018	Farnfields Solocitors	olt	100.00		Purchase Ledger Payment
13/12/2018	Fuel Genie	dd	331.21		Fuel August
17/12/2018	DCC Pension Fund	ONLINE	4,201.70		DCC Pension Fund
17/12/2018	HMRC Tax & NI	ONLINE	4,357.78		HMRC Tax & NI
17/12/2018	Sage Uk Ltd	dd	80.40		Sage Payroll
17/12/2018	Amazon Online Sales	Debit Card	31.48		No Skate boarding, cycling sig
20/12/2018	ACE Plumbing and Heating	online649	100.80		Repair to toilets
20/12/2018	Angel Springs Ltd	online650	18.01		Water for cooler
20/12/2018	S J Aplin Playground Ltd	online651	576.00		Wet pour repair Wincombe
20/12/2018	Aqua cleaning Services	online652	106.24		Cleaning supplies
20/12/2018	EG. Coles	online653	95.16		Grease Cartridges,Blade
20/12/2018	C&O Tractors Ltd	online654	1,917.60		Lawn Mowers x 2
20/12/2018	Clarity Copiers Ltd	online655	146.81		Printing November
20/12/2018	Brimble Lea & Partners	online656	1,800.00		Residual valuation work PB
20/12/2018	Cheap Printing Dorset	online657	110.40		Mayor's Christmas Cards
20/12/2018	Dorset County Council	online658	9,748.50		Castle Hill SLA
20/12/2018	Dorset County Council	online659	1,380.00		Car Park Study
20/12/2018	Dorset County Council	online660	1,380.00		Traffic Studies
20/12/2018	Hire Standards	online661	50.35		Harras Fencing Enmore Green
20/12/2018	The IT Department Solutions Lt	online662	971.59		365 and Spam Filtering
20/12/2018	Hawes Arborists	online663	1,164.00		St Johns Church Yard
20/12/2018	Imprint Graphics	online664	96.00		Wedding Fair Banner Town Hall
20/12/2018	Ben Johnson (Shaftesbury) Ltd	online665	69.49		Strimmer Head
20/12/2018	Lyreco	online666	104.29		Stationery
20/12/2018	NDM Electrical	online667	514.69		Christmas Lights for Town Hall
20/12/2018	Pear Technology	online668	300.00		Mapping support and updates
20/12/2018	RBS Software Solutions	online669	882.00		Hall Bookings software
20/12/2018	Society of Local Council Clerk	online670	36.00		GDPR Webinar
20/12/2018	Shaftesbury Trailers	online671	144.00		Repair to Green Machine
20/12/2018	Tree Management	online672	2,895.00		Tree survey of all STC trees
20/12/2018	Toogoods Prperty Co Ltd	online673	2,271.60		Rent25/12/18 to 25/03/18
20/12/2018	Travis Perkins	online674	196.16		Cable Ties
20/12/2018	Wincombe MOT & Repair Centre L	online675	72.51		MOT Nissan Truck WD65KAM
20/12/2018	Wicksteed Leisure Ltd	online676	10,200.00		Mutilplay Enmore Green-Mordred
20/12/2018	Kingsmere Surfacing Ltd	online677	360.00		Adgrip for St James path
20/12/2018	Western Workshop Supplies	online678	1,547.94		Stands,wrench,welder

Continued on Page 2

Printed on : 03/01/2019

Shaftesbury Town Council

Page No 2

At : 14:48

NatWest Current A/c

List of Payments made between 30/11/2018 and 31/12/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/12/2018	Woolley & Wallis	online679	1,200.00		Auction - Wilderness
20/12/2018	Leaflet Frog	debitcard	54.00		Purchase Ledger Payment
20/12/2018	Screwfix (Trade UK)	online680	109.98		Purchase Ledger Payment
20/12/2018	British Gas	dd	514.14		Gas Sept-November
20/12/2018	Dorset County Council	Online660	300.00		Car Park Study
21/12/2018	DVLA	DEBITCARD	250.00		Road Tax Nissan Truck
22/12/2018	Peninsula	Std Ord	210.50		Health & Safety Advisers
25/12/2018	NDDC	Std Ord	287.00		Rates Swimming Pool
31/12/2018	December Salaries	ONLINE	14,685.41		December Salaries
31/12/2018	Nat West Credit Card	dd	52.79		Credit Card Payment
Total Payments			<u>81,320.15</u>		

Printed on : 03/01/2019

Shaftesbury Town Council

Page No 1

At : 15:11

Nat West Credit Card

List of Payments made between 30/11/2018 and 20/12/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/11/2018	Adobe Systems Software	creditcard	8.32		Photo Shot
05/12/2018	Amazon Online Sales	creditcard	44.47		2 x Wireless Keyboard
Total Payments			<u>52.79</u>		

Shaftesbury Town Council

Bank - Cash and Investment Reconciliation as at 20 December 2018

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	NatWest Current A/c	231,695.14
2	NatWest Reserve a/c	0.00
3	Nat West Credit Card	0.00
4	Cash in Hand	133.16
5	Petty Cash -Swimming Pool	158.36
7	Public Sector Deposit A/c	240,717.00
8	Cambridge & Counties Bank	125,759.00
9	Nationwide Business Savings	130,000.00
		728,462.66
<u>Other Bank & Cash Balances</u>		
	Bank Suspense	0.00
		0.00
		728,462.66
<u>Unpresented Payments</u>		
1	25/06/2018 Std Ord	287.00
1	12/11/2018 013174	100.00
1	13/11/2018 013175	146.05
1	27/11/2018 013176	100.00
1	27/11/2018 013177	1,000.00
1	30/11/2018 ONLINE	160.00
1	01/12/2018 Std Ord	214.00
1	01/12/2018 Std Ord	696.00
1	01/12/2018 Std Ord	278.00
1	01/12/2018 Std Ord	46.00
1	03/12/2018 ONLINE	160.00
1	11/12/2018 Std Ord	849.20
1	11/12/2018 olt	100.00
1	13/12/2018 dd	331.21
1	17/12/2018 ONLINE	4,201.70
1	17/12/2018 ONLINE	4,357.78
1	17/12/2018 dd	80.40
1	17/12/2018 Debit Card	31.48
1	20/12/2018 online649	100.80
1	20/12/2018 online650	18.01
1	20/12/2018 online651	576.00
1	20/12/2018 online652	106.24
1	20/12/2018 online653	95.16
1	20/12/2018 online654	1,917.60
1	20/12/2018 online655	146.81
1	20/12/2018 online656	1,800.00
1	20/12/2018 online657	110.40
1	20/12/2018 online658	9,748.50
1	20/12/2018 online659	1,380.00
1	20/12/2018 online660	1,380.00
1	20/12/2018 online661	50.35
1	20/12/2018 online662	971.59
1	20/12/2018 online663	1,164.00

Shaftesbury Town Council

Bank - Cash and Investment Reconciliation as at 20 December 2018

	<u>Account Description</u>	<u>Balance</u>
1	20/12/2018 online664	96.00
1	20/12/2018 online665	69.49
1	20/12/2018 online666	104.29
1	20/12/2018 online667	514.69
1	20/12/2018 online668	300.00
1	20/12/2018 online669	882.00
1	20/12/2018 online670	36.00
1	20/12/2018 online671	144.00
1	20/12/2018 online672	2,895.00
1	20/12/2018 online673	2,271.60
1	20/12/2018 online674	196.16
1	20/12/2018 online675	72.51
1	20/12/2018 online676	10,200.00
1	20/12/2018 online677	360.00
1	20/12/2018 online678	1,547.94
1	20/12/2018 online679	1,200.00
1	20/12/2018 debitcard	54.00
1	20/12/2018 online680	109.98
1	20/12/2018 dd	514.14
1	20/12/2018 Online660	300.00
1	21/12/2018 DEBITCARD	250.00
1	22/12/2018 Std Ord	210.50
1	25/12/2018 Std Ord	287.00
1	31/12/2018 ONLINE	14,685.41
1	31/12/2018 dd	52.79
1	31/03/2018 013145	2,450.00
		72,507.78
		655,954.88
	<u>Receipts not on Bank Statement</u>	
1	01/12/2018	1,500.00
		1,500.00
	Closing Balance	657,454.88
	<u>All Cash & Bank Accounts</u>	
	NatWest Current A/c	161,503.36
	NatWest Reserve A/c	0.00
	Nat West Credit Card	52.79
	Petty Cash	133.16
	Petty Cash- Swimming Pool	158.36
	Local Authorities Property Fund	0.00
	Public Sector Deposit A/c	240,717.00
	Cambridge & Counties Bank	125,759.00
	Nationwide Business Savings	130,000.00
	Other Bank & Cash Balances	0.00
	Total Bank & Cash Balances	658,323.67

6 Financial Risk Assessment

To consider and approve the Financial Risk Assessment for the year ending 31st March 2019

6.1 Recommendation

6.1.1 That the Council reviews and adopts the 2018/19 Financial Risk Assessment

6.2 Summary

6.2.1 The external auditor requires that a financial risk assessment is considered by the Council (and not delegated to a committee) before the end of March 2019.

6.2.2 An initial Financial Risk Assessment has been carried out by the Town Clerk and the Council is requested to review and adopt that Financial Risk Assessment appended to this report.

6.2.3 The Council should be able to demonstrate that it has considered the content of the Risk Assessment and make recommendations for amendments if required.

6.2.4 The level of risk is calculated by the impact of risk multiplied by the frequency/likelihood of risk, Low = 1, Medium = 2 and High = 3.

6.3 Financial Implication

6.3.1 There are no financial implications arising from this report

6.4 Legal Implication

6.4.1 The Financial Risk assessment must be reviewed and adopted by the Council annually during the financial year and before 31st March.

6.5 Risk

6.5.1 The risks are identified within the appended report.

STRATEGIC PLAN AREAS: POLICIES, PROCEDURES AND GOVERNANCE, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk

Appendix E. Financial Risk assessment and management for year ending 31 March 2019

Reviewed and adopted on _____

Income

Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency/Likelihood of Risk 1-3 (L-H)	Level of Risk 1-9 (impact x frequency)	Management of Risk	Action required	Review
Precept	Not submitted	3	1	3	Full TC Minute – RFO follow up with District Council (DC)	Diary	12 months
	Not paid by DC	3	1	3	Check & Report to Council	Diary	12 months
	Adequacy of precept	2	1	2	Quarterly review by RFO and Councillors - budget to actual. Major variances identified and reported Internal Audit (IA) Review	Diary	12 months
Charges – Leisure Pool	Cash emptying	1	2	2	Segregate duties. Check to bank rec.	Reconcile to takings	6 months
	Cash transport	1	1	1	Segregate duties. Check to bank rec.	Reconcile to takings	6 months
	Cash banking	1	1	1	Segregate duties. Check to bank rec.	Reconcile to takings	6 months
Charges – Cemetery	Grave allocation	1	1	1	Burial Register update with each change	Ensure	12 months
	Invoices to undertakers	1	1	1	Monthly check of burial register	Number issued	12 months
	Memorial fees	1	1	1	Monthly check of burial register	Number issued	12 months
Charges – Allotments	Rental invoices	1	1	1	Register to Invoice	Reconcile to register.	24 months
	Cash handling	1	1	1	Cash through receipt book and accounting software	Reconcile to bank.	12 months
	Cash banking	1	1	1	Segregate duties. Check to bank	Reconcile to bank	24 months
Charges – Other	Rental invoices	2	1	2	Bookings linked directly to account software	Reconcile to bookings	24 months
Hall Hire/Markets/Rents	Cash handling	1	1	1	Cash through receipt book and accounting software	Reconcile to bank	12 months
	Cash banking	1	1	1	Segregate duties. Check to bank rec	Reconcile to bank	24 months
Grants – District	Claims procedure	3	1	3	Clerk/RFO check quarterly	RFO verify	12 months
	Receipt of grant when due	2	1	2	Check & Report to General Management Committee	Diary	12 months
Grants – Other	Claims procedure	1	1	1	Clerk/RFO check quarterly	RFO verify	12 months
	Receipt of grant when due	2	1	2	Check & Report to General Management Committee	Diary	12 months

Expenditure

Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3	Level of Risk 1-9 (Impact)	Management of Risk	Action required	Review
Salaries	Wrong salary paid	2	1	2	Check to minute & Councillors	RFO verify	12 months
	Wrong hours paid	1	1	1	Check to timesheet/contract	RFO verify	12 months
	Wrong rate of pay	2	1	2	Check to contract	RFO verify	12 months
	False employee	3	1	3	Check to PAYE Records & lists	RFO verify	12 months
	Wrong deductions – NI	1	1	1	Payroll software updates	RFO verify	12 months
	Wrong deductions –	1	1	1	Payroll software updates	RFO verify	12 months
	Wrong deductions – Income tax	1	1	1	Payroll software updates	RFO verify	12 months
Direct Costs and overhead	Goods not supplied to STC	1	1	1	Order system	Approval check	12 months
	Invoice incorrectly calculated	1	1	1	Check arithmetic	Approval check	12 months
	Cheque payable is excessive	2	1	2	Signatory initials etc Stub & Voucher	RFO and Member verify	6 months
	Cheque payable to wrong	2	1	2	Signatory initials etc Stub & Voucher	RFO and Member verify	6 months
	Stock loss	1	1	1	Point of sale info and control	Reconcile to Stock	6 months
CLRs Allowances	CLR overpaid	1	1	1	Claim form & minute reference	RFO verify	6 months
	Income tax deduction	1	1	1	Check to PAYE Records & lists	RFO verify	6 months
Grants & support	Power to pay	1	1	1	Minute power and GPC	Member verify	12 months
	Agreement of Council to pay	1	1	1	All grants based on approved form and supporting information,	Member verify	12 months
	Conditions agreed	1	1	1	Use reasonable conditions	RFO check	12 months
Election Costs	Invoice at agreed rate	1	1	1	RFO check and consider budget	RFO verify	Whenever
	Unexpected by-elections	3	2	6	Adequate budgetary provision. Manage councillor training and	Town Clerk	24 months
VAT irrecoverable	VAT analysis	2	1	2	All items in cash book lists	RFO verify	12 months
	Charged on sales	1	2	2	Consider annually	RFO verify	12 months
	Charged on purchases	1	1	1	Consider all items per cash book	RFO verify	12 months
	Exemption properly applied	3	1	3	Consider annually – complex issue and on larger projects	RFO verify	12 months
	Claimed within time	2	1	2	Agree returns submitted	RFO verify	12 months
Reserves -	Adequacy	2	1	2	Consider at Budget setting	RFO opinion	12 months
Reserves –	Adequacy	1	1	1	Consider at Budget setting and	RFO opinion	12 months
	Earmarked or Contingent liability	1	1	1	Review minutes with Chair, General Management Committee	RFO/member view	12 months
Assets	Loss, Damage etc	2	2	4	Annual inspection by Council and IA, update insurance and asset		24 months
	Risk or damage to third party property or individuals	2	2	4	Annual inspection, update insurance/review asset register and report to members	Diary	12 months
Staff	Loss of key personnel (Clerk)	3	2	6	Regular meetings / appraisals	HR Committee	24 months
	Fraud by staff	1	1	1	Fidelity Guarantee Insurance	Council	12 months
Loss	Consequential loss due to critical damage or third party	3	1	3	Annual review of cover taking account of new responsibilities	Diary	12 months
Cash	Loss through theft or dishonesty	1	1	1	Training, management and Fidelity Insurance	Diary	12 months
Maintenance	Poor performance of assets or amenities	2	2	4	Regular maintenance inspection	Diary	12 months
Borrowing / lending	Adequacy of finances to be able to repay	1	1	1	Financial review and cashflow forecasting monthly	Diary	
Legal Powers	Illegal activity or	3	1	3	Educate Council as to their legal	Diary	24 months
Financial Records	Inadequate records	1	1	1	RFO/clerk check quarterly +	Diary	12 months
Minutes	Accurate and legal	1	1	1	Review at following meeting	Diary	12 months
Members interests	Conflict of interest	2	3	6	Training on Code of Conduct including refresher training.	Diary	12 months

7 Budget and Precept

To set the budget and precept requires for the financial year 2019/20

7.1 Recommendation

- 7.1.1 That the Council resolves the budget as appended to this report and makes the corresponding precept request of £500,996 of the District Council
- 7.1.2 That the Council adopts the five year budget forecast and reviews at least annually.

7.2 Summary

- 7.2.1 Shaftesbury Town Council has carried out a thorough review of its finances and requirements for the coming year and an overview of its finances for the coming five years.
- 7.2.2 The public have been present at every meeting to discuss the budget and precept, bespoke public meeting and drop in were held and a video review of the proposals published via the Council's website Twitter and Facebook pages. The purpose of these was to invite suggestions and receive a steer from the Shaftesbury Tax Payers on the budget and precept.
- 7.2.3 The Council must set its budget and precept before 31st January 2019.
- 7.2.4 The tax base (Band D equivalents) has increased by 4.3% to 3198.8. To calculate the impact per Band D household, take the precept request amount and divide by the tax base. This year, the budget proposes no change to the current householder, maintaining £156.62. per annum

7.3 Financial Implication

- 7.3.1 There will be an income through precept of £500,996

7.4 Legal Implication

- 7.4.1 The Town Council has the power to raise a precept (Local Government Finance Act, 1992 s.41).

7.5 Risk

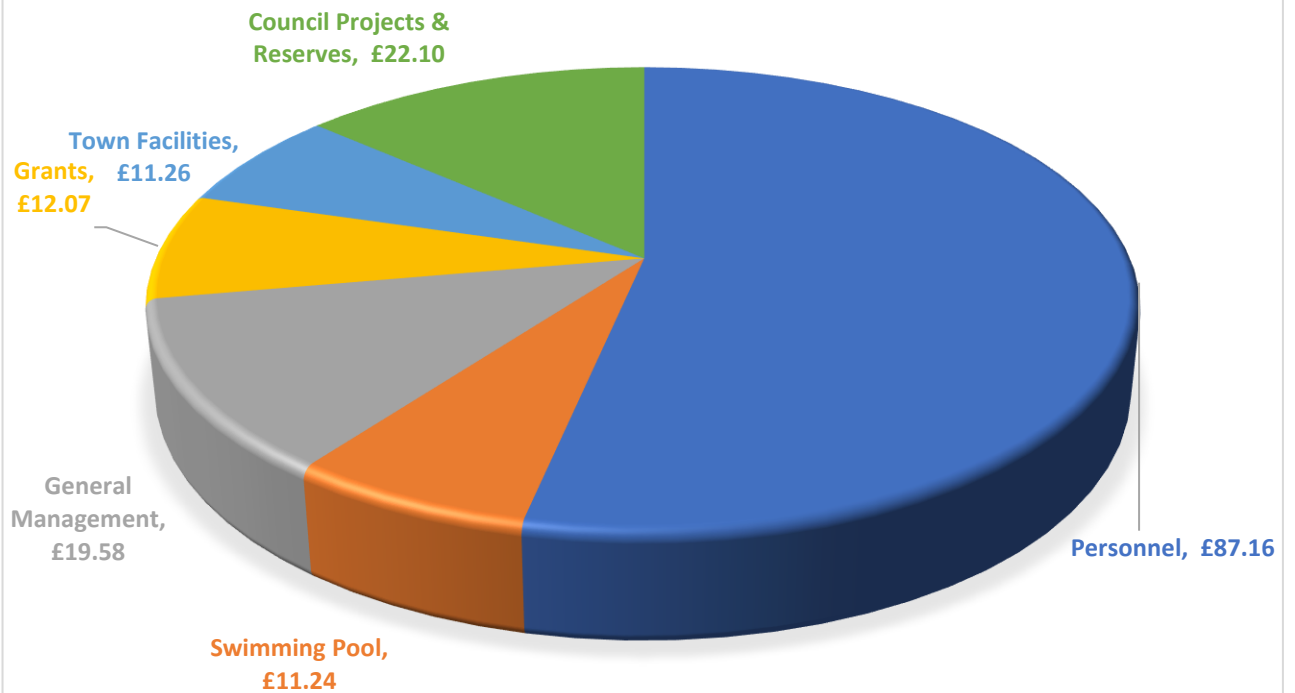
- 7.5.1 The risk in not raising a precept is that the Council will not be able to continue providing services to the town.

STRATEGIC PLAN AREAS: POLICIES, PROCEDURES AND GOVERNANCE, MARK JACKSON

7.6 Detail

- 7.6.1 The increase in precept request over the next five years allows for an estimated 0.95% increase in the tax base – this has been calculated on the data since 2001. This does not allow for rate of inflation or implications of the Dorset Council's reorganisation.
- 7.6.2 The implication of not providing for rate of inflation increase on the precept request is that the amount of money available for projects reduces each year. This should therefore be reviewed at least annually in line with the Strategic Plan and project SMART objectives to ensure that sufficient funds are being allocated to complete the Council's work programme.

WHAT 2019/20 WILL COST EACH HOUSEHOLD



(End)

Report Author:
Claire Commons, Town Clerk

Appendix F. 2019/20 Budget

Printed on 03/01/2019

At 12:39

Shaftesbury Town Council

Budget Detail - By Centre

Page No 1

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

Note : Final Budget and Precept 2019/20

		<u>2017/18</u>		Agreed Budget	Fwd/Rev Budget	<u>2018/19</u>		<u>2019/20</u>	
		Budget	Actual			Revised Budget	Actual YTD	Next Year Budget	C/Fwd Budget
101	Allotment								
4165	Water Rates	550	510	565	0	565	559	675	0
4250	Repairs & Maintenance	200	202	205	0	205	850	500	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	0	0
4414	IT Software	0	0	165	0	165	165	169	0
	OverHead Expenditure	1,275	1,184	1,285	0	1,285	1,574	1,344	0
1104	Allotment Rent Income	1,700	1,707	1,700	0	1,700	125	1,700	0
	Total Income	1,700	1,707	1,700	0	1,700	125	1,700	0
101	Net Expenditure	-425	-523	-415	0	-415	1,449	-356	0
102	Cemetery								
4150	Rates & Services	413	415	424	0	424	367	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	285	290	0
	OverHead Expenditure	2,803	3,225	2,799	0	2,799	652	1,173	0

Continued on Page 2

Printed on 03/01/2019

At 12:39

Shaftesbury Town Council

Budget Detail - By Centre

Page No 2

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

Note : Final Budget and Precept 2019/20

		<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	2,229			3,722	0
	Total Income	2,300	3,501	2,300	0	2,300	2,229			3,722	0
102	Net Expenditure	503	-277	499	0	499	-1,577			-2,549	0
103	General Grounds										
4020	Sub Contract Labour	4,300	5,343	2,000	0	2,000	8,604			10,500	0
4150	Rates & Services	2,509	2,514	2,577	0	2,577	2,228			3,168	0
4155	Electricity	800	474	800	0	800	458			891	0
4165	Water Rates	2,600	2,581	2,300	0	2,300	1,453			2,300	0
4250	Repairs & Maintenance	2,200	2,239	2,200	0	2,200	2,028			3,050	0
4256	Treework	4,000	1,166	4,000	0	4,000	4,325			9,000	0
4257	Plants	2,000	148	1,000	0	1,000	30			1,000	0
4261	Refuse Collection	3,500	1,697	2,600	0	2,600	2,147			2,500	0
4265	General Supplies	350	589	350	0	350	401			420	0
4270	Equipment Repairs	2,000	3,360	2,000	0	2,000	1,008			1,500	0
4271	Equipment Purchases	3,500	3,433	2,500	0	2,500	2,234			2,500	0
4272	Fuel for Equipment	2,500	1,489	2,300	0	2,300	1,728			2,300	0
4274	Rent Unit 9C	7,250	7,438	7,572	0	7,572	7,572			7,572	0
4275	Equipment Hire	750	446	500	0	500	199			500	0
4278	Alarm Costs	230	119	200	0	200	55			200	0

Continued on Page 3

Printed on 03/01/2019

At 12:39

Shaftesbury Town Council

Budget Detail - By Centre

Page No 3

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

Note : Final Budget and Precept 2019/20

		<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	2,218			3,000	0
4281	Motor Expenses	2,500	1,763	1,500	0	1,500	2,293			3,060	0
4282	Hitachi Payments Mower	0	10,190	10,190	0	10,190	6,794			8,492	0
4285	PPE	1,000	429	1,000	0	1,000	745			1,000	0
4290	Playground Inspections	750	830	400	0	400	350			400	0
4291	Playground Repair/Maintenance	4,500	7,981	4,622	0	4,622	5,342			5,500	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
OverHead Expenditure		50,864	57,924	59,111	0	59,111	52,959			70,353	0
1102	Contribution to Services	1,200	879	1,200	0	1,200	815			1,000	0
1103	Rents	3,220	920	1,000	0	1,000	255			915	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	2,557			2,174	0
1302	Memorial Bench Income	0	1,369	0	0	0	275			0	0
1353	Commuted Sum Land King Alfreds	0	0	0	0	0	70,444			0	0
1354	Commuted Sum Little Shilling	0	0	0	0	0	12,500			0	0
Total Income		10,115	11,587	8,194	0	8,194	92,869			10,112	0
103	Net Expenditure	40,749	46,336	50,917	0	50,917	-39,910			60,241	0

Continued on Page 4

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At 12:39

Shaftesbury Town Council

Budget Detail - By Centre

Page No 4

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

Note : Final Budget and Precept 2019/20

		<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
105	Local Delivery services										
4020	Sub Contract Labour	2,500	0	0	0	0	258			4,266	0
4150	Rates & Services	2,078	2,074	2,134	0	2,134	1,708			2,180	0
4155	Electricity	760	728	750	0	750	461			1,114	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
4176	CCTV	0	0	0	0	0	0			2,000	0
4177	Bus Shelters	250	150	300	0	300	0			0	0
4250	Repairs & Maintenance	2,700	1,469	2,700	0	2,700	1,232			1,650	0
4260	Cleaning Supplies	1,100	747	1,000	0	1,000	622			850	0
	OverHead Expenditure	13,588	7,229	9,084	0	9,084	5,504			14,260	0
1501	Street Market Rents R'ved	7,999	8,527	7,999	0	7,999	7,428			8,500	0
	Total Income	7,999	8,527	7,999	0	7,999	7,428			8,500	0
105	Net Expenditure	5,589	-1,298	1,085	0	1,085	-1,924			5,760	0
201	Town Hall										
4020	Sub Contract Labour	320	0	0	0	0	0			0	0
4150	Rates & Services	6,771	6,757	6,954	0	6,954	5,568			7,169	0
4155	Electricity	2,176	2,087	2,200	0	2,200	1,104			2,362	0

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At 12:39

Shaftesbury Town Council

Budget Detail - By Centre

Page No 5

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

Note : Final Budget and Precept 2019/20

		<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
4160	Gas	1,800	3,113	2,500	0	2,500	829			2,575	0
4165	Water Rates	250	139	200	0	200	121			250	0
4200	Wedding Costs	550	451	565	0	565	1,142			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	1,479			3,838	0
4260	Cleaning Supplies	370	276	300	0	300	124			250	0
4265	General Supplies	850	331	500	0	500	58			0	0
4271	Equipment Purchases	500	685	550	0	550	429			3,500	0
4278	Alarm Costs	1,300	240	500	0	500	330			500	0
4414	IT Software	0	0	285	0	285	285			290	0
OverHead Expenditure		19,337	18,356	19,104	0	19,104	11,743			21,849	0
1201	Hall Hire	28,691	25,545	28,691	0	28,691	18,402			25,500	0
1202	Other Hall Hire	0	48	0	0	0	0			0	0
1203	Weddings	2,070	1,529	1,800	0	1,800	1,853			2,000	0
1204	Shop Rents	18,000	18,000	18,000	0	18,000	12,000			20,430	0
1205	Sitting Out Licence	0	0	0	0	0	0			504	0
1220	Solar Panel Feed in Tariff	1,390	680	1,500	0	1,500	3,188			2,000	0
Total Income		50,151	45,802	49,991	0	49,991	35,442			50,434	0
201	Net Expenditure	-30,814	-27,446	-30,887	0	-30,887	-23,698			-28,585	0

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Shaftesbury Town Council

Budget Detail - By Centre

Page No 6

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

Note : Final Budget and Precept 2019/20

		<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
301	Civic										
4265	General Supplies	0	0	0	0	0	0			0	0
4300	Civic/Ceremonial	2,100	2,243	2,100	0	2,100	872			3,000	0
4301	Civic Allowance	0	21	0	0	0	0			0	0
4302	Councillor Allowances	3,240	3,150	3,240	0	3,240	1,440			4,320	0
4305	Regalia	0	0	300	0	300	0			350	0
4310	Councillor Training	420	155	443	0	443	56			1,000	0
4311	Councillor Travel/Subsistence	200	223	200	0	200	0			300	0
4315	Hospitality	280	347	288	0	288	134			300	0
	OverHead Expenditure	6,240	6,139	6,571	0	6,571	2,501			9,270	0
1400	Mayor's Charity Income	0	345	0	0	0	60			0	0
	Total Income	0	345	0	0	0	60			0	0
301	Net Expenditure	6,240	5,794	6,571	0	6,571	2,441			9,270	0
302	Legal and Professional										
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			2,000	0
4330	Insurance	13,000	12,868	16,500	0	16,500	15,061			16,000	0
4341	Professional & Legal Fees	25,000	12,385	10,000	0	10,000	16,393			13,000	0

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Budget Detail - By Centre

Page No 7

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

Note : Final Budget and Precept 2019/20

		<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			7,000	0
	OverHead Expenditure	46,250	26,654	38,850	0	38,850	31,033			40,850	0
1301	Miscellaneous Income	0	0	0	0	0	1,080			0	0
	Total Income	0	0	0	0	0	1,080			0	0
302	Net Expenditure	46,250	26,654	38,850	0	38,850	29,953			40,850	0
303 Grants & SLA											
4350	Community Grants	30,000	30,000	30,000	0	30,000	32,913			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	32,913			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	32,913			37,000	0
304 Finance											
4380	Bank Charges	500	32	500	0	500	77			500	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	1,876			500	0

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Budget Detail - By Centre

Page No 8

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

Note : Final Budget and Precept 2019/20

		<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
1301	Miscellaneous Income	0	10,000	0	0	0	0			0	0
1340	Bank Interest Received	36	61	70	0	70	151			2,000	0
1342	CCLA Prop Fund Dividend Receiv	0	728	350	0	350	1,545			2,000	0
1376	Precept	470,683	470,683	480,183	0	480,183	480,183			0	0
Total Income		470,719	481,472	480,603	0	480,603	481,879			4,000	0
304	Net Expenditure	-470,219	-431,440	-480,103	0	-480,103	-480,003			-3,500	0
305	Swimming Pool										
4008	Life Guard Salaries	21,000	20,874	22,000	0	22,000	26,447			35,400	0
4010	Staff Training	1,000	1,127	1,000	0	1,000	706			1,250	0
4150	Rates & Services	2,586	2,592	2,586	0	2,586	2,583			3,155	0
4155	Electricity	1,000	1,707	1,500	0	1,500	1,111			1,950	0
4160	Gas	2,500	2,234	2,200	0	2,200	2,096			3,235	0
4165	Water Rates	1,500	977	2,000	0	2,000	1,158			1,500	0
4250	Repairs & Maintenance	1,000	1,561	2,459	0	2,459	1,359			2,500	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	1,033			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			5,100	0

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Budget Detail - By Centre

Page No 9

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

Note : Final Budget and Precept 2019/20

		<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
4362	Plant Servicing/Repairs	1,600	1,414	1,500	0	1,500	1,680			2,000	0
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	869			1,000	0
4373	ATC Renewal	230	219	230	0	230	175			0	0
4374	Life Guard Training Course	0	1,205	0	0	0	0			0	0
4410	Telephone	275	292	275	0	275	208			250	0
OverHead Expenditure		40,500	41,934	43,700	0	43,700	44,517			60,665	0
1220	Solar Panel Feed in Tariff	0	1,127	1,200	0	1,200	970			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	23,086			23,000	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
Total Income		40,500	19,372	19,700	0	19,700	24,057			26,200	0
305	Net Expenditure	0	22,562	24,000	0	24,000	20,461			34,465	0
<u>401 General Running Costs</u>											
4265	General Supplies	150	108	154	0	154	112			160	0

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Budget Detail - By Centre

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

Note : Final Budget and Precept 2019/20

		<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
4345	Advertising	1,000	1,407	1,500	0	1,500	11			500	0
4348	Consultations	0	0	1,000	0	1,000	771			1,000	0
4400	Printing	1,800	1,601	1,200	0	1,200	988			1,300	0
4401	Stationery	1,300	1,349	1,300	0	1,300	807			1,300	0
4402	Postage	850	465	600	0	600	127			250	0
4410	Telephone	2,400	2,924	2,640	0	2,640	2,024			2,900	0
4414	IT Software	3,000	3,337	3,081	0	3,081	2,410			4,050	0
4415	IT Support	1,250	255	960	0	960	756			1,000	0
4417	Web Site	856	660	700	0	700	495			660	0
4420	Office Equipment	1,150	817	1,000	0	1,000	708			300	0
OverHead Expenditure		13,756	12,923	14,135	0	14,135	9,210			13,420	0
401	Net Expenditure	13,756	12,923	14,135	0	14,135	9,210			13,420	0
402	Staffing Costs										
4000	Salaries	202,682	166,893	206,508	0	206,508	134,983			205,796	0
4005	Employers NI	17,994	16,127	18,979	0	18,979	13,183			18,806	0
4006	Employers Superann	42,962	35,892	43,678	0	43,678	26,184			38,107	0
4010	Staff Training	1,500	3,484	5,000	0	5,000	1,865			5,000	0
4015	Staff Travel & Subsistence	300	594	500	0	500	324			500	0
4018	Staff Recruitment	0	0	1,000	0	1,000	0			1,000	0

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Budget Detail - By Centre

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

Note : Final Budget and Precept 2019/20

		2017/18				2018/19				2019/20	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Next Year Budget	C/Fwd Budget		
4020	Sub Contract Labour	0	23,025	0	0	0	0	7,800	0		
	OverHead Expenditure	265,438	246,014	275,665	0	275,665	176,539	277,009	0		
1301	Miscellaneous Income	0	0	0	0	0	3,582	0	0		
1360	Contribution Street Cleaning	10,250	9,585	9,585	0	9,585	9,839	9,776	0		
	Total Income	10,250	9,585	9,585	0	9,585	13,421	9,776	0		
402	Net Expenditure	255,188	236,429	266,080	0	266,080	163,118	267,233	0		
901	Reserves & Projects										
4902	Community Hall Cockrams	3,000	0	10,000	3,000	13,000	0	0	13,000		
4903	Traffic Calming	0	0	2,500	0	2,500	1,150	0	0		
4904	Toilets	30,500	0	0	30,500	30,500	0	0	10,500		
4905	Town Hall Building Fund	0	12,357	0	0	0	0	0	75,695		
4906	Playground Equipment	5,217	0	15,000	5,217	20,217	18,405	15,000	0		
4907	Grounds Equipment	2,000	0	0	0	0	0	0	0		
4910	Street Furniture	14,847	200	10,000	14,647	24,647	628	0	24,647		
4911	Castle Hill	0	0	0	0	0	0	3,402	0		
4912	Energy System Town Hall	5,000	0	0	5,000	0	0	0	0		
4913	Town Centre Enhancement	8,109	0	0	8,109	7,109	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		

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Budget Detail - By Centre

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

Note : Final Budget and Precept 2019/20

		<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
4918	CCTV	0	0	0	10,000	10,000	12,450			0	0
4919	Cobbles	0	0	0	0	1,000	0			0	1,000
4921	Swimming Pool	0	0	0	0	0	0			12,000	0
4922	Vehicles	24,000	5,995	0	8,005	8,005	0			14,267	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
4926	Strategic Tree Works	5,273	0	0	5,273	5,273	2,895			0	2,413
4928	Replacement IT Equipment	2,500	0	2,500	2,500	5,000	749			4,000	2,500
4929	Cemetery Improvements	2,304	2,304	0	0	0	0			0	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	5,096			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
4936	EMR Project Bell	0	0	10,000	0	10,000	1,500			9,078	0
OverHead Expenditure		210,931	32,077	75,898	168,959	239,857	45,541			62,747	232,471
1301	Miscellaneous Income	0	0	0	0	0	7,382			0	0
Total Income		0	0	0	0	0	7,382			0	0
901	Net Expenditure	210,931	32,077	75,898	168,959	239,857	38,159			62,747	232,471

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Shaftesbury Town Council

Budget Detail - By Centre

Page No 13

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

Note : Final Budget and Precept 2019/20

		<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
902	Capital Replacement Reserve										
4905	Town Hall Building Fund	66,683	0	12,370	58,325	75,695	415			0	75,695
4907	Grounds Equipment	0	0	0	2,000	2,000	2,000			0	0
4916	Bus Shelters	0	0	3,500	0	3,500	0			0	3,500
4918	CCTV	10,000	0	0	0	0	0			5,000	0
	OverHead Expenditure	76,683	0	15,870	60,325	81,195	2,415			5,000	79,195
902	Net Expenditure	76,683	0	15,870	60,325	81,195	2,415			5,000	79,195
	Total Budget Expenditure	778,165	533,690	592,572	229,284	821,856	418,978			615,440	311,666
	Income	593,734	581,899	580,072	0	580,072	665,971			114,444	0
	Net Expenditure	184,431	-48,208	12,500	229,284	241,784	-246,992			500,996	311,666

Appendix G. 5 Year Budget Summary Forecast

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Shaftesbury Town Council

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At : 12:30

Forward Budget Detail - By Centre

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
101 Allotment						
Total Over Head Expenditure	1,285	1,344	1,384	1,425	1,469	1,513
Total Income	1,700	1,700	1,900	2,140	2,140	2,140
Allotment - Net Expenditure	-415	-356	-516	-715	-671	-627
102 Cemetery						
Total Over Head Expenditure	2,799	1,173	1,197	1,221	1,245	1,269
Total Income	2,300	3,722	3,722	3,722	3,722	3,722
Cemetery - Net Expenditure	499	-2,549	-2,525	-2,501	-2,477	-2,453
103 General Grounds						
Total Over Head Expenditure	59,111	70,353	58,350	59,434	60,611	61,987
Total Income	8,194	10,112	10,112	10,112	10,112	10,112
General Grounds - Net Expenditure	50,917	60,241	48,238	49,322	50,499	51,875
104 Project Belle						
Total Over Head Expenditure	0	0	0	0	0	0
Project Belle - Net Expenditure	0	0	0	0	0	0
105 Local Delivery services						
Total Over Head Expenditure	9,084	14,260	14,560	14,892	15,382	15,745
Total Income	7,999	8,500	8,755	9,018	9,288	9,567
Local Delivery services - Net Expenditure	1,085	5,760	5,805	5,874	6,094	6,178
201 Town Hall						
Total Over Head Expenditure	19,104	21,849	19,092	19,482	20,221	20,583
Total Income	49,991	50,434	52,889	54,801	56,739	58,706
Town Hall - Net Expenditure	-30,887	-28,585	-33,797	-35,319	-36,518	-38,123
301 Civic						
Total Over Head Expenditure	6,571	9,270	8,990	8,990	8,990	8,990
Total Income	0	0	0	0	0	0
Civic - Net Expenditure	6,571	9,270	8,990	8,990	8,990	8,990

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Shaftesbury Town Council

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At : 13:15

Forward Budget Detail - By Centre

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
302 Legal and Professional						
Total Over Head Expenditure	38,850	40,850	33,907	33,907	41,407	33,967
Total Income	0	0	0	0	0	0
Legal and Professional - Net Expenditure	38,850	40,850	33,907	33,907	41,407	33,967
303 Grants & SLA						
Total Over Head Expenditure	30,000	37,000	37,000	37,000	37,000	37,000
Total Income	0	0	0	0	0	0
Grants & SLA - Net Expenditure	30,000	37,000	37,000	37,000	37,000	37,000
304 Finance						
Total Over Head Expenditure	500	500	500	500	500	500
Total Income	480,603	4,000	4,000	4,000	4,000	4,000
Finance - Net Expenditure	-480,103	-3,500	-3,500	-3,500	-3,500	-3,500
305 Swimming Pool						
Total Over Head Expenditure	43,700	60,665	60,292	61,797	63,395	65,010
Total Income	19,700	26,200	28,200	28,200	28,200	28,200
Swimming Pool - Net Expenditure	24,000	34,465	32,092	33,597	35,195	36,810
401 General Running Costs						
Total Over Head Expenditure	14,135	13,420	13,514	13,682	13,841	14,010
General Running Costs - Net Expenditure	14,135	13,420	13,514	13,682	13,841	14,010
402 Staffing Costs						
Total Over Head Expenditure	275,665	277,009	281,954	287,464	293,083	305,521
Total Income	9,585	9,776	9,972	10,171	10,375	10,583
Staffing Costs - Net Expenditure	266,080	267,233	271,982	277,293	282,708	294,938
901 Reserves & Projects						
Total Over Head Expenditure	239,857	62,747	85,531	78,872	64,976	57,565
Total Income	0	0	0	0	0	0
Reserves & Projects - Net Expenditure	239,857	62,747	85,531	78,872	64,976	57,565

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At : 13:15

Forward Budget Detail - By Centre*Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE*

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
902 Capital Replacement Reserve						
Total Over Head Expenditure	81,195	5,000	9,035	14,058	17,867	23,677
Capital Replacement Reserve - Net Expenditure	81,195	5,000	9,035	14,058	17,867	23,677
Total Budget Expenditure :	821,856	615,440	625,306	632,724	639,987	647,337
Income :	580,072	114,444	119,550	122,164	124,576	127,030
Net Expenditure	241,784	500,996	505,756	510,560	515,411	520,307

8 SMART Projects

To consider for adoption, SMART project plans for Projects identified within the budget

8.1 Recommendation

- 8.1.1 That the SMART project sheets are completed by their respective committees and put to the next meeting of the Council for adoption.

8.2 Summary

- 8.2.1 SMART objective sheets have been prepared for all items within the Council's projects and reserves budget. These will support the budget and precept request and provide clarity on the allocation of funds.
- 8.2.2 Each project has a lead committee, councillor and officer, a budget and timescale. These details should be debated by the relevant committees and recommended to Council for adoption when they are fully scoped.
- 8.2.3 To understand whether funds are required to be transferred into the new financial year, this piece of work needs to be carried out in January and February 2019.

8.3 Financial Implication

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

8.4 Legal Implication

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

8.5 Risk

- 8.5.1 There is a risk of funds being held for an undeliverable project or insufficient funds or timescales being assigned and putting the project at risk.

STRATEGIC PLAN AREAS: POLICIES, PROCEDURES AND GOVERNANCE, MARK JACKSON

8.6 Detail

- 8.6.1 The current list of projects (including capital replacement programme is;
- | | | |
|-------------------|--------------------------|-----------------|
| A30 Allotments | Jubilee Steps | Swimming Pool |
| Bee Friendly | Enhancement | Toilets |
| Bus Shelters | Neighbourhood Planning | Town Centre |
| Castle Hill | Group | Enhancement |
| Cobbles | Playground Equipment | Town Hall |
| Cycleways | Replacement IT Equipment | Traffic Calming |
| Grit Bins | Strategic Tree Works | Vehicles |
| Heritage Lanterns | Street Furniture | |

(End)

Report Author:
Claire Commons, Town Clerk

Appendix H. Project Overview section and example SMART sheet

Project Name	Purpose	Priority	Lead Councillor	Lead Officer	Lead Cttee	Scoped Sch	Scoped Act	Council Sch	Council Act	Complete Sch	Complete Act	PIR Sch	PIR Act	Sign off Sch	Sign off Act	Budget	Actual	Notes
A30 Allotments	To build and lease allotments on the A30	Medium High	Luke Kirton	Finance & Services Officer	ROSE	21/12/2018	14/12/2018	22/01/2019	-	06/05/2019	-	13/05/2019	-	21/05/2019	-	£25,000	£0	Tight schedule. Unable to complete all works before purdah therefore aim to get plots tenented by early March and remainder of works carried out and signed off at Annual Meeting in May. S.106 money available to top up budget.
Bee Friendly	00/01/1900	Low	Luke Kirton	Finance & Services Officer	ROSE	-	-	-	-	-	-	-	-	-	-	£303	£0	Remainder of Tesco bags of help money used for bee friendly initiatives.
Bus Shelters	Replace bus shelters	Low	Andy Perkins	Town Clerk	P&H	-	-	-	-	02/01/2019	-	-	-	31/03/2019	-	£3,500	£0	0
Castle Hill	To carry out improvements to Castle Hill	Medium	Luke Kirton	Finance & Services Officer	ROSE	-	-	-	-	-	-	-	-	-	-	£0	£4,680	New budget line as works identified during course of routine maintenance s.106 money available for capital works at Castle Hill Project plan to be drawn up to incorporate any requirements for removal from the At Risk register
Cobbles	To fund repairs to the cobbles on the high street and pavements	Low	0	Town Clerk	P&H	-	-	-	-	-	-	-	-	-	-	£1,000	£0	0
Cycleways	To improve the cycleway network on and off road	Low	0	Town Clerk	P&H	-	-	-	-	-	-	-	-	-	-	£11,500	£0	Project responsibility may sit with P&H and ROSE depending on the network being on or off road. S.106 available for cycleways Waits neighbourhood plan to identify project parameters
Grit Bins	To provide additional community grit bins	Low	0	Town Clerk	P&H	-	-	-	-	30/07/2019	-	-	-	31/08/2019	-	£4,000	£0	0

A30 Allotments

Un-Smart Goal	To build and lease allotments on the A30
Specific - What is the specific task?	To create parking, footpath and allotments on the A30.
Measurable - What are the standards or parameters?	Measure points - transfer of asset, grant of planning permission, creation parking, creation of footpath, erection of fence / hedge, creation of allotment plots, tenancies in place.
Achievable - Is the task feasible?	Yes but in two parts to allow allotments and tenants in place in early spring and publi
Realistic - Are sufficient resources available?	Yes, creation of allotments plots and footpath carried out in house during winter, creation of carpark outsourced.
Timed - What are the start and end dates?	Begin letting March 2019, complete carpark by May 2019
SMART	Create allotments, parking, footpath and boundary hedges on the site on the A30, tenants in place by March, carpark in place by May. Ensure safe access during March, April and May before completion.

Lead Committee	ROSE	Lead Officer	Finance & Services Officer
Lead Councillor	Luke Kirton	Deadline	06 May 2019
Priority	Medium High	Resolution (s)	
Budget	£25,000	Committed / Actual	
Cost Centre	901 - Reserves & Projects	Budget Line	4933 A30 Allotments

A30 Allotments

Extra steps can be added between the bold steps

Officer	Steps	Due By	Completed	Notes specific to each step
TM	Scoped	21/12/2018	14/12/2018	Complete detailed project proposal
TM	Task a	07/01/2019	-	Estimates from architects for the Planning Permission for the carpark due
CC	Council	22/01/2019	-	KUSE to choose architect, sign off project proposal and delegate authority to the clerk in consultation with lead councillor to select the contractor and report back.
TM	Task b	19/03/2019	-	Planning Permission given
CC	Task c	25/03/2019	-	Contractor appointed
TM	Task d	11/03/2019	-	Plots ready to let (before completion of carpark)
AD	Task e	29/04/2019	-	Car park and path complete
TM	Complete	06/05/2019	-	All works complete
TM	PIR	13/05/2019	-	Post Implementation Review carried out by officers and councillors
CC	Sign off	21/05/2019	-	Sign off at Annual Meeting

Committee dates marked in bold

A30 Allotments Notes for display on schedule page

Tight schedule. Unable to complete all works before purdah therefore aim to get plots tenanted by early March and remainder of works carried out and signed off at Annual Meeting in May.
S.106 money available to top up budget.

9 Cattle Market

To receive notice to terminate agreement and consider any actions arising

9.1 Recommendation

9.1.1 That the notice to quit is signed and returned to the solicitor

9.2 Summary

- 9.2.1 A notice to quit was received by the solicitor acting on behalf of John Jeffery Auctioneers Limited. This was notified to Councillors on receipt in November.
- 9.2.2 The document has not yet been signed and returned to the solicitor. The Council is asked to consider this and provide authorisation for signature.
- 9.2.3 A copy of the notice and terminate licence has been forwarded to councillors by separate email.
- 9.2.4 Efforts were made to hold a 3 way meeting with the supermarket and the auctioneers before Christmas to extend the availability of parking but contact was unsuccessful.

9.3 Financial Implication

9.3.1 There are no financial implications arising from this report

9.4 Legal Implication

9.4.1 There are no known legal implications arising from this report.

9.5 Risk

9.5.1 There are no identified risks in this report

STRATEGIC PLAN AREAS: POLICIES, PROCEDURES AND GOVERNANCE, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk

10 Project Belle

To consider any matters arising from any response to the bid to purchase the Bell Street supermarket

10.1 Recommendation

- 10.1.1 That subject to the Shaftesbury Town Council's bid for the Bell Street supermarket being accepted, it resolves to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a Public Works Loan Board loan for 50 years for the purchase and renovation costs associated with the acquisition of the Bell Street supermarket. The annual loan repayments will be minuted
- 10.1.2 That the Council confirms the breakdown of the application for the purchase of the building and to part fund the initial renovation.
- 10.1.3 That the Council does not intend to increase the precept for the purpose of the loan repayment.

10.2 Summary

- 10.2.1 The Council has not yet received a response to the bid submitted for the Bell Street site but in anticipation that an update is received, this item serves to allow debate and decision on the anticipated options. An updated report may be circulated prior to or at the meeting.
- 10.2.2 The managing agents are expected to make contact during the week commencing 7th January 2019 once the preferred bidder has been selected by the receivers and the lender.
- 10.2.3 If Shaftesbury Town Council is chosen as the preferred bidder, then there is a clear application process to apply for a Government Works Loan.

10.3 Financial Implication

- 10.3.1 The annual loan repayments will be payable over 50 years

10.4 Legal Implication

- 10.4.1 The Public Works Loan Board may lend to councils for any purpose for which they may borrow money (National Loans Act, 1968, s.3)

10.5 Risk

- 10.5.1 There is a risk that the project is not successful and leaves the Council with a loan repayment without income. This has been mitigated by thorough scrutiny of business planning and cash flow forecast.

***STRATEGIC PLAN AREAS: ASSET ACQUISITION, LESTER TAYLOR
TOWN LANDSCAPE & AESTHETICS, PIERS BROWN***

10.6 PWLB Application steps

- 10.6.1 If the Council's bid is accepted, the following steps are required to apply for a Public Works Loan;

10.6.2 Resolution to borrow

Evidence Council members sited on the process and application

Set of draft minutes signed by the clerk and chair

Recommendation that the minutes are published online to keep residents informed

Understand loan payment provision within the context of the council's broader finance

An existing budget table and a draft for next year

10.6.3 Report to council / business case & project plan

To support why the council requires funds

10.6.4 Affordability

To evidence how you will repay the loan during the term; a cashflow forecast table

In addition to loan repayment, highlight reserves/grants/income that will contribute towards loan repayments

10.6.5 Precept increase / Public Support

The detail of any increase included on precept form (na)

Can be through online survey (phase 1 complete) and/or public consultation

10.6.6 General project consultation

Public consultation / engagement must be clear and transparent, show how the project is funded

Evidence of public support (phase 2 consultation)

Along with results, provide consultation documents to support the application.

(End)

Report Authors:

Claire Commons, Town Clerk and Brie Logan, Business Manager

11 Public Toilets

To agree the refurbishment of the Bell Street Toilets

11.1 Recommendation

- 11.1.1 That 3 of the pods are renovated and the disabled WC remains as it is with the exception of changing the door
- 11.1.2 That the toilets are provided free to use (reduction in cost as per option 2)
- 11.1.3 That consideration is given to reverting pods to single sex (male and female) and 1 unisex with baby changing facility
- 11.1.4 That the project is carried out as a collaboration between Shaftesbury Town Council (Grounds team as part of the winter project), HMP Guy's Marsh, Weston College and Build Love social Enterprise.

11.2 Summary

- 11.2.1 The General Management Committee considered options at its June and October 2018 meetings, please refer to the papers and minutes of these meetings for the detail.
- 11.2.2 Further work has been undertaken to find out the costs for the considerations listed above. Since the meeting in October a further site-visit has taken place with Healthmatic to seek alternative and collaborative ways to manage the project in a more cost-effective and timely manner.
- 11.2.3 A collaborative approach to managing this project in a cost-effective manner that has mutual benefit to a number of stakeholders across the community should be considered.
- 11.2.4 Relationships have since developed with Weston College and Guy's Marsh via 'Built with Love' a Social Enterprise supporting HMP with leaner based work activities linked to NVQ development in building maintenance, bricklaying, tiling and painting/ decorating. HMP Guy's Marsh and Weston College have a varied curriculum to engage offenders in learning which aims to support them in their rehabilitation back into the community and to equip them to find sustainable employment on release.
- 11.2.5 In order to manage a cost-effective project, the disabled toilet facility is still in very good condition therefore there is an option to keep the cubicle as it is however replace the external door to match the rest of the exterior fabric of the building
- 11.2.6 Healthmatic are fully committed until after Easter with their workload. As such if they were the selected contractor the work would not start until May at the earliest.

11.3 Financial Implication

- 11.3.1 Recommended option 2, £42,842 (£46,203 including in-house labour). More information is appended to this report.

11.4 Legal Implication

- 11.4.1 A local council may provide sanitary conveniences in proper and convenient situations (Public Health Act, 1936 s.87)

11.5 Risk

- 11.5.1 Risk Assessment process would be managed by STC and Weston College – both organisations would conduct risk assessments and method statements in advance of the work starting.
- 11.5.2 STC, HMP Guys Marsh and Build love all have PLI

11.6 Options for consideration

- 11.6.1 The Healthmatic quote for renovation of 3 x cubicles is £45,600 (plus DDA door) and the lead time is 12 weeks
- 11.6.2 Each toilet door can be equipped with an entry management system which can manage from free entry up to £1 per use. Typical charge is 20p per use, while Railway Stations tend towards 30p and most Central areas of London are now 50p. Most new facilities have charging, but still only about 20% go for contactless. Contactless costs £500 extra per door, £14 per month and charge 6% of revenue. (this relationship would be direct with STC at Nayax). On the three-door set up, an option could be to go for coins only on two doors and contactless only on the third perhaps. (then it would not be an additional cost for contactless as it would be in place of the coin mech). Entry management system is £1,700 per door and needs to be agreed at time of order (cannot be added later)
- 11.6.3 Semi-automated flush system is £205.60 per unit
- 11.6.4 No additional charge for reverting each cubicle back to single sex
- 11.6.5 Auto-locking door system however no in-built motion sensor (based on decision in Oct)
- 11.6.6 Breakdown of cost of equipment – supply only and fitting of specialist equipment – highlighted below
- 11.6.7 Supply of equipment to replace all equipment and tiling £9,330 per cubicle x 3 = £27,990 (inc charging facility on each door)
 Supply of new door only to the disabled pod £4,200
 Supply of service door £1,600
 Supply and fit commercial ventilation system £950
 Service cost £2,383
 Design costs £600
Equipment, door, services, tiles Total cost: £37,723 OR £ 30,923 if the doors do not have a charging facility
Plus building materials (internal wall rebuild and plastering) managed by STC – allow £2000 (estimated)
- 11.6.8 Resource costs:
 12 days @ £260 per day – Build Love/ HMP Guys Marsh supervision – **cost £3,120**
 20 days STC staff x 2 as part of Winter project hours 7 hours x 2 x 20 @ £12 per hour – **indirect cost £3,360**

11.7 Summary of costs: Options including equipment, building materials and resource:

(option1)

Equipment	Resource	Materials	TOTAL
£37,723	HMP/ Build Love £3120 STC £3,360	£2000	£46,203 (£42,843 physical cost)

(option 2)

Equipment	Resource	Materials	TOTAL
£30,923	HMP/ Build Love £3120 STC £3,360	£2000	£39403 (£36,043 physical cost)

(Option 3)

Healthmatic costs £45,600 (x 3 cubicles + disabled door replacement £4,200 = **£49,800**) + rebuild approx. £15k

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Cost of Equipment for Shaftesbury				
	DDA	UNISEX	UNISEX	UNISEX
Wall Gate Thrui	£1,664.55	£1,581.33	£1,581.33	£1,581.33
Wallgate Toilet Bowl DDA	£650.28			
Wallgate Toilet Bowl Wall Mounted		£496.04	£496.04	£496.04
Wallgate Toilet Bowl Wall Mounted Frame		£88.94	£88.94	£88.94
Stainless Steel Mirror	£49.20	£49.20	£49.20	£49.20
Mirror Screws	£0.25	£0.25	£0.25	£0.25
DVS Flush Sensor Extension	£12.60	£12.60	£12.60	£12.60
DVS Flush Controller	£205.60	£205.60	£205.60	£205.60
DVS Cistern Complete	£38.87	£38.87	£38.87	£38.87
External Light MARL	£140.00	£140.00	£140.00	£140.00
External Sign MFDB	£70.30			
External Sign Unisex MF		£70.30	£70.30	£70.30
Baby Tray in DDA	£200.00			
Alarm in DDA	£137.45			
LIGHT INTERIOR ROUND 2D LAMP 38W	£39.00	£39.00	£39.00	£39.00
LIGHT EMERGENCY INTERIOR ROUND 2D 28W	£110.00	£110.00	£110.00	£110.00
Paper Dispenser	£50.78	£50.78	£50.78	£50.78
DDA Doc M Pack	£102.60			
Blucher Floor Gully	£120.79	£120.79	£120.79	£120.79
Blucher Trap	£34.72	£34.72	£34.72	£34.72
Blucher 75 -100mm Adaptor	£34.58	£34.58	£34.58	£34.58
Coat Hooks	£72.00	£36.00	£36.00	£36.00
Cleaners Sink	£244.00			
Retractable Hose	£40.83			
Water Heater	£145.99			
Door (Fitted)	£4,200.00	£4,200.00	£4,200.00	£4,200.00
TILES FOOR & WALL	£522.00	£466.00	£466.00	£466.00
SERVICE DOOR (Fitted)	£1,600.00			
VENTILATION (Fitted)	£950.00			
RADAR BOX COMPLETE	£480.00			
Service Charge (for Management and Delivery of parts)	£2,383.28	£1,555.00	£1,555.00	£1,555.00
Design Cost	£600.00			
	£14,899.67	£9,330.00	£9,330.00	£9,330.00

(End)

Report Authors:

Claire Commons, Town Clerk and Brie Logan, Business Manager

Appendix I. Resolutions already made

Officer report 1018GEM9 from October 2018 (refer to appendix 1) was received and it was **RESOLVED** to:

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

Non- negotiable changes ALL AGREED IN OCTOBER 2018	Considerations
<ul style="list-style-type: none"> • Ventilation system upgrade • Replace sanitary ware excluding hand-dryer units (under contract) • 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) • Replace external doors 	<ol style="list-style-type: none"> 1. Contactless charging system (vandal proof) 2. Keeping the disabled facility 'as is' 3. Semi-automated flush system 4. Revert each pod back to single sex usage (2 x female, 1 x male and 1 x disabled) OR (1 x female, 1 x male and 1 x unisex) 5. Auto locking and unlocking door system with built in motion sensor to mitigate overnight sleepers – REJECTED 10/2018 6. Grounds team to take on responsibility to paint the external of the building and erect new signage (late winter project)

12 Neighbourhood Plan

To receive an update on the Neighbourhood Plan and adopt the key dates outlined

12.1 Recommendation

12.1.1 That the updates are received and noted and the key dates are adopted.

12.2 Summary

12.2.1 The Shaftesbury Neighbourhood Plan Advisory Committee (SNPAC) has been working with the Dorset Planning Consultant to develop the content of the Neighbourhood Plan.

12.2.2 The content of the plan is entirely community led and based on fact and evidence to support the development of the policy intentions.

12.3 Key Dates

12.3.1 Note, Thursday 24th January and Tuesday 5th February require councillor attendance.

- **Saturday January 12th** (deadline) – Final draft of policy intentions developed by SNPAC in consultation with the Dorset Planning Consultant. The traffic and parking studies and design statement should have been produced before this date therefore this is the final ‘sign off’ day.
- **Thursday 17th January** (informal SNPAC meeting) – final preparation in advance of formal SNPAC meeting on the 24th January
- **Thursday 24th January** (Formal Public SNPAC meeting). This is where SNPAC will agree on the recommendations to be presented to council. **All Councillors requested to attend.**
- **Tuesday 5th February** – formal Council meeting (this is not part of the cyclical meeting schedule however will be an extra meeting for the council to adopt the recommendations made by SNPAC) **All councillors summoned to attend**
- **Wednesday 13th February** – informal SNPAC
- **Monday 18th February to Saturday 2nd March** – issues and options consultation (this is an additional round of consultation to gather feedback at an early stage)
- **Wednesday 13th March** – informal SNPAC
- **Thursday 18th April** – informal SNPAC
- **Thursday 16th May** – informal SNPAC
- New council engagement – date TBC – likely to be mid-May
- 6-week pre-submission consultation dates TBC – likely to be beginning of June

12.3.2 Appended to this report is an activity tracker to demonstrate the pace and intensity of this schedule.

12.4 Financial Implication

12.4.1 There are no financial implications arising from this report

12.5 Legal Implication

12.5.1 There are no legal implications arising from this report

12.6 **Risk**

12.6.1 Risk of activity during purdah has been mitigated through this schedule

STRATEGIC PLAN AREA: NEIGHBOURHOOD PLAN, JOHN LEWER

(End)

Report Author:
Claire Commons, Town Clerk

Appendix J. Activity Tracker

	December	January	February	March	April	May	
Group meetings (scheduled)	13th						
Sign off policy intentions (SNPAC) and JW		12th		13th		16th	Key words and paper trail
SNPAC FORMAL meeting			Thur 24th				Agree policy intentions and wave 1 consultation (prep for council)
Submit SEA screening request							
SEA screening consultation (no prescribed time but usually 3 weeks)							
SEA screening determination							
Announce proposed dates for consultation 'save the date'							
Formal council engagement							Resolve to agree policy intentions for consultation and adopt con
Prepare the issues and options documents / engagement pack							Keep it simple and easy to understand
Early plan drafting and design / layout							
Create a database - gather issues and options							
Print the consultation material							
SNPAC INFORMAL MEETING - final checks for consultation							February meeting - 1 week earlier than normal schedule
Issues and Options consultation							Additional consultation - full 2 weeks - what's missing?
Input the issues and options feedback + analyse the content							
SNPAC INFORMAL MEETING - review of main findings							March meeting - 1 week earlier than normal schedule
Purdah						9th	Pre-election restrictions apply
Amend the plan following analysis of feedback from consultation							
Work on presenting clear evidence base							
Prepare the consultation materials							Keep it simple and easy to understand
SNPAC INFORMAL meetings - progress check							
SNPAC FORMAL meeting - FINAL REVIEW						18th	Agree the SNP content
NEW COUNCIL ENGAGEMENT							Resolve to agree NP for pre-submission consultation
Print the consultation material							TBC
Formal pre-submission consultation (minimum 6 weeks)							