



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

Town Clerk: Mrs Claire Commons
e-mail: enquiries@shaftesbury-tc.gov.uk
Website: www.shaftesbury-tc.gov.uk
VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council's General Management Committee (GEM),
Councillors for GEM; Hollingshead (Chair), Chase (Vice-Chair), Brown, Hall, Lewer and
Welch..

You are summoned to a meeting of the General Management Committee for the transaction of
the business shown on the agenda below. To be held at 7.30pm on

Tuesday 17 September 2019 in the Council Chamber, Shaftesbury Town Hall

To Shaftesbury Town Councillors not listed above, you are appointed as substitute members
and may be summoned to attend according to notice given by the Town Clerk.

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. The period of
time designated for public participation shall not exceed twenty minutes. A member of the public shall not speak
for more than three minutes.

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

Agenda

1	APOLOGIES	3
	To receive and consider for acceptance, apologies for absence (1 min)	
2	DECLARATIONS OF INTEREST	3
	To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)	
3	MINUTES	3
	To confirm as a correct record, the minutes of the previous meeting of the General Management Committee. (1 min)	
4	REPORTS FOR INFORMATION	7
	To receive and note reports pertaining to the remit of the Committee. (5 mins)	
5	PLANNING APPLICATIONS	8
	To consider responses to planning applications to include but not be limited to; Land at Raspberry Lane, 1 Yeatmans Close, 44-46 High Street (15 mins)	
6	FINANCES – QUARTER 1	10

To receive the Town Council's accounts for the first quarter of the financial year 2019/20
(10 mins)

- 7 PAYMENTS 20**
To consider payments for authorisation (5 mins)
- 8 BARTON HILL 21**
To consider renovation and leasing of Barton Hill Grounds Unit for community use (15 mins)
- 9 SERVICE LEVEL AGREEMENT - BVDTC 22**
To consider the service level agreement for the Blackmore Vale Tourism Development Company (BVTDC) and consider a long-term SLA 5-year commitment to enable the BVTDC to plan for the future (15 mins)
- 10 BUDGET 27**
To consider 1st draft budget for 2020/2021 (45 mins)

Anticipated meeting end time 9:25pm

(End)

Bibliography

Accounts and Audit Regulations, 2015. [Online]

Available at: <http://www.legislation.gov.uk/ukxi/2015/234/contents/made>

[Accessed 18 July 2018].

Cleyden, P., 2016. *Arnold-Baker on Local Council Administration*. Tenth ed. London: LexisNexis.

Local Government Act, 1972 s.144. *Power to encourage visitors and provide conference and other facilities*. [Online].

Shaftesbury Town Council, 2012. *Code of Conduct*. [Online]

Available at: https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf

Shaftesbury Town Council, 2019. *Financial Regulations*. [Online]

Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2019/06/Financial-Regulations-Adopted-14-May-2019.pdf>

[Accessed 2019].

Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.

1 Apologies

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

1.1 Background

- 1.1.1 The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.

1.2 Apologies received to date

2 Declarations of Interest

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)

2.1 Background

- 2.1.1 Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received
- 2.1.2 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)

2.2 Declarations of Interest or dispensations received to date

3 Minutes

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

3.1 Background

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

3.2 Minutes to be adopted

- 3.2.1 See following pages

STRATEGIC PLAN AREA: CHOOSE AN ITEM.



SHAFTESBURY TOWN COUNCIL

General Management Committee

Minutes of the General Management Committee held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 9th July 2019 commencing at 7:30pm.

Members Present

Councillor Hollingshead (Chair)
Councillor Lewer

Councillor Chase (Vice Chair)

Absent:

Councillors Pritchard, Brown, Hall and Welch

Officers Present:

Claire Commons CerTHE PSLCC, Town Clerk and RFO
Julie Curtis, Office Administrator

In Attendance:

2 member of the public, 1 member of the press
Councillor Yeo
Councillor Proctor

MINUTES

In the absence of a Chairman the Committee Members agreed that Councillor Hollingshead Chair the opening of the meeting.

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. No matters were raised.

G16 Election of Committee Chairman and Vice Chairman

Officer report 0719GEM1 was received and it was **RESOLVED**;

G16a That Councillor Hollingshead serve as Chairman of the GEM Committee for the Municipal Year of 2019/2020.

G16b That Councillor Chase serve as Vice Chairman of the GEM Committee for the Municipal Year of 2019/2020.

ACTION: TOWN CLERK

G17 Apologies

Apologies received from Councillors Pritchard and Brown due to work commitments.
Councillor Hall expected to arrive late due to work commitments.

G18 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose. No such Declarations were made.

G19 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on Tuesday, 04 June 2019. They were duly signed.

G20 Reports

Officer report 0719GEM5 was received, progress updates and delegated decisions were noted.

G21 Planning Application – The Lookout

Officer report 0710GEM6 was received and it was **RESOLVED** in relation to application 2/2019/0826/HOUSE The Lookout, Wincombe Lane, Shaftesbury, Dorset SP7 8PJ. Erect No. 1 Garage, to return the observation: **No Objection.**

ACTION: TOWN CLERK

G22 Payments

Officer report 07/19GEM7 was received and it was **RESOLVED** to approve the payments from the Town Council's current account totalling £63,188.92 and note the bank balances.

ACTION: FINANCE AND SERVICES OFFICER

G23 Treasury Management and Investment

Officer report 0719GEM8 was received and it was **RESOLVED** to support Investment Scenario 2, 'a more calculated investment profile bearing direct relation to the anticipated delivery time of each earmarked reserve.'

ACTION: TOWN CLERK

G24 Street Names – Little Down

Officer report 0719GEM9 was received and it was **RESOLVED** that reference planning application 2/2018/1418/REM regarding suggestions for street names, the Town Clerk delegated to liaise with Councillors for suggestions and respond to Dorset Council.

ACTION: TOWN CLERK

G25 Notice of Motion – Support for Shaftesbury and District Dementia Friendly Community (SDDFC)

Officer report 0719GEM10 was received. It was **RESOLVED** that the Council supports SDDFC by providing administrative support and hospitality to the group to be reviewed after no more than 12 months.

ACTION: TOWN CLERK

G26 Ceremonial Mace

Officer report 0719GEM11 was received and it was **RESOLVED** that the Town Clerk to seek 3 quotations for the repair of the broken mace.

ACTION: TOWN CLERK

There being no further business, the meeting was closed at 8.30pm.

Signed

Date

Printed on : 03/07/2019

Shaftesbury Town Council

Page No 2

At : 14:22

NatWest Current A/c

List of Payments made between 01/06/2019 and 30/06/2019

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
30/06/2019	Dorset Planning Consultant Ltd	ol303	1,640.28		Planning support for NHP
30/06/2019	EG. Coles	ol304	224.78		OX tyre sealant/Led Beacon
30/06/2019	GAPTC	ol305	200.00		LCAS Quality Gold accreditation
30/06/2019	Hawes Arborists	ol306	594.00		Reduce Silver Birch Brionne Ga
30/06/2019	Hire Standards	ol307	280.44		Tower Scaffold Hire
30/06/2019	Imprint Graphics	ol308	55.20		A1 Publicity Poster Vinyl
30/06/2019	The IT Department Solutions Lt	ol309	193.08		365/Spam filtering
30/06/2019	Ben Johnson (Shaftesbury) Ltd	ol310	114.93		Repair to Strimmer
30/06/2019	JP Lennard Ltd	ol311	324.84		Pool signs
30/06/2019	Laura Langley	ol312	100.00		Teaching Aquifit Sunday's June
30/06/2019	Lyreco	ol313	269.39		Stationery
30/06/2019	NDM Electrical	ol314	169.92		Repair faulty light in hall
30/06/2019	Ocean Catering Equipment	ol315	122.10		Repairs to hot water boiler
30/06/2019	Octopus Personnel	ol316	1,717.72		Temporary Groundsman
30/06/2019	Partnership Fire and Security	ol317	1,195.20		Installation of Intruder Alaar
30/06/2019	The Potting Shed	ol318	72.00		Plants for pool r
30/06/2019	The Gillingham C & L Trust Ltd	ol319	94.00		NPLQ Renewal x 2
30/06/2019	Mole Countrystores	ol320	12.36		Hooks
30/06/2019	Sydenhams	ol321	62.25		Hazard Tape
30/06/2019	Service-U-Right Ltd	ol322	24.00		Repair to tyre
30/06/2019	Toogoods Property Co Ltd	ol323	2,271.60		Quarterley invoice unit 9C
30/06/2019	Topline Electronics Ltd	ol324	870.00		Service topline dosing unit
30/06/2019	Shaftesbury Wines	ol325	81.13		Wine for Mayor Making
30/06/2019	Zurich	ol326	1,647.70		Motor Insurance
30/06/2019	Tincknell Fuels	ol327	375.45		Fuel for Mower
30/06/2019	Rutters Solicitors	ol328	1,200.00		Legal matters ref mm
30/06/2019	DDC Pension	ONLINE	-4,629.46		Canel payment dup. in error
30/06/2019	DCC Pension	ONLINE	4,024.20		June Salaries
30/06/2019	HMRC	ONLINE	3,656.02		Tax/Ni June
30/06/2019	Salaries June	ONLINE	18,501.81		Salaries June
Total Payments			63,188.92		

Continued on Page 2

4 Reports for Information

To receive and note reports pertaining to the remit of the Committee. (5 mins)

4.1 Updates

- Treasury Management – transfers scheduled this month following adjustment of bank mandate in line with new signatories
- Street Names – provided to the planning authority
- Dementia Friendly – support advised to the group
- Ceremonial Mace – quotes requested and awaited

4.2 Recommendation

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

STRATEGIC PLAN AREA: ENGAGEMENT

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

5 Planning Applications

To consider responses to planning applications to include but not be limited to; Land at Raspberry Lane, 1 Yeatmans Close, 44-46 High Street (15 mins)

5.1 Summary

- 5.1.1 Planning applications listed below have been received and require comments to be submitted to the Local Planning Authority. Prior to the meeting, members are urged to view the planning application using the link below and to visit the site to understand local context.
- 5.1.2 As part of Shaftesbury Town Council's response to planning proposals it needs to give material planning reason for its comments, be they of support or objection. Simply stating 'No Objection' or 'Support' is insufficient as there is a requirement to give the reasons for that decision.

Biodiversity	Design
Economic Benefits	Effect on the Appearance of Area
Flooding Issues	Height
Heritage	Impact on Access
Impact on Light	Landscape
Local or Government Policy	Noise/Disturbance
Other	Overlooking/Loss of Privacy
Parking	Residential Amenity
Road Safety	Traffic or Highways
Trees	Financial Implication

5.2 Legal Implication

- 5.2.1 The Town Council is a consultee but does not have the authority to determine planning applications

5.3 Recommendation

- 5.3.1 That the Council provides its response on the listed planning application and considers responses to applications received without notice, in the form of Support, No Objection or Objection.

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

5.4 Detail

- 5.4.1 To assist here are a few examples as to how you might word something to give a material planning reason for your thoughts;
- House Extension – no objection as limited impact on amenity of neighbouring property/ object – will have detrimental impact on neighbouring property
 - New dwelling – support, design is in keeping with locality/ object – design not in keeping with local area
 - Vehicular access – support, will have no impact on road safety given proposed visibility splays/ object – visibility is poor in this location and traffic speeds are high.

Appendix B. Planning Applications

Erect 1 No. dwelling and outbuilding, create new vehicular and pedestrian access and form 2 No. parking spaces.

Planning Application

Land At Raspberry Lane Raspberry Lane Shaftesbury Dorset

Ref. No: 2/2019/1106/FUL | Received: Tue 06 Aug 2019 | Validated: Tue 06 Aug 2019 | Status: Pending

Consideration

Consultee:	Date Requested:	Expiry Date:
Shaftesbury TC	Tue 03 Sep 2019	Fri 27 Sep 2019

Change of use of the first and second floors to offices (B1). Create new pedestrian access at rear loading bay and carry out associated internal and external alterations.

Planning Application

44-46 Unit 1 High Street Shaftesbury SP7 8JG

Ref. No: 2/2019/1084/LBC | Received: Fri 02 Aug 2019 | Validated: Tue 03 Sep 2019 | Status: Pending

Consideration

Consultee:	Date Requested:	Expiry Date:
Shaftesbury TC	Thu 05 Sep 2019	Sun 29 Sep 2019

Erect 2 No. semi-detached dwellings, 1 No. detached dwelling and create new vehicular access (demolish existing dwelling).

Planning Application

1 Yeatmans Close Shaftesbury SP7 8LU

Ref. No: 2/2019/1132/FUL | Received: Mon 12 Aug 2019 | Validated: Mon 12 Aug 2019 | Status: Pending

Consideration

Consultee:	Date Requested:	Expiry Date:
Shaftesbury TC	Thu 05 Sep 2019	Sun 29 Sep 2019

Change of use of the first and second floors to offices (B1) and create new pedestrian access at rear loading bay.

Planning Application

44-46 Unit 1 High Street Shaftesbury SP7 8JG

Ref. No: 2/2019/1083/FUL | Received: Fri 02 Aug 2019 | Validated: Tue 03 Sep 2019 | Status: Pending

Consideration

Consultee:	Date Requested:	Expiry Date:
Shaftesbury TC	Thu 05 Sep 2019	Sun 29 Sep 2019

6 Finances – Quarter 1

To receive the Town Council's accounts for the first quarter of the financial year 2019/20 (10 mins)

6.1 Balances

6.1.1 Cleared bank balances and earmarked reserves are shown on the detailed balance sheet at appendix C. Transfers into higher earning accounts have not yet taken place due to mandate changes, this will show on your next report for Q2

6.2 Performance against Budget

6.2.1 A detailed Income and Expenditure report showing progress against budget is shown at appendix D.

6.2.2 The overall position of the accounts is healthy as the following summary position shows:

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Allotment	Income	100	1,700	1,600			5.9%
	Expenditure	0	1,344	1,344		1,344	0.0%
	Movement to/(from) Gen Reserve	100					
Cemetery	Income	1,318	3,722	2,405			35.4%
	Expenditure	302	1,173	871		871	25.7%
	Movement to/(from) Gen Reserve	1,016					
General Grounds	Income	1,893	10,112	8,219			18.7%
	Expenditure	16,365	70,353	53,988	1,997	51,990	26.1%
	Movement to/(from) Gen Reserve	(14,472)					
Local Delivery services	Income	1,919	8,500	6,581			22.6%
	Expenditure	2,246	14,260	12,014		12,014	15.7%
	Movement to/(from) Gen Reserve	(327)					
Town Hall	Income	13,577	50,434	36,857			26.9%
	Expenditure	6,002	21,849	15,847		15,847	27.5%
	Movement to/(from) Gen Reserve	7,575					
Civic	Expenditure	1,378	9,270	7,892		7,892	14.9%
Legal and Professional	Expenditure	11,687	40,850	29,163		29,163	28.6%
Grants & SLA	Expenditure	25,659	37,000	11,341		11,341	69.3%
Finance	Income	251,788	504,996	253,208			49.9%
	Expenditure	79	500	421		421	15.8%
	Movement to/(from) Gen Reserve	251,709					
Swimming Pool	Income	7,627	26,200	18,573			29.1%
	Expenditure	22,113	65,665	43,552		43,552	33.7%
	Movement to/(from) Gen Reserve	(14,486)					
General Running Costs	Expenditure	3,686	13,420	9,734		9,734	27.5%
Staffing Costs	Income	0	9,776	9,776			0.0%
	Expenditure	68,400	277,009	208,609		208,609	24.7%
	Movement to/(from) Gen Reserve	(68,400)					
Reserves & Projects	Income	500	0	(500)			0.0%
	Expenditure	35,307	372,129	336,822	660	336,162	9.7%
	Movement to/(from) Gen Reserve	(34,807)					
Capital Replacement Reserve	Expenditure	0	83,489	83,489		83,489	0.0%
Grand Totals:- Income		278,721	615,440	336,719			45.3%
Expenditure		193,224	1,008,311	815,088	2,657	812,430	19.4%
Net Income over Expenditure		85,498	(392,871)	(478,369)			
Movement to/(from) Gen Reserve		85,498					

6.3 Notes

- 6.3.1 Gas has increased by 172% since it was last reviewed 3 years ago, officers have secured new utilities contracts to obtain the best deal available.

6.4 Legal Implication

- 6.4.1 Every local council 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)

6.5 Recommendation

- 6.5.1 That the Committee receives and notes the report, noting the cleared bank balances as at 30th June 2019 held in each bank account.

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:

Claire Commons CerTHE PSLCC, Town Clerk and RFO

Appendix C. Balance Sheet

Printed on : 06/08/2019		Shaftesbury Town Council	
At : 10:34		Balance Sheet as at - 30 June 2019	
31 March 2019			30 June 2019
Current Assets			
1,568	Debtors	3,002	
10,115	Vat Control	10,167	
6,713	Prepayments	0	
106,520	NatWest Current A/c	200,943	
116	Petty Cash	150	
158	Petty Cash- Swimming Pool	107	
240,717	Public Sector Deposit A/c	240,717	
125,759	Cambridge & Counties Bank	125,759	
130,000	Nationwide Business Savings	130,000	
621,666			710,845
621,666	Total Assets		710,845
Current Liabilities			
1,344	Creditors	8,965	
3,795	Accruals	0	
0	PAYE & NI Due	0	
147	Holding Deposits	223	
5,286			9,188
616,380	Total Assets Less Current Liabilities		701,657
Represented By			
203,879	General Reserve		280,846
0	EMR CCTV		5,000
11,500	EMR Cycle Routes		0
1,812	EMR Playground Equipment		16,812
74,989	EMR Town Hall Building Fund		74,989
4,000	EMR Grit Bins		4,000
10,000	EMR Heritage Style Lanterns		10,000
20	EMR Ground Planting/SIB		0
24,311	EMR Street Furniture		24,311
1,973	EMR Strategic Tree Works		1,973
29,146	EMR Swimming Pool		19,070
7,663	EMR Neighbourhood Planning		1,683
3,150	EMR Traffic Calming		655
7,109	EMR Town Centre Enhancement		0

Printed on : 06/08/2019

Shaftesbury Town Council

At : 10:34

Balance Sheet as at - 30 June 2019

31 March 2019		30 June 2019
10,000	EMR Jubilee Steps Enhancement	10,000
13,000	EMR Community Hall Cockrams	13,000
8,005	EMR Vehicles	22,272
3,597	EMR Replacement IT Equipment	7,597
25,000	EMR A30 Allotment Site	25,000
1,000	EMR Cobbles	0
3,500	EMR Bus Shelters	3,500
79,250	EMR Project Belle	88,328
3,402	EMR Ecology Competition	3,402
2,450	EMR Memorial Stones Eastern De	2,450
4,680	ERM Castle Hill	3,402
70,444	EMR Commuted Sum King Alfreds	70,444
12,500	RMR Commuted Sum Little Shilli	12,500
0	EMR Litter Free Dorst	424
616,380		701,657

The above statement represents fairly the financial position of the authority as at 30 June 2019 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Appendix D. Income and Expenditure performance against budget

06/08/2019		Shaftesbury Town Council						
10:33		Detailed Income & Expenditure by Budget Heading 30/06/2019						Page No 1
Month No : 3		Cost Centre Report						
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101	Allotment							
4165	Water Rates	691	0	675	675		675	0.0 %
4250	Repairs & Maintenance	850	0	500	500		500	0.0 %
4414	IT Software	165	0	169	169		169	0.0 %
	Allotment :- Expenditure	1,706	0	1,344	1,344	0	1,344	0.0 %
1104	Allotment Rent Income	1,691	100	1,700	-1,600			5.9 %
	Allotment :- Income	1,691	100	1,700	-1,600			5.9 %
	Net Expenditure over Income	15	-100	-356	-256			
102	Cemetery							
4150	Rates & Services	459	153	588	435		435	26.0 %
4165	Water Rates	79	0	95	95		95	0.0 %
4250	Repairs & Maintenance	0	149	200	51		51	74.5 %
4414	IT Software	285	0	290	290		290	0.0 %
	Cemetery :- Expenditure	823	302	1,173	871	0	871	25.7 %
1105	Cemetery Income	3,433	1,318	3,722	-2,405			35.4 %
	Cemetery :- Income	3,433	1,318	3,722	-2,405			35.4 %
	Net Expenditure over Income	-2,609	-1,016	-2,549	-1,533			
103	General Grounds							
4020	Sub Contract Labour	8,964	0	10,500	10,500		10,500	0.0 %
4150	Rates & Services	2,784	942	3,168	2,227		2,227	29.7 %
4155	Electricity	634	488	891	403		403	54.8 %
4165	Water Rates	2,096	0	2,300	2,300		2,300	0.0 %
4250	Repairs & Maintenance	2,041	475	3,050	2,575		2,575	15.6 %
4256	Treework	5,320	855	9,000	8,145		8,145	9.5 %
4257	Plants	174	0	1,000	1,000		1,000	0.0 %
4261	Refuse Collection	2,577	1,273	2,500	1,227		1,227	50.9 %
4265	General Supplies	401	11	420	410		410	2.5 %
4270	Equipment Repairs	1,114	886	1,500	615		615	59.0 %
4271	Equipment Purchases	2,414	73	2,500	2,427		2,427	2.9 %
4272	Fuel for Equipment	2,100	570	2,300	1,730		1,730	24.8 %
4274	Rent Unit 9C	7,572	3,786	7,572	3,786		3,786	50.0 %
4275	Equipment Hire	562	52	500	448		448	10.5 %
4278	Alarm Costs	144	0	200	200		200	0.0 %
4280	Fuel for Vehicles	3,030	552	3,000	2,448		2,448	18.4 %
4281	Motor Expenses	2,743	2,569	3,060	491		491	84.0 %
4282	Hitachi Payments Mower	10,190	2,548	8,492	5,944		5,944	30.0 %

Continued on Page No 2

06/08/2019

Shaftesbury Town Council

10:33

Detailed Income & Expenditure by Budget Heading 30/06/2019

Page No 2

Month No : 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4285	PPE	863	90	1,000	910		910	9.0 %
4290	Playground Inspections	350	450	400	-50		-50	112.4 %
4291	Playground Repair/Maintenance	5,342	0	5,500	5,500		5,500	0.0 %
4299	SLA-Trinity Grounds Maintainan	1,495	748	1,500	752		752	49.8 %
	General Grounds :- Expenditure	62,911	16,365	70,353	53,988	0	53,988	23.3 %
1102	Contribution to Services	815	0	1,000	-1,000			0.0 %
1103	Rents	348	73	915	-843			7.9 %
1300	Grass Cutting Income	6,023	0	6,023	-6,023			0.0 %
1301	Miscellaneous Income	5,481	1,821	2,174	-354			83.7 %
1302	Memorial Bench Income	275	0	0	0			0.0 %
	General Grounds :- Income	12,943	1,893	10,112	-8,219			18.7 %
	Net Expenditure over Income	49,969	14,472	60,241	45,768			
105	Local Delivery services							
4020	Sub Contract Labour	258	0	4,266	4,266		4,266	0.0 %
4150	Rates & Services	2,136	659	2,180	1,521		1,521	30.2 %
4155	Electricity	832	377	1,114	737		737	33.8 %
4165	Water Rates	1,868	0	2,200	2,200		2,200	0.0 %
4176	CCTV	0	0	2,000	2,000		2,000	0.0 %
4250	Repairs & Maintenance	1,796	847	1,650	803		803	51.3 %
4260	Cleaning Supplies	635	363	850	487		487	42.8 %
	Local Delivery services :- Expenditure	7,525	2,246	14,260	12,014	0	12,014	15.7 %
1501	Street Market Rents R'ved	7,714	1,919	8,500	-6,581			22.6 %
	Local Delivery services :- Income	7,714	1,919	8,500	-6,581			22.6 %
	Net Expenditure over Income	-189	327	5,760	5,433			
201	Town Hall							
4150	Rates & Services	6,960	2,136	7,169	5,034		5,034	29.8 %
4155	Electricity	2,035	1,373	2,362	989		989	58.1 %
4160	Gas	1,817	538	2,575	2,037		2,037	20.9 %
4165	Water Rates	195	0	250	250		250	0.0 %
4200	Wedding Costs	515	778	565	-213		-213	137.7 %
4230	Trinity Car Park Space	550	0	550	550		550	0.0 %
4250	Repairs & Maintenance	2,309	654	3,838	3,184		3,184	17.0 %
4260	Cleaning Supplies	361	91	250	159		159	36.3 %
4271	Equipment Purchases	429	0	3,500	3,500		3,500	0.0 %
4278	Alarm Costs	420	432	500	68		68	86.4 %
4414	IT Software	285	0	290	290		290	0.0 %
	Town Hall :- Expenditure	15,875	6,002	21,849	15,847	0	15,847	27.5 %

Continued on Page No 3

06/08/2019

Shaftesbury Town Council

10:33

Detailed Income & Expenditure by Budget Heading 30/06/2019

Page No 3

Month No : 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1201	Hall Hire	25,255	8,312	25,500	-17,188			32.6 %
1203	Weddings	1,853	764	2,000	-1,236			38.2 %
1204	Shop Rents	18,000	4,500	20,430	-15,930			22.0 %
1205	Sitting Out Licence	0	0	504	-504			0.0 %
1220	Solar Panel Feed in Tariff	3,428	0	2,000	-2,000			0.0 %
Town Hall :- Income		48,535	13,577	50,434	-36,857			26.9 %
Net Expenditure over Income		-32,660	-7,575	-28,585	-21,010			
301 Civic								
4300	Civic/Ceremonial	1,277	558	3,000	2,442		2,442	18.6 %
4302	Councillor Allowances	3,240	720	4,320	3,600		3,600	16.7 %
4305	Regalia	0	0	350	350		350	0.0 %
4310	Councillor Training	56	0	1,000	1,000		1,000	0.0 %
4311	Councillor Travel/Subsistence	0	0	300	300		300	0.0 %
4315	Hospitality	189	100	300	200		200	33.3 %
4390	Mayor's Charity Expenditure	494	0	0	0		0	0.0 %
Civic :- Expenditure		5,256	1,378	9,270	7,892	0	7,892	14.9 %
1400	Mayor's Charity Income	494	0	0	0			0.0 %
Civic :- Income		494	0	0	0			
Net Expenditure over Income		4,762	1,378	9,270	7,892			
302 Legal and Professional								
4010	Staff Training	2,790	0	0	0		0	0.0 %
4325	Audit	2,375	-2,700	2,850	5,550		5,550	-94.7 %
4326	Books & Subscriptions	1,637	1,134	2,000	866		866	56.7 %
4330	Insurance	12,650	10,422	16,000	5,578		5,578	65.1 %
4341	Professional & Legal Fees	22,414	2,832	13,000	10,169		10,169	21.8 %
4342	Election Costs	0	0	7,000	7,000		7,000	0.0 %
Legal and Professional :- Expenditure		41,867	11,687	40,850	29,163	0	29,163	28.6 %
Net Expenditure over Income		41,867	11,687	40,850	29,163			
303 Grants & SLA								
4350	Community Grants	32,913	25,659	25,000	-659		-659	102.6 %
4352	Service Level Agreements	0	0	12,000	12,000		12,000	0.0 %
Grants & SLA :- Expenditure		32,913	25,659	37,000	11,341	0	11,341	69.3 %
Net Expenditure over Income		32,913	25,659	37,000	11,341			

Continued on Page No 4

06/08/2019

Shaftesbury Town Council

10:33

Detailed Income & Expenditure by Budget Heading 30/06/2019

Page No 4

Month No : 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
304	Finance							
4380	Bank Charges	77	79	500	421		421	15.8 %
4395	Prior Year Adjustment	1,799	0	0	0		0	0.0 %
	Finance :- Expenditure	1,876	79	500	421	0	421	15.8 %
1340	Bank Interest Received	638	761	2,000	-1,239			38.0 %
1342	CCLA Prop Fund Dividend Receiv	2,075	529	2,000	-1,471			26.5 %
1376	Precept	480,183	250,498	500,996	-250,498			50.0 %
	Finance :- Income	482,897	251,788	504,996	-253,208			49.9 %
	Net Expenditure over Income	-481,021	-251,709	-504,496	-252,787			
305	Swimming Pool							
4368	Aqua Fit Instructors	0	220	0	-220		-220	0.0 %
	Finance :- Income	0	220	0	-220	0	-220	
4008	Life Guard Salaries	26,647	6,556	35,400	28,844		28,844	18.5 %
4010	Staff Training	795	239	1,250	1,011	126	885	29.2 %
4150	Rates & Services	2,870	998	3,155	2,157		2,157	31.6 %
4155	Electricity	1,874	460	1,950	1,490		1,490	23.6 %
4160	Gas	2,193	1,967	3,235	1,268		1,268	60.8 %
4165	Water Rates	2,256	0	1,500	1,500		1,500	0.0 %
4250	Repairs & Maintenance	1,392	5,619	7,500	1,881	209	1,673	77.7 %
4260	Cleaning Supplies	257	125	300	175		175	41.6 %
4271	Equipment Purchases	1,046	983	1,000	17	137	-120	112.0 %
4360	Chemicals	3,732	1,188	5,100	3,912		3,912	23.3 %
4362	Plant Servicing/Repairs	1,680	2,054	2,000	-54		-54	102.7 %
4363	DBS Checks	75	150	250	100		100	60.0 %
4364	Uniforms	288	316	500	184	364	-180	135.9 %
4365	Music Licences	0	272	275	3		3	99.0 %
4366	Retail Sales	855	775	1,000	225	346	-121	112.1 %
4370	Swimming Pool Advertising	869	226	1,000	774		774	22.6 %
4373	ATC Renewal	175	137	0	-137		-137	0.0 %
4410	Telephone	302	49	250	201		201	19.4 %
	Swimming Pool :- Expenditure	47,305	22,113	65,665	43,552	1,181	42,371	35.5 %
1220	Solar Panel Feed in Tariff	970	0	1,200	-1,200			0.0 %
1365	Swimming Pool Income	24,597	7,627	23,000	-15,373			33.2 %
1367	Retail Income	0	0	2,000	-2,000			0.0 %
	Swimming Pool :- Income	25,568	7,627	26,200	-18,573			29.1 %
	Net Expenditure over Income	21,737	14,706	39,465	24,759			

Continued on Page No 5

Report 0919GEM6

06/08/2019

Shaftesbury Town Council

10:33

Detailed Income & Expenditure by Budget Heading 30/06/2019

Page No 5

Month No : 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
401	General Running Costs							
4265	General Supplies	149	81	160	79		79	50.9 %
4345	Advertising	1,738	193	500	307		307	38.5 %
4348	Consultations	771	0	1,000	1,000		1,000	0.0 %
4400	Printing	1,507	442	1,300	858		858	34.0 %
4401	Stationery	1,100	357	1,300	943		943	27.4 %
4402	Postage	130	0	250	250		250	0.0 %
4410	Telephone	3,166	808	2,900	2,092		2,092	27.8 %
4414	IT Software	2,980	1,416	4,050	2,634		2,634	35.0 %
4415	IT Support	902	390	1,000	610		610	39.0 %
4417	Web Site	660	0	660	660		660	0.0 %
4420	Office Equipment	774	0	300	300		300	0.0 %
	General Running Costs :- Expenditure	13,878	3,686	13,420	9,734	0	9,734	27.5 %
1301	Miscellaneous Income	24	0	0	0			0.0 %
	General Running Costs :- Income	24	0	0	0			
	Net Expenditure over Income	13,854	3,686	13,420	9,734			
402	Staffing Costs							
4000	Salaries	204,622	51,643	205,796	154,153		154,153	25.1 %
4005	Employers NI	19,510	4,792	18,806	14,014		14,014	25.5 %
4006	Employers Superann	39,892	10,472	38,107	27,635		27,635	27.5 %
4010	Staff Training	1,865	0	5,000	5,000		5,000	0.0 %
4015	Staff Travel & Subsistence	413	61	500	439		439	12.2 %
4018	Staff Recruitment	0	0	1,000	1,000		1,000	0.0 %
4020	Sub Contract Labour	0	1,431	7,800	6,369		6,369	18.4 %
	Staffing Costs :- Expenditure	266,302	68,400	277,009	208,609	0	208,609	24.7 %
1301	Miscellaneous Income	3,582	0	0	0			0.0 %
1360	Contribution Street Cleaning	9,839	0	9,776	-9,776			0.0 %
	Staffing Costs :- Income	13,421	0	9,776	-9,776			0.0 %
	Net Expenditure over Income	252,881	68,400	267,233	198,833			
901	Reserves & Projects							
4902	Community Hall Cockrams	0	0	13,000	13,000		13,000	0.0 %
4903	Traffic Calming	1,150	2,495	3,150	655	660	-5	100.2 %
4904	Toilets	31,254	0	0	0		0	0.0 %
4906	Playground Equipment	18,405	0	16,812	16,812		16,812	0.0 %
4910	Street Furniture	336	0	24,311	24,311		24,311	0.0 %
4911	Castle Hill	0	4,680	8,082	3,402		3,402	57.9 %

Continued on Page No 6

06/08/2019

Shaftesbury Town Council

10:33

Detailed Income & Expenditure by Budget Heading 30/06/2019

Page No 6

Month No : 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4914	Ground Cover Planting	734	0	0	0		0	0.0 %
4918	CCTV	12,450	0	0	0		0	0.0 %
4922	Vehicles	0	0	22,272	22,272		22,272	0.0 %
4923	Grit Bins	0	0	4,000	4,000		4,000	0.0 %
4924	Heritage Lanterns	0	0	10,000	10,000		10,000	0.0 %
4926	Strategic Tree Works	3,300	0	1,973	1,973		1,973	0.0 %
4928	Replacement IT Equipment	749	0	7,597	7,597		7,597	0.0 %
4930	Jubilee Steps Enhancement	0	0	10,000	10,000		10,000	0.0 %
4931	Swimming Pool Running costs	1,934	22,076	41,145	19,069		19,069	53.7 %
4932	Neighbourhood Planning Group	9,689	5,980	7,663	1,683		1,683	78.0 %
4933	A30 Allotment Site	0	0	25,000	25,000		25,000	0.0 %
4935	Shaftesbury Bee Friendly	303	0	0	0		0	0.0 %
4936	EMR Project Bell	5,750	0	88,328	88,328		88,328	0.0 %
4937	Wild About Shaftesbury	1,098	0	3,402	3,402		3,402	0.0 %
4939	Commuted Sum King Alfred's Way	0	0	70,444	70,444		70,444	0.0 %
4940	Commuted Sum Little Shilling	0	0	12,500	12,500		12,500	0.0 %
4941	Memorial Stone Maintenance ED	0	0	2,450	2,450		2,450	0.0 %
4942	Litter Free Dorset	0	76	0	-76		-76	0.0 %
	Reserves & Projects :- Expenditure	87,153	35,307	372,129	336,822	660	336,162	9.7 %
1301	Miscellaneous Income	165,326	500	0	500			0.0 %
	Reserves & Projects :- Income	165,326	500	0	500			
	Net Expenditure over Income	-78,173	34,807	372,129	337,322			
902	Capital Replacement Reserve							
4905	Town Hall Building Fund	706	0	74,989	74,989		74,989	0.0 %
4907	Grounds Equipment	2,000	0	0	0		0	0.0 %
4916	Bus Shelters	0	0	3,500	3,500		3,500	0.0 %
4918	CCTV	0	0	5,000	5,000		5,000	0.0 %
	Capital Replacement Reserve :- Expenditure	2,706	0	83,489	83,489	0	83,489	
	Net Expenditure over Income	2,706	0	83,489	83,489			
<hr/>								
	Grand Totals:- Income		278,721	615,440	336,719			45.3%
	Expenditure		193,224	1,008,311	815,088	2,657	812,430	19.4%
	Net Income over Expenditure		85,498	(392,871)	(478,369)			
	Movement to/(from) Gen Reserve		85,498					

7 Payments

To consider payments for authorisation

(5 mins)

7.1 Summary

- 7.1.1 A list of payments will be provided to Councillors 24 hours prior to the meeting to ensure that the most up to date list of payments requiring authorisation is produced.

7.2 Financial Implication

- 7.2.1 The RFO is required to prepare a schedule of payments requiring authorisation to be presented to the council or finance committee. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of contract of employment) may be summarised to remove public access to any personal information. (Shaftesbury Town Council, 2019)

7.3 Legal Implication

- 7.3.1 Every local council 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) (Accounts and Audit Regulations, 2015)

7.4 Recommendation

- 7.4.1 That the Committee approves the payments from the Town Council's current account and minutes the resulting bank balance.

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

8 Barton Hill

To consider renovation and leasing of Barton Hill Grounds Unit for community use (15 mins)

8.1 Summary

- 8.1.1 For a number of years, the community groups have stored equipment in a selection of areas namely personal garages, sheds and even bathrooms!
- 8.1.2 The community want to come together and set up a joint community storage facility that is well managed and central to the town centre.
- 8.1.3 The asset at Barton Hill has been in decline for several years and has been decommissioned following the H&S recommendation by the Council's H&S provider.
- 8.1.4 The community groups would take responsibility in partnership with the Head Groundsman to bring the building back to an operational state. The cost is expected to be in the region of £2,500 which the community groups will be responsible for.
- 8.1.5 The groups; Chamber of Commerce, Fringe, Snowdrops, Food Festival bring in tens of thousands of pounds annually into the town therefore a positive impact on the economic development is evident.
- 8.1.6 STC will still benefit from an allocated space within the unit for storage of surplus grounds equipment (see attached appendix)

8.2 Financial Implication

- 8.2.1 There is no spend impact for STC on this project.
- 8.2.2 No income will be generated for a period of 5 years whilst the organisations recoup the original investment from the renovation work.
- 8.2.3 After year 5 the annual rental charge will be £500 per annum which is commensurate with other clubs in Shaftesbury.

8.3 Legal Implication

- 8.3.1 The Council has the General Power of Competence

8.4 Risk

- 8.4.1 Each organisation would be responsible for arranging their own insurance. The building is also covered by the Council's public liability insurance.

8.5 Recommendation

- 8.5.1 That the Committee agrees to the renovation of the Barton Hill grounds unit to provide, under lease agreement, to Shaftesbury community organisations for storage of equipment and event related resources. *(Delegated to the Town Clerk all aspects of renovation and Heads of Terms for lease, final lease to be authorised by the Council, management of the lease to be delegated to the Town Clerk. Completion by October 2020. Financial Implication £0 for the first 5 years)*

STRATEGIC PLAN AREA: ASSET MANAGEMENT

(End)

Report Author: Brie Logan, Business Manager

9 Service Level Agreement - BVTDC

To consider the service level agreement for the Blackmore Vale Tourism Development Company (BVTDC) and consider a long-term SLA 5-year commitment to enable the BVTDC to plan for the future (15 mins)

9.1 Summary

- 9.1.1 In May 2018 the General Management Committee recommended to Council that Service Level Agreements be awarded to the CAB and SDTA.
- 9.1.2 Historically SLA's were in place to manage specialised services on behalf of STC. In April 2016 grants and SLA's were combined in to one budget line known as 'Community Grants'
- 9.1.3 In 2018 the allocation of grants and SLA's reverted back in to 2 separate budget lines as the two areas are funding are fundamentally different.
- 9.1.4 The committee is asked to approve the release of funds for BVTDC to cover the cost of marketing services to attract visitors to Shaftesbury and the objectives are as follows:

STRATEGIC OBJECTIVES (identified by BVTDC)

- To help attract visitors by building a successful tourism brand
 - Both parties agree that tourism is an essential element in the economic development strategy for the town and a key driver for growth in the local economy.
 - Promoting festivals and Events for the Visitor & residents, creating tourism related employment and use of natural environment for walking/ cycling/ fishing and other recreational activities, including food and cultural events and health benefits
 - Both parties agree to work together to develop tourism in the area, with the joint aim of making a significant contribution towards the growth agenda for the value of tourism in Shaftesbury
- 9.1.5 A separate report is also available to review website performance and social media impact

9.2 Financial Implication

- 9.2.1 The BVTDC have applied for a SLA of £8,000
- 9.2.2 The SDTA/ BVTDC have been awarded SLA/ Grants for the past 10 years
- 9.2.3 Appendix F details the breakdown of income and expenditure in 2018/19 in terms of tourism related marketing
- 9.2.4 Appendix G details the breakdown of the proposed spend for 2020
- 9.2.5 Appendix H details the distribution stats pertaining to Dorset
- 9.2.6 The BVTDC has also requested a long-term SLA commitment over a 5-year period

9.3 Legal implication –

- 9.3.1 Local councils may encourage visitors. (Local Government Act, 1972 s.144)

9.4 Risk

- 9.4.1 There is a risk of inappropriate use of council funds, mitigated through a robust service level agreement and appropriate review process.

9.5 Recommendation

- 9.5.1 That the Committee enters into a Service Level Agreement to the BVTDC to promote tourism in the Blackmore Vale
-

STRATEGIC PLAN AREA: VISITOR EXPERIENCE

(End)

Report Author: Brie Logan, Business Manager

Appendix E.



The Blackmore Vale Tourism & Development Company

A Company Set Up Voluntary Between Local Businesses & Town Councils,
to Promote Tourism in the Blackmore Vale.



SHAFTESBURY TOWN COUNCIL

TOURSIM MARKETING BUDGET 2019 Money given by council in 2018 for 2019 spend

Expenditure	INCOME	Budgeted Costs	Spent & Committed	Activity
Shaftesbury Town Council	£8000			
Grant From Gillingham Town Council	£3000			
B/Forward not spent 2018	£700			
Steve Keenan		£4250	£1800 £2000 £450	Social media monthly <u>updates</u> <u>Blogs</u> – monthly & promoting Website updates and re-design
Printed Promotions		£5000	£192 £630 £2705 £1400	Coach Drivers Guide What's on in Dorset Print & Distribution Welcome to Shaftesbury & Gillingham Leaflet in 2019. 80k leaflets
Web Site running Costs		£300	£300	www.shaftesburytourism.co.uk
<u>Tic send</u> out info costs		£1000	£1000	Help with overall information costs for TIC
Web site revamp		£1000	£1000 TBC	Refresh Web site image
TOTAL Budgeted costs for 2019	£11,700	£11,550	£11,477	

Chairman of Directors
David Shepherd
Shaftesbury Tourism office,
8 Bell Street
Shaftesbury
Dorset
SP7 8AE



The Blackmore Vale Tourism & Development Company

A Company Set Up Voluntary Between Local Businesses & Town Councils,
to Promote Tourism in the Blackmore Vale.



SHAFTESBURY TOWN COUNCIL

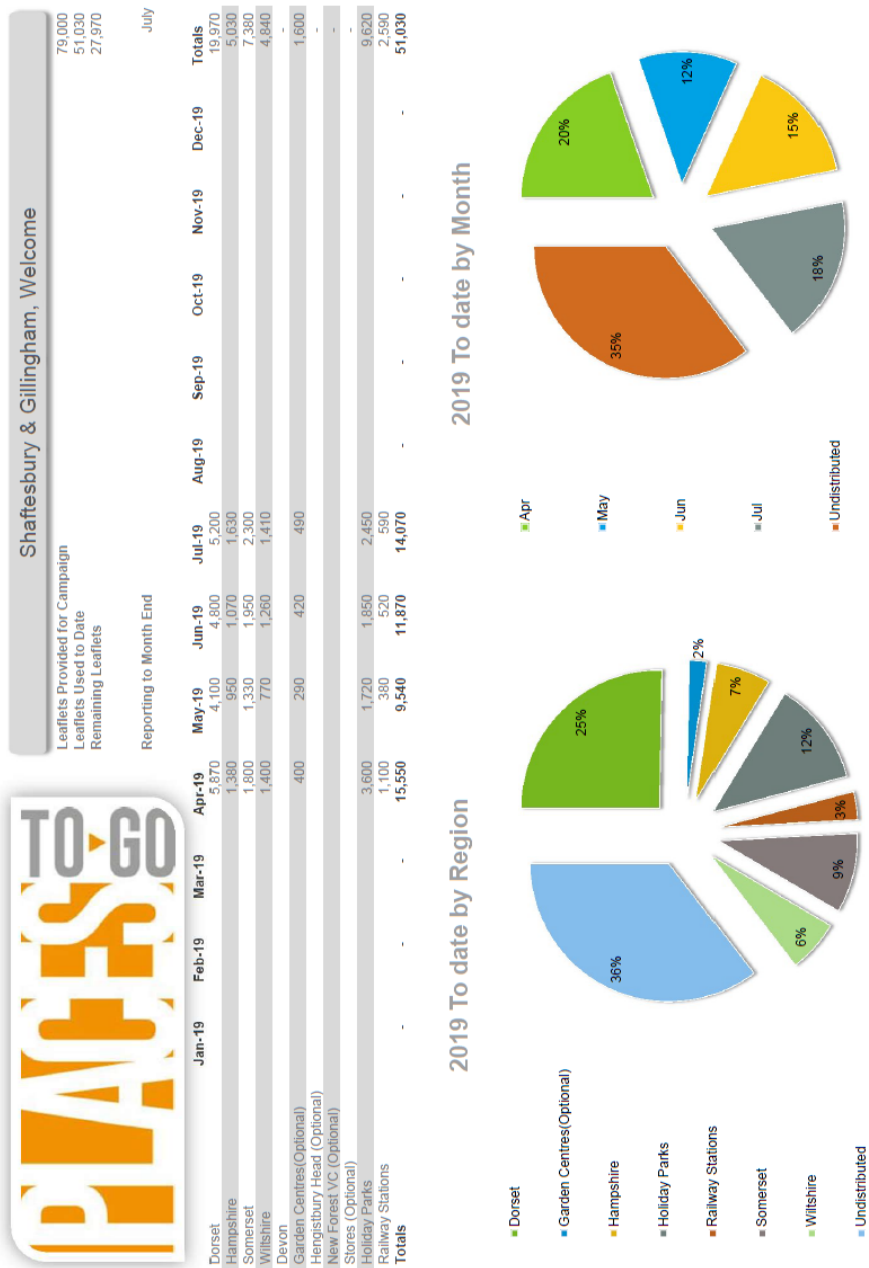
TOURISM MARKETING BUDGET 2020

Money to be spent in 2020 (given in 2019)

Expenditure	INCOME	Budgeted Costs	Activity
Shaftesbury Town Council	£8000		
Grant From Gillingham Town Council	£3000		
			For
Steve Keenan		£4000	Blogs web site promos Face Book Intsagram Promoting the area
Printed Promotions		£5000	Coach Drivers Guide Information Reprint & Distribution of the Welcome to Shaftesbury Leaflet in 2019.
Web Site running Costs		£500	www.shaftesburytourism.co.uk
Tic. send out info costs		£500	Help with overall information costs for TIC
Updates & promotions		£1000	
TOTAL Budgeted costs for 2019	£11,000	£11,000	

From Chairman of Directors
David Shepherd
C/o Shaftesbury Tourism office,
8 Bell Street
Shaftesbury
Dorset
SP7 8AE

Appendix G.



10 Budget

To consider 1st draft budget for 2020/2021

(45 mins)

10.1 Summary

- 10.1.1 The detailed budget is shown on the following pages to continue to provide the same level of service with constant review on efficiencies.
- 10.1.2 The Clerk will take members through the sections in detail however, over the coming weeks, the projects and capital budget can be explored in line with the updates to the Strategic Plan.
- 10.1.3 Recommendations from this meeting will feed into the budget setting process in readiness for public budget consultation at the end of October.

10.2 Recommendation

- 10.2.1 That consideration is given to amendments to the budget ahead of the public consultation.

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

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

Report 0919GEM10

13/09/2019

16:22

Shaftesbury Town Council

Annual Budget - By Centre

Page 1

Note: Draft Budget 2020 - 2021 to GEM September 2019

		<u>2018/19</u>		<u>2019/20</u>				<u>2020/21</u>				Carried Forward
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	
101	Allotment											
1104	Allotment Rent Income	1,700	1,691	0	0	1,700	0	1,700	110	1,900	0	0
	Total Income	1,700	1,691	0	0	1,700	0	1,700	110	1,900	0	0
4165	Water Rates	565	691	0	0	675	0	675	363	850	0	0
4250	Repairs & Maintenance	205	850	0	0	500	0	500	0	515	0	0
4275	Equipment Hire	350	0	0	0	0	0	0	0	0	0	0
4414	IT Software	165	165	0	0	169	0	169	0	174	0	0
	Overhead Expenditure	1,285	1,706	0	0	1,344	0	1,344	363	1,539	0	0
	Movement to/(from) Gen Reserve	415	(15)			356		356	(253)	361		
102	Cemetery											
1105	Cemetery Income	2,300	3,433	0	0	3,722	0	3,722	2,334	4,000	0	0
	Total Income	2,300	3,433	0	0	3,722	0	3,722	2,334	4,000	0	0
4150	Rates & Services	424	459	0	0	588	0	588	257	550	0	0
4165	Water Rates	90	79	0	0	95	0	95	0	100	0	0
4250	Repairs & Maintenance	2,000	0	0	0	200	0	200	149	200	0	0
4414	IT Software	285	285	0	0	290	0	290	0	299	0	0
	Overhead Expenditure	2,799	823	0	0	1,173	0	1,173	406	1,149	0	0
	Movement to/(from) Gen Reserve	(499)	2,609			2,549		2,549	1,928	2,851		
103	General Grounds											
1102	Contribution to Services	1,200	815	0	0	1,000	0	1,000	0	2,600	0	0

Continued on next page

Report 0919GEM10

13/09/2019

Shaftesbury Town Council

Page 2

16:22

Annual Budget - By Centre

Note: Draft Budget 2020 - 2021 to GEM September 2019

		2018/19		2019/20				2020/21				
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1103	Rents	1,000	348	0	0	915	0	915	135	915	0	0
1300	Grass Cutting Income	5,994	6,023	0	0	6,023	0	6,023	0	6,023	0	0
1301	Miscellaneous Income	0	5,481	0	0	2,174	0	2,174	2,858	2,300	0	0
1302	Memorial Bench Income	0	275	0	0	0	0	0	1,254	0	0	0
Total Income		8,194	12,943	0	0	10,112	0	10,112	4,248	11,838	0	0
4020	Sub Contract Labour	2,000	8,964	0	0	10,500	0	10,500	0	10,815	0	0
4150	Rates & Services	2,577	2,784	0	0	3,168	0	3,168	1,568	3,227	0	0
4155	Electricity	800	634	0	0	891	0	891	675	891	0	0
4165	Water Rates	2,300	2,096	0	0	2,300	0	2,300	1,338	2,369	0	0
4250	Repairs & Maintenance	2,200	2,041	0	0	3,050	0	3,050	635	2,500	0	0
4256	Treework	4,000	5,320	0	0	9,000	0	9,000	1,788	4,000	0	0
4257	Plants	1,000	174	0	0	1,000	0	1,000	0	500	0	0
4261	Refuse Collection	2,600	2,577	0	0	2,500	0	2,500	1,757	2,800	0	0
4265	General Supplies	350	401	0	0	420	0	420	19	300	0	0
4270	Equipment Repairs	2,000	1,114	0	0	1,500	0	1,500	1,326	2,000	0	0
4271	Equipment Purchases	2,500	2,414	0	0	2,500	0	2,500	268	2,000	0	0
4272	Fuel for Equipment	2,300	2,100	0	0	2,300	0	2,300	1,255	2,100	0	0
4273	Memorial Bench	0	0	0	0	0	0	0	608	0	0	0
4274	Rent Unit 9C	7,572	7,572	0	0	7,572	0	7,572	3,786	7,572	0	0
4275	Equipment Hire	500	562	0	0	500	0	500	92	510	0	0
4278	Alarm Costs	200	144	0	0	200	0	200	0	206	0	0
4280	Fuel for Vehicles	2,000	3,030	0	0	3,000	0	3,000	1,103	3,350	0	0
4281	Motor Expenses	1,500	2,743	0	0	3,060	0	3,060	3,024	3,000	0	0
4282	Hitachi Payments Mower	10,190	10,190	0	0	8,492	0	8,492	4,246	0	0	0

Continued on next page

Annual Budget - By Centre

Note: Draft Budget 2020 - 2021 to GEM September 2019

		2018/19		2019/20				2020/21				
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4285	PPE	1,000	863	0	0	1,000	0	1,000	90	1,000	0	0
4290	Playground Inspections	400	350	0	0	400	0	400	450	450	0	0
4291	Playground Repair/Maintenance	4,622	5,342	0	0	5,500	0	5,500	71	5,500	0	0
4293	Play Area Design	5,000	0	0	0	0	0	0	0	0	0	0
4299	SLA-Trinity Grounds Maintainan	1,500	1,495	0	0	1,500	0	1,500	748	1,500	0	0
4410	Telephone	0	0	0	0	0	0	0	62	0	0	0
Overhead Expenditure		59,111	62,911	0	0	70,353	0	70,353	24,909	56,590	0	0
Movement to/(from) Gen Reserve		(50,917)	(49,969)			(60,241)		(60,241)	(20,661)	(44,752)		
105	Local Delivery services											
1501	Street Market Rents R'ved	7,999	7,714	0	0	8,500	0	8,500	3,154	8,500	0	0
Total Income		7,999	7,714	0	0	8,500	0	8,500	3,154	8,500	0	0
4020	Sub Contract Labour	0	258	0	0	4,266	0	4,266	0	0	0	0
4150	Rates & Services	2,134	2,136	0	0	2,180	0	2,180	1,095	2,250	0	0
4155	Electricity	750	832	0	0	1,114	0	1,114	559	1,114	0	0
4165	Water Rates	2,200	1,868	0	0	2,200	0	2,200	900	2,000	0	0
4176	CCTV	0	0	0	0	2,000	0	2,000	0	2,000	0	0
4177	Bus Shelters	300	0	0	0	0	0	0	0	0	0	0
4250	Repairs & Maintenance	2,700	1,796	0	0	1,650	0	1,650	847	1,500	0	0
4260	Cleaning Supplies	1,000	635	0	0	850	0	850	513	1,000	0	0
Overhead Expenditure		9,084	7,525	0	0	14,260	0	14,260	3,914	9,864	0	0
Movement to/(from) Gen Reserve		(1,085)	189			(5,760)		(5,760)	(760)	(1,364)		
201	Town Hall											

Continued on next page

Annual Budget - By Centre

Note: Draft Budget 2020 - 2021 to GEM September 2019

		<u>2018/19</u>		<u>2019/20</u>				<u>2020/21</u>				
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1201	Hall Hire	28,691	25,255	0	0	25,500	0	25,500	11,234	22,000	0	0
1203	Weddings	1,800	1,853	0	0	2,000	0	2,000	1,398	2,300	0	0
1204	Shop Rents	18,000	18,000	0	0	20,430	0	20,430	7,500	22,162	0	0
1205	Sitting Out Licence	0	0	0	0	504	0	504	0	504	0	0
1220	Solar Panel Feed in Tariff	1,500	3,428	0	0	2,000	0	2,000	0	2,060	0	0
Total Income		49,991	48,535	0	0	50,434	0	50,434	20,131	49,026	0	0
4150	Rates & Services	6,954	6,960	0	0	7,169	0	7,169	3,560	7,334	0	0
4155	Electricity	2,200	2,035	0	0	2,362	0	2,362	1,724	2,800	0	0
4160	Gas	2,500	1,817	0	0	2,575	0	2,575	668	2,100	0	0
4165	Water Rates	200	195	0	0	250	0	250	124	250	0	0
4200	Wedding Costs	565	515	0	0	565	0	565	778	565	0	0
4230	Trinity Car Park Space	550	550	0	0	550	0	550	275	550	0	0
4250	Repairs & Maintenance	4,000	2,309	0	0	3,838	0	3,838	734	4,000	0	0
4260	Cleaning Supplies	300	361	0	0	250	0	250	151	400	0	0
4265	General Supplies	500	0	0	0	0	0	0	0	0	0	0
4271	Equipment Purchases	550	429	0	0	3,500	0	3,500	0	255	0	0
4278	Alarm Costs	500	420	0	0	500	0	500	432	500	0	0
4414	IT Software	285	285	0	0	290	0	290	0	299	0	0
Overhead Expenditure		19,104	15,875	0	0	21,849	0	21,849	8,446	19,053	0	0
Movement to/(from) Gen Reserve		30,887	32,660			28,585		28,585	11,685	29,973		
<u>301 Civic</u>												
1400	Mayor's Charity Income	0	494	0	0	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre

Note: Draft Budget 2020 - 2021 to GEM September 2019

		2018/19		2019/20				2020/21				
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income		0	494	0	0	0	0	0	0	0	0	0
4300	Civic/Ceremonial	2,100	1,277	0	0	3,000	0	3,000	561	3,000	0	0
4302	Councillor Allowances	3,240	3,240	0	0	4,320	0	4,320	720	4,320	0	0
4305	Regalia	300	0	0	0	350	0	350	0	350	0	0
4310	Councillor Training	443	56	0	0	1,000	0	1,000	0	720	0	0
4311	Councillor Travel/Subsistence	200	0	0	0	300	0	300	21	300	0	0
4315	Hospitality	288	189	0	0	300	0	300	100	300	0	0
4390	Mayor's Charity Expenditure	0	494	0	0	0	0	0	0	0	0	0
Overhead Expenditure		6,571	5,256	0	0	9,270	0	9,270	1,402	8,990	0	0
Movement to/(from) Gen Reserve		(6,571)	(4,762)			(9,270)		(9,270)	(1,402)	(8,990)		
302 Legal and Professional												
4010	Staff Training	0	2,790	0	0	0	0	0	0	0	0	0
4250	Repairs & Maintenance	0	0	0	0	0	0	0	173	0	0	0
4325	Audit	2,850	2,375	0	0	2,850	0	2,850	-2,700	2,650	0	0
4326	Books & Subscriptions	1,500	1,637	0	0	2,000	0	2,000	1,189	1,800	0	0
4330	Insurance	16,500	12,650	0	0	16,000	0	16,000	10,439	12,000	0	0
4341	Professional & Legal Fees	10,000	22,414	0	0	13,000	0	13,000	2,390	10,000	0	0
4342	Election Costs	8,000	0	0	0	7,000	0	7,000	0	0	0	0
Overhead Expenditure		38,850	41,867	0	0	40,850	0	40,850	11,491	26,450	0	0
Movement to/(from) Gen Reserve		(38,850)	(41,867)			(40,850)		(40,850)	(11,491)	(26,450)		
303 Grants & SLA												

Continued on next page

Report 0919GEM10

13/09/2019

Shaftesbury Town Council

Page 6

16:22

Annual Budget - By Centre

Note: Draft Budget 2020 - 2021 to GEM September 2019

		<u>2018/19</u>				<u>2019/20</u>				<u>2020/21</u>		Carried Forward
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	
4350	Community Grants	30,000	32,913	0	0	25,000	0	25,000	26,546	25,000	0	0
4352	Service Level Agreements	0	0	0	0	12,000	0	12,000	4,000	12,000	0	0
Overhead Expenditure		30,000	32,913	0	0	37,000	0	37,000	30,546	37,000	0	0
Movement to/(from) Gen Reserve		(30,000)	(32,913)			(37,000)		(37,000)	(30,546)	(37,000)		
<u>304 Finance</u>												
1340	Bank Interest Received	70	638	0	0	2,000	0	2,000	1,222	4,386	0	0
1342	CCLA Prop Fund Dividend Receiv	350	2,075	0	0	2,000	0	2,000	1,032	2,050	0	0
1376	Precept	480,183	480,183	0	0	500,996	0	500,996	250,498	0	0	0
Total Income		480,603	482,897	0	0	504,996	0	504,996	252,753	6,436	0	0
4380	Bank Charges	500	77	0	0	500	0	500	164	750	0	0
4395	Prior Year Adjustment	0	1,799	0	0	0	0	0	0	0	0	0
Overhead Expenditure		500	1,876	0	0	500	0	500	164	750	0	0
Movement to/(from) Gen Reserve		480,103	481,021			504,496		504,496	252,588	5,686		
<u>305 Swimming Pool</u>												
1220	Solar Panel Feed in Tariff	1,200	970	0	0	1,200	0	1,200	0	1,200	0	0
1301	Miscellaneous Income	0	0	0	0	0	0	0	0	2,000	0	0
1365	Swimming Pool Income	18,500	24,597	0	0	23,000	0	23,000	24,072	23,000	0	0
1367	Retail Income	0	0	0	0	2,000	0	2,000	0	2,000	0	0
Total Income		19,700	25,568	0	0	26,200	0	26,200	24,072	28,200	0	0
4008	Life Guard Salaries	22,000	26,647	0	0	35,400	0	35,400	19,445	36,108	0	0

Continued on next page

Report 0919GEM10

13/09/2019

Shaftesbury Town Council

Page 7

16:22

Annual Budget - By Centre

Note: Draft Budget 2020 - 2021 to GEM September 2019

		<u>2018/19</u>				<u>2019/20</u>				<u>2020/21</u>		Carried Forward
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	
4010	Staff Training	1,000	795	0	0	1,250	0	1,250	285	1,250	0	0
4150	Rates & Services	2,586	2,870	0	0	3,155	0	3,155	1,614	3,400	0	0
4155	Electricity	1,500	1,874	0	0	1,950	0	1,950	460	2,008	0	0
4160	Gas	2,200	2,193	0	0	3,235	0	3,235	1,967	4,700	0	0
4165	Water Rates	2,000	2,256	0	0	1,500	0	1,500	1,318	2,500	0	0
4250	Repairs & Maintenance	2,459	1,392	0	0	7,500	0	7,500	7,189	2,000	0	0
4260	Cleaning Supplies	220	257	0	0	300	0	300	384	450	0	0
4271	Equipment Purchases	1,000	1,046	0	0	1,000	0	1,000	1,223	1,000	0	0
4360	Chemicals	4,000	3,732	0	0	5,100	0	5,100	3,369	4,000	0	0
4362	Plant Servicing/Repairs	1,500	1,680	0	0	2,000	0	2,000	2,054	2,100	0	0
4363	DBS Checks	150	75	0	0	250	0	250	150	250	0	0
4364	Uniforms	350	288	0	0	500	0	500	316	400	0	0
4365	Music Licences	250	0	0	0	275	0	275	-148	275	0	0
4366	Retail Sales	480	855	0	0	1,000	0	1,000	1,646	1,500	0	0
4369	Aqua Fit Instructors	0	0	0	0	0	0	0	585	2,100	0	0
4370	Swimming Pool Advertising	1,500	869	0	0	1,000	0	1,000	815	1,000	0	0
4373	ATC Renewal	230	175	0	0	0	0	0	137	150	0	0
4410	Telephone	275	302	0	0	250	0	250	76	0	0	0
Overhead Expenditure		43,700	47,305	0	0	65,665	0	65,665	42,886	65,191	0	0
Movement to/(from) Gen Reserve		(24,000)	(21,737)			(39,465)		(39,465)	(18,814)	(36,991)		
<u>401 General Running Costs</u>												
1301	Miscellaneous Income	0	24	0	0	0	0	0	0	0	0	0
Total Income		0	24	0	0	0	0	0	0	0	0	0

Continued on next page

Report 0919GEM10

13/09/2019

Shaftesbury Town Council

Page 8

16:22

Annual Budget - By Centre

Note: Draft Budget 2020 - 2021 to GEM September 2019

		<u>2018/19</u>				<u>2019/20</u>				<u>2020/21</u>		Carried Forward
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	
4265	General Supplies	154	149	0	0	160	0	160	99	165	0	0
4345	Advertising	1,500	1,738	0	0	500	0	500	193	500	0	0
4348	Consultations	1,000	771	0	0	1,000	0	1,000	0	1,000	0	0
4400	Printing	1,200	1,507	0	0	1,300	0	1,300	654	1,339	0	0
4401	Stationery	1,300	1,100	0	0	1,300	0	1,300	735	1,300	0	0
4402	Postage	600	130	0	0	250	0	250	173	200	0	0
4410	Telephone	2,640	3,166	0	0	2,900	0	2,900	1,134	3,150	0	0
4414	IT Software	3,081	2,980	0	0	4,050	0	4,050	1,680	5,665	0	0
4415	IT Support	960	902	0	0	1,000	0	1,000	540	1,000	0	0
4417	Web Site	700	660	0	0	660	0	660	165	690	0	0
4420	Office Equipment	1,000	774	0	0	300	0	300	0	300	0	0
Overhead Expenditure		14,135	13,878	0	0	13,420	0	13,420	5,372	15,309	0	0
Movement to/(from) Gen Reserve		(14,135)	(13,854)			(13,420)		(13,420)	(5,372)	(15,309)		
<u>402 Staffing Costs</u>												
1301	Miscellaneous Income	0	3,582	0	0	0	0	0	0	0	0	0
1360	Contribution Street Cleaning	9,585	9,839	0	0	9,776	0	9,776	0	9,972	0	0
Total Income		9,585	13,421	0	0	9,776	0	9,776	0	9,972	0	0
4000	Salaries	206,508	204,622	0	0	205,796	0	205,796	81,089	208,764	0	0
4005	Employers NI	18,979	19,510	0	0	18,806	0	18,806	7,624	18,972	0	0
4006	Employers Superann	43,678	39,892	0	0	38,107	0	38,107	16,642	46,814	0	0
4010	Staff Training	5,000	1,865	0	0	5,000	0	5,000	191	5,537	0	0
4015	Staff Travel & Subsistance	500	413	0	0	500	0	500	112	1,000	0	0

Continued on next page

Report 0919GEM10

13/09/2019

Shaftesbury Town Council

Page 9

16:22

Annual Budget - By Centre

Note: Draft Budget 2020 - 2021 to GEM September 2019

		<u>2018/19</u>				<u>2019/20</u>				<u>2020/21</u>		Carried Forward
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	
4018	Staff Recruitment	1,000	0	0	0	1,000	0	1,000	0	1,000	0	0
4020	Sub Contract Labour	0	0	0	0	7,800	0	7,800	7,882	2,500	0	0
Overhead Expenditure		275,665	266,302	0	0	277,009	0	277,009	113,539	284,587	0	0
Movement to/(from) Gen Reserve		(266,080)	(252,881)			(267,233)		(267,233)	(113,539)	(274,615)		
901	Reserves & Projects											
1301	Miscellaneous Income	0	165,326	0	0	0	0	0	2,117	0	0	0
Total Income		0	165,326	0	0	0	0	0	2,117	0	0	0
4902	Community Hall Cockrams	13,000	0	13,000	0	0	0	13,000	0	0	0	13,000
4903	Traffic Calming	2,500	1,150	3,150	0	0	0	3,150	2,495	0	0	3,150
4904	Toilets	30,500	31,254	0	0	0	0	0	0	0	0	0
4906	Playground Equipment	20,217	18,405	1,812	0	15,000	0	16,812	0	15,000	0	1,812
4910	Street Furniture	24,647	336	24,311	0	0	0	24,311	0	0	0	24,311
4911	Castle Hill	0	0	4,680	0	3,402	0	8,082	4,680	0	0	4,680
4913	Town Centre Enhancement	7,109	0	0	0	0	0	0	0	0	0	0
4914	Ground Cover Planting	754	734	0	0	0	0	0	0	0	0	0
4917	Cycle Route	11,500	0	0	0	0	0	0	0	0	0	0
4918	CCTV	10,000	12,450	0	0	0	0	0	0	0	0	0
4919	Cobbles	1,000	0	0	0	0	0	0	0	0	0	0
4922	Vehicles	8,005	0	8,005	0	14,267	0	22,272	1,260	14,267	0	8,005
4923	Grit Bins	4,000	0	4,000	0	0	0	4,000	0	0	0	4,000
4924	Heritage Lanterns	10,000	0	10,000	0	0	0	10,000	0	0	0	10,000
4926	Strategic Tree Works	5,273	3,300	1,973	0	0	0	1,973	0	0	0	1,973

Continued on next page

Report 0919GEM10

13/09/2019

Shaftesbury Town Council

Page 10

16:22

Annual Budget - By Centre

Note: Draft Budget 2020 - 2021 to GEM September 2019

		2018/19		2019/20				2020/21				
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4928	Replacement IT Equipment	5,000	749	3,597	0	4,000	0	7,597	0	4,000	0	3,597
4930	Jubilee Steps Enhancement	10,000	0	10,000	0	0	0	10,000	0	0	0	10,000
4931	Swimming Pool Running costs	31,079	1,934	29,145	0	12,000	0	41,145	23,476	0	0	29,145
4932	Neighbourhood Planning Group	9,970	9,689	7,663	0	0	0	7,663	8,414	0	0	7,663
4933	A30 Allotment Site	25,000	0	25,000	0	0	0	25,000	1,611	0	0	25,000
4935	Shaftesbury Bee Friendly	303	303	0	0	0	0	0	0	0	0	0
4936	EMR Project Bell	10,000	5,750	79,250	0	9,078	0	88,328	0	40,264	0	79,250
4937	Wild About Shaftesbury	0	1,098	3,402	0	0	0	3,402	0	0	0	3,402
4939	Commuted Sum King Alfred's Way	0	0	70,444	0	0	0	70,444	0	0	0	70,444
4940	Commuted Sum Little Shilling	0	0	12,500	0	0	0	12,500	0	0	0	12,500
4941	Memorial Stone Maintenance ED	0	0	2,450	0	0	0	2,450	0	0	0	2,450
4942	Litter Free Dorset	0	0	0	0	0	0	0	76	0	0	0
Overhead Expenditure		239,857	87,153	314,382	0	57,747	0	372,129	42,012	73,531	0	314,382
Movement to/(from) Gen Reserve		(239,857)	78,173			(57,747)		(372,129)	(39,895)	(73,531)		
902	Capital Replacement Reserve											
4905	Town Hall Building Fund	75,695	706	74,989	0	0	0	74,989	0	9,035	0	74,989
4907	Grounds Equipment	2,000	2,000	0	0	0	0	0	0	0	0	0
4916	Bus Shelters	3,500	0	3,500	0	0	0	3,500	0	0	0	3,500
4918	CCTV	0	0	0	0	5,000	0	5,000	0	0	0	0
Overhead Expenditure		81,195	2,706	78,489	0	5,000	0	83,489	0	9,035	0	78,489
Movement to/(from) Gen Reserve		(81,195)	(2,706)			(5,000)		(83,489)	0	(9,035)		

Continued on next page

Annual Budget - By Centre

Note: Draft Budget 2020 - 2021 to GEM September 2019

	<u>2018/19</u>		<u>2019/20</u>				<u>2020/21</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Budget Income	580,072	762,044	0	0	615,440	0	615,440	308,919	119,872	0	0
Expenditure	821,856	588,096	392,871	0	615,440	0	1,008,311	285,451	609,038	0	392,871
Movement to/(from) Gen Reserve	(241,784)	173,948			0		(392,871)	23,468	(489,166)		