



Shaftesbury Town Council

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To: Members of Shaftesbury Town Council, Councillors Brown, Chase, Cook, Hall, Hollingshead, Lewer, Loader, Prichard, Pritchard, Proctor, Welch, Yeo.

You are summoned (Local Government Act, 1972 sch12 10) to the Annual Meeting (AM) of the Council for the transaction of the business shown on the agenda below. To be held at 7.00pm on

Tuesday 14 May 2019 in the Council Chamber, Shaftesbury Town Hall

All other recipients for information only

Claire Commons, CertHE, PSLCC. Town Clerk and RFO
Members are reminded of their duty under the Code of Conduct

Public Participation

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

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

Agenda

- 1 ELECTION OF CHAIRMAN AND VICE CHAIRMAN 4**
To elect a Chairman and Town Mayor, to receive the Chairman and Town Mayor's Declaration of Acceptance of Office and to elect a Vice Chairman and Deputy Town Mayor (10 mins)
- 2 APOLOGIES 10**
To receive and consider for acceptance, apologies for absence (1 min)
- 3 DECLARATIONS OF INTEREST 10**
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. (1 min)
- 4 MINUTES 10**
To confirm as a correct record, the minutes of the previous meeting of the Council. (1 min)
- 5 ACCOUNTS YEAR ENDING 31ST MARCH 2019 16**
To report on the financial position of the Town Council for the year ending 31st March 2019 and to adopt the internal auditor's report, the Annual Governance Statement and the Statement of Accounts for the year ending 1st March 2019 (15 mins)

6	GENERAL POWER OF COMPETENCE	34
	To consider resolving to adopt the General Power of Competence (5 mins)	
7	STANDING COMMITTEES.....	35
	To appoint the Council's Standing Committees for the municipal year 2019/20 and review their terms of reference (20 mins)	
8	COUNCILLOR ROLES	53
	To appoint lead councillors and representatives to local organisations for the municipal year 2019/20 (10 mins)	
9	PAYMENTS	55
	To consider payments for authorisation (5 mins)	
10	ASSET REGISTER AND INSPECTION OF DEEDS	57
	To receive an inventory of land and assets including buildings and office equipment and to confirm inspection of deeds (5 mins)	
11	STANDING ORDERS	66
	To consider Standing Orders for adoption (10 mins)	
12	FINANCIAL REGULATIONS	86
	To consider Financial Orders for adoption (10 mins)	
13	ANNUAL SUBSCRIPTIONS.....	102
	To resolve the Annual Subscriptions for the municipal year 2019/20 (3 mins)	
14	TOWN CRIER	103
	To consider appointing the Town Crier for 2019/20 (5 mins)	
15	BANK SIGNATORIES	104
	To resolve the bank signatories for 2019/20 (3 mins)	
16	CALENDAR OF MEETINGS.....	105
	To receive the calendar of meetings for 2019/20 (3 mins)	
17	MEMBER ALLOWANCES AND EXPENSES AND ATTENDANCE.....	106
	To receive report on Members' allowances, expenses and attendance for 2018/19(2 mins)	
18	TOWN HALL KEYHOLDERS.....	108
	To consider appointing the keyholders for 2019/20 (5 mins)	

References

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- Local Government Act, 1972 s.101. *Arrangements for discharge of functions by local authorities*. [Online]
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- Local Government Act, 1972 s.144, 145. *Power to encourage visitors and provide entertainment*. [Online].
- Local Government Act, 1972 s.15. *Chairman and vice-Chairman of parish council or meeting*. [Online].
- Local Government Act, 1972 s85. *Persistent Absence*. [Online].
- Local Government Act, 1972 sch12 10. *Summons to attend a meeting*. [Online]
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[Accessed 18 July 2018].

(End)

1 Election of Chairman and Vice Chairman

To elect a Chairman and Town Mayor, to receive the Chairman and Town Mayor's Declaration of Acceptance of Office and to elect a Vice Chairman and Deputy Town Mayor (10 mins)

1.1 Recommendation

- 1.1.1 That the Town Council selects its Chairman and Town Mayor for the municipal year 2019/20 and the Chairman makes their Declaration of Acceptance of Office
- 1.1.2 That the Town Council selects its Vice Chairman and Deputy Mayor for the municipal year 2019/20 and the Vice Chairman makes their Declaration of Acceptance of Office

1.2 Summary

- 1.2.1 The retiring Chairman will call for nominations for the position of Town Mayor and Chairman of the Council, upon appointment, the newly elected chairman will take the seat and then call for nominations for Deputy Mayor and Vice Chairman. Details for this procedure are set out in the detail below.
- 1.2.2 The Chairman is also the Town Mayor, these roles cannot be carried out by two individuals. Likewise, the Vice Chairman is also the Deputy Mayor and this role also cannot be split.
- 1.2.3 The newly elected Mayor may choose to hold a Mayor Making ceremony and will make such arrangements with the Town Clerk and Mayor's Secretary accordingly.

1.3 Financial Implication

- 1.3.1 The Council provides a civic budget for the Town Mayor to undertake civic duties. This is *not* an additional allowance.

1.4 Legal Implication

- 1.4.1 The election of a chairman shall be the first business transacted at the annual meeting of the Parish Council; The Chairman of a parish Council shall be elected annually by the Council from among the councillors; The Parish Council may appoint a member of the Council to be vice-chairman of the Council. (Local Government Act, 1972 s.15)

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

1.5 Detail

- 1.5.1 The Council should choose a Mayor who best exhibits the following criteria, whilst recognising that the criteria should not be too prescriptive and that each candidate will bring his/her individual personality and style to the office of Mayor:
 - Chairmanship skills – the candidate can run public meetings efficiently and effectively to ensure that all councillors and as many members of the public as possible are able to provide input on the Council decisions. There will be a requirement for experience of chairing formal meetings and the candidate should

have had experience of chairing a Council committee for a minimum of one municipal year.

- Integrity – the candidate maintains the highest possible ethical standards, works well with other councillors and officers, has the courage to take an unpopular position if it is best for the town and adheres to all the protocols laid down for conduct and behaviour.
- Commitment – the candidate is able and willing to devote sufficient time to the role of Mayor in order to perform it properly, is supportive of and supported by the community. The candidates past actions have been for the benefit of the Town rather than being self-serving.
- Relationships – the candidate should be able to demonstrate the confidence and willingness to meet and interact with the public and external organisations at all levels as part of the ambassadorial role.

1.5.2 Piers Brown will ask for the nomination for the position of Mayor via a traditional proposer and seconder process, all proposed candidates will be asked if they would accept the role. Selection will then take place via paper ballot as set out in 'Criteria for Voting'.

1.6 **Criteria for voting**

1.6.1 The criteria for the vote will be as follows:

- A successful candidate must have received an absolute majority vote of those present and voting.
- It follows that if there are more than two candidates and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again.

1.6.2 This process must, if necessary, be repeated until an absolute majority is obtained. The Proper Officer will formally announce the elected Mayor at the end of the process.

1.6.3 At this point the newly elected Mayor will take the place of the retiring Mayor and the Chain of Office will be handed to the newly elected Mayor.

1.6.4 Those present will be asked to stand to receive the new Mayor's Declaration of Acceptance of Office. The new Mayor will then give a vote of thanks to the retiring Mayor who will give their retiring speech for the municipal year 2018/2019.

1.6.5 The new Mayor will then give his/her Mayoral Address for 2019/2020 and then ask for nominations for the position of Deputy Mayor 2019/2020 via a traditional proposer and seconder process.

1.6.6 The above procedure will be repeated for the selection of Deputy Mayor.

1.6.7 The newly elected Deputy Mayor will then take the place of the retiring Deputy Mayor and the Badge of Office will be handed to the newly elected Deputy Mayor.

(End) Report Author: Claire Commons, CertHE, PSLCC. Town Clerk and RFO

A BRIEF HISTORY AND GUIDE TO THE MAYORALTY **(Published– May 2011)**

1. Introduction

- 1.1. The Mayoralty is one of the most ancient offices in British history but has changed its role, importance and public perception throughout the ages.
- 1.2. The office of Mayor was brought to this country, together with the Domesday Book and the feudal system, by the Normans. It has been suggested that the word Mayor is composed of two Germanic words 'Mord' and 'Dome' meaning 'Judge of Murderers' – these words being Latinised into *major domers*.
- 1.3. The first Mayor was believed to have been established in Thetford in 1199. The first recorded Burgess/Mayor of Shaftesbury is listed as 1313, following the issue of the Royal Charter. The office of Mayor in the town is therefore 700 years old.
- 1.4. During the Middle Ages the Mayor was acknowledged as the 'First Citizen' of the town, he had a Council (under differing names) to assist him and he was a 'Custodian of the Peace' – an early name for a magistrate. He would have presided in the Borough's civil and criminal courts.
- 1.5. By Tudor times the powers of the Mayor were greatly increased making magistrates the Tudor 'maid of all work'. They had powers such as – the power to make arrests, the power to regulate the size of loaves of bread and the power to compel persons to go into service. As a result their personal importance was greatly enhanced.
- 1.6. By the seventeenth century the Mayor had become all-powerful and in many instances his powers included:- Chairman of the Council, Chief Magistrate, President of the Civil and Manorial Courts (sitting with the Town Clerk), Coroner, Clerk of the Market, Keeper of the Goal and creator of the Freemen (often for a fee).
- 1.7. By the nineteenth century the legal position of the Mayor had been restricted and regulated by statute and the Mayor was left with three main roles: - constitutional monarch for the city, speaker for the Council and a kind of Council Prime Minister. Only the first two roles have continued into the present day.
- 1.8. In the nineteenth century a Mayor could be the centre of all political activity, with the term of office often lasting two to four years. The political role of the Mayor during the Victorian period was of far more importance than the social and ceremonial role – a situation which is reversed today.
- 1.9. The eventual separation of the office of Mayor and the Magistracy in the boroughs began in 1949 when Mayors were no longer permitted to remain Magistrates during the year succeeding their year of office. In 1951 they ceased to preside at the sittings of the Borough Justices, this being made absolute by the Justices of the Peace Act 1968.

- 1.10. It is interesting to note that it was not until 1974 that Mayors had to be elected from members of the Council.

2. The Importance and role of the Mayor today

- 2.1. There are three main important roles for the Mayor in today's local authorities and society: - as a symbol of the authority, as a symbol of open society and as an expression of social cohesion.
- 2.2. As a symbol of the authority the Mayor is invested with the insignia of the robes and chains of office and connects the present day with history acting as a symbol of continuity. The Mayor as 'First Citizen' speaks for the whole town and gives it an identity.
- 2.3. It is important to note that the office of Mayor is more important than the office-holder.
- 2.4. As a symbol of open society the Mayor can and does come from any class, gender or ethnic background. The First Citizen is no longer the privilege of the white middle/upper class male.
- 2.5. As an expression of social cohesion the Mayor undertakes social engagements that give cohesion to the life of the town. The Mayor acts as a link between various bodies and organisations feeding back the views and concerns of the people into the political field. The Mayor can also take the Council's message and themes out into the community.
- 2.6. The history of the Mayoralty is important because it is the one well known and continuous factor in people's experiences. The power of the Mayor has undoubtedly reduced through the ages and today's Mayor will not have the power or authority of a Tudor or Victorian Mayor. The office however, continues to have a central part to play in modern Councils and society and this role is a result of the tradition it has inherited.

3. The Office of Mayor – precedence and protocol

- 3.1. The main duty of the Mayor is to preside over principal meetings of the Council and, if present, he/she must preside.
- 3.2. If the Mayor is not present the Deputy Mayor must preside. If neither is present the members must elect a Chairman for the meeting.
- 3.3. The Mayor has precedence over everyone apart from the Queen and representatives of the Royal Family – including the High Sherriff and the Lord Lieutenant. The Mayoress will customarily take precedence immediately after the Mayor although she has no legal status. It is understood that the Mayoress should rarely function independently of the Mayor.

- 3.4. Shaftesbury has a tradition which has allowed the Mayor's title to be preceded by 'Lord'. On detailed research it appears that this tradition is incorrect. The use of the word Lord can only be applied if the town has been granted a Lord Mayoralty by Letters Patent. It would appear that, at some historical point, the town has mistaken the Royal Charter for this grant. The Mayor and Deputy Mayor must not therefore include the word 'Lord' in their titles.

4. The effect of being Mayor

- 4.1. Being the Mayor is most definitely different to being a councillor – it has different rules, different working hours, different restraints and is often physically and mentally tiring. It can also be hugely enjoyable and rewarding if entered into in the right spirit.
- 4.2. Being the Mayor will have an effect on friends and family – his/her personal social life will be severely disrupted and replaced with a new social life not of their own making or, perhaps, choice. In addition, the effect on the Mayor's partner can be dramatic as they are expected to play a full part in the Mayoral world and will be in a public role for their partners' term of office. It is advisable for prospective Mayors to discuss this aspect with their partners, family and friends before taking office.
- 4.3. There will also be an effect on the Mayor's career or job due to the time that may be needed to be spent away from the workplace. Candidates for the position of Mayor should consider carefully how they will manage their working life if elected to the post.
- 4.4. Becoming a Mayor could also be said to stifle a political career as the Mayor is traditionally neutral and steps back from politics for the term of his/her office. Given that the Town Council is apolitical this is not a particular issue at STC.
- 4.5. The Mayor must be seen to represent all sections of the Council and the community and it is vital to note that the office of the Mayor belongs to the public not the individual who occupies it.
- 4.6. Some Mayors may feel uncomfortable with the formality of the traditional office of Mayor – the wearing of robes and chains and the protocols which need to be followed. Yet most of the public want to see the trappings of office and these traditional links to the past history of the area are important to others even if they may not be important to the Mayor. However, it is understood that each Mayor will want to add their own personality and flair to the proceedings and uniformity and constraint are not aims of the protocols at STC.

5. Events attended by the Mayor

5.1. There are twelve civic and ceremonial events attended by the Mayor each year:

- Mayor Making – May
- Gold Hill Fair – July
- Gillingham and Shaftesbury Show – August
- Battle of Britain Parade – September
- Carnival evening procession - September
- November 11th two minutes silence
- Remembrance parade and wreath laying – November
- Christmas Fair – December
- Snowdrop Parade - February
- Town Meeting – April
- The Opening of the Abbey – April
- ANZAC day wreath laying and service – April
- The AGM of all organisations of which he/she is President

5.2. The Mayor organises his / her events supported by a Mayors Secretary.

2 Apologies

To receive and consider for acceptance, apologies for absence (1 min)

2.1 Background

- 2.1.1 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.

2.2 Apologies received to date

- 2.2.1 There have been none received at the point of papers being issued.

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. (1 min)

3.1 Background

- 3.1.1 Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct. (Shaftesbury Town Council, 2012)

3.2 Declarations of Interest or dispensations received to date

- 3.2.1 There have been none received at the point of papers being issued

4 Minutes

To confirm as a correct record, the minutes of the previous meeting of the Council. (1 min)

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 2nd April 2019
- 4.2.2 11th April 2019



SHAFTESBURY TOWN COUNCIL

Extra Ordinary Full Council

Minutes of the Extra Ordinary Full Council held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday, 02 April 2019 commencing at 7:00pm.

Members Present

Councillor Brown (Chair)
Councillor Proctor
Councillor Lewer
Councillor Jackson

Councillor Taylor (Vice-Chair)
Councillor Kirton
Councillor Loader
Councillor Hall

Absent:

Councillors Austin, Perkins, Cook and Todd

Officers Present:

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

In Attendance:

1 member of the public
1 member of the press

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. There were no comments.

F136 Apologies

Apologies were received and accepted from Councillor Perkins due to work commitments and Councillor Cook for personal reasons. Councillor Hall sent apologies for arriving late due to work commitments. Councillors Austin and Todd were absent.

F137 Declarations of Interest and Dispensations

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

F138 Minutes

The minutes of the Full Council Meeting held on the 26th February 2019 and 3rd March were approved and the minutes were duly signed.

F139 Reports

Officer report 0419FC4 was received and noted.

F140 Payments

Officer report 0419FC5 was received and it was **RESOLVED** to approve the payments from the Town Council's account totalling £32,632.17 and note the bank balances.

F141 Parking Study Report

2013/132 Officer report 0419FC6 was received and noted.

2013/133 It was **RESOLVED** to engage with the Local Planning Authority and Lidl in relation to parking provision as part of the redevelopment at Christy's Lane.

2013/134 It was **RESOLVED** to ensure that all relevant officers at Dorset Council are provided with a hard copy of the Parking Study along with dialogue.

F142 Neighbourhood Plan Consultation Feedback

Officer report 0419FC7 was received and noted.

2013/132 Thanks, was expressed to the Shaftesbury Neighbourhood Plan Advisory Committee and the Business Manager.

F143 Order of Business

It was **RESOLVED** to discuss Item 9 next to allow time to find out relevant documentation relating to Item 8.

F144 Temporary Closure of Footpath N1/32 Shaftesbury

Officer report 0419FC9 was received noted.

Meeting Adjourned – 7.56 pm

Meeting reconvened – 8.05 pm

F145 Confidential session

Officer report 0419FC6 was received and 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 to discuss Item 8 Youth Club and Wessex Water Volunteer Project, in confidential session due to commercially sensitive 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.

Entered Confidential Session – 8.09 pm

Reconvened Public session – 8.15 pm

George Hall arrived – 8.17 pm

F146 Youth Club and Wessex Water Volunteer Project

Officer report 0419FC8 was received and the following was **RESOLVED**;

That the Council resolves its support of the Youth Club and Wessex Water Volunteer Project

That the Council supports the project and covers the cost of materials up to £2000 taken from General Reserves for improvement of the carpark.

That the Council releases the grounds team for one day to support the project.

ACTION: FINANCE AND SERVICES OFFICER

There being no further business, the meeting was closed at 8.20pm.

Signed

Date



SHAFTESBURY TOWN COUNCIL

Extra Ordinary Full Council

Minutes of the Extra Ordinary Full Council held in the Guildhall, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Thursday, 11th April 2019 commencing at 7:00pm.

Members Present

Councillor Brown (Chair)

Councillor Cook

Councillor Hall

Councillor Kenealy, Melbury Abbas and Cann Parish Council

Councillor Taylor (Vice-Chair)

Councillor Lewer

Absent:

Councillors Austin, Perkins, Cook and Todd

Officers Present:

Claire Commons, CertHE, PSLCC. Town Clerk and RFO

Brie Logan, Business Manager

In Attendance:

2 Representatives of Persimmon Homes

27 member of the public

2 member of the press

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.

Public comments were all in relation to the proposed development by Persimmon on the land designated as Employment land South of the A30. A separate file note of the detailed question and answer is held by the Town Council.

Persimmon Homes gave a presentation and question and answer session in relation to the Planning Application south of the A30.

F147 Apologies

Apologies were received and accepted from Councillors Perkins, Proctor, Austin and Loader due to personal commitments and from Councillors Kirton and Jackson due to work commitments

F148 Declarations of Interest and Dispensations

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

F149 Persimmon Development A30

It was **RESOLVED** to invite William Kenealy, Chair of Melbury and Cann Group Parish Council, to be part of the discussion with Shaftesbury Town Council on this application as it covered both parishes.

It was **RESOLVED** to submit the following observation to the Planning Authority;

Objection, due to the lack of evidence for not needing employment land locally, for lack of evidence for local need for housing. Local being defined as in the Shaftesbury area. Objection also due to there being no demonstrable need for a primary school at the moment, that if the school was needed, the location would not be suitable. Concern was expressed about the highway infrastructure especially in regard to people coming to and from the school site.

The Council further added that by reason of principle, it asks the Local Planning Authority to make a statement that this community deserves better than Persimmon Homes. On behalf of the residents of Persimmon Homes living without a road outside their house, paying twice for services due to the management companies and the houses not lasting as long as the mortgages taken out on them.

The Council resolved that if the application were to be successful, the following aspects be incorporated into the conditions;

- Design standards
- Roads built to adoptable standards
- Working together (Town Council, Planning Authority and Developer) to achieve the best possible outcome
- 2 parking spaces per dwelling rather than court parking
- Boulevard A30
- Landscape matrix
- Safe walking / cycling links to Cann Common
- Links with existing green infrastructure.

ACTION: TOWN CLERK

There being no further business, the meeting was closed at 9:04pm.

Signed

Date

5 Accounts Year Ending 31st March 2019

To report on the financial position of the Town Council for the year ending 31st March 2019 and to adopt the internal auditor's report, the Annual Governance Statement and the Statement of Accounts for the year ending 1st March 2019 (15 mins)

5.1 Recommendation

- 5.1.1 That the funds for repair work to Castle Hill (£4680) is moved to an Earmarked Reserve for completion and payment in 2019
- 5.1.2 That the Internal Auditor's report and the Town Clerk's associated action plan for the year ending 31st March 2019 is adopted.
- 5.1.3 That the Annual Governance Statement for the year ending 31st March 2019 is approved and duly signed.
- 5.1.4 That the Statement of Accounts for the year ending 31st March 2019 is approved and duly signed thereby approving the Council's Annual Return.

5.2 Summary

- 5.2.1 The following items are appended to this report;

APPENDIX REF	DOCUMENT	NOTES
C	Internal Auditors Report	The IA final visit for the prior year is scheduled for 8 th May 2019. The report arising from that visit will be provided to members by email as soon as it is available prior to the meeting.
D	Bank Reconciliations	These will be verified and signed by the Internal Auditor following her visit on 8 th May 2019
E	Debtors and Creditors	
F	Income and Expenditure	The Council is required to provide an explanation of variances against the previous year end position where such variances exceed 15% difference. There are no significant variances to report this year
G	Annual Governance and Accountability Statement (AGAR)	

- 5.2.2 The Council must submit an Annual Return to the external auditor by 1st July 2019. Part of the Annual Return is to approve the Annual Governance Statement at Section 1 of the AGAR. The Council must confirm for each of the nine points in Section 1 whether it agrees or not with the statement.

- 5.2.3 After approving Section 1, the Council must approve the Accounting Statements for 2017/18 as shown at section 2 of the Annual Return. The bottom line of the balance sheet corresponds to line 7 of the accounting statements balances carried forward. The total value of cash and short-term investments corresponds to the bank reconciliation.
- 5.2.4 The Council must provide a period of 30 working days for the exercise of public rights to inspect the accounts. The statutory common period is Monday 1st July – Friday 12th July 2019. Subject to approval of the Annual Return, the anticipated date for Shaftesbury's period for the exercise of public rights will be Monday 3rd June 2019 – Friday 12th July 2019.

5.3 **Financial Implication**

- 5.3.1 There are no financial implications arising from this report. The public will have the right to ask any questions of the External Auditor. This may incur charges from the External Auditor which the Council is required to pay from the public purse.

5.4 **Legal Implication**

- 5.4.1 Every local authority is required to make arrangements for the proper administration of its affairs and to ensure that one of its officers has responsibility for those affairs (section 151 of the Local Government Act 1972). The Responsible Financial Officer for this Council is the Clerk.

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:

Claire Commons, CertHE, PSLCC. Town Clerk and RFO

Do the Numbers Limited

Southampton

8th May 2019

Claire Commons, Clerk
Shaftesbury Town Council,
Town Hall,
Shaftesbury,
Dorset SP7 8LY

Dear Claire,

Subject: Matters arising from Internal Audit year ending 31 March 2019

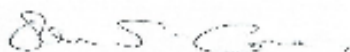
Further to my visits to the office today and earlier in the year, please find below the matters arising. I found the records and systems of the council to be in very good order and that the visits went extremely well.

The external audit report from 2017/18 has not yet been signed off due to the time taken to deal with elector queries, but no matters came to my attention which would cause me to have concerns over the current year records.

Control area	Issue	Recommended Action
Commuted sums	The council has received some commuted sums as part of LGR which are currently showing in cash reserves.	These amounts should be moved to the Fixed Asset investments to provide better returns and better reflect their purpose.
Cash handling / EPOS reporting	With the swimming pool season about to start, the councils cash taking risk is about to rise significantly. In the third year of operation, time analysis of swimming pool income would be useful.	Members should ensure that they maintain proper oversight of the card and cash takings at the pool and support officers in maintaining clear controls.
Town hall refurbishment	Funds have been set aside for this work, but it is currently very difficult to quantify in both time and cost.	The council should consider applying some of the earmarked reserves to initial professional fees to allow the project to progress.
Accounting software	The council is still using the RBS Omega software, when most councils have been moved across to the newer Rialtas Suite.	A clear timescale should be agreed for moving the records to the newer, more versatile, accounting software.

Please find attached my invoice for the agreed fee. If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

37 Upper Brownhill Road, SO16 5NG
Registered in England No. 7871759
eleanorgreene@thedunnefamily.co.uk

023 8077 2341
Director: Eleanor S Greene

Appendix C. Bank Reconciliations

Shaftesbury Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2019

<u>Confirmed Bank & Investment Balances</u>	
<u>Bank Statement Balances</u>	
NatWest Current A/c	124,473.06
NatWest Reserve a/c	0.00
Nat West Credit Card	0.00
Cash in Hand	116.02
Petty Cash -Swimming Pool	158.36
Public Sector Deposit A/c	240,717.00
Cambridge & Counties Bank	125,759.00
Nationwide Business Savings	130,000.00
	621,223.44
<u>Other Bank & Cash Balances</u>	0.00
	621,223.44
<u>Unpresented Payments</u>	18,213.94
	603,009.50
<u>Receipts not on Bank Statement</u>	260.42
Closing Balance	603,269.92
<u>All Cash & Bank Accounts</u>	
NatWest Current A/c	106,519.54
NatWest Reserve A/c	0.00
Nat West Credit Card	0.00
Petty Cash	116.02
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	603,269.92

Appendix D. Balance Sheet

Printed on : 03/05/2019

Shaftesbury Town Council

At : 09:10

Balance Sheet as at - 31 March 2019

31 March 2018

31 March 2019

Current Assets

5,288	Debtors	1,568
7,954	Vat Control	10,115
6,968	Prepayments	6,713
400,370	NatWest Current A/c	106,520
72	Petty Cash	116
97	Petty Cash- Swimming Pool	158
39,502	Public Sector Deposit A/c	240,717
0	Cambridge & Counties Bank	125,759
0	Nationwide Business Savings	130,000

460,252

621,666

460,252 Total Assets

621,666

Current Liabilities

6,248	Creditors	1,344
2,750	Accruals	3,795
4,200	PAYE & NI Due	0
4,451	Superannuation Due	0
172	Holding Deposits	147

17,820

5,286

442,432 Total Assets Less Current Liabilities

616,380

Represented By

213,147	General Reserve	203,879
10,000	EMR CCTV	0
11,500	EMR Cycle Routes	11,500
5,217	EMR Playground Equipment	1,812
30,500	EMR Toilet Capital Re-build	0
58,325	EMR Town Hall Building Fund	74,989
5,000	EMR Town Hall Energy Fund	0
2,000	EMR Ground Works Equipment	0
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	24,311
5,273	EMR Strategic Tree Works	1,973

Printed on : 03/05/2019

Shaftesbury Town Council

At : 09:10

Balance Sheet as at - 31 March 2019

31 March 2018

31 March 2019

21,080	EMR Swimming Pool	29,146
8,072	EMR Neighbourhood Planning	7,663
0	EMR Traffic Calming	3,150
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	3,597
25,000	EMR A30 Allotment Site	25,000
303	EMR Shaftesbury Bee Friendly	0
0	EMR Cobbles	1,000
0	EMR Bus Shelters	3,500
0	EMR Project Belle	79,250
0	EMR Ecology Competition	3,402
0	EMR Memorial Stones Eastern De	2,450
0	ERM Castle Hill	4,680
0	EMR Commuted Sum King Alfreds	70,444
0	RMR Commuted Sum Little Shilli	12,500

442,432

616,380

The above statement represents fairly the financial position of the authority as at 31 March 2019 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer



Date : 8/5/19

Appendix E. Debtors and Creditors

Date :- 26/04/2019

Shaftesbury Town Council

Page 1

Time :- 10:44

Sales Ledger Aged Account Balances

User : TM

Outstanding Balances by Month as at : 31/03/2019

A/C Code	Customer Name	Balance	Mar 2019	Feb 2019	Jan 2019	Prior Months	On A/c Pymnts
BAND	BAND	119.17	119.17	0.00	0.00	0.00	0.00
BOWLING	BOWLING	98.44	98.44	0.00	0.00	0.00	0.00
CAMELOT	CAMELOT	118.00	118.00	0.00	0.00	0.00	0.00
FARMM	FARMERS MARKET	118.00	59.00	59.00	0.00	0.00	0.00
POSSPA	POSITIVSPACE	177.00	59.00	0.00	59.00	59.00	0.00
SCM	COUNTRY MARKET	649.00	0.00	0.00	649.00	0.00	0.00
TRUCKLE	TRUCKLE	288.00	120.00	0.00	96.00	72.00	0.00
Total Sales Ledger No 1		1,567.61	573.61	59.00	804.00	131.00	0.00
TOTAL SALES LEDGER BALANCES		1,567.61	573.61	59.00	804.00	131.00	0.00

8/5/19

Printed On : 26/04/2019

Shaftesbury Town Council

Page : 1

At : 10:28

Purchase Ledger Aged Account Balances

Outstanding Balances by Month as at : 31 MAR 2019

User : TM

Supplier Code	Supplier Name	Balance	Mar 2019	Feb 2019	Jan 2019	Dec 2018	Prior to and Nov 2018
BAKER	BAKER	43.00	43.00	0.00	0.00	0.00	0.00
BT	BT	423.32	423.32	0.00	0.00	0.00	0.00
DODD	DODD	11.70	11.70	0.00	0.00	0.00	0.00
FUELGENIE	FUEL GENIE	333.17	333.17	0.00	0.00	0.00	0.00
GAS	BRIT GAS	90.53	82.30	0.00	0.00	8.23	0.00
HIRESTAND	HIRESTAND	112.32	112.32	0.00	0.00	0.00	0.00
HUNT	HUNT	330.00	330.00	0.00	0.00	0.00	0.00
Sub Total for Purchase Ledger		1,344.04	1,335.81	0.00	0.00	8.23	0.00
TOTAL PURCHASE LEDGER BALANCES		1,344.04	1,335.81	0.00	0.00	8.23	0.00

8/5/19

Appendix F. Income and Expenditure

Shaftesbury Town Council		
Income and Expenditure Account for Year Ended 31 March 2019		
31 March 2018		31 March 2019
	Income Summary	
470,683	Precept	480,183
470,683	Sub Total	480,183
	Operating Income	
1,707	Allotment	1,691
3,501	Cemetery	3,433
11,587	General Grounds	12,943
8,527	Local Delivery services	7,714
45,802	Town Hall	48,535
345	Civic	494
0	Grants & SLA	0
10,789	Finance	2,714
19,372	Swimming Pool	25,568
0	General Running Costs	24
9,585	Staffing Costs	13,421
0	Reserves & Projects	165,326
581,899	Total Income	762,044
	Running Costs	
1,184	Allotment	1,706
3,225	Cemetery	823
57,924	General Grounds	62,911
0	Project Belle	0
7,229	Local Delivery services	7,525
18,356	Town Hall	15,875
6,139	Civic	5,256
26,654	Legal and Professional	41,867
30,000	Grants & SLA	32,913
50,032	Finance	1,876
41,934	Swimming Pool	47,305
12,923	General Running Costs	13,878
246,014	Staffing Costs	266,302
32,077	Reserves & Projects	87,153
0	Capital Replacement Reserve	2,706
533,690	Total Expenditure	588,096
	General Fund Analysis	
201,932	Opening Balance	213,147
581,899	Plus : Income for Year	762,044
783,831		975,190
533,690	Less : Expenditure for Year	588,096
250,141		387,094
70,313	Transfers TO / FROM Reserves	183,215
179,828	Closing Balance	203,879

07/05/2019

Shaftesbury Town Council

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Detailed Income & Expenditure by Budget Heading 31/03/2019

Page No 1

Month No : 12

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Personnel								
402	<u>Staffing Costs</u>							
4000	Salaries	166,893	204,622	206,508	1,886		1,886	99.1 %
4005	Employers NI	16,127	19,510	18,979	-531		-531	102.8 %
4006	Employers Superann	35,892	39,892	43,678	3,786		3,786	91.3 %
4010	Staff Training	3,484	1,865	5,000	3,135		3,135	37.3 %
4015	Staff Travel & Subsistence	594	413	500	87		87	82.5 %
4018	Staff Recruitment	0	0	1,000	1,000		1,000	0.0 %
4020	Sub Contract Labour	23,025	0	0	0		0	0.0 %
	Staffing Costs :- Expenditure	246,014	266,302	275,665	9,364	0	9,364	96.6 %
1301	Miscellaneous Income	0	3,582	0	3,582			0.0 %
1360	Contribution Street Cleaning	9,585	9,839	9,585	254			102.6 %
	Staffing Costs :- Income	9,585	13,421	9,585	3,836			140.0 %
	Net Expenditure over Income	236,429	252,881	266,080	13,199			
	Personnel :- Expenditure	246,014	266,302	275,665	9,364	0	9,364	96.6 %
	Income	9,585	13,421	9,585	3,836			140.0 %
	Net Expenditure over Income	236,429	252,881	266,080	13,199			
General Management								
301	<u>Civic</u>							
4265	General Supplies	0	0	0	0		0	0.0 %
4300	Civic/Ceremonial	2,243	1,277	2,100	823		823	60.8 %
4301	Civic Allowance	21	0	0	0		0	0.0 %
4302	Councillor Allowances	3,150	3,240	3,240	0		0	100.0 %
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	189	288	99		99	65.6 %
4390	Mayor's Charity Expenditure	0	494	0	-494		-494	0.0 %
	Civic :- Expenditure	6,139	5,256	6,571	1,315	0	1,315	80.0 %
1400	Mayor's Charity Income	345	494	0	494			0.0 %
	Civic :- Income	345	494	0	494			
	Net Expenditure over Income	5,794	4,762	6,571	1,809			

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Shaftesbury Town Council
Detailed Income & Expenditure by Budget Heading 31/03/2019

Page No 2

Month No : 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
302 Legal and Professional							
4010 Staff Training	0	2,790	0	-2,790		-2,790	0.0 %
4325 Audit	3,125	2,375	2,850	475		475	83.3 %
4326 Books & Subscriptions	1,212	1,637	1,500	-137		-137	109.2 %
4330 Insurance	12,868	12,650	16,500	3,850		3,850	76.7 %
4341 Professional & Legal Fees	12,385	22,414	10,000	-12,414		-12,414	224.1 %
4342 Election Costs	-2,936	0	8,000	8,000		8,000	0.0 %
Legal and Professional :- Expenditure	26,654	41,867	38,850	-3,017	0	-3,017	107.8 %
Net Expenditure over Income	26,654	41,867	38,850	-3,017			
303 Grants & SLA							
4350 Community Grants	30,000	32,913	30,000	-2,913		-2,913	109.7 %
Grants & SLA :- Expenditure	30,000	32,913	30,000	-2,913	0	-2,913	109.7 %
Net Expenditure over Income	30,000	32,913	30,000	-2,913			
304 Finance							
4380 Bank Charges	32	77	500	423		423	15.4 %
4394 CCLA Property Fund	50,000	0	0	0		0	0.0 %
4395 Prior Year Adjustment	0	1,799	0	-1,799		-1,799	0.0 %
Finance :- Expenditure	50,032	1,876	500	-1,376	0	-1,376	375.2 %
1301 Miscellaneous Income	10,000	0	0	0			0.0 %
1340 Bank Interest Received	61	638	70	568			912.1 %
1342 CCLA Prop Fund Dividend Receiv	728	2,075	350	1,725			592.9 %
1376 Precept	470,683	480,183	480,183	0			100.0 %
Finance :- Income	481,472	482,897	480,603	2,294			100.5 %
Net Expenditure over Income	-431,440	-481,021	-480,103	918			
401 General Running Costs							
4265 General Supplies	108	149	154	5		5	96.6 %
4345 Advertising	1,407	1,738	1,500	-238		-238	115.9 %
4348 Consultations	0	771	1,000	229		229	77.1 %
4400 Printing	1,601	1,507	1,200	-307		-307	125.6 %
4401 Stationery	1,349	1,100	1,300	200		200	84.6 %
4402 Postage	465	130	600	470		470	21.7 %
4410 Telephone	2,924	3,166	2,640	-526		-526	119.9 %
4414 IT Software	3,337	2,980	3,081	101		101	96.7 %
4415 IT Support	255	902	960	58		58	94.0 %

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Shaftesbury Town Council

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Detailed Income & Expenditure by Budget Heading 31/03/2019

Page No 3

Month No : 12

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4417	Web Site	660	660	700	40		40	94.3 %
4420	Office Equipment	817	774	1,000	226		226	77.4 %
	General Running Costs :- Expenditure	12,923	13,878	14,135	257	0	257	98.2 %
1301	Miscellaneous Income	0	24	0	24			0.0 %
	General Running Costs :- Income	0	24	0	24			
	Net Expenditure over Income	12,923	13,854	14,135	281			
	General Management :- Expenditure	125,748	95,790	90,056	-5,734	0	-5,734	106.4 %
	Income	481,817	483,414	480,603	2,811			100.6 %
	Net Expenditure over Income	-356,069	-387,624	-390,547	-2,923			

ROSE**101 Allotment**

4165	Water Rates	510	691	565	-126		-126	122.4 %
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	165	165	0		0	100.0 %
	Allotment :- Expenditure	1,184	1,706	1,285	-421	0	-421	132.8 %
1104	Allotment Rent Income	1,707	1,691	1,700	-9			99.5 %
	Allotment :- Income	1,707	1,691	1,700	-9			99.5 %
	Net Expenditure over Income	-523	15	-415	-430			

102 Cemetery

4150	Rates & Services	415	459	424	-35		-35	108.3 %
4165	Water Rates	85	79	90	11		11	87.8 %
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	285	285	0		0	100.0 %
	Cemetery :- Expenditure	3,225	823	2,799	1,976	0	1,976	29.4 %
1105	Cemetery Income	3,501	3,433	2,300	1,133			149.2 %
	Cemetery :- Income	3,501	3,433	2,300	1,133			149.2 %
	Net Expenditure over Income	-277	-2,609	499	3,109			

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Shaftesbury Town Council

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Detailed Income & Expenditure by Budget Heading 31/03/2019

Page No 4

Month No : 12

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
103	General Grounds							
4020	Sub Contract Labour	5,343	8,964	2,000	-6,964		-6,964	448.2 %
4150	Rates & Services	2,514	2,784	2,577	-207		-207	108.0 %
4155	Electricity	474	634	800	166		166	79.3 %
4165	Water Rates	2,581	2,096	2,300	204		204	91.1 %
4250	Repairs & Maintenance	2,239	2,041	2,200	159		159	92.8 %
4256	Treework	1,166	5,320	4,000	-1,320		-1,320	133.0 %
4257	Plants	148	174	1,000	826		826	17.4 %
4261	Refuse Collection	1,697	2,577	2,600	24		24	99.1 %
4265	General Supplies	589	401	350	-51		-51	114.6 %
4270	Equipment Repairs	3,360	1,114	2,000	886		886	55.7 %
4271	Equipment Purchases	3,433	2,414	2,500	86		86	96.5 %
4272	Fuel for Equipment	1,489	2,100	2,300	200		200	91.3 %
4274	Rent Unit 9C	7,438	7,572	7,572	0		0	100.0 %
4275	Equipment Hire	446	562	500	-62		-62	112.4 %
4278	Alarm Costs	119	144	200	56		56	72.0 %
4280	Fuel for Vehicles	2,269	3,030	2,000	-1,030		-1,030	151.5 %
4281	Motor Expenses	1,763	2,743	1,500	-1,243		-1,243	182.9 %
4282	Hitachi Payments Mower	10,190	10,190	10,190	0		0	100.0 %
4285	PPE	429	863	1,000	137		137	86.3 %
4290	Playground Inspections	830	350	400	50		50	87.4 %
4291	Playground Repair/Maintenance	7,981	5,342	4,622	-721		-721	115.6 %
4293	Play Area Design	0	0	5,000	5,000		5,000	0.0 %
4299	SLA-Trinity Grounds Maintainan	1,424	1,495	1,500	5		5	99.7 %
	General Grounds :- Expenditure	57,924	62,911	59,111	-3,801	0	-3,801	106.4 %
1102	Contribution to Services	879	815	1,200	-385			67.9 %
1103	Rents	920	348	1,000	-653			34.8 %
1300	Grass Cutting Income	5,994	6,023	5,994	29			100.5 %
1301	Miscellaneous Income	2,426	5,481	0	5,481			0.0 %
1302	Memorial Bench Income	1,369	275	0	275			0.0 %
	General Grounds :- Income	11,587	12,943	8,194	4,749			158.0 %
	Net Expenditure over Income	46,336	49,969	50,917	948			
105	Local Delivery services							
4020	Sub Contract Labour	0	258	0	-258		-258	0.0 %
4150	Rates & Services	2,074	2,136	2,134	-2		-2	100.1 %
4155	Electricity	728	832	750	-82		-82	110.9 %
4165	Water Rates	2,062	1,868	2,200	332		332	84.9 %
4177	Bus Shelters	150	0	300	300		300	0.0 %

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Shaftesbury Town Council

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Detailed Income & Expenditure by Budget Heading 31/03/2019

Page No 5

Month No : 12

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4250	Repairs & Maintenance	1,469	1,796	2,700	904		904	66.5 %
4260	Cleaning Supplies	747	635	1,000	365		365	63.5 %
	Local Delivery services :- Expenditure	7,229	7,525	9,084	1,560	0	1,560	82.8 %
1501	Street Market Rents R'ved	8,527	7,714	7,999	-285			96.4 %
	Local Delivery services :- Income	8,527	7,714	7,999	-285			96.4 %
	Net Expenditure over Income	-1,298	-189	1,085	1,275			
201	Town Hall							
4150	Rates & Services	6,757	6,960	6,954	-6		-6	100.1 %
4155	Electricity	2,087	2,035	2,200	165		165	92.5 %
4160	Gas	3,113	1,817	2,500	683		683	72.7 %
4165	Water Rates	139	195	200	5		5	97.4 %
4200	Wedding Costs	451	515	565	49		49	91.2 %
4230	Trinity Car Park Space	550	550	550	0		0	100.0 %
4250	Repairs & Maintenance	3,727	2,309	4,000	1,691		1,691	57.7 %
4260	Cleaning Supplies	276	361	300	-61		-61	120.2 %
4265	General Supplies	331	0	500	500		500	0.0 %
4271	Equipment Purchases	685	429	550	121		121	78.0 %
4278	Alarm Costs	240	420	500	80		80	84.0 %
4414	IT Software	0	285	285	0		0	100.0 %
	Town Hall :- Expenditure	18,356	15,875	19,104	3,228	0	3,228	83.1 %
1201	Hall Hire	25,545	25,255	28,691	-3,436			88.0 %
1202	Other Hall Hire	48	0	0	0			0.0 %
1203	Weddings	1,529	1,853	1,800	53			102.9 %
1204	Shop Rents	18,000	18,000	18,000	0			100.0 %
1220	Solar Panel Feed in Tariff	680	3,428	1,500	1,928			228.5 %
	Town Hall :- Income	45,802	48,535	49,991	-1,456			97.1 %
	Net Expenditure over Income	-27,446	-32,660	-30,887	1,773			
305	Swimming Pool							
4008	Life Guard Salaries	20,874	26,647	22,000	-4,647		-4,647	121.1 %
4010	Staff Training	1,127	795	1,000	205		205	79.5 %
4150	Rates & Services	2,592	2,870	2,586	-284		-284	111.0 %
4155	Electricity	1,707	1,874	1,500	-374		-374	124.9 %
4160	Gas	2,234	2,193	2,200	7		7	99.7 %
4165	Water Rates	977	2,256	2,000	-256		-256	112.8 %
4250	Repairs & Maintenance	1,561	1,392	2,459	1,067		1,067	56.6 %
4260	Cleaning Supplies	218	257	220	-37		-37	116.9 %

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07/05/2019

Shaftesbury Town Council

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Detailed Income & Expenditure by Budget Heading 31/03/2019

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Month No : 12

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4270	Equipment Repairs	90	0	0	0		0	0.0 %
4271	Equipment Purchases	1,168	1,046	1,000	-46		-46	104.6 %
4285	PPE	11	0	0	0		0	0.0 %
4360	Chemicals	3,910	3,732	4,000	268		268	93.3 %
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	869	1,500	631		631	57.9 %
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	302	275	-27		-27	109.7 %
	Swimming Pool :- Expenditure	41,934	47,305	43,700	-3,605	0	-3,605	108.2 %
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	24,597	18,500	6,097			133.0 %
1366	Income Life Guards Course	1,200	0	0	0			0.0 %
	Swimming Pool :- Income	19,372	25,568	19,700	5,868			129.8 %
	Net Expenditure over Income	22,562	21,737	24,000	2,263			
	ROSE :- Expenditure	129,852	136,145	135,083	-1,063	0	-1,063	100.8 %
	Income	90,497	99,883	89,884	9,999			111.1 %
	Net Expenditure over Income	39,355	36,262	45,199	8,937			

Reserves & Projects

901	Reserves & Projects							
4902	Community Hall Cockrams	0	0	13,000	13,000		13,000	0.0 %
4903	Traffic Calming	0	1,150	2,500	1,350		1,350	46.0 %
4904	Toilets	0	31,254	30,500	-754		-754	102.5 %
4905	Town Hall Building Fund	12,357	0	0	0		0	0.0 %
4906	Playground Equipment	0	18,405	20,217	1,812		1,812	91.0 %
4910	Street Furniture	200	336	24,647	24,311		24,311	1.4 %
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 %

Continued on Page No 7

07/05/2019

Shaftesbury Town Council

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Detailed Income & Expenditure by Budget Heading 31/03/2019

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Month No : 12

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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	3,300	5,273	1,973		1,973	62.6 %
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	9,689	9,970	281		281	97.2 %
4933	A30 Allotment Site	0	0	25,000	25,000		25,000	0.0 %
4935	Shaftesbury Bee Friendly	-303	303	303	0		0	100.0 %
4936	EMR Project Bell	0	5,750	10,000	4,250		4,250	57.5 %
4937	Wild About Shaftesbury	0	1,098	0	-1,098		-1,098	0.0 %
	Reserves & Projects :- Expenditure	32,077	87,153	239,857	152,704	0	152,704	36.3 %
1301	Miscellaneous Income	0	165,326	0	165,326			0.0 %
	Reserves & Projects :- Income	0	165,326	0	165,326			
	Net Expenditure over Income	32,077	-78,173	239,857	318,030			
<u>902</u>	<u>Capital Replacement Reserve</u>							
4905	Town Hall Building Fund	0	706	75,695	74,989		74,989	0.9 %
4907	Grounds Equipment	0	2,000	2,000	0		0	100.0 %
4916	Bus Shelters	0	0	3,500	3,500		3,500	0.0 %
	Capital Replacement Reserve :- Expenditure	0	2,706	81,195	78,489	0	78,489	3.3 %
	Net Expenditure over Income	0	2,706	81,195	78,489			
	Reserves & Projects :- Expenditure	32,077	89,859	321,052	231,193	0	231,193	28.0 %
	Income	0	165,326	0	165,326			0.0 %
	Net Expenditure over Income	32,077	-75,467	321,052	396,519			

Appendix G. Annual Governance and Accountability Statement (AGAR)

Annual Internal Audit Report 2018/19

SHAFTESBURY TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	/		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	/		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	/		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	/		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	/		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	/		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	/		
H. Asset and investments registers were complete and accurate and properly maintained.	/		
I. Periodic and year-end bank account reconciliations were properly carried out.	/		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	/		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			/
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable ✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

6/12/18

5/2/19

8/5/19

ELANOR S. GREENO

Signature of person who carried out the internal audit



Date

8/5/19

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

SHAFTESBURY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

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

Chairman

Clerk

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

Authority web address

Section 2 – Accounting Statements 2018/19 for

SHAFTESBURY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	394,223	442,432	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	470,683	480,183	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	111,216	281,861	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	244,990	296,533	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	—	—	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	288,700	291,563	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	442,432	616,380	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	440,041	603,270	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	Restated 2,721,742	2,736,561	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	—	—	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

08/05/19

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

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

6 General Power of Competence

To consider resolving to adopt the General Power of Competence

(5 mins)

6.1 Recommendation

6.1.1 That the Council confirms that it meets the criteria for eligibility (two thirds elected members and CiLCA qualified Clerk)

6.1.2 That the Council resolves to adopt the General Power of Competence

6.2 Summary

6.2.1 The General Power of Competence (GPC) was introduced by the Localism Act 2011 and replaces the former Power of Wellbeing. The Government hopes that the GPC will give local councils confidence in their legal capacity to act for their communities. It encourages councils to use this power to work with others in providing cost-effective services and facilities in innovative ways to meet the needs of local people.

6.2.2 In summary, the GPC enables councils to do things:

- An individual may generally do
- Anywhere in the UK or elsewhere
- For a commercial purpose or otherwise, for a charge or without a charge
- Without the need to demonstrate that it will benefit the authority, its area or persons resident or present in its area (although in practice councils will want to realise such benefits)

6.2.3 The GPC will not:

- Provide councils with new powers to raise tax or precepts or to borrow
- Enable councils to set charges for mandatory services, impose fines or create offences or byelaws, over and above existing powers to do so.

6.3 Financial Implication

6.3.1 There are no financial implications arising from this report.

6.4 Legal Implication

6.4.1 (Localism Act, 2011 s1)

6.5 Risk

6.5.1 Councils that adopt the power should make themselves aware of the risks of:

- being challenged
- their trading activities damaging other competing local enterprises
- damage to the Council's reputation and public money if a project goes wrong.

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End), Report Author: Claire Commons, CertHE, PSLCC. Town Clerk and RFO

7 Standing Committees

To appoint the Council's Standing Committees for the municipal year 2019/20 and review their terms of reference (20 mins)

7.1 Recommendation

- 7.1.1 That the Council appoints members to its standing and advisory committees for the municipal year 2019/20 and adopts the terms of reference for the municipal year or until amendments are recommended by the committee or officers, whichever is the sooner.

7.2 Summary

- 7.2.1 The Council will elect the membership of its Planning and Highways (P&H), Recreation Open Spaces and Environment (ROSE), Human Resources (HR) and General Management (GEM) Committees
- 7.2.2 The membership of the General Management Committee consists of the chairman and vice chairman of P&H, ROSE and HR plus at least one other member independent of chair/vice chair position
- 7.2.3 The membership of the Council's Advisory Committees shall be resolved, these being Visitor Experience (VEAC), Shaftesbury Neighbourhood Plan (SNPAC) and Economic Development (EDAC).
- 7.2.4 The draft Terms of Reference are appended to this report, please ask the Clerk if you would like to see a 'tracked changes' version of the document prior to the meeting.

7.3 Financial Implication

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

7.4 Legal Implication

- 7.4.1 A local authority may arrange for the discharge of any of their functions by committee, sub-committee or officer of the authority. (Local Government Act, 1972 s.101)

7.5 Risk

- 7.5.1 There is a risk that delegated functions provide less democratic process, this is countered by open and transparent papers and debate and welcoming input from non-committee members.
- 7.5.2 There is a risk of inefficient decision making if all decisions are taken to meetings of the Full Council

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

7.6 Protocol for the election of Chairpersons and Vice-Chairpersons to Committees of the Council

- 7.6.1 Following the resolution of Committee membership, committee members of HR, ROSE and P&H will elect their chairs and vice-chairs from within their number. Council will then know the Chairs and Vice to automatically become members of the GEM Committee and will then select at least one 'independent' member to GEM.
- 7.6.2 The members of the GEM Committee will then select their Chair and Vice-Chair.
- 7.6.3 Only those members of the committee may be selected for position of Chair or Vice and only those members of the committee may propose, second and vote on the appointment.
- 7.6.4 The candidate may be invited to speak to their nomination and discuss their willingness and ability to undertake the role.
- 7.6.5 A vote will be taken following the same process outlined in the vote for selection of Mayor. Committees should not elect members to serve as Chairman or Vice-Chairman in their absence, unless the absent member has previously indicated their willingness to serve. If the only nominations are for absent member(s) and no previous indication of willingness has been received, the election should be deferred until the next substantive meeting of the committee concerned.

7.7 Criteria

- 7.7.1 The following criteria will apply to the selection of Committee Chairs and Vice-Chairs and nominees should be able to demonstrate;
- Leadership and Chairmanship skills
 - Good communication and interpersonal skills
 - Good presentation skills
 - The ability to effectively address and resolve conflict
 - The ability to work well with members, officers, the public and outside organisations
 - The willingness to actively encourage the involvement of others
 - The willingness to be open to new ideas and new ways of doing things

7.8 Nominations

- 7.8.1 Councillors are encouraged to submit nominations to the Town Clerk in advance of the meeting. Nominations may also be received at the meeting.

7.9 Terms of Reference

- 7.9.1 The terms of reference for each committee are appended to this report. The Council may propose amendments or refer debate to Committee. Any amendments recommended by the committee must be brought back to the Council for adoption and will not take effect until that point.

(End)

Report Author:

Claire Commons, CertHE, PSLCC. Town Clerk and RFO

Appendix H. GENERAL MANAGEMENT COMMITTEE TERMS OF REFERENCE

Mission Statement

The General Management Committee is committee to advise the Council on its corporate policies, strategies and level of resources and to ensure that the financial status of the Council is maintained within agreed budgets having due regard to both revenue and capital expenditure. It holds authority for the financial planning of the Town Council and monitors performance of the Council's Committees and services. It gives careful consideration to present and future tax payers.

Delegation

1. Shaftesbury Town Council has agreed to adopt the General Management Committee Terms of Reference at its meeting on [DATE] and has recorded the decision under Minute [Ref]
2. Shaftesbury Town Council will consider renewing these Terms of Reference each municipal year.

Procedures

1. The committee will operate within Shaftesbury Town Council's Standing Orders
2. At the first meeting of the Committee, if not already done at the Annual Meeting, it shall elect a chairman and vice-chairman for this Committee for the forthcoming year from amongst its members. The Chairman and Vice-Chairman may be re-elected.
3. The committee will submit its minutes of meetings for adoption at the next ordinary meeting of the Committee.
4. The Committee shall submit a draft budget and / or project considerations for the forthcoming financial year during September for inclusion in the budget setting process.
5. The Town Clerk and Committee Services Officer will provide administrative support for the Committee.

Meetings

1. The schedule of meetings shall be agreed at the Annual Meeting.
2. The Town Council General Management Committee will meet at least quarterly and usually once in each five week cycle of meetings, a total of eight meetings in the municipal year.
3. Additional meetings may be required.
4. A maximum of seven Councillors will be members of the Committee made up of the Chair and Vice Chair of the Planning and Highways Committee, Chair and Vice Chair of the Recreation, Open Spaces and Environment Committee, Deputy Mayor and at least one independent member. The quorum of the Committee shall be three.
5. There will be a public consultation period at each meeting.

Terms of Reference

1. To recommend the precept requirement to Shaftesbury Town Council for approval.
2. To monitor all financial matters and the accounts responsibly and diligently
3. To carry out financial investigations and request relevant supporting documents and evidence when appropriate
4. To review on an annual basis the Council's adopted Financial Regulations for managing all aspects of Council's finances and recommend any amendments as appropriate for adoption by Full Council.
5. To ensure that the Town Council's financial practices comply with the Financial Regulations set out by the Audit Commission, Central Government and Council's adopted Financial Regulations.
6. To overview the deliberations and actions of all the Council's committees and create coordination between committees; ensuring the efficient use of resources
7. To establish the needs of the community through liaison with residents, businesses, neighbouring councils and local organisations, and make recommendations to Full Council or to the appropriate committee
8. To consider and make recommendations on matters of policy relating to the Town Council
9. To receive reports on legislative changes from the Town Clerk, and where necessary make recommendations to Full Council or committees
10. To make recommendations on establishing the standard and type of new services which the town council wishes to provide and determine and report on the implications and financial resources necessary to sustain and develop them.
11. To liaise with local organisations in order to ascertain and make recommendations to Full Council on Service Level Agreements and Grant Aid.
12. To maintain and develop IT facilities, including a web presence.
13. To be responsible for authorising legal proceedings in relation to contentious matters (subject to the likely costs of such proceedings being included in the councils budget) and for making recommendations on proposals regarding the prosecution or defence of any legal proceedings. Such matters to be dealt with until the initial procedures have been concluded and any matter whereby such procedures have failed to achieve a satisfactory resolution should be referred thereafter to Full Council.
14. To exercise all the powers, duties and functions of the council and its committees where, in the interests of the town, it is essential for decisions to be taken notwithstanding the fact that ordinarily the matter would have been referred to another committee of the council for determination.
15. To be responsible for the management of the Councillor skills audit and make recommendations on best use of councillors' skills.
16. To make recommendations for the Council's committee structure.
17. To be responsible for the management of the Council's Emergency and Disaster Recovery Plans – their testing and annual review for appropriateness.
18. To review on an annual basis the Town Council's Standing Orders and to make appropriate recommendations to Full Council

19. To promote Council activity and invites by developing public relations through as many mediums as possible and to ensure the release of appropriate information to the press and the public in a timely manner in accordance with the Town Council's Standing Orders.
20. To maintain Council owned buildings.
21. To monitor fees and charges relating to use of Council owned buildings.
22. Create, review and monitor performance of Strategic Plan.

Appendix I. RECREATION, OPEN SPACES AND ENVIRONMENT COMMITTEE TERMS OF REFERENCE

Mission Statement

The Recreation, Open Spaces and Environment Committee is committed to the sensitive and careful management, maintenance and improvement of the town's open spaces, recreation and amenity areas and seeks to conserve the environmental heritage entrusted to the people of Shaftesbury for the benefit of future generations. It gives careful consideration to the strategic plans for the town's recreation, environment and amenities and is mindful of and will discharge its role with due consideration to operate within its budget and be financially accountable.

Delegation

1. Shaftesbury Town Council has agreed to adopt the Recreation, Open Spaces and Environment Committee Terms of Reference at its meeting held on [DATE] and has recorded the decision under Minute [Ref].
2. Shaftesbury Town Council will consider renewing these Terms of Reference each municipal year.

Procedures

1. The Committee will operate within Shaftesbury Town Council's Standing Orders
2. At the first meeting of the Committee, if not already done at the Annual Meeting, it shall elect a chairman and vice-chairman for this Committee for the forthcoming year from amongst its members. The Chairman and Vice-Chairman may be re-elected.
3. The committee will submit its minutes of meetings for adoption at the next ordinary meeting of the Committee.
4. The Committee shall submit a draft budget and / or project considerations for the forthcoming financial year during September for inclusion in the budget setting process.
5. The Town Clerk will provide administrative support for Committee meetings.

Meetings

1. The schedule of meetings shall be agreed at the Annual Meeting.
2. The Town Council Recreation, Open Spaces and Environment Committee will aim to meet at least once in each five week cycle of meetings.
3. Additional meetings as may be required.
4. Six Councillors will be members of the Committee. The quorum of the Committee shall be three.
5. There will be a public consultation period at each meeting.

Remit

The Recreation, Open Spaces and Environment Committee has the delegated authority to manage and consider amenity areas and open spaces, play areas, hedges and trees. The Committee has the delegated authority to manage the revenue budgets allocated to this Committee, to be accountable for any overspends and to make recommendations to the General Management Committee for the allocation of any resultant underspends. The Committee will hold the delegated authority to identify and recommend capital projects for the

areas within its remit and to monitor the execution of said capital projects. To ensure Council makes best use of its resources and assets at its disposal in delivering services for and on behalf of the town. The terms of reference for the Committee shall be reconsidered on an annual basis or as needed.

Terms of Reference

1. To manage and enhance all amenity and recreation areas and open spaces within the parish boundary in the ownership of the Town Council and to give consideration to a programme of maintenance to ensure that they are cared for to a high standard, carrying out appropriate risk assessments and health and safety inspections.
2. To develop and manage a rolling programme of improvement and refurbishment of play areas so that they become attractive and safe places catering for all the young people of the town, to include the provision for cycling within this programme.
3. To maintain a high standard of maintenance of the town's gardens in support of tourism and the town's 'In Bloom' efforts.
4. To be responsible for the management and maintenance of trees within the Town Council's ownership and to develop a rolling programme of tree work and planting.
5. To give due regard to the environment and to consider the environmental impact of matters within its remit.
6. To be responsible for managing and determining applications for the hire of Council land falling outside established policy and scheme of delegation.
7. To consider the recommendations of the Tree Group and the Open Spaces Group in the conservation of the open spaces in the town and the promotion of sensitive new planting to sustain the landscape for future generations and to liaise with other interested bodies who can advise on areas within the Committee's remit.
8. To monitor and manage the grass cutting operation - both that provided by DCC and that provided by STC.
9. To oversee the management of the grounds team operation, including the provision of a grounds team hub and the maintenance and purchasing of appropriate equipment.
10. To be responsible for the maintenance, management and operation of the Town Council's swimming pool
11. To be responsible for the maintenance and management of the Council's assets for open spaces, including determining applications for memorial benches and trees in consultation with the Shaftesbury Tree Group and Shaftesbury Open Spaces Group.
12. To oversee the necessary Health and Safety inspections, receive reports and undertake actions as necessary.
13. To review and assess the standard and type of services provided by the Committee and the financial resources necessary to sustain them, giving consideration to bookings and charges and making the necessary recommendations for the preparation of the yearly budget.
14. To review and assess the current provision of allotments within the town (with the objective of resolving the problems / issues preventing the adoption and management of an allotment site by an Allotment Association), and, when required to establish new allotments.
15. To ensure the release of appropriate information to the press and the public in a timely manner.
16. To co-opt onto the committee as and when necessary those representatives of significant organisations relevant to the work of the committee (e.g. Shaftesbury Tree Group and

Shaftesbury Open Spaces Group) who the committee considers will help it with its decision-making by virtue of their knowledge and experience. Such representatives shall be nominated by the organisations themselves but the committee shall reserve the right to refuse a nomination on the condition that's its reasons for refusal are publicly stated.

17. Shaftesbury Town Council will consider renewing these Terms of Reference each municipal year.

Adopted

Mission Statement

The Planning and Highways Committee is mindful of the historic nature of the town and the natural beauty of its surroundings. It seeks to preserve the heritage that has been entrusted to the people of Shaftesbury for the benefit of future generations. It gives careful consideration to all planning applications received in consultation with local planning and government guidance so that it might give a well informed and considered opinion to the Planning Authority.

The Committee seeks to promote the conservation of the best of the historic built environment and the best possible design for any new development, including means of integration with the old town.

Delegation

3. Shaftesbury Town Council has agreed to adopt the Planning and Highways Committee Terms of Reference at its meeting held on [DATE] and has recorded the decision under Minute[Ref].
4. Shaftesbury Town Council will consider renewing these Terms of Reference each municipal year.

Planning Policy

1. To take the lead in developing the Town Council's overall strategy for the development and conservation of Shaftesbury
2. To develop a local development framework for Shaftesbury taking into consideration the District Council's Local Development Framework when doing so and when considering planning matters.
3. To be familiar with and bear in mind planning policy statements pertaining to Shaftesbury and the Planning Policy Statements when dealing with planning policy.
4. To consider and respond to:
 - Local Planning Policies
 - Neighbourhood Planning
 - Any proposals relating to Planning referred to the Council by the District and County Councils
 - Any item specifically referred by Full Council

Procedures

6. The committee will operate within Shaftesbury Town Council's Standing Orders
7. At the first meeting of the Committee, if not already done at the Annual Meeting, it shall elect a chairman and vice-chairman for this Committee for the forthcoming year from amongst its members. The Chairman and Vice-Chairman may be re-elected.
8. The committee will submit its minutes of meetings for adoption at the next ordinary meeting of the Committee.
9. The Committee shall submit a draft budget and / or project considerations for the forthcoming financial year during September for inclusion in the budget setting process.
10. The Town Clerk will provide administrative support for the Committee.
11. Where applications are received and time constraints prohibit the calling of a meeting of the Committee, the Town Clerk and Committee Services Officer shall have delegated authority

to collate the collective views of the Committee members to submit a response on behalf of the Committee to the Planning Authority.

Meetings

6. The schedule of meetings shall be agreed at the Annual Meeting.
7. The Town Council Planning and Highways Committee will aim to meet at least once in each five week cycle of meetings including once during recess in August and December.
8. Additional meetings may be required to satisfy the time constraints of the Planning Authority.
9. Six Councillors will be members of the Committee. The quorum of the Committee shall be three.
10. There will be a public consultation period within each meeting.

Remit

The Planning and Highways Committee has the delegated authority to discuss, debate and record Town Council observations on planning applications, licenses and highway matters and to relay such observations direct to the relevant Planning Authority in time for these to be taken into account by them in their decision making process.

Terms of Reference

1. To act as a Statutory Consultee on behalf of the Town of Shaftesbury in all planning matters relating to the Town.
2. Exercise the powers and duties of Shaftesbury Town Council in respect of the powers conferred to it from time to time under the Town and Country Planning Acts, the Localism Act and the Orders and Regulations made under them.
3. Decide Shaftesbury Town Council's responses to consultations on planning and tree applications received from higher tier authorities and forward them in writing to the respective planning authority.
4. Where tree applications are received and the time constraints prohibit the calling of a meeting of the Committee, the Town Clerk shall have delegated authority to collate the collective views of the Committee members to submit a response on behalf of the Committee to the Planning Authority.
5. To comment on any development outside the town's settlement boundary which may have an impact on the town.
6. The Committee will consider all matters relating to the preservation of trees and report accordingly to the Planning Authority.
7. Make recommendations to the higher tier authorities on statutory and non-statutory planning policy documents.
8. Select from its membership a person or persons to represent Shaftesbury Town Council at site meetings, public enquiries and at any planning or highway related group or organisation to represent Shaftesbury Town Council's previously agreed views.
9. To consider and take action on all other matters that are of a general nature relating to the Town and Country Planning Acts, the Localism Act and related legislation.
10. To consult with interested individuals and organisations within the town and to ensure that all legitimate concerns are taken into consideration.
11. To consider the effects of developments on the public transport system.

12. Careful scrutiny and monitoring shall be undertaken regarding the expansion of commercial activities in or close to residential areas to ensure that noise levels and smells will not be intrusive and that any proposals are not detrimental to the visual amenity of the area.
13. To monitor and comment upon, where appropriate, the proposed erection of telecommunication masts, power lines and other similar structures.
14. To encourage a close working relationship with neighbouring areas on planning issues that may affect the communities.
15. Participating with public and private sector interest in Town enhancement schemes and local conservation.
16. To review and comment on car parking areas in order to ease the congestion in the town, in consultation with the higher tier authorities and other interested bodies.
17. To review and comment on street lighting, internally illuminated signs, street furniture and signage, in consultation with the Recreation, Open Spaces and Environment Committee and County Council.
18. To comment on drainage problems, in consultation with the Highway Authority and Wessex Water.
19. To make representation to the higher tier authorities on behalf of Shaftesbury Town Council to secure Section 106 funding and / or Community Infrastructure Levy investment where possible.
20. To actively liaise with the relevant departments at the higher tier authorities in all matters related to planning and highway issues and cycleway matters.
21. To have lead responsibility for all Shaftesbury 'internal' cycleways, with the Full Council retaining oversight of the Shaftesbury to Gillingham Cycleway Project.
22. To consider and formulate a response if appropriate on highway and transportation consultations and information documents from relevant authorities and organisations.
23. To consider and take action on all other matters that are of a general nature relating to the highway network within Shaftesbury.
24. To contribute to the development of Shaftesbury's Neighbourhood Plan and authorise expenditure for the Neighbourhood Plan in line with Financial Regulations and agreed budget.
25. To take the necessary action to refer enforcement matters to the relevant tier authority and to pursue such matters until a resolution has been reached.
26. To comment on matters relating to the provision of Gypsy and Traveller sites.
27. To encourage and promote energy efficiency and renewable energy in the town.
28. The Planning and Highways Committee shall, where appropriate and where directed by Full Council, appoint working groups to consider any matters within its Terms of Reference.

Adopted 4th July 2017

Appendix K. HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

Delegation

1. Shaftesbury Town Council has agreed to adopt the Human Resources Committee Terms of Reference at its meeting held on [] and has recorded the decision under Minute FC[].
2. Shaftesbury Town Council will consider renewing these Terms of Reference at its Annual Meeting each year.

Procedures

1. The committee will operate within Shaftesbury Town Council's Standing Orders
2. At the first meeting of the Committee, if not already done at the Annual Meeting, it shall elect a chairman and vice-chairman for this Committee for the forthcoming year from amongst its members. The Chairman and Vice-Chairman may be re-elected.
3. The committee will submit its minutes of meetings for adoption at the next ordinary meeting of the Committee.
4. The Committee shall submit a draft budget and / or project considerations for the forthcoming financial year during September for inclusion in the budget setting process.
5. The Committee Services Officer will provide administrative support for the Committee.

Meetings

1. The Committee shall consist of FIVE Councillors.
2. The quorum of the Human Resources Committee will be THREE Members.
3. The Committee shall meet as and when required in the Mayor's Parlour, Town Hall, High Street, Shaftesbury Dorset SP7 8LY at a time to be agreed by the Chair and the Town Clerk.

Terms of Reference

1. To advise the Council on all human resources matters relating to the Council and its staff team.
2. To consider the annual pay awards for all staff employed by the Council.
3. To consider all matters relating to the probationary periods of the Clerk. To ensure that the Clerk carries out a suitable probationary process for all other new employees.
4. To carry out the Town Clerk's staff appraisal and agree annual objectives.
5. To ensure that annual appraisals are carried out for all other staff, and to receive and note annual appraisals of all other staff employed by Shaftesbury Town Council.
6. To consider, advise and agree on relevant training requirements for staff and councillors within the agreed training budget of the Council.
7. To review the Town Council's staffing structure annually to enable the Council to continue to deliver high quality services.

8. To review staffing requirements and job descriptions and to revise as necessary.
9. Carry out any initial personnel investigations and request relevant supporting documents and evidence when appropriate
10. Liaise with Council's Human Resources consultants, where appropriate to obtain advice, guidance and information when required.
11. Recommend to Full Council the appointment of employees in accordance with agreed establishment including the appointment of the Town Clerk, the Responsible Finance Officer, and any officer of Senior Office grade and above.
12. Consider and make recommendations to Council in respect of terms and conditions of employment, grading, salaries and allowances for employees of the Council.
13. Power to terminate the employment of employees of the Council on disciplinary grounds subject to the terms and conditions of service of the employee including the Code of Conduct and Disciplinary Rules and Procedure applicable to those employees.
14. Power to terminate the employment of employees of the Council on Capability or Ill Health grounds, subject to following the appropriate process and obtaining (or attempting to obtain) the appropriate medical and HR advice.
15. Empowered to consider and act on behalf of, in the name and without further reference to the Council:-
 - a) To consider and make recommendations to Council to make or amend terms and conditions of employment
 - b) To make amendments to all staffing related policies, including Disciplinary Rules and Procedures, Grievance Procedures, Absence procedures and performance management processes for all employees, including officers of all grades, of the Council, and to, where necessary, consult with trade unions, recognised by the Council, in regard to locally agreed terms and conditions, all within the provisions of Employment Protection statutes;
 - c) Discipline and, where appropriate, dismiss any of the Council's employees as described in (a) in accordance with the Disciplinary Rules and Procedures made under the provision of (a)
 - d) Dismiss any employees described in (a) on grounds of redundancy as provided by and in compliance with Employment Protection Statutes
16. Select from its membership a person or persons to represent Shaftesbury Town Council at appropriate meetings and public enquiries to represent Shaftesbury Town Council's previously agreed views on matters that are the direct responsibility of the Human Resources Sub-Committee.

Disciplinary and Grievance Appeals Panels

1. The Appeals Panel will be empowered to consider an appeal by any employee of the Council referred to it in accordance with the appropriate Disciplinary Rules and Procedures or Employee Grievance Procedure, on behalf of, in the name and without further reference back to the Council or a Committee of the Council, and to endorse, rescind or amend the original decision on disciplinary action as it sees fit.
2. The Appeals Panel will be made up of not less than THREE members of the Full Council whom have had no previous involvement in the case.

3. Members of the Disciplinary Appeals Committee will not normally be members of the Human Resources Committee, unless the circumstances of the case mean that other councillors are not able to fulfil this role. This may occur for example in the case of lengthy absence of other Councillors, or where other Councillors have been directly involved in the case. In these exceptional circumstances, it may be necessary to include members of the HR Committee that did not hear the previous stages.
4. Members of the Appeals panel will be decided by the whole Council, and the Council's decision will be final.

Adopted 4th July 2017

Appendix L. **Shaftesbury Neighbourhood Plan Advisory Committee**

1. Introduction

- 1.1. Shaftesbury Town Council took the decision to produce a Neighbourhood Plan at its meeting on 18th July 2017.
- 1.2. In order to produce this plan, the Town Council will establish an Advisory Committee to oversee a process that will result in the preparation of a draft plan which will be put to a public referendum. In doing so it is deemed appropriate that the Advisory Committee is provided with and accept the following terms of reference.
- 1.3. Shaftesbury Town Council has advised North Dorset District Council of the intent of the residents of Shaftesbury Town, in consultation with other stakeholders, to produce a Neighbourhood Plan and the Town Council will be the body that formally submits the Neighbourhood Plan to North Dorset District Council.
- 1.4. The plan will seek to:
- 1.5. Identify all the important aspects of life in the Town for which are to be considered in planning for the future
- 1.6. Bring forward proposals which will enhance the quality of life in the Town in the years to come.
- 1.7. Provide a framework for future land usage within the Town.

2. Membership

- 2.1. The Advisory Committee will be formed from residents and the local business community under the same qualifying criteria set out for becoming a local councillor. Elected members of Shaftesbury Town Council may also be members of the Advisory Committee.
- 2.2. The Advisory Committee shall extend until the Neighbourhood Plan has been assessed and approved by the independent examiner. The Advisory Committee shall pass the draft neighbourhood plan to Shaftesbury Town Council for approval prior to independent examination. If the Advisory Committee is holding any funds at this time or if the Advisory Committee is disbanded prior to the neighbourhood plan being approved and is holding funds such funds shall be paid to the Town Council unless otherwise directed by an organisation from which the funds were obtained.
- 2.3. The Advisory Committee will consist of a maximum of 12 members of the community
- 2.4. If a member of the Advisory Committee fails to attend 3 consecutive Advisory Committee meetings the member will be deemed to have resigned from the Advisory Committee unless otherwise agreed by the Advisory Committee. This provision does not prevent any member from resigning from the Advisory Committee by providing the Chairman with written notice of their resignation.
- 2.5. The membership of the Advisory Committee shall be reviewed and confirmed by the Town Council on a quarterly basis.
- 2.6. Any person who wishes to become a member of the Advisory Committee after the commencement of the Neighbourhood Planning process shall apply to the Advisory

Committee who shall resolve whether they shall be admitted to the Advisory Committee. If it is resolved that the individual shall be admitted to the Steering Group, the Town Council shall ratify as it sees fit the individuals membership at the next quarterly review.

2.7. The Steering Group may form Working Groups or sub committees to undertake various aspects of the work involved in producing the Neighbourhood Plan. These working groups will be subservient to the Advisory Committee and act under its instructions, adhering to the same terms of reference.

2.8. The Local planning Authority is obliged to provide assistance under Localism Legislation.

3. Roles and Responsibilities

The members of the Advisory Committee will:

- 3.1. Promote the process of preparing the Neighbourhood Plan, be encouraged to participate and provide their views and opinions on the specific topics which are covered during the preparation of the Plan.
- 3.2. Arrange meetings and appoint sub groups to gather views and consult on emerging policies which are considered appropriate for incorporation in the draft Plan.
- 3.3. Assess existing evidence about the needs and aspirations of the Town.
- 3.4. Liaise with relevant organisations and stakeholders to secure their input in the process
- 3.5. Analyse the results of questionnaires or other evidence received during the planning process and use them to prepare a robust draft Plan
- 3.6. Inform the Town Council of progress at each Full Council meeting in order that Advisory Committee/Working Group minutes can be noted.
- 3.7. Provide a membership report quarterly
- 3.8. Support the local planning authority and Shaftesbury Town Council during the referendum process

4. Roles and Responsibilities

The Town Council will:

- 4.1. Support the preparation of the Shaftesbury Neighbourhood Plan providing sufficient assistance and financial resources to ensure the plan is prepared expeditiously providing that overall expenditure falls within the budget allocated by the Council.
- 4.2. Facilitate, if required, contact with the relevant statutory bodies or parties who must be consulted during the plan making process
- 4.3. Carry out all statutory duties contained with the Neighbourhood planning (General) regulation 2012 and engage with North Dorset District Council during the referendum process of the plan for which the principle authority is responsible.
- 4.4. Following the preparation of the draft plan, and with the agreement of the Group, submit the plan to the Local Planning Authority for inspection and independent examination.
- 4.5. All Members of the Advisory Committee and any sub committees formed will:

- 4.6. Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Advisory Committee .
- 4.7. Ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all groups in the Town and to those wishing to undertake development or be involved in the plan making process.
- 4.8. Work together for the benefit of the communities established within the Town. Treat other members of the Group with respect and dignity, allowing members to express their views without prejudice and interruption.

5. Data Copyright

- 5.1. All data compiled by members of the group in the pursuance of the work of the Neighbourhood Plan Advisory Committee shall belong to Shaftesbury Town Council. All media produced in the pursuance of the work of the Neighbourhood Plan shall be copyrighted to Shaftesbury Town Council unless specifically agreed otherwise. All members of the Advisory Committee by virtue of their position on the committee thereby agree to assign all copyright or other interests therein to Shaftesbury Town Council.

6. Quorum

- 6.1. The Advisory Committee shall be quorate when one third or 4 members (whichever is the greater) are present

7. Voting

- 7.1. Any decisions taken by the Advisory Committee other than those delegated to appointed officers, will be carried if the majority (more than 50%) are in favour at any given meeting. The Chairman shall have the casting vote where the vote is equal.
- 7.2. Advisory Committee Chairman and Secretary
- 7.3. The Advisory Committee shall elect a Chairman and Deputy Chairman from their number.
- 7.4. An officer of Shaftesbury Town Council will fulfil the role of Secretary
- 7.5. If the Chairman is not present, the Deputy Chairman shall take the meeting. If neither is present, members shall elect a Chairman for the meeting from amongst their number

8. Frequency, Timing and procedure of Meetings

- 8.1. The Advisory Committee will meet at least quarterly although sub groups may meet more frequently as necessary.
- 8.2. The Advisory Committee and its sub groups shall keep minutes of meetings which will be open to public scrutiny. These will be publicised on the Neighbourhood Plan website
- 8.3. Notices, Agendas, Minutes and associated papers will be emailed where possible to all current Steering Group members and all Shaftesbury Town Councillors and officers.
- 8.4. Meetings shall be conducted in accordance with set procedure to be determined and agreed by the Advisory Committee.

8.5. These Terms of Reference will be reviewed throughout the project by the Advisory Committee and amended as required by resolution of Shaftesbury Town Council.

9. Delegated Powers

9.1. The Advisory Committee has no delegated powers

10. Reporting

10.1. The Advisory Committee will regularly update and report its progress to the Clerk of the Town Council ensuring that she, as the Responsible Financial Officer for the Council, is aware of the on-going budgetary implications associated with the project.

10.2. The Advisory Committee will provide a quarterly membership report for review by the Council

11. Application of Terms of Reference

11.1. A review of the working party membership and its duties will be taken annually, in May.

11.2. These terms shall apply from the date of this document and retrospectively where relevant to the date of the inception of the Advisory Committee

8 Councillor Roles

To appoint lead councillors and representatives to local organisations for the municipal year 2019/20 (10 mins)

8.1 Recommendation

8.1.1 That the Lead Councillors are resolved for the municipal year 2019/20

8.1.2 That the representatives for 2019/20 are appointed

8.2 Lead Councillors

8.2.1 Councillors are provided with an opportunity to hold a 'lead' role in one area of the strategic plan thereby giving the opportunity to gain detailed knowledge in a particular area and focus attention on that part of the Strategic Plan.

8.2.2 Lead Councillors have no delegated authority to act on behalf of the Council however, they have an opportunity to drive that section of the Strategic plan.

8.2.3 Strategic Plan areas are;

Asset Acquisition	Health and Wellbeing	Residents Lifestyle – Indoor
Asset Management	Marketing and Events	Residents Lifestyle – Outdoor
Bringing Old & New Together	Neighbourhood Plan	Town Landscape and Aesthetics
Engagement	Policies, Procedures & Governance	Visitor Experience

8.3 Representatives

8.3.1 Councillor representatives are selected for representation on Outside Bodies each year.

8.3.2 Outside Bodies is the collective name for those organisations on which the Town Council has representation. The organisations on the Outside Body falls into three categories:

- Statutory Bodies – that have a legal or constitutional requirement for the Council to be represented
- Voluntary Organisations – that shares with the Council a common interest in promoting the welfare of the community
- Service Linked Organisations – that are useful to the Council in the operation of its services, or that share a common interest with the Council

8.3.3 Each Outside Body has their own aims and objectives which relate to their organisation's purpose. Whilst service as a representative on such an organisation the Town Councillor will honour and abide by any standing orders, constitution or governing document adopted by that organisation. In case of a conflict between the Town Council's and the organisation's rules, the Town Council's will take precedence.

8.4 Financial Implication

8.4.1 There are no financial implications arising from this report

8.5 Legal Implication

8.5.1 The position of councillor does not bestow any power to act on behalf of the Council

8.6 Risk

8.6.1 There is a risk of misrepresentation of the Council's aims and objectives. There is a reputational risk of promises or assurances being made that cannot or are not upheld by the Council.

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

8.7 Detail

<u>Organisation</u>	<u>Representative</u>	<u>Type</u>
Abbey Museum Trust	(not currently required)	
Arts Centre		
Barton Hill Trust		
Carnival		
Chamber of Commerce	Mayor and Deputy Mayor (ex-officio)	Statutory
Charitable Trust		
Compton Abbas Airfield		
Cricket Club		
Crime Prevention	Mayor and Deputy Mayor	Service Linked
DAPTC		
Fairtrade		
Football Club		
HOPE	Lead councillor for Neighbourhood Plan (ex-officio)	
Municipal Almshouse		
NDCAB		
Neighbourhood Plan		
Open Spaces	Chair/Vice ROSE	
SCA (Lindlar Hall)		
Shaftesbury in Bloom		
Silver Band		
Snowdrops	Mayor (ex-officio)	Statutory
Swans Trust		
Tourism Association		
Transport Forum		
Trinity Centre	Mayor (ex-officio)	Statutory
Town Twinning	Mayor (ex-officio)	Statutory
Youth Club		

(End)

Report Author:

Claire Commons, CertHE, PSLCC. Town Clerk and RFO

9 Payments

To consider payments for authorisation

(5 mins)

9.1 Recommendation

- 9.1.1 That the Council approves payments from the Town Council's current account and notes the bank balances.

9.2 Summary

- 9.2.1 A list of payments is appended to this report, an updated list may be provided to the Council prior to or at the meeting.

9.3 Financial Implication

- 9.3.1 The Responsible Finance Officer (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)

9.4 Legal Implication

- 9.4.1 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)

9.5 Risk

- 9.5.1 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 AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:

Claire Commons, CertHE, PSLCC. Town Clerk and RFO

Appendix M. Payments

Date	Reference	Amount	Payee	Detail
25/04/2019	Dcard	£41.16	Mosaics Ltd	Mosaics for pool
25/04/2019	D/D	£210.50	Peninsula	Health & Safety
25/04/2019	D/D	£322.37	DCC	Business Rates Pool
26/04/2019	DebitCard	£18.49	Amazon	Wedding Sashes
26/04/2019	DebitCard	£84.46	G S Products	Wire planters pool
29/04/2019	DD	£275.53	Axis	Gas Town Hall
30/04/2019	Online	£14,432.47	Salaries	
30/04/2019	DD	£28.20	Plus Net	Broadband/Telephone Pool
30/04/2019	DD	£93.24	BT	Line Rental
30/04/2019	DD	£93.24	BT	Line Rental
01/05/2019	DD	£76.25	O2	Grounds Mobiles
01/05/2019	DD	£712.00	DCC	Business Rates Town Hall
01/05/2019	DD	£52.00	DCC	Business Rates Cemetery
01/05/2019	DD	£218.00	DCC	Business Rates Unit 9C
01/05/2019	DD	£313.00	DCC	Business Rates Bell Street Toilets
02/05/2019	DebitCard	£41.16	Mosaics Ltd	Mosaics for pool
07/05/2019	DD	£155.69	Eon	Electricity Pool
15/05/2019	O/L216	£212.95	Aqua Supplies	Cleaning supplies Town Hall/Toilets
15/05/2019	O/L217	£61.14	Claire Commons	Travel Claim
15/05/2019	O/L 218	£180.00	Cumbria Clock Co	Service Town Hall clock
15/05/2019	O/L 219	£112.30	Clairity Copiers	Printing April
15/05/2019	DD	£278.64	Fuel Genie	Fuel April
15/05/2019	O/L220	£9.92	British Gas	Electric Barton Hill
15/05/2019	O/L 221	£190.08	The IT Depart	Monthly support
15/05/2019	O/L 222	£1,133.82	DAPTC	Annual subscription
15/05/2019	O/L 223	£165.00	Ixel Creative	Website hosting
15/05/2019	O/L 224	£1,754.48	NDM Electrical	Electrical work to pool
15/05/2019	O/L 225	£191.48	Spaldings	Filters etc
15/05/2019	O/L 226	£468.00	Partnership Sec.	Annual service alarms
15/05/2019	O/L 227	£39.99	Screwfix	Safety Boots
15/05/2019	O/L 228	£35.28	Stalbridge Timber	Timber
15/05/2019	O/L 229	£1,225.32	Spruce Pools	Supply & Fit new pump
15/05/2019	O/L 230	£1,241.46	Sydenhams	Materials for pool
15/05/2019	O/L 231	£6.41	Travis Perkins	Cable ties
15/05/2019	O/L 232	£3,720.00	Star Rubber	Flooring pool
15/05/2019	O/L 233	£505.00	Essential Pool Supplies	Chemicals for pool
	Total	£28,699.03		

10 Asset Register and Inspection of Deeds

To receive an inventory of land and assets including buildings and office equipment and to confirm inspection of deeds (5 mins)

10.1 Recommendation

- 10.1.1 That the Council notes the Asset Register and confirms that the Town Council documents have been inspected and complies with the list of documents for which the Council has custody.
- 10.1.2 That the Toby's Loan is written off the Asset Register
- 10.1.3 That the old CCTV equipment is written off the Asset Register

10.2 Summary

- 10.2.1 It is a requirement for the Council to receive its Asset Register. A copy of the Asset Register is appended to this report. "Most assets should be first recorded in the asset register at their actual purchase cost. In some cases the purchase cost may not be known at acquisition or first recording and so a proxy cost may be substituted. A proxy cost is a value for the asset which is an estimate of its value by the authority which is based on external professional advice. Authorities may apply the insurance value of the asset at the time of first recording as a proxy. A proxy cost may be applied at the time of acquisition or first recording of an asset in the asset register only where the cost/value is not known." (JPAG, 2019)
- 10.2.2 Council asset registers do not show depreciation therefore the value when writing off an asset is the original purchase value or assigned value at its initial placement on the Asset Register.
- 10.2.3 The register includes an asset of a loan to Toby's Young People's Project. This organisation has ceased to exist and the loan has not been repaid. Legal advice received from the Council's solicitor is that the cost to try to recover the loan outweighs the value of the loan. It is therefore recommended that this is written off.
- 10.2.4 The register includes CCTV items. In 2018 the CCTV system was upgraded, using some of the existing equipment where possible, but not all. The value on the asset register of the previous equipment from 2002 to be written off is £27033
- 10.2.5 This year the Council has adjusted its methodology for the asset register to include a de minimis value. The AGAR is shown as the value being restated to reflect this.

10.3 Financial Implication

- 10.3.1 The value proposed to be written off the asset register is £32,033. There is no expenditure implication arising from this report.

10.4 Legal Implication

- 10.4.1 Long term investments are assets and must be shown on the asset register
- 10.4.2 Once recorded on the asset and investments register, the recorded value of assets and investments must not change from year to year until disposal

10.5 **Risk**

- 10.5.1 If assets are not being properly managed, the council is exposed to the risk of financial loss.

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:
Claire Commons, CertHE, PSLCC. Town Clerk and RFO

Shaftesbury Town Council

The Town Hall
High Street
Shaftesbury
Dorset

Asset Register List

Asset Type	Asset Reference	BOOK VALUE (£)	
		2018	2019
Shaftesbury Assets			
Land and Buildings - Freehold			
Buildings OF	033	£1,563,879	£1,563,879
Buildings OF	034	£14,911	£14,911
Buildings OF	035	£86,800	£86,800
Asset Category Total		£1,665,590	£1,665,590
Vehicles and Equipment			
CCTV: Cameras	CCTV1	£15,433	^ £0
CCTV: Cameras	CCTV2	£7,600	^ £0
CCTV: Cameras	CCTV2018(Upgrade)	£0	^ £8,450
CCTV: Cameras	CCTV3	£4,000	^ £0
Grounds Maintenance Equipment	GROU010	£721	£721
Grounds Maintenance Equipment	GROU017	£750	£750
Grounds Maintenance Equipment	GROU019	£664	£664
Grounds Maintenance Equipment	GROU022	£584	£584
Grounds Maintenance Equipment	GROU023	£584	£584
Grounds Maintenance Equipment	GROU031	£650	£650
Grounds Maintenance Equipment	GROU040	£1,000	£1,000
Grounds Maintenance Equipment	GROU041	£2,500	£2,500
Grounds Maintenance Equipment	GROU044	£0	^ £3,514
Grounds Maintenance Equipment	GROU045	£515	£515
Grounds Maintenance Equipment	GROU049	£4,100	£4,100
Grounds Maintenance Equipment	GROU058	£1,750	£1,750
Grounds Maintenance Equipment	GROU059	£787	£787

Asset Type	Asset Reference	BOOK VALUE (£)	
		2018	2019
Grounds Maintenance Equipment	GROU078	£0	£799
Grounds Maintenance Equipment	GROU081	£1,000	£1,000
Grounds Maintenance Equipment	GROU083	£1,500	£1,500
Grounds Maintenance Equipment	GROU087	£856	£856
Grounds Maintenance Equipment	GROU092	£258	£0
Hall Furniture and Equipment	TH011	£3,250	£3,250
Hall Furniture and Equipment	TH012	£680	£680
Hall Furniture and Equipment	TH015	£555	£555
Hall Furniture and Equipment	TH071	£1,999	£1,999
Hall Furniture and Equipment	TH073	£3,000	£3,000
Hall Furniture and Equipment	TH096	£6,228	£6,228
Hall Furniture and Equipment	TH097	£3,000	£3,000
Hall Furniture and Equipment	TH098	£4,000	£4,000
Hall Furniture and Equipment	TH099	£557	£557
Hall Furniture and Equipment	TH101	£1,300	£1,300
Office Furniture and Equipment	TH033	£1,950	£1,950
Office Furniture and Equipment	TH037	£512	£512
Office Furniture and Equipment	TH038	£663	£663
Office Furniture and Equipment	TH039	£663	£663
Office Furniture and Equipment	TH123	£0	£749
Office Furniture and Equipment	TH126	£0	£653
Office Furniture and Equipment	TH129	£835	£835
Office Furniture and Equipment	TH135	£1,924	£1,924
Office Furniture and Equipment	TH140	£964	£964
Office Furniture and Equipment	TH144	£2,780	£2,780
Office Furniture and Equipment	TH149	£1,218	£0
Office Furniture and Equipment	TH151	£93	£0
Office Furniture and Equipment	TH152	£35	£0
Office Furniture and Equipment	TH153	£35	£0

Asset Type	Asset Reference	BOOK VALUE (£)	
		2018	2019
Swimming Pool Furniture & Equipment	POOL012	£11,031	£9,192
Swimming Pool Furniture & Equipment	POOL020	£547	£547
Swimming Pool Furniture & Equipment	POOL026	£2,082	£2,082
Swimming Pool Furniture & Equipment	POOL065	£13,260	£13,260
Swimming Pool Furniture & Equipment	POOL066	£4,400	£4,400
Swimming Pool Furniture & Equipment	POOL068	£519	£519
Swimming Pool Furniture & Equipment	POOL069	£519	£519
Swimming Pool Furniture & Equipment	POOL110	£0	£825
Swimming Pool Furniture & Equipment	POOL111	£104	£0
Town Hall - Fixtures & Fittings	TH002	£706	£706
Town Hall - Fixtures & Fittings	TH003	£877	£877
Town Hall - Fixtures & Fittings	TH004	£5,590	£5,590
Town Hall - Fixtures & Fittings	TH005	£577	£577
Town Hall - Fixtures & Fittings	TH010	£749	£749
Town Hall - Fixtures & Fittings	TH014	£895	£895
Town Hall - Fixtures & Fittings	TH017	£12,600	£12,600
Town Hall - Fixtures & Fittings	TH019	£35,758	£35,758
Town Hall - Fixtures & Fittings	TH047	£570	£570
Town Hall - Fixtures & Fittings	TH104	£1,000	£1,000
Town Hall - Fixtures & Fittings	TH127	£2,318	£0
Town Hall - Fixtures & Fittings	TH150	£711	£0
Tractors	VEH001	£8,315	£8,315
Vehicles	VEH002	£16,400	£16,400
Vehicles	VEH003	£8,495	£8,495
Vehicles	VEH004	£32,500	£32,500
Vehicles	VEH005	£1,750	£1,750
Asset Category Total		£243,766	£225,112
Infrastructure Assets			
Benches: Standard	BEN001	£527	£527
Benches: Standard	BEN002	£527	£527
Benches: Standard	BEN003	£527	£527

Asset Type	Asset Reference	BOOK VALUE (£)	
		2018	2019
Benches: Standard	BEN004	£527	£527
Benches: Standard	BEN005	£527	£527
Benches: Standard	BEN006	£527	£527
Benches: Standard	BEN007	£527	£527
Benches: Standard	BEN008	£527	£527
Benches: Standard	BEN009	£527	£527
Benches: Standard	BEN010	£527	£527
Benches: Standard	BEN011	£527	£527
Benches: Standard	BEN012	£527	£527
Benches: Standard	BEN013	£527	£527
Benches: Standard	BEN014	£527	£527
Benches: Standard	BEN015	£527	£527
Benches: Standard	BEN016	£527	£527
Benches: Standard	BEN017	£527	£527
Benches: Standard	BEN018	£527	£527
Bin - Rats	BIN035	£640	£640
Bins: Litter	BIN001	£562	£562
Bins: Litter	BIN002	£562	£562
Bins: Litter	BIN003	£562	£562
Bins: Litter	BIN023	£639	£639
Bins: Litter	BIN024	£639	£639
Bins: Litter	BIN025	£639	£639
Bins: Salt and Grit	BIN034	£2,000	£2,000
Bus Shelters: Metal	BUS001	£1,798	£1,798
Bus Shelters: Metal	BUS002	£8,124	£8,124
Floral Equipment: Planters	FLO001	£890	£890
Lights: Street	STF002	£1,000	£1,000
Lights: Street	STF003	£1,000	£1,000
Lights: Street	STF004	£1,000	£1,000
Noticeboard	NOT001	£980	£980
Noticeboard	NOT002	£980	£980
Noticeboard	NOT003	£980	£980
Noticeboard	NOT004	£980	£980
Other Fencing and Gates	GF001	£29,949	£29,949
Other Fencing and Gates	GF004	£1,000	£1,000
Play Areas: Safety Surface	ASH011	£5,916	£5,916
Play Areas: Safety Surface	BART023	£736	£736
Play Areas: Safety Surface	COC010	£3,502	£3,502
Play Areas: Safety Surface	ENM007	£56,845	£56,845
Shelter	036	£2,269	£2,269
Signage	SIG001	£1,326	£1,326
Signage	SIG002	£1,295	£1,295

Asset Type	Asset Reference	BOOK VALUE (£)	
		2018	2019
Street Furniture	STF001	£21,975	£21,975
Asset Category Total		£158,274	£158,274
Community Assets			
Civic: Regalia	TH083	£867	£867
Civic: Regalia	TH106	£1,500	£1,500
Civic: Regalia	TH107	£900	£900
Civic: Regalia	TH108	£50,000	£50,000
Civic: Treasures	TH102	£7,820	£7,820
Civic: Treasures	TH103	£10,000	£10,000
Civic: Treasures	TH109	£250,000	£250,000
Civic: Treasures	TH110	£2,000	£2,000
Civic: Treasures	TH111	£3,500	£3,500
Play Area Equipment	ASH001	£14,389	£14,389
Play Area Equipment	ASH002	£6,270	£6,270
Play Area Equipment	ASH004	£1,216	£1,216
Play Area Equipment	ASH005	£1,216	£1,216
Play Area Equipment	ASH006	£9,729	£9,729
Play Area Equipment	ASH007	£9,244	£9,244
Play Area Equipment	ASH009	£850	£850
Play Area Equipment	ASH012	£1,349	£1,349
Play Area Equipment	ASH013	£400	£0
Play Area Equipment	BART009	£2,189	£2,189
Play Area Equipment	BART010	£2,797	£2,797
Play Area Equipment	BART011	£1,216	£1,216
Play Area Equipment	BART012	£1,375	£1,375
Play Area Equipment	BART013	£1,375	£1,375
Play Area Equipment	BART014	£2,048	£2,048
Play Area Equipment	BART015	£2,704	£2,704
Play Area Equipment	BART016	£2,494	£2,494
Play Area Equipment	BART017	£1,339	£1,339
Play Area Equipment	BART018	£3,623	£3,623
Play Area Equipment	BART019	£2,494	£2,494
Play Area Equipment	BART020	£1,943	£1,943
Play Area Equipment	BART021	£1,958	£1,958
Play Area Equipment	BART022	£0	£17,500
Play Area Equipment	COC002	£2,269	£2,269
Play Area Equipment	COC003	£930	£930
Play Area Equipment	COC005	£620	£620
Play Area Equipment	COC006	£5,079	£5,079
Play Area Equipment	COC007	£2,995	£2,995
Play Area Equipment	COC008	£9,250	£9,250
Play Area Equipment	ENM001	£12,931	£0
Play Area Equipment	ENM002	£875	£875
Play Area Equipment	ENM003	£875	£875
Play Area Equipment	ENM004	£1,216	£1,216

Asset Type	Asset Reference	BOOK VALUE (£)	
		2018	2019
Play Area Equipment	ENM005	£1,824	£1,824
Play Area Equipment	ENM008	£0	£8,500
Play Area Equipment	JAMES001	£1,459	£1,459
Play Area Equipment	JAMES002	£1,216	£1,216
Play Area Equipment	JAMES003	£875	£875
Play Area Equipment	JAMES004	£875	£875
Play Area Equipment	JAMES005	£1,945	£1,945
Play Area Equipment	JAMES007	£5,516	£5,516
Play Area Equipment	JAMES008	£1,854	£1,854
Play Area Equipment	JAMES009	£20,404	£20,404
Play Area Equipment	WIN035	£139	£0
Play Area Equipment	WIN036	£737	£0
Play Area Equipment	WINC002	£1,163	£1,163
Play Area Equipment	WINC003	£5,043	£5,043
Play Area Equipment	WINC004	£1,079	£1,079
Play Area Equipment	WINC005	£1,687	£1,687
Play Area Equipment	WINC006	£4,883	£4,883
Play Area Equipment	WINC007	£1,042	£1,042
Play Area Equipment	WINC008	£2,424	£2,424
Play Area Equipment	WINC010	£5,825	£5,825
Play Area Equipment	WINC011	£6,566	£6,566
Play Area Equipment	WINC012	£1,443	£1,443
Play Area Equipment	WINC013	£3,756	£3,756
Play Area Equipment	WINC014	£2,678	£2,678
Play Area Equipment	WINC015	£5,038	£5,038
Play Area Equipment	WINC016	£5,038	£5,038
Play Area Equipment	WINC017	£4,720	£4,720
Play Area Equipment	WINC018	£4,954	£4,954
Play Area Equipment	WINC019	£2,131	£2,131
Play Area Equipment	WINC022	£1,050	£1,050
Play Area Equipment	WINC023	£1,050	£1,050
Play Area Equipment	WINC024	£1,050	£1,050
Play Area Equipment	WINC025	£1,050	£1,050
Play Area Equipment	WINC026	£1,050	£1,050
Play Area Equipment	WINC027	£1,050	£1,050
Play Area Equipment	WINC028	£1,050	£1,050
Play Area Equipment	WINC029	£1,050	£1,050
Play Area Equipment	WINC030	£1,050	£1,050
Play Area Equipment	WINC031	£1,050	£1,050
Play Area Equipment	WINC032	£1,050	£1,050
Public Toilet Equipment	TOIL001	£0	£6,320
Public Toilet Equipment	TOIL002	£1,800	£1,800
Public Toilet Equipment	TOIL003	£0	£650

Asset Type	Asset Reference	BOOK VALUE (£)	
		2018	2019
Public Toilet Equipment	TOIL004	£0 ↗	£650
Public Toilet Equipment	TOIL005	£0 ↗	£650
Public Toilet Equipment	TOIL014	£0 ↗	£2,500
Public Toilet Equipment	TOIL015	£0 ↗	£2,500
Public Toilet Equipment	TOIL016	£0 ↗	£2,500
Public Toilet Equipment	TOIL017	£0 ↗	£2,500
Public Toilet Equipment	TOIL022	£0 ↗	£1,600
Public Toilet Equipment	TOIL023	↗ £170	£0
Public Toilet Equipment	TOIL024	↗ £170	£0
Skatepark	BART001	£11,694	£11,694
Skatepark	BART005	£0 ↗	£9,145
Skatepark	BART024	↗ £6,995	£0
War Memorials	MEM001	£16,536	£16,536
War Memorials	MEM002	£7,488	£7,488
War Memorials	MEM003	£7,800	£7,800
War Memorials	MEM004	£2,750	£2,750
Asset Category Total		£599,112	£632,585
Finance			
Investments Long Term	FIN001	£50,000	£50,000
Loans	FIN002	£5,000	£5,000
Asset Category Total		£55,000	£55,000
Asset Inventory Total		£2,721,742	£2,736,561

De minimis Value > £500

11 Standing Orders

To consider Standing Orders for adoption

(10 mins)

11.1 Recommendation

11.1.1 That the Council resolves the option for Standing Order 3c

~~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].

11.1.2 That the Council resolves the option for Standing Order 3i

~~[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.

11.1.3 That the Council resolves the option for Standing Order 13e

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.

11.1.4 That the Council resolves the option for Standing Order 13e

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].~~

11.1.5 That the Council resolves to amend Standing Order 9b from seven clear days to ten clear days

11.1.6 That the Council resolves to amend Standing Order 9d from five clear days to seven clear days

11.1.7 That the Standing Orders are adopted

11.2 Summary

11.2.1 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.

11.2.2 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.

11.2.3 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.

11.2.4 The draft Standing Orders are appended to this report, please ask the Clerk if you would like to see a 'tracked changes' version of the document prior to the meeting.

11.3 **Drafting Notes**

11.3.1 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.

11.3.2 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.

11.3.3 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.

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:
Claire Commons, CertHE, PSLCC. Town Clerk and RFO

Appendix O. Standing Orders

1. 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.

2. 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.

3. 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 twenty 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 three 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.
-
-
- ▲ 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 two hours.

4. 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.

5. 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.

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

7. 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.

8. 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.

9. 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 ten 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 seven 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.

10. 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.

11. 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.**

12. DRAFT MINUTES

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

- a 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.
- b 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).

- c 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.
- d 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.”

- e **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.**
- f 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.

13. 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.**

14. 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.**

15. 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).

16. 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.

17. 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 and

which 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.

18. 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.**

19. 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 Town Clerk 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).

20. 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.**

The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. 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.**

22. 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.

23. 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.

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.

24. 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.

25. 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.

26. 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.

12 Financial Regulations

To consider Financial Orders for adoption

(10 mins)

12.1 Recommendation

12.1.1 That the Financial Regulations are adopted.

12.2 Summary

12.2.1 The Council reviewed and updated the Financial Regulations on 24th January 2017.

12.2.2 The Clerk has reviewed the provisions within the regulations and recommends removal of '*in conjunction with Chairman of Council or Chairman of the appropriate committee,*' at 4.1

12.2.3 The draft Financial Regulations are appended to this report, please ask the Clerk if you wish to see a 'tracked changes' version of the document prior to the meeting.

12.3 Financial Implication

12.3.1 There are no financial implications arising from this report

12.4 Legal Implication

12.4.1 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)

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:

Claire Commons, CertHE, PSLCC. Town Clerk and RFO

Appendix P. Financial Regulations**1 GENERAL**

- 1.1 These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2 The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3 The council's accounting control systems must include measures:
- for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4 These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5 At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7 Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8 The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9 The RFO;
- acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10 The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11 The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12 The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13 The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and

- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14 In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15 In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2 ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4 The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

- 2.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6 The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7 Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3 ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1 Each committee (if any) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2 The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the council.
- 3.3 The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 1.1. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January

each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

- 3.4 The approved annual budget shall form the basis of financial control for the ensuing year.

4 BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £2,500; or
- the Clerk, ~~in conjunction with Chairman of Council or Chairman of the appropriate committee,~~ for any items below £2,500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4 The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5 In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8 The RFO shall, at least quarterly, provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be

prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 10% of the budget.

- 4.9 Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5 BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be reviewed quarterly for safety and efficiency. The council shall seek credit references in respect of members or employees who act as signatories.
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or finance committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Finance Committee meeting.
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee; or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 5.6 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular

maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance Committee.

- 5.7 A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8 In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10 The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6 INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1 The council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council, and stubs countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or Finance Committee at the next convenient meeting.
- 6.7 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided

- that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8 If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9 If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15 Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

- 6.17 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18 Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council or Finance Committee. Transactions and purchases made will be reported to the council or Finance Committee and authority for topping-up shall be at the discretion of the council or relevant committee.
- 6.20 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £150 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7 PAYMENT OF SALARIES

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record

(confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

- 7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6 An effective system of personal performance management should be maintained for the senior officers.
- 7.7 Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8 Before employing interim staff the council must consider a full business case.

8 LOANS AND INVESTMENTS

- 8.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3 The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4 All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5 The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6 All investments of money under the control of the council shall be in the name of the council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9 INCOME

- 9.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3 The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5 All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10 ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4 A member may not issue an official order or make any contract on behalf of the council.

- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11 CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order 18,⁴ and shall refer to the terms of the Bribery Act 2010.
- h. When it 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 (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]

13 STORES AND EQUIPMENT

⁴ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.]

14 ASSETS, PROPERTIES AND ESTATES

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15 INSURANCE

- 15.1 Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.
- 15.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

- 15.3 The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16 CHARITIES

- 16.1 Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

17 RISK MANAGEMENT

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2 When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18 SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1 It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2 The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *

13 Annual Subscriptions

To resolve the Annual Subscriptions for the municipal year 2019/20

(3 mins)

13.1 Recommendation

13.1.1 That the subscriptions outlined at are approved subject to no greater increase than 5%.

13.2 Summary

13.2.1 The current list of annual subscriptions is detailed below in 'Financial Implications' and shows last year's figures. .

13.2.2 Approving the annual subscriptions provides transparency on the expenditure of this budget line, all items fall within the Clerk's delegated authority to spend.

13.2.3 The associations provide valuable sector specific information and updates to the Council. The membership of the DPATC includes 'direct access' to the National Association of Local Councils which includes free sector specific legal advice.

13.3 Financial Implication

	2018/19
Dorset Association of Parish and Town Councils (DAPTC)	£1,098
Society of Local Council Clerks (SLCC)	£366
National Association of Allotments	£70
Dorset Community Association-	£0
	£1608

13.4 Legal Implication

13.4.1 There are no legal implications arising from this report

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:

Claire Commons, CertHE, PSLCC. Town Clerk and RFO

14 Town Crier

To consider appointing the Town Crier for 2019/20

(5 mins)

14.1 Recommendation

14.1.1 That the Council appoints the Town Crier for 2019/20

14.2 Summary

14.2.1 The Town Council has a budget of £3,000 for Civic / Ceremonial from which the Town Crier is retained at an annual fee of £300.

14.2.2 The current Crier has been with the Town Council for 15 years and is an integral part of the annual town events.

14.2.3 The Town Crier traditionally attends the civic events with the Mayor as outlined in the appendix to report 0519AM1 (Election of Chairman).

14.2.4 In addition, the Town Crier attends other civic events as requested by the Mayor and Deputy Mayor. Members may also wish to consider using the Town Crier for welcoming occasions when select groups visit the town.

14.3 Financial Implication

14.3.1 The fee has remained unchanged at £300 since at least 2006. The Council is at liberty to recommend an amendment to the fee.

14.4 Legal Implication

14.4.1 A local authority has the power to encourage visitors and provide conference and other facilities including entertainments. (Local Government Act, 1972 s.144, 145)

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:

Claire Commons, CertHE, PSLCC. Town Clerk and RFO

15 Bank Signatories

To resolve the bank signatories for 2019/20

(3 mins)

15.1 Recommendation

15.1.1 That the bank signatories and reconciliation rota are resolved for 2019/20

15.2 Summary

15.2.1 In addition to the Clerk, the signatories for 2018/19 were Councillors John Lewer, Lester Taylor, Piers Brown and Philip Proctor

15.2.2 The Council is required to appoint at least three signatories for the coming municipal year. The signatories will be responsible for signing cheques and online payment authorisation.

15.2.3 The Council's financial regulations require a cheque signatory to sign the bank reconciliation quarterly, in addition the Internal Auditor recommends that each member in rotation agree the bank reconciliation each month. A rota has been provided below.

15.3 Financial Implication

15.3.1 There are no financial implications arising from this report

15.4 Legal Implication

15.4.1 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.

15.4.2 The council shall seek credit references in respect of members or employees who act as signatories. (Shaftesbury Town Council, 2017)

15.5 Risk

15.5.1 If finances are not being managed properly, the council is at risk of financial loss

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:

Claire Commons, CertHE, PSLCC. Town Clerk and RFO

16 Calendar of Meetings

To receive the calendar of meetings for 2019/20

(3 mins)

16.1 Recommendation

16.1.1 That the Calendar of Meetings is adopted

16.2 Summary

16.2.1 The draft calendar of meetings was adopted by the Council before the end of the municipal year in order that the council ran seamlessly between the two years.

16.2.2 The committee meeting schedule has been provided to all members as part of their Councillor Pack.

16.3 Financial Implication

16.3.1 There are no financial implications arising from this report.

16.4 Legal Implication

16.4.1 A local council must meet annually. In an election year this annual meeting must take place on the day when the councillors take office, or within 14 days thereafter. In any other year it may be held on any day in May.

16.4.2 In addition a parish council must meet on at least three other occasions during the year and may hold as many further meetings as it pleases. (Local Government Act, 1972 sch12 para 8)

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:

Claire Commons, CertHE, PSLCC. Town Clerk and RFO

17 Member Allowances and Expenses and Attendance

To receive report on Members' allowances, expenses and attendance for 2018/19 (2 mins)

17.1 Recommendation

17.1.1 That the report is received and noted

17.2 Summary

17.2.1 Members allowances, expenses and attendance is appended to this report.

17.2.2 Provided that expenses have been necessarily incurred or losses suffered, payments may be made for approved duties, and official and courtesy visits in the following cases;

- Travelling expenses outside the community
- Attendance allowance to councillors for performing any approved duty.

17.2.3 Expenses incurred by councillors acting in the capacity of Mayor are allocated to the civic budget

17.2.4 Members attendance relates to formally convened council meetings and meetings of its committees. Informal meetings, workshops and training are not shown.

17.3 Financial Implication

17.3.1 There are no financial implications arising from this report as it is a status report of the prior year.

17.4 Legal Implication

17.4.1 If a member fails throughout six consecutive months to attend any meetings of the council or of its committees or sub-committees of which he is a member, he ceases automatically to be a member of the council unless either he has a statutory excuse (broadly speaking, military service during war or an emergency) or his failure is due to a reason approved by the council before the end of the period or he attended as a representative of the council at a meeting of any body of persons. The period begins with the last meeting attended. (Local Government Act, 1972 s85)

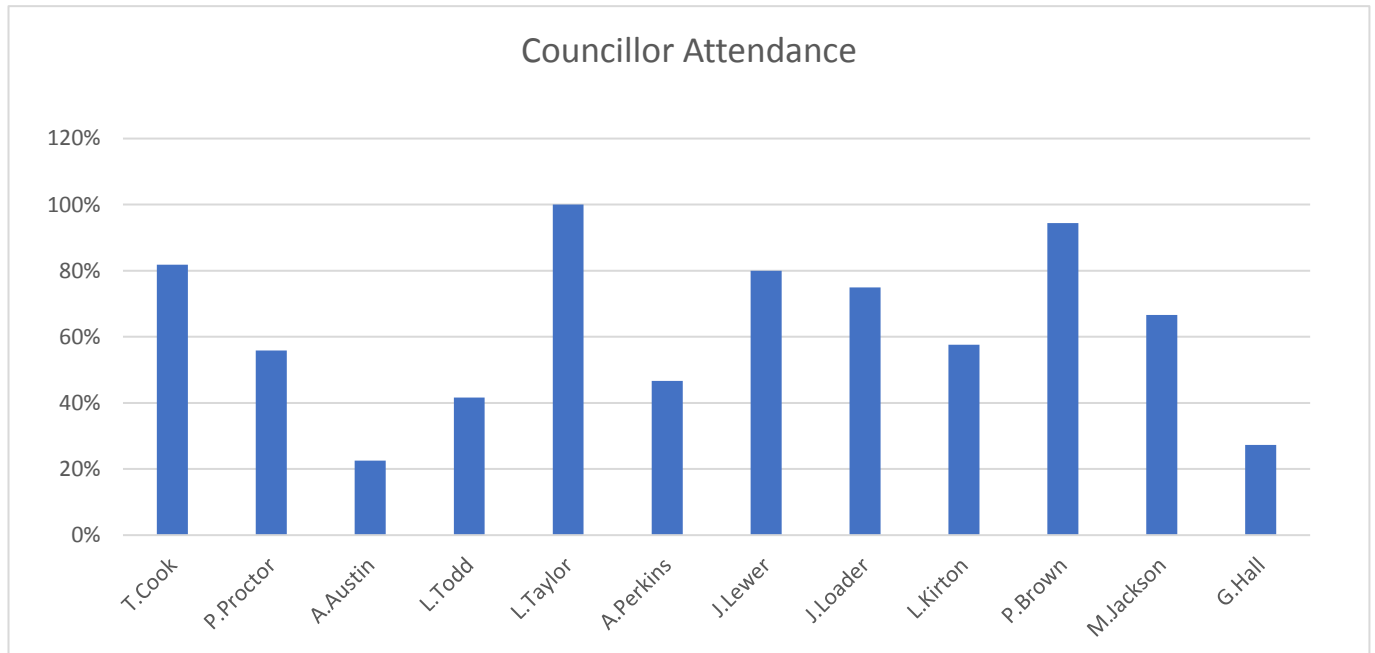
STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:

Claire Commons, CertHE, PSLCC. Town Clerk and RFO

Appendix Q. Members Allowances, Expenses and Attendance



There were no councillor expenses claimed for 2018/19

Councillor Allowances claimed for the year were £3240, a breakdown will be provided at the meeting.

18 Town Hall Keyholders

To consider appointing the keyholders for 2019/20

(5 mins)

18.1 Recommendation

18.1.1 That the keyholders are identified for 2019/20

18.2 Summary

18.2.1 The Town Council is obliged to appoint four key holders for the Town Hall. Details of the Key Holders are lodged with the intruder and fire alarm monitoring service and key holders are contacted in the order listed in the event of an out of hours event.

18.2.2 Key Holders are expected to attend the site, training will be provided for any new members appointed as Key Holders at which the exact duties and procedures will be explained.

18.2.3 Senior Groundsman Mike Wakely holds responsibility for being the emergency caretaker contact and is thereby listed as first contact. Three additional appointments should be made to ensure someone is always able to be reached in the event of an emergency.

18.2.4 It is helpful if the key holders are local to the Town Hall.

18.3 Financial and Legal Implications

18.3.1 There are no financial or legal implications arising from this report

18.4 Risk

18.4.1 There are risks associated to responding to an alarm call. All keyholders will be training appropriately.

18.4.2 There are risks associated with members have access to the Town Hall. This is mitigated by confidential files being held within locked cabinets and regalia being held in the safe with separate key and code.

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:
Claire Commons, CertHE, PSLCC. Town Clerk and RFO