



Shaftesbury Town Council

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

You are summoned to a meeting of the General Management Committee for the transaction of the business shown on the agenda below. To be held at 7.00pm on

Tuesday 29 January 2019 in the Council Chamber, Shaftesbury Town Hall

Claire Commons, Town Clerk

Members are reminded of their duty under the Code of Conduct

Public Participation

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

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

Agenda

- 1 APOLOGIES 3**
To receive and consider for acceptance, apologies for absence
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- 3 MINUTES 4**
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To review for adoption the following policies; Health and Safety, Equality, Diversity and Human Rights, Members and Staff Training

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(End)

1 Apologies

To receive and consider for acceptance, apologies for absence

1.1 Background

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

1.2 Apologies received to date

1.2.1 Councillors Lewer and Proctor due to personal commitments.

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

2 Declarations of Interest

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

2.1 Background

2.1.1 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)

2.2 Declarations of Interest or dispensations received to date

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

3 Minutes

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

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 23rd October 2018

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

General Management Committee

23/10/2018



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, 23 October 2018 commencing at 7 pm.

Members Present:

Councillor Cook
Councillor Brown
Councillor Taylor

Councillor Lewer
Councillor Kirton
Councillor

Officers Present:

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

In Attendance:

1 members of the public
2 members 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.

G24 Apologies

Councillor Perkins, Work
Councillor Hall, late, work

G25 Declarations of Interest and Dispensations

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

G26 Minutes

G26a It was **RESOLVED** to approve the minutes of the meeting held on 25th September 2018 as a correct record. The minutes were duly signed.

G27 Payments

Officer report 1018GEM5 was received and it was **RESOLVED** to approve the payments.

Action: Finance and Services Officer

G28 Standing Orders

Officer report 1018GEM6 was received and it was **RESOLVED** to adopt the standing orders.

Action: Town Clerk

G29 Strategic Plan

Officer report 1018GEM7 was received and noted, it was **RESOLVED** that the facilities for the Elderly becomes Health and Wellbeing and Internal and External engagement is combined and Policies, Procedure and Governance is the other.

Action: Town Clerk and Business Manager

G30 Finances quarter 2

Officer report 1018GEM8 was received and noted.

Action: Finance and Services Officer

G31 Bell Street Public Toilets

Officer report 1018GEM9 was received and it was **RESOLVED**;

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

Action: Finance and Services Officer

G32 Christmas Lights

This Item was postponed, awaiting more information.

Action: Town Clerk

G33 Confidential Session

G33a 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 11, Salt Cellar 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.

G34 Salt Cellar

Administration for a meeting of the General Management Committee

General Management Committee

23/10/2018

G34a Officer report 1018GEM11 was received and it was **RESOLVED** to spend up to £500 from the professional fees budget line to undertake a professional market rent evaluation on the property.

Action: Town Clerk

There being no further business, the meeting was closed at 8.34pm.

Signed

Date

Administration for a meeting of the General Management Committee

General Management Committee

23/10/2018

| Printed on : 22/10/2018 | Shaftesbury Town Council | Page No 1 | | | |
|---|--------------------------------|------------|-------------|----------------|--------------------------------|
| At : 12:52 | NatWest Current A/c | | | | |
| List of Payments made between 01/10/2018 and 25/10/2018 | | | | | |
| Date Paid | Payee Name | Cheque Ref | Amount Paid | Authorized Ref | Transaction Detail |
| 01/10/2018 | NDDC | Std Ord | 214.00 | | Business Rates- Bel St Toilet |
| 01/10/2018 | NDDC | Std Ord | 696.00 | | Rates Town Hall |
| 01/10/2018 | NDDC | Std Ord | 278.00 | | Rates Unit 9C |
| 01/10/2018 | NDDC | Std Ord | 46.00 | | Rates Cemetery |
| 01/10/2018 | Cancel duplicated payment | CORRECTION | -292.20 | | Canc dup payment to BT entered |
| 02/10/2018 | Telefonica Uk Ltd | dd | 74.75 | | Mobiles Grounds |
| 05/10/2018 | Ellis Jones | DPC | 204.80 | | Purchase Ledger Payment |
| 08/10/2018 | Eon | dd | 250.63 | | Electric pool |
| 09/10/2018 | British Telecommunications | dd | 296.20 | | Quarterly Charges |
| 09/10/2018 | British Telecommunications | dd | 296.20 | | Quarterly Phone Charges |
| 09/10/2018 | Fuel Genie | DD | 252.14 | | fuel for vehicles |
| 11/10/2018 | Hitachi Capital | Std Ord | 849.20 | | Hitachi Capital |
| 16/10/2018 | Sage Uk Ltd | DirectDebi | 80.40 | | Sage Payroll |
| 19/10/2018 | Crown Gas & Power (Easy Utilit | dd | 91.52 | | Gas Town Hall |
| 25/10/2018 | Ben Johnson (Shaftesbury) Ltd | online595 | 18.93 | | Filters |
| 25/10/2018 | British Gas | online596 | 55.81 | | Electric Bell St Toilets |
| 25/10/2018 | C E Plumbing & Heating | o1597 | 124.95 | | Repair to toilet town hall |
| 25/10/2018 | Dorset Community Action | online598 | 30.00 | | Funding Fair Wimborne |
| 25/10/2018 | DAPTC | online599 | 70.00 | | Clerks Seminar |
| 25/10/2018 | Dorset County Council | online600 | 460.60 | | Refuse Collection Oct to Dec |
| 25/10/2018 | Evolution Skatepark | online601 | 4,909.07 | | Repairs and repainting skate p |
| 25/10/2018 | Imprint Graphics | online602 | 64.80 | | Polo Shirts |
| 25/10/2018 | The IT Department Solutions Lt | online603 | 187.08 | | Monthly support |
| 25/10/2018 | Service-U-Right Ltd | online604 | 24.00 | | Puncture Repair |
| 25/10/2018 | T F Plant & Tool Hire | online605 | 210.00 | | Skip to clear rubbish |
| 25/10/2018 | Tincknell Fuels | online606 | 351.65 | | Fuel for equipment |
| 25/10/2018 | Whitebridge Hire Services Ltd | online607 | 7.02 | | post rammer |
| Total Payments | | | 9,851.55 | | |

4 Reports

To receive and note reports from Advisory Committees, Lead Councillors and any other organisations on matters relating to the work of the Committee

4.1 Recommendation

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

4.2 Summary

4.2.1 The GEM Committee addresses matters relating to the Council's finance, policies, procedures and governance and may receive reports from external bodies in relation to these functions.

4.2.2 The Council's scheme of delegation provides for officers to make decisions on behalf of the Council within certain parameters. Any decisions made relating to the work of the Committee will be reported here.

4.2.3 Reports and minutes provided in advance are taken as 'read'.

4.3 Financial, Legal and Risk Implications

4.3.1 There are no financial implications arising from this report as the item is not specific enough to give advance notice of a decision to be taken.

4.3.2 There are no legal implications arising from this report for the reasons identified in Financial Implications.

4.3.3 There is a risk of decisions being taken on items not clearly identified on the agenda. This is mitigated by clear agendas and deferring items not notified in advance.

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

4.4 Delegated Decisions Report

4.4.1 The following decisions were made under the scheme of delegation and are reported in accordance with the Recording of Decisions policy;

- Printing in support of Dementia Alliance
- Electricity Contracts

4.5 Officer Report

4.5.1 The precept request has been submitted following the resolution of the Council on 8th January 2019.

4.5.2 The Westminster Memorial Hospital Asset of Community Value nomination has been submitted in accordance with the Committee's resolution of 26th June 2018

4.5.3 Progress updates on lease negotiations with the Salt Cellar, Youth Club and Football Club have been provided to councillors on their weekly digest. No formal decisions required at this point.

(End)

Report Author: Claire Commons, Town Clerk

Appendix B. Dementia Action printing


Shaftesbury Town Council
Officer Delegated Decision Form

Managing Internal Operations

| | |
|---|--|
| 1. Date of Decision | 3 rd December 2018 |
| 2. Matter for Decision | Print small quantities of material in support of the Shaftesbury Dementia Action Alliance work. |
| 3. Decision | That the Town Council prints small quantities of material in house to contribute to the Shaftesbury Dementia Action work |
| 4. Reason(s) for Decision(s) | To demonstrate continued support of the Council to working towards being a dementia friendly town |
| 5. Decision Maker <i>(Officer name and title)</i> | Claire Commons, Town Clerk |
| 6. Alternative options considered and rejected | To not provide printing support. Rejected as the cost is absorbed within the existing printing budget and the support of dementia friendly Shaftesbury is a Town Council objective |
| 7. Consulted and any conflict of interest declared | Office Administrator as support to the Dementia Action Alliance Committee. No declarations of interest were made |
| 8. Any dispensation granted in respect of any declared conflict of interest | There were no dispensations required |

Council Committee Meeting _____

Minute Reference _____



**Shaftesbury Town Council
Officer Delegated Decision Form**

 Managing Internal Operations



| | |
|---|--|
| 1. Date of Decision | 3 rd January 2019 |
| 2. Matter for Decision | Switch Shaftesbury Town Council's electricity supplier. |
| 3. Decision | That the electricity supply for Shaftesbury Town Council (not including the swimming pool) is contracted to run from 1st April 2019 to 31st March 2022 and paid by Direct Debit |
| 4. Reason(s) for Decision(s) | For the prudent financial management of the utility contracts, to tie into a deal to secure prices at a lower rate before the increase. |
| 5. Decision Maker <i>(Officer name and title)</i> | Claire Commons, Town Clerk |
| 6. Alternative options considered and rejected | To leave the contracts in place – rejected as the prices were exceeding the new offer. To take the decision to the General Management Committee – rejected because the prices would not be held for sufficient time to allow committee decision |
| 7. Consulted and any conflict of interest declared | Finance and Services Officer. There were no conflicts of interest |
| 8. Any dispensation granted in respect of any declared conflict of interest | There were no dispensations required |

Council Committee Meeting _____

Minute Reference _____

5 Payments

To consider payments for authorisation

5.1 Recommendation

5.1.1 That the Committee approves the payments totalling £27,142.25 from the Town Council's current account and notes the bank balances as detailed at Agenda item 6 – Quarter 3

5.2 Summary

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

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

5.3 Financial Implication

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

5.4 Legal Implication

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

5.5 Risk

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

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

(End)

Report Author:
Claire Commons, Town Clerk

Appendix D. Payments

Printed on : 22/01/2019

Shaftesbury Town Council

Page No 1

At : 13:22

NatWest Current A/c

List of Payments made between 01/01/2019 and 29/01/2019

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 01/01/2019 | NDDC | Std Ord | 214.00 | | Business Rates- Bell St Toilet |
| 01/01/2019 | NDDC | Std Ord | 696.00 | | Rates Town Hall |
| 01/01/2019 | NDDC | Std Ord | 278.00 | | Rates Unit 9C |
| 01/01/2019 | NDDC | Std Ord | 46.00 | | Rates Cemetery |
| 02/01/2019 | Eon | DD | 168.64 | | Electricity Pool |
| 02/01/2019 | Telefonica Uk Ltd | Dd | 72.94 | | Purchase Ledger Payment |
| 02/01/2019 | Plusnet Ltd | dd | 28.20 | | Telephone |
| 02/01/2019 | Hilary Ritchie | online681 | 3,500.00 | | Reference Project belle |
| 04/01/2019 | British Telecommunications | dD | 145.44 | | Broadband |
| 04/01/2019 | Farnfields Solocitors | online682 | 753.80 | | Purchase Ledger Payment |
| 08/01/2019 | Crown Gas & Power (Easy Utilit | directdebi | 317.59 | | Gas December |
| 08/01/2019 | Abbey School PTFA | 013178 | 100.00 | | Mayor's Charity dona. Xmas lig |
| 10/01/2019 | British Telecommunications | DirectDebi | 278.93 | | Broadband and Phone package |
| 10/01/2019 | Mole Countrystores | online683 | 105.90 | | Correction |
| 11/01/2019 | Hitachi Capital | Std Ord | 849.20 | | Hitachi Capital |
| 15/01/2019 | Fuel Genie | DD. | 254.22 | | Fuel December |
| 15/01/2019 | Walls and Floors | Debitcard | 31.70 | | Tile samples |
| 16/01/2019 | Sage Uk Ltd | dd. | 80.40 | | Sage Payroll |
| 16/01/2019 | DCC Pension Fund | ONLINE | 4,711.52 | | December payment |
| 16/01/2019 | HMRC | ONLINE | 5,185.77 | | Tax/Ni December |
| 17/01/2019 | Build Love Community Interest | online684 | 1,300.00 | | Initial payment Bell St Toilet |
| 17/01/2019 | Amazon Online Sales | debitcard | 12.99 | | Wireless dongle |
| 18/01/2019 | Amazon Online Sales | dabitcard | 7.30 | | Bags for wedding fair |
| 18/01/2019 | Leaflet Frog | dcard | 24.00 | | Leaflet printing- FC |
| 22/01/2019 | Peninsula | Std Ord | 210.50 | | Health & Safety Advisers |
| 25/01/2019 | NDDC | Std Ord | 287.00 | | Rates Swimming Pool |
| 29/01/2019 | British Gas | online685 | 7.21 | | Standing Charge Barton Hill |
| 29/01/2019 | British Gas | online686 | 107.62 | | Electirc Bell St Toilets |
| 29/01/2019 | British Gas | online687 | 361.84 | | Electric Town Hall |
| 29/01/2019 | Aqua cleaning Services | online688 | 193.75 | | Cleaning supplies |
| 29/01/2019 | Clarity Copiers Ltd | online689 | 82.36 | | Printing December |
| 29/01/2019 | EG. Coles | online690 | 86.28 | | Toothed Belt |
| 29/01/2019 | Fix a Door | online691 | 410.40 | | Repair roller shutter Unit 9c |
| 29/01/2019 | Dicks Contracting Ltd | online692 | 432.00 | | Hedgecutting |
| 29/01/2019 | Dorset County Council | online693 | 429.80 | | Refuse collection up to 31/03/ |
| 29/01/2019 | Dorset Planning Consultant Ltd | online694 | 1,199.52 | | Professional Advice NHPG |
| 29/01/2019 | R & M Media Agency Ltd | online695 | 120.00 | | Advert Gillingham & Shaftesbur |
| 29/01/2019 | Hawes Arborists | online696 | 1,194.00 | | Tree works St James Park |
| 29/01/2019 | The IT Department Solutions Lt | online697 | 187.08 | | Spam/365 monthly subs |
| 29/01/2019 | Hire Standards | online698 | 225.94 | | Combi Ladder/core drill |
| 29/01/2019 | Imprint Graphics | online699 | 31.20 | | Purchase Ledger Payment |
| 29/01/2019 | Reach Publishing (BVM) | online700 | 234.00 | | Wedding Fair Advert |
| 29/01/2019 | Partnership Fire and Security | online701 | 108.00 | | Call out fault on door entry s |
| 29/01/2019 | Stannah Lift Services Ltd | online702 | 127.94 | | Annual service stair lift |
| 29/01/2019 | Travis Perkins | online703 | 29.16 | | Painting Council Chambers |
| 29/01/2019 | Lyreco | online704 | 2.88 | | Dividers |
| 29/01/2019 | Wessex Water | online705 | 645.23 | | Water Rates Bell St toilets |
| 29/01/2019 | Wessex Community Assets | online706 | 900.00 | | Technical support |
| 29/01/2019 | SLCC | ONLINE707 | 326.00 | | PSLCC membership |
| 29/01/2019 | SLCC | ONLINE708 | 40.00 | | ALCC membership |

| | |
|-----------------------|------------------|
| Total Payments | 27,142.25 |
|-----------------------|------------------|

6 Finances – Quarter 3

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

6.1 Recommendation

- 6.1.1 That the Committee receives and notes the report, noting the cleared bank balances as at 31st December 2018 held in each bank account and signed by the Chair and RFO.
 6.1.2 That the outstanding debt with the Task Force is written off.

6.2 Summary

- 6.2.1 The debt to the Task Force arose following a verbal agreement between the Town Council and the Task Force to look at the parking situation at the Cattle Market and investigate the loss of open space arising from change to plans for the Eastern Development. The Task Force were duly invoiced but did not submit payment despite several attempts to get the matter settled. Task Force has since ceased operation.

6.3 Balances

- 6.3.1 Cleared bank balances and earmarked reserves are shown on the detailed balance sheet appended to this report.
 6.3.2 Shaftesbury Town Council's progress against budget is shown on the Income and Expenditure appended to this report, this appendix also provides a bank and investment reconciliation.
 6.3.3 Purchase and Sales Ledger Balances are appended to this report.
 6.3.4 The overall position of the budget is healthy, a detailed budget note list has been provided via the Councillor's weekly digest. Key points to note are;

21/01/2019

Shaftesbury Town Council

Page No 1

10:43

Summary Income & Expenditure by Budget Heading 17/01/2019

Month No: 10

Cost Centre Report

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Of Budget |
|----------------------------|-------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 402 Staffing Costs | Expenditure | 246,014 | 200,402 | 275,665 | 75,264 | | 75,264 | 72.7 % |
| | Income | 9,585 | 13,421 | 9,585 | 3,836 | | | 140.0 % |
| 301 Civic | Expenditure | 6,139 | 3,227 | 6,571 | 3,343 | | 3,343 | 49.1 % |
| | Income | 345 | 60 | 0 | 60 | | | 0.0 % |
| 302 Legal and Professional | Expenditure | 26,654 | 32,359 | 38,850 | 6,491 | 364 | 6,127 | 84.2 % |
| | Income | 0 | 1,080 | 0 | 1,080 | | | 0.0 % |
| 303 Grants & SLA | Expenditure | 30,000 | 32,913 | 30,000 | -2,913 | | -2,913 | 109.7 % |
| 304 Finance | Expenditure | 50,032 | 1,876 | 500 | -1,376 | | -1,376 | 375.2 % |
| | Income | 481,472 | 481,910 | 480,603 | 1,307 | | | 100.3 % |
| 401 General Running Costs | Expenditure | 12,923 | 9,677 | 14,135 | 4,458 | | 4,458 | 68.5 % |
| 101 Allotment | Expenditure | 1,184 | 1,574 | 1,285 | -289 | | -289 | 122.5 % |
| | Income | 1,707 | 125 | 1,700 | -1,575 | | | 7.4 % |
| 102 Cemetery | Expenditure | 3,225 | 698 | 2,799 | 2,101 | | 2,101 | 24.9 % |
| | Income | 3,501 | 2,374 | 2,300 | 74 | | | 103.2 % |

Report 0119GEM6

| | | | | | | | | |
|---------------------------------|-------------|--------|--------|---------|---------|--------|---------|----------|
| 103 General Grounds | Expenditure | 57,924 | 54,796 | 59,111 | 4,315 | 185 | 4,130 | 93.0 % |
| | Income | 11,587 | 92,869 | 8,194 | 84,675 | | | 1133.4 % |
| 105 Local Delivery services | Expenditure | 7,229 | 5,821 | 9,084 | 3,263 | | 3,263 | 64.1 % |
| | Income | 8,527 | 7,789 | 7,999 | -210 | | | 97.4 % |
| 201 Town Hall | Expenditure | 18,356 | 13,065 | 19,104 | 6,038 | 322 | 5,716 | 70.1 % |
| | Income | 45,802 | 38,963 | 49,991 | -11,028 | | | 77.9 % |
| 305 Swimming Pool | Expenditure | 41,934 | 44,681 | 43,700 | -981 | | -981 | 102.2 % |
| | Income | 19,372 | 24,057 | 19,700 | 4,357 | | | 122.1 % |
| 901 Reserves & Projects | Expenditure | 32,077 | 48,750 | 239,857 | 191,107 | 29,861 | 161,247 | 32.8 % |
| | Income | 0 | 7,382 | 0 | 7,382 | | | 0.0 % |
| 902 Capital Replacement Reserve | Expenditure | 0 | 2,706 | 81,195 | 78,489 | | 78,489 | 3.3 % |

| | | | | | | | | |
|------------------------------------|-----------------------------|----------------|-----------------|----------------|----------------|---------------|----------------|----------------|
| INCOME - EXPENDITURE TOTALS | Expenditure | 533,690 | 452,546 | 821,856 | 369,310 | 30,731 | 338,578 | 58.8 % |
| | Income | 581,899 | 670,030 | 580,072 | 89,958 | | | 115.5 % |
| | Net Expenditure over Income | -48,208 | -217,484 | 241,784 | 459,268 | | | |

- 6.3.4.1 Staffing Costs – On budget.
- 6.3.4.2 Civic - Event scheduled, will finish the year on budget
- 6.3.4.3 Legal and Professional - Over budget for Q3 but within annual budget. Expected to be over due to Judicial Review.
- 6.3.4.4 Finance – Greater return on CCLA Deposit and Property Fund Dividends than budgeted. Expenditure greater than budgeted see minute reference F19 of the meeting of Full Council 29th May 2018.
- 6.3.4.5 General Running Costs – Savings achieved in Advertising and Stationery however advertising for the pool and new councillors will come out of this year's budget.
- 6.3.4.6 Local Delivery Services – Savings made in repairs and maintenance and water rates.
- 6.3.4.7 Town Hall – Small savings made in running costs and small increase in anticipated rental.
- 6.3.4.8 Swimming Pool – Expenditure exceeded due to increased opening hours. Additional income exceeded the expenditure as a result.

6.4 Financial Implications

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

6.5 Legal Implication and Risk

- 6.5.1 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, PROTOCOLS AND GOVERNANCE, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk

Appendix E. Balance Sheet

Printed on : 16/01/2019

Shaftesbury Town Council

At: 12:47

Balance Sheet as at - 31st December 2019

31 March 2018

31st December 2019

| | | Current Assets | |
|----------------|--|---------------------|----------------|
| 5,288 | Debtors | 3,856 | |
| 7,954 | Vat Control | 11,528 | |
| 6,968 | Prepayments | 0 | |
| 400,370 | NatWest Current A/c | 164,033 | |
| 72 | Petty Cash | 55 | |
| 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 | | | 676,106 |
| 460,252 | Total Assets | | 676,106 |
| | | Current Liabilities | |
| 6,248 | Creditors | 6,189 | |
| 2,750 | Accruals | 0 | |
| 4,200 | PAYE & NI Due | 5,186 | |
| 4,451 | Superannuation Due | 4,712 | |
| 172 | Holding Deposits | 105 | |
| 17,820 | | | 16,191 |
| 442,432 | Total Assets Less Current Liabilities | | 659,916 |
| | | Represented By | |
| 213,147 | General Reserve | | 378,995 |
| 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 | | 30,500 |
| 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 | | 2,378 |

Printed on : 16/01/2019

Shaftesbury Town Council

At: 12:47

Balance Sheet as at - 31st December 2019

31 March 2018

31st December 2019

| | | |
|----------------|--------------------------------|----------------|
| 21,080 | EMR Swimming Pool | 29,146 |
| 8,072 | EMR Neighbourhood Planning | 12,256 |
| 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 | A30 Allotment Site | 25,000 |
| 303 | EMR Shaftesbury Bee Friendly | 303 |
| 0 | EMR Cobbles | 1,000 |
| 0 | EMR Bus Shelters | 3,500 |
| 0 | EMR Mayors Charity Acc 2017/18 | 345 |
| 0 | Project Belle | 5,000 |
| <u>442,432</u> | | <u>659,916</u> |

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

Signed: _____ Date : _____
Chairman

Signed: _____ Date : _____
Responsible
Financial

Appendix F. Bank Reconciliation

Shaftesbury Town Council

Bank - Cash and Investment Reconciliation as at 31 December 2018

| | <u>Account Description</u> | <u>Balance</u> |
|---------------------------------------|---------------------------------------|-------------------|
| <u>Bank Statement Balances</u> | | |
| 1 | NatWest Current A/c | 167,483.18 |
| 2 | NatWest Reserve a/c | 0.00 |
| 3 | Nat West Credit Card | 0.00 |
| 4 | Cash in Hand | 54.67 |
| 5 | Petty Cash -Swimming Pool | 158.36 |
| 7 | Public Sector Deposit A/c | 240,717.00 |
| 8 | Cambridge & Counties Bank | 125,759.00 |
| 9 | Nationwide Business Savings | 130,000.00 |
| | | 664,172.21 |
| <u>Other Bank & Cash Balances</u> | | |
| | Bank Suspense | 0.00 |
| | | 0.00 |
| | | 664,172.21 |
| <u>Unpresented Payments</u> | | |
| 1 | 27/11/2018 013177 | 1,000.00 |
| 1 | 31/03/2018 013145 | 2,450.00 |
| | | 3,450.00 |
| | | 660,722.21 |
| <u>Receipts not on Bank Statement</u> | | |
| 0 | 31/12/2018 All Receipts Cleared | 0.00 |
| | | 0.00 |
| Closing Balance | | |
| | | 660,722.21 |
| <u>All Cash & Bank Accounts</u> | | |
| | NatWest Current A/c | 164,033.18 |
| | NatWest Reserve A/c | 0.00 |
| | Nat West Credit Card | 0.00 |
| | Petty Cash | 54.67 |
| | Petty Cash- Swimming Pool | 158.36 |
| | Local Authorites PropertyFund | 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 | 660,722.21 |

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Appendix G. Income and Expenditure

16/01/2019

Shaftesbury Town Council

12:50

Detailed Income & Expenditure by Budget Heading 20/12/2018

Page No 1

Month No : 9

Committee Report

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|---------------------------|------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| Personnel | | | | | | | | |
| <u>402 Staffing Costs</u> | | | | | | | | |
| 4000 | Salaries | 166,893 | 153,451 | 206,508 | 53,057 | | 53,057 | 74.3 % |
| 4005 | Employers NI | 16,127 | 14,914 | 18,979 | 4,066 | | 4,066 | 78.6 % |
| 4006 | Employers Superann | 35,892 | 29,848 | 43,678 | 13,830 | | 13,830 | 68.3 % |
| 4010 | Staff Training | 3,484 | 1,865 | 5,000 | 3,135 | | 3,135 | 37.3 % |
| 4015 | Staff Travel & Subsistence | 594 | 324 | 500 | 176 | | 176 | 64.8 % |
| 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 | 200,402 | 275,665 | 75,264 | 0 | 75,264 | 72.7 % |
| 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 | 186,981 | 266,080 | 79,099 | | | |
| | Personnel :- Expenditure | 246,014 | 200,402 | 275,665 | 75,264 | 0 | 75,264 | 72.7 % |
| | Income | 9,585 | 13,421 | 9,585 | 3,836 | | | 140.0 % |
| | Net Expenditure over Income | 236,429 | 186,981 | 266,080 | 79,099 | | | |

General Management

| | | | | | | | | |
|------------------|------------------------------------|--------------|--------------|--------------|--------------|----------|--------------|---------------|
| <u>301 Civic</u> | | | | | | | | |
| 4265 | General Supplies | 0 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4300 | Civic/Ceremonial | 2,243 | 877 | 2,100 | 1,223 | | 1,223 | 41.8 % |
| 4301 | Civic Allowance | 21 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4302 | Councillor Allowances | 3,150 | 2,160 | 3,240 | 1,080 | | 1,080 | 66.7 % |
| 4305 | Regalia | 0 | 0 | 300 | 300 | | 300 | 0.0 % |
| 4310 | Councillor Training | 155 | 56 | 443 | 387 | | 387 | 12.6 % |
| 4311 | Councillor Travel/Subsistence | 223 | 0 | 200 | 200 | | 200 | 0.0 % |
| 4315 | Hospitality | 347 | 134 | 288 | 154 | | 154 | 46.5 % |
| | Civic :- Expenditure | 6,139 | 3,227 | 6,571 | 3,343 | 0 | 3,343 | 49.1 % |
| 1400 | Mayor's Charity Income | 345 | 60 | 0 | 60 | | | 0.0 % |
| | Civic :- Income | 345 | 60 | 0 | 60 | | | |
| | Net Expenditure over Income | 5,794 | 3,167 | 6,571 | 3,403 | | | |

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16/01/2019

Shaftesbury Town Council

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Detailed Income & Expenditure by Budget Heading 20/12/2018

Page No 2

Month No : 9

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 | | | | | | | | |
| 4325 | Audit | 3,125 | -1,675 | 2,850 | 4,525 | | 4,525 | -58.8 % |
| 4326 | Books & Subscriptions | 1,212 | 1,253 | 1,500 | 247 | | 247 | 83.6 % |
| 4330 | Insurance | 12,868 | 15,061 | 16,500 | 1,439 | | 1,439 | 91.3 % |
| 4341 | Professional & Legal Fees | 12,385 | 17,720 | 10,000 | -7,720 | 364 | -8,084 | 180.8 % |
| 4342 | Election Costs | -2,936 | 0 | 8,000 | 8,000 | | 8,000 | 0.0 % |
| | Legal and Professional :- Expenditure | 26,654 | 32,359 | 38,850 | 6,491 | 364 | 6,127 | 84.2 % |
| 1301 | Miscellaneous Income | 0 | 1,080 | 0 | 1,080 | | | 0.0 % |
| | Legal and Professional :- Income | 0 | 1,080 | 0 | 1,080 | | | |
| | Net Expenditure over Income | 26,654 | 31,279 | 38,850 | 7,571 | | | |
| 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 | 183 | 70 | 113 | | | 261.2 % |
| 1342 | CCLA Prop Fund Dividend Receiv | 728 | 1,545 | 350 | 1,195 | | | 441.3 % |
| 1376 | Precept | 470,683 | 480,183 | 480,183 | 0 | | | 100.0 % |
| | Finance :- Income | 481,472 | 481,910 | 480,603 | 1,307 | | | 100.3 % |
| | Net Expenditure over Income | -431,440 | -480,034 | -480,103 | -69 | | | |
| 401 General Running Costs | | | | | | | | |
| 4265 | General Supplies | 108 | 115 | 154 | 39 | | 39 | 74.7 % |
| 4345 | Advertising | 1,407 | 11 | 1,500 | 1,489 | | 1,489 | 0.7 % |
| 4348 | Consultations | 0 | 771 | 1,000 | 229 | | 229 | 77.1 % |
| 4400 | Printing | 1,601 | 1,057 | 1,200 | 143 | | 143 | 88.1 % |
| 4401 | Stationery | 1,349 | 810 | 1,300 | 490 | | 490 | 62.3 % |
| 4402 | Postage | 465 | 130 | 600 | 470 | | 470 | 21.7 % |
| 4410 | Telephone | 2,924 | 2,377 | 2,640 | 263 | | 263 | 90.0 % |

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16/01/2019

Shaftesbury Town Council

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Detailed Income & Expenditure by Budget Heading 20/12/2018

Page No 3

Month No : 9

Committee Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|--------------------------------------|------------------|---------------------|--------------------|-----------------------|-----------------------|-----------------|----------------|
| 4414 IT Software | 3,337 | 2,410 | 3,081 | 671 | | 671 | 78.2 % |
| 4415 IT Support | 255 | 756 | 960 | 204 | | 204 | 78.7 % |
| 4417 Web Site | 660 | 495 | 700 | 205 | | 205 | 70.7 % |
| 4420 Office Equipment | 817 | 745 | 1,000 | 255 | | 255 | 74.5 % |
| General Running Costs :- Expenditure | 12,923 | 9,677 | 14,135 | 4,458 | 0 | 4,458 | 68.5 % |
| Net Expenditure over Income | 12,923 | 9,677 | 14,135 | 4,458 | | | |
| General Management :- Expenditure | 125,748 | 80,053 | 90,056 | 10,003 | 364 | 9,639 | 89.3 % |
| Income | 481,817 | 483,050 | 480,603 | 2,447 | | | 100.5 % |
| Net Expenditure over Income | -356,069 | -402,998 | -390,547 | 12,450 | | | |

ROSE

101 Allotment

| | | | | | | | |
|------------------------------------|--------------|--------------|--------------|---------------|----------|-------------|----------------|
| 4165 Water Rates | 510 | 559 | 565 | 6 | | 6 | 99.0 % |
| 4250 Repairs & Maintenance | 202 | 850 | 205 | -645 | | -645 | 413.8 % |
| 4265 General Supplies | 160 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4271 Equipment Purchases | 312 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4275 Equipment Hire | 0 | 0 | 350 | 350 | | 350 | 0.0 % |
| 4414 IT Software | 0 | 165 | 165 | 0 | | 0 | 100.0 % |
| Allotment :- Expenditure | 1,184 | 1,574 | 1,285 | -289 | 0 | -289 | 122.5 % |
| 1104 Allotment Rent Income | 1,707 | 125 | 1,700 | -1,575 | | | 7.4 % |
| Allotment :- Income | 1,707 | 125 | 1,700 | -1,575 | | | 7.4 % |
| Net Expenditure over Income | -523 | 1,449 | -415 | -1,864 | | | |

102 Cemetery

| | | | | | | | |
|------------------------------------|--------------|---------------|--------------|--------------|----------|--------------|----------------|
| 4150 Rates & Services | 415 | 413 | 424 | 11 | | 11 | 97.4 % |
| 4165 Water Rates | 85 | 0 | 90 | 90 | | 90 | 0.0 % |
| 4250 Repairs & Maintenance | 2,450 | 0 | 2,000 | 2,000 | | 2,000 | 0.0 % |
| 4265 General Supplies | 275 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4414 IT Software | 0 | 285 | 285 | 0 | | 0 | 100.0 % |
| Cemetery :- Expenditure | 3,225 | 698 | 2,799 | 2,101 | 0 | 2,101 | 24.9 % |
| 1105 Cemetery Income | 3,501 | 2,374 | 2,300 | 74 | | | 103.2 % |
| Cemetery :- Income | 3,501 | 2,374 | 2,300 | 74 | | | 103.2 % |
| Net Expenditure over Income | -277 | -1,676 | 499 | 2,175 | | | |

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16/01/2019

Shaftesbury Town Council

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Detailed Income & Expenditure by Budget Heading 20/12/2018

Page No 4

Month No : 9

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 | 8,604 | 2,000 | -6,604 | | -6,604 | 430.2 % |
| 4150 | Rates & Services | 2,514 | 2,506 | 2,577 | 71 | | 71 | 97.2 % |
| 4155 | Electricity | 474 | 525 | 800 | 275 | | 275 | 65.7 % |
| 4165 | Water Rates | 2,581 | 1,453 | 2,300 | 847 | | 847 | 63.2 % |
| 4250 | Repairs & Maintenance | 2,239 | 2,028 | 2,200 | 172 | | 172 | 92.2 % |
| 4256 | Treework | 1,166 | 4,325 | 4,000 | -325 | | -325 | 108.1 % |
| 4257 | Plants | 148 | 30 | 1,000 | 970 | 145 | 826 | 17.4 % |
| 4261 | Refuse Collection | 1,697 | 2,147 | 2,600 | 453 | | 453 | 82.6 % |
| 4265 | General Supplies | 589 | 401 | 350 | -51 | | -51 | 114.6 % |
| 4270 | Equipment Repairs | 3,360 | 1,071 | 2,000 | 929 | | 929 | 53.5 % |
| 4271 | Equipment Purchases | 3,433 | 2,296 | 2,500 | 204 | | 204 | 91.8 % |
| 4272 | Fuel for Equipment | 1,489 | 1,728 | 2,300 | 572 | | 572 | 75.1 % |
| 4274 | Rent Unit 9C | 7,438 | 7,572 | 7,572 | 0 | | 0 | 100.0 % |
| 4275 | Equipment Hire | 446 | 387 | 500 | 113 | | 113 | 77.4 % |
| 4278 | Alarm Costs | 119 | 55 | 200 | 145 | | 145 | 27.5 % |
| 4280 | Fuel for Vehicles | 2,269 | 2,218 | 2,000 | -218 | | -218 | 110.9 % |
| 4281 | Motor Expenses | 1,763 | 2,593 | 1,500 | -1,093 | | -1,093 | 172.9 % |
| 4282 | Hitachi Payments Mower | 10,190 | 7,643 | 10,190 | 2,548 | | 2,548 | 75.0 % |
| 4285 | PPE | 429 | 775 | 1,000 | 225 | 40 | 185 | 81.5 % |
| 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 | 748 | 1,500 | 752 | | 752 | 49.8 % |
| | General Grounds :- Expenditure | 57,924 | 54,796 | 59,111 | 4,315 | 185 | 4,130 | 93.0 % |
| 1102 | Contribution to Services | 879 | 815 | 1,200 | -385 | | | 67.9 % |
| 1103 | Rents | 920 | 193 | 1,000 | -808 | | | 19.3 % |
| 1300 | Grass Cutting Income | 5,994 | 6,023 | 5,994 | 29 | | | 100.5 % |
| 1301 | Miscellaneous Income | 2,426 | 2,619 | 0 | 2,619 | | | 0.0 % |
| 1302 | Memorial Bench Income | 1,369 | 275 | 0 | 275 | | | 0.0 % |
| 1353 | Commuted Sum Land King Alfreds | 0 | 70,444 | 0 | 70,444 | | | 0.0 % |
| 1354 | Commuted Sum Little Shilling | 0 | 12,500 | 0 | 12,500 | | | 0.0 % |
| | General Grounds :- Income | 11,587 | 92,869 | 8,194 | 84,675 | | | 1133.4 |
| | Net Expenditure over Income | 46,336 | -38,073 | 50,917 | 88,990 | | | |
| | 105 Local Delivery services | | | | | | | |
| 4020 | Sub Contract Labour | 0 | 258 | 0 | -258 | | -258 | 0.0 % |
| 4150 | Rates & Services | 2,074 | 1,922 | 2,134 | 212 | | 212 | 90.1 % |
| 4155 | Electricity | 728 | 564 | 750 | 186 | | 186 | 75.2 % |

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16/01/2019

Shaftesbury Town Council

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Detailed Income & Expenditure by Budget Heading 20/12/2018

Page No 5

Month No : 9

Committee Report

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|--------------------------|--|------------------|---------------------|--------------------|-----------------------|-----------------------|-----------------|---------------|
| 4165 | Water Rates | 2,062 | 1,223 | 2,200 | 977 | | 977 | 55.6 % |
| 4177 | Bus Shelters | 150 | 0 | 300 | 300 | | 300 | 0.0 % |
| 4250 | Repairs & Maintenance | 1,469 | 1,232 | 2,700 | 1,468 | | 1,468 | 45.6 % |
| 4260 | Cleaning Supplies | 747 | 622 | 1,000 | 378 | | 378 | 62.2 % |
| | Local Delivery services :- Expenditure | 7,229 | 5,821 | 9,084 | 3,263 | 0 | 3,263 | 64.1 % |
| 1501 | Street Market Rents R'ved | 8,527 | 7,789 | 7,999 | -210 | | | 97.4 % |
| | Local Delivery services :- Income | 8,527 | 7,789 | 7,999 | -210 | | | 97.4 % |
| | Net Expenditure over Income | -1,298 | -1,968 | 1,085 | 3,053 | | | |
| 201 Town Hall | | | | | | | | |
| 4150 | Rates & Services | 6,757 | 6,264 | 6,954 | 690 | | 690 | 90.1 % |
| 4155 | Electricity | 2,087 | 1,405 | 2,200 | 795 | | 795 | 63.9 % |
| 4160 | Gas | 3,113 | 1,093 | 2,500 | 1,407 | | 1,407 | 43.7 % |
| 4165 | Water Rates | 139 | 121 | 200 | 79 | | 79 | 60.4 % |
| 4200 | Wedding Costs | 451 | 1,196 | 565 | -631 | | -631 | 211.7 % |
| 4230 | Trinity Car Park Space | 550 | 275 | 550 | 275 | | 275 | 50.0 % |
| 4250 | Repairs & Maintenance | 3,727 | 1,485 | 4,000 | 2,515 | 322 | 2,193 | 45.2 % |
| 4260 | Cleaning Supplies | 276 | 124 | 300 | 176 | | 176 | 41.4 % |
| 4265 | General Supplies | 331 | 58 | 500 | 442 | | 442 | 11.6 % |
| 4271 | Equipment Purchases | 685 | 429 | 550 | 121 | | 121 | 78.0 % |
| 4278 | Alarm Costs | 240 | 330 | 500 | 170 | | 170 | 66.0 % |
| 4414 | IT Software | 0 | 285 | 285 | 0 | | 0 | 100.0 % |
| | Town Hall :- Expenditure | 18,356 | 13,065 | 19,104 | 6,038 | 322 | 5,716 | 70.1 % |
| 1201 | Hall Hire | 25,545 | 20,423 | 28,691 | -8,268 | | | 71.2 % |
| 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 | 13,500 | 18,000 | -4,500 | | | 75.0 % |
| 1220 | Solar Panel Feed in Tariff | 680 | 3,188 | 1,500 | 1,688 | | | 212.5 % |
| | Town Hall :- Income | 45,802 | 38,963 | 49,991 | -11,028 | | | 77.9 % |
| | Net Expenditure over Income | -27,446 | -25,898 | -30,887 | -4,989 | | | |
| 305 Swimming Pool | | | | | | | | |
| 4008 | Life Guard Salaries | 20,874 | 26,447 | 22,000 | -4,447 | | -4,447 | 120.2 % |
| 4010 | Staff Training | 1,127 | 706 | 1,000 | 294 | | 294 | 70.6 % |
| 4150 | Rates & Services | 2,592 | 2,583 | 2,586 | 3 | | 3 | 99.9 % |
| 4155 | Electricity | 1,707 | 1,252 | 1,500 | 248 | | 248 | 83.4 % |
| 4160 | Gas | 2,234 | 2,096 | 2,200 | 104 | | 104 | 95.3 % |
| 4165 | Water Rates | 977 | 1,158 | 2,000 | 842 | | 842 | 57.9 % |

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16/01/2019

Shaftesbury Town Council

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Detailed Income & Expenditure by Budget Heading 20/12/2018

Page No 6

Month No : 9

Committee Report

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------|------------------------------------|------------------|---------------------|--------------------|-----------------------|-----------------------|-----------------|----------------|
| 4250 | Repairs & Maintenance | 1,561 | 1,359 | 2,459 | 1,100 | | 1,100 | 55.3 % |
| 4260 | Cleaning Supplies | 218 | 257 | 220 | -37 | | -37 | 116.9 % |
| 4270 | Equipment Repairs | 90 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4271 | Equipment Purchases | 1,168 | 1,033 | 1,000 | -33 | | -33 | 103.3 % |
| 4285 | PPE | 11 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4360 | Chemicals | 3,910 | 3,618 | 4,000 | 382 | | 382 | 90.5 % |
| 4362 | Plant Servicing/Repairs | 1,414 | 1,680 | 1,500 | -180 | | -180 | 112.0 % |
| 4363 | DBS Checks | 125 | 75 | 150 | 75 | | 75 | 50.0 % |
| 4364 | Uniforms | 321 | 288 | 350 | 62 | | 62 | 82.2 % |
| 4365 | Music Licences | 122 | 0 | 250 | 250 | | 250 | 0.0 % |
| 4366 | Retail Sales | 442 | 855 | 480 | -375 | | -375 | 178.1 % |
| 4370 | Swimming Pool Advertising | 1,324 | 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 | 231 | 275 | 44 | | 44 | 84.1 % |
| | Swimming Pool :- Expenditure | 41,934 | 44,681 | 43,700 | -981 | 0 | -981 | 102.2 % |
| 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 | 23,086 | 18,500 | 4,586 | | | 124.8 % |
| 1366 | Income Life Guards Course | 1,200 | 0 | 0 | 0 | | | 0.0 % |
| | Swimming Pool :- Income | 19,372 | 24,057 | 19,700 | 4,357 | | | 122.1 % |
| | Net Expenditure over Income | 22,562 | 20,625 | 24,000 | 3,375 | | | |
| | ROSE :- Expenditure | 129,852 | 120,635 | 135,083 | 14,447 | 507 | 13,941 | 89.7 % |
| | Income | 90,497 | 166,177 | 89,884 | 76,293 | | | 184.9 % |
| | Net Expenditure over Income | 39,355 | -45,541 | 45,199 | 90,740 | | | |

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 | 0 | 30,500 | 30,500 | | 30,500 | 0.0 % |
| 4905 | Town Hall Building Fund | 12,357 | 0 | 0 | 0 | | 0 | 0.0 % |
| 4906 | Playground Equipment | 0 | 18,405 | 20,217 | 1,812 | | 1,812 | 91.0 % |
| 4910 | Street Furniture | 200 | 336 | 24,647 | 24,311 | | 24,311 | 1.4 % |
| 4911 | Castle Hill | 0 | 0 | 0 | 0 | 4,680 | -4,680 | 0.0 % |
| 4913 | Town Centre Enhancement | 0 | 0 | 7,109 | 7,109 | | 7,109 | 0.0 % |
| 4914 | Ground Cover Planting | 947 | 734 | 754 | 19 | | 19 | 97.4 % |
| 4917 | Cycle Route | 0 | 0 | 11,500 | 11,500 | | 11,500 | 0.0 % |

Continued on Page No 7

Report 0119GEM6

16/01/2019

Shaftesbury Town Council

12:50

Detailed Income & Expenditure by Budget Heading 20/12/2018

Page No 7

Month No : 9

Committee Report

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------|--|------------------|---------------------|--------------------|-----------------------|-----------------------|-----------------|---------------|
| 4918 | CCTV | 0 | 12,450 | 10,000 | -2,450 | | -2,450 | 124.5 % |
| 4919 | Cobbles | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| 4922 | Vehicles | 5,995 | 0 | 8,005 | 8,005 | | 8,005 | 0.0 % |
| 4923 | Grit Bins | 0 | 0 | 4,000 | 4,000 | | 4,000 | 0.0 % |
| 4924 | Heritage Lanterns | 0 | 0 | 10,000 | 10,000 | | 10,000 | 0.0 % |
| 4925 | Toilet Improvements | 0 | 0 | 0 | 0 | 25,181 | -25,181 | 0.0 % |
| 4926 | Strategic Tree Works | 0 | 2,895 | 5,273 | 2,378 | | 2,378 | 54.9 % |
| 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 | 5,096 | 9,970 | 4,874 | | 4,874 | 51.1 % |
| 4933 | A30 Allotment Site | 0 | 0 | 25,000 | 25,000 | | 25,000 | 0.0 % |
| 4935 | Shaftesbury Bee Friendly | -303 | 0 | 303 | 303 | | 303 | 0.0 % |
| 4936 | EMR Project Bell | 0 | 5,000 | 10,000 | 5,000 | | 5,000 | 50.0 % |
| | Reserves & Projects :- Expenditure | 32,077 | 48,750 | 239,857 | 191,107 | 29,861 | 161,247 | 32.8 % |
| 1301 | Miscellaneous Income | 0 | 7,382 | 0 | 7,382 | | | 0.0 % |
| | Reserves & Projects :- Income | 0 | 7,382 | 0 | 7,382 | | | |
| | Net Expenditure over Income | 32,077 | 41,368 | 239,857 | 198,489 | | | |
| | 902 Capital Replacement Reserve | | | | | | | |
| 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 | 51,456 | 321,052 | 269,596 | 29,861 | 239,735 | 25.3 % |
| | Income | 0 | 7,382 | 0 | 7,382 | | | 0.0 % |
| | Net Expenditure over Income | 32,077 | 44,074 | 321,052 | 276,978 | | | |

Report 0119GEM6

Appendix H. Purchase and Sales Ledger balances

| Printed On : 16/01/2019 | | Shaftesbury Town Council | | | | | Page : 1 | |
|---|---------------|---------------------------------------|-----------------|-------------|-------------|---------------|-----------------------|--|
| At : 13:00 | | Purchase Ledger Aged Account Balances | | | | | User : TM | |
| Outstanding Balances by Month as at : 31 DEC 2018 | | | | | | | | |
| Supplier Code | Supplier Name | Balance | Dec 2018 | Nov 2018 | Oct 2018 | Sep 2018 | Prior to and Aug 2018 | |
| ADOBE | ADOBE | 8.32 | 8.32 | 0.00 | 0.00 | 0.00 | 0.00 | |
| BT | BT | 424.37 | 424.37 | 0.00 | 0.00 | 0.00 | 0.00 | |
| CLARITY | CLARITY | 82.36 | 82.36 | 0.00 | 0.00 | 0.00 | 0.00 | |
| CROWN | CROWN | 317.59 | 317.59 | 0.00 | 0.00 | 0.00 | 0.00 | |
| EGCOLES | EG. COLES | 86.28 | 86.28 | 0.00 | 0.00 | 0.00 | 0.00 | |
| EON | EON | 168.64 | 168.64 | 0.00 | 0.00 | 0.00 | 0.00 | |
| FARNFIELD | FARNFIELD | 753.80 | 753.80 | 0.00 | 0.00 | 0.00 | 0.00 | |
| GAS | BRIT GAS | 484.90 | 495.67 | 0.00 | 0.00 | 0.00 | -10.77 | |
| HIRESTAND | HIRESTAND | 225.94 | 225.94 | 0.00 | 0.00 | 0.00 | 0.00 | |
| LYRECO | LYRECO | 2.88 | 2.88 | 0.00 | 0.00 | 0.00 | 0.00 | |
| PLUSNET | PLUSNET | 28.20 | 28.20 | 0.00 | 0.00 | 0.00 | 0.00 | |
| RITCHIE | RITCHIE | 3,500.00 | 3,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| SCATS | SCATS | 105.90 | 0.00 | 0.00 | 0.00 | 105.90 | 0.00 | |
| <i>Sub Total for Purchase Ledger</i> | | 6,189.18 | 6,094.05 | 0.00 | 0.00 | 105.90 | -10.77 | |
| TOTAL PURCHASE LEDGER BALANCES | | 6,189.18 | 6,094.05 | 0.00 | 0.00 | 105.90 | -10.77 | |

| Date :- 16/01/2019 | | Shaftesbury Town Council | | | | | Page 1 | |
|--|--------------------|------------------------------------|-----------------|---------------|---------------|-----------------|---------------|--|
| Time :- 13:02 | | Sales Ledger Aged Account Balances | | | | | User : TM | |
| Outstanding Balances by Month as at : 31/12/2018 | | | | | | | | |
| A/C Code | Customer Name | Balance | Dec 2018 | Nov 2018 | Oct 2018 | Prior Months | On A/c Pymnts | |
| BAND | BAND | 59.00 | 59.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| CHARLESCO | CHARLESCOL | 167.29 | 0.00 | 0.00 | 0.00 | 167.29 | 0.00 | |
| CHOIR | CHOIR | 175.50 | 175.50 | 0.00 | 0.00 | 0.00 | 0.00 | |
| COLES | COLES | 325.63 | 0.00 | 0.00 | 325.63 | 0.00 | 0.00 | |
| DAVISG | DAVISG | 537.00 | 537.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| EDD | EDD | 228.50 | 0.00 | 0.00 | 228.50 | 0.00 | 0.00 | |
| FARMM | FARMERS MARKET | 59.00 | 59.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| FOOTBALL | FOOTBALL | 260.42 | 0.00 | 260.42 | 0.00 | 0.00 | 0.00 | |
| GROUP | GROUP | 0.40 | 0.40 | 0.00 | 0.00 | 0.00 | 0.00 | |
| MEREFIELD | MEREFIELD | 141.60 | 141.60 | 0.00 | 0.00 | 0.00 | 0.00 | |
| MV | M VAUGHAN ANTIQUES | 15.00 | 0.00 | 0.00 | 15.00 | 0.00 | 0.00 | |
| POSSPA | POSITIVESPACE | 59.00 | 59.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| SFA | FLOWER ARRANGERS | 57.50 | 0.00 | 0.00 | 57.50 | 0.00 | 0.00 | |
| TASK | TASK FORCE | 1,290.00 | 0.00 | 0.00 | 0.00 | 1,290.00 | 0.00 | |
| TRUCKLE | TRUCKLE | 192.00 | 120.00 | 72.00 | 0.00 | 0.00 | 0.00 | |
| WCC | WCC | 288.00 | 0.00 | 0.00 | 0.00 | 288.00 | 0.00 | |
| Total Sales Ledger No 1 | | 3,855.84 | 1,151.50 | 332.42 | 626.63 | 1,745.29 | 0.00 | |
| TOTAL SALES LEDGER BALANCES | | 3,855.84 | 1,151.50 | 332.42 | 626.63 | 1,745.29 | 0.00 | |

7 Policies

To review for adoption the following policies; Health and Safety, Equality, Diversity and Human Rights, Members and Staff Training

7.1 Recommendation

- 7.1.1 That the Health and Safety Policy is adopted
- 7.1.2 That the Equality, Diversity and Human Rights Policy is adopted
- 7.1.3 That the Staff and Member Training Policy is adopted

7.2 Summary

- 7.2.1 The policies mentioned are due for review and form part of the required documents for the Local Council Award scheme.
- 7.2.2 The equality and diversity and Training policies were drafted as part of the work commissioned by the LGRC in 2017 and have since been reviewed by the Town Clerk for effectiveness.
- 7.2.3 The Committee may wish to consider enhancing the training policy to make requirements of training for councillors holding certain positions on the Council. Refer to para [3.4](#) of that policy.
- 7.2.4 The Health and Safety Policy statement is provided by Peninsula, the Council's chosen H&S provider and appended to this report.
- 7.2.5 The full Health and Safety Policy is too large to be included within this agenda set and has been provided to you as a separate attachment to your email and is also provided as a link on the Council's website next to the Agenda. This document includes the detail of the policy and the related arrangements.

7.3 Financial Implication

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

7.4 Legal Implication

- 7.4.1 The Council is under a duty to ensure, so far as reasonably practicable, the health, safety and welfare at work of all their employees. There is a correlative duty on employees to not put at risk other employees or members of the public (Health and Safety at Work etc Act, 1974 s.2).
- 7.4.2 The Council has a duty to work to eliminate discrimination, harassment, victimisation and any other conduct prohibited under the act (Equality Act 2010, s.149)

7.5 Risk

- 7.5.1 There is a risk of breach of legislation or decisions being taken from an uninformed position if the policies mentioned above and appended to this report are not adopted and enacted.

Health & Safety
GENERAL POLICY STATEMENT

SHAFTESBURY TOWN COUNCIL

Shaftesbury Town Council recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

This business intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by;

- providing leadership and adequate control of identified health and safety risks;
- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- ensuring that all workers are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work-related ill health;
- actively managing and supervising health and safety at work;
- having access to competent advice;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resource required to make this policy and our health and safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes our specific health and safety rules.

In support of this policy a responsibility chart and more detailed arrangements have been prepared.

SIGNATURE: DATE:

POSITION:

Peninsula Victoria Place, Manchester M4 4FB
0844 892 2773 peninsula-uk.com

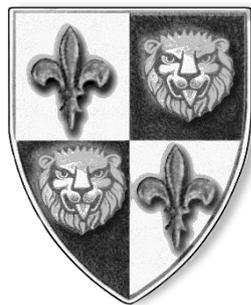


PENINSULA

Peninsula Business Services Ltd has been certified by Socotec to ISO 9001, OHSAS 18001 and ISO 27001 under certificate numbers 17010Q, 17010HS 17010IS © Peninsula Business Services Ltd 2018

SHAFTESBURY TOWN COUNCIL

*Delivering Excellence across the
Shaftesbury Community*



Equality, Diversity and Human Rights Policy

Date of Adoption: DRAFT

Review Date:



Equality, Diversity and Human Rights Policy

1 Introduction

- 1.1 The aim of this policy is to define and promote Shaftesbury Town Council's approach to equality, diversity and human rights, and to ensure there are defined guidelines for employees to follow.
- 1.2 The Equality, Diversity and Human Rights policy is for the benefit of all staff, members, service users and our commissioned services. This policy covers the areas of:
 - Employment
 - Service Delivery
 - Community Leadership
- 1.3 The Town Council is committed to equality of opportunity for all taking into account the differences of race, gender, gender identity, religion, belief, sexual orientation, age, disability, pregnancy and maternity and marriage and civil partnership.
- 1.4 The organisation will also strive to uphold the human rights of all its staff and service users in accordance with the Human Rights Act 1998
- 1.5 By adopting and implementing an Equality, Diversity and Human Rights Policy we accept our responsibility for addressing and tackling the imbalances caused by disadvantage and discrimination, so that we can make sure all communities have opportunities to access our services, be involved in what we do and be part of our workforce.
- 1.6 We have made significant progress but recognise that there is a great deal of work we still need to do and we hope that this policy will act as a means for carrying out this important work.
- 1.7 We expect all our staff to comply with this policy, and where failings occur this can result in the application of the council's disciplinary procedure.
- 1.8 We also expect our contractual partners to comply with the council's Equality, Diversity and Human Rights Policy. If any partners are found to be in breach of any of the principles within the policy this could lead to termination of partnership.
- 1.9 Conversely, when reviewing the policy, we will embrace appropriate good practice identified through partnership working.
- 1.10 Consideration of equality, diversity and human rights in these areas will therefore form an important part of the council's work.

2 Our Statutory Duty Under the Equality Act 2010

- 2.1 As a public body leading and speaking on behalf of the community the Town Council must play its part in making society fairer by tackling discrimination and providing equality of opportunity for all.
- 2.2 The Equality Act 2010 places a new Equality Duty on the Council to work to:
 - Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Act
 - Advance equality of opportunity between persons who share a protected characteristic and persons who don't share it

- Foster good relations between persons who share a relevant protected characteristic and persons who don't share it
- 2.3 No individual will be unjustifiably discriminated against. This includes, but is not limited to, discrimination because of the following characteristics (known as protected characteristics under the Act):
- Age,
 - Disability,
 - Gender reassignment,
 - Marriage and civil partnership,
 - Pregnancy and maternity,
 - Race,
 - Religion and belief,
 - Sex
 - Sexual orientation.
- 2.4 We will engage with people to ensure the service is relevant and meets their needs. We will empower people to recognise and counter discrimination and be supportive in doing so.
- 2.5 No form of intimidation, bullying or harassment will be tolerated.
- 2.6 We will also monitor the work of the Council to ensure that human rights are respected and valued and that the Human Rights Act is complied with in service provision.
- 2.7 The Human Rights Act sets out the fundamental rights and freedoms that individuals in the UK have access to.

They include:

- Right to life
- Freedom from torture and inhuman or degrading treatment
- Right to liberty and security
- Freedom from slavery and forced labour
- Right to a fair trial
- No punishment without law
- Respect for your private and family life, home and correspondence
- Freedom of thought, belief and religion
- Freedom of expression
- Freedom of assembly and association
- Right to marry and start a family
- Protection from discrimination in respect of these rights and freedoms
- Right to peaceful enjoyment of your property

- Right to education
- Right to participate in free elections

3 Our Commitment to Equality, Diversity and Human Rights as A Community Leader

3.1 As a community leader, working with our partners, to ensure a combined effort to tackling inequality:

- We recognise the value of an energetic and creative voluntary sector and will work with groups, individuals and organisations to provide culturally specific services, with equalities firmly embedded in those relationships and projects
- We will encourage real participation in local democracy and representation on various bodies and in our processes, from people who may normally feel excluded from decision-making processes
- We will comply with all our legal obligations and follow best practice guidance
- We will embed equality and diversity into the business planning process of the Council, ensuring that equality responsibilities form part of all service plans, core elements of officer job descriptions and Member role description and that equality is an essential aspect of our Code of Corporate Governance. We will lead by example so other organisations can aspire to the standards we set.
- Training on Equality & Diversity is provided for all staff and to new staff at induction as well as for Members.
- We will monitor Town Council procurement activity to ensure that statutory equality and diversity duties relating to procurement are observed.

3.2 This extends to working in partnerships with other agencies.

3.3 We will set high standards for others to follow in the way we procure goods and services

4 Our Commitment to Equality, Diversity and Human Rights as A Service Provider

4.1 As a service provider, ensuring that our services are tailored to the needs of the individual, and that staff are aware of and responsive to the needs of different sectors of our community:

- We will work to ensure that Council information, services and events are accessible. We will work to reduce the barriers people may face due to disability or language by making reasonable adjustments and arranging appropriate translation, interpretation or transcription materials or equipment when necessary
- We will carry out equality monitoring activities when we consult with the community in order to ensure that the views are representative of our communities and to understand the different views different groups of people may have. We will aim to conduct specific consultation exercises with groups shown to be under represented in our consultation campaigns.
- We will carry out equality monitoring activities among service users/non-users in order to ensure services are relevant to meet their needs. We will take action to overcome under representation where needed.

5 Our Commitment to Equality, Diversity and Human Rights as an Employer

- 5.1 As an employer we aim to ensure that we promote a workplace culture whereby all employees and members feel valued and respected, and where nobody carries out their role in fear of prejudice, discrimination, bullying or harassment.
- 5.2 We recognise that harassment can take many forms, not all of which may be obviously overt.
- 5.3 Any reported cases of harassment within the Council will be dealt with promptly and sensitively, using the Shaftesbury Town Council's Bullying and Harassment Procedure.
- 5.4 Overall, the Council aims for all employees and Members to feel comfortable at work and to be treated with dignity and respect. No form of intimidation, victimisation, bullying or harassment will be tolerated.
- 5.5 In order to ensure that we are effectively working towards the implementation of the aims of this policy:
 - We will embed equality and diversity into the business planning process of the Council, ensuring that equality responsibilities are core elements of officer job descriptions and Member role description and that equality is an essential aspect of our overall Corporate Governance.
 - We will carry out equality monitoring activities among job applicants and employees in order to be aware of representation of all protected characteristics within the Council. We will act to overcome under representation where needed.
 - We will ensure that our employee appraisal systems take account of the need to abide by this policy and to actively promote equality and human rights within all roles. We will have regard for dependant and caring responsibilities within our employment practices, using Town Council policies and procedures on work life balance.
 - We will ensure that all Shaftesbury Town Council's recruitment and selection processes – including those of staff, and Members – will be conducted fairly and in accordance with this policy and other internal recruitment policies.

6 Making Sure Our Colleagues Know About the Policy

- 6.1 This policy will be available on the internet and any updates will be circulated to all staff. We will also provide training and advice to our colleagues on their specific responsibilities under this policy.
- 6.2 Town Council staff are required to comply with and support the council's policies in relation to equality, diversity and human rights. Failure to do so may result in disciplinary action being taken against them.
- 6.3 The Town Council will ensure that all its staff receive ongoing training to ensure they:
 - Are made fully aware of the Equality, Diversity and Human Rights Policy and how it affects their work;
 - Understand any action plans relevant to them and their responsibilities for implementing these plans;
 - Are provided with a copy of a summary statement version of this policy; and
 - Receive information in the form of targeted training and briefings to embed consideration of equality issues and share good practice in all services.

- 6.4 We will also ensure any contractor, sub-contractor or organisation employed by the Town Council to carry out work on our behalf complies with the Council's required standards in respect of Equality and Diversity.
- 6.5 It is so that anyone seeking work knows about our policy and that anyone seeking contracts or work from us will be clear about the expectations that the Town Council will have of them and their own colleagues.

7 Responsibility

- 7.1 The ultimate responsibility for this policy rests with the Town Council which is chaired by the Mayor and with the Town Clerk, who is the Head of Paid Service. Together they ensure that there are systems in place to put this policy into practice on a day-to-day basis.
- 7.2 All Town Council Members and staff have a responsibility to:
- Listen to what others have to say in respect of their views;
 - Report any incidences of discrimination, bullying, harassment, verbal or physical abuse or aggression;
 - Challenge own prejudices and those of others;
 - Know their individual rights and responsibilities in relation to the law;
 - Participate in relevant training;
 - Proactively promote and celebrate diversity.
- 7.3 The Town Clerk will co-ordinate equality and diversity related activities, facilitate developments and communicate responsibilities to all staff and clients.
- 7.4 Under the leadership of the Town Clerk each Service Manager will be responsible for ensuring that the Service they are responsible for carries out the work necessary to adopt and implement this policy as recorded in service plans. Service managers will be responsible for ensuring equality, diversity and human rights are fully considered in all service and related policy developments and monitored following implementation.
- 7.5 We recognise that every colleague, and every contractor, partner or organisation that receives funding from the Town, has an obligation to put this or similar approved policies into practice.

8 What to Do If Something Goes Wrong

8.1 Members of the public

If you think we are not providing a service in line with this policy or you think you have been treated unfairly in any way, you can complain to the Town Council.

Our Complaints Procedure explains how you can do this.

You can obtain a copy of this procedure from the Town Hall.

Our contact details are:

Town Hall, High St, Shaftesbury SP7 8LY

Tel: 01747 852420

Email: enquiries@shaftesbury-tc.gov.uk

or download it from the Town Council website:

www.shaftesbury-tc.gov.uk

You can make a complaint by telephoning or by writing to Shaftesbury Town Council,
CONTACT DETAILS ABOVE

9 Town Council Employees

- 9.1 If you are concerned about any equality issues relating to your employment you can speak to your line manager, or to the Town Clerk.
- 9.2 If you feel embarrassed, humiliated, offended, distressed, alarmed, apprehensive or fearful because of someone else's behaviour towards you, you have the right to make a complaint and ask for the appropriateness of the behaviour to be reviewed.
- 9.3 The Town Council's Dignity at Work Policy and Procedure explains how to do this. You can find out more information by speaking to your line manager or Town Clerk.
- 9.4 You also have the right to take up issues through the Grievance Procedure. You can obtain information about this procedure from your line manager, or Town Clerk
- 9.5 If you are in a Trade Union, you can contact them for advice and support. Please refer to your local Trade Union representative for more details.
- 9.6 Where you feel a manager, elected member or other officer has handled an aspect of service delivery or management related to equality, diversity or human rights particularly well you can feed this information back through the appraisal system.

10 Let Us Know What You Think

- 10.1 If you wish to discuss this policy or make any comments or suggestions on the work we are aiming to do to carry out this policy please contact the Town Clerk at Shaftesbury Town Council.

Our contact details are:

Town Hall, High St, Shaftesbury SP7 8LY

Tel: 01747 852420

Email: enquiries@shaftesbury-tc.gov.uk

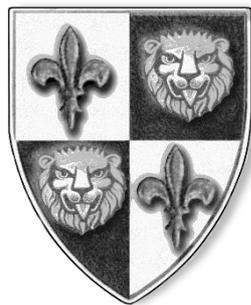
Website: www.shaftesbury-tc.gov.uk

11 Alternative Formats

If you need this information in an alternative language or format: - large print or electronically, please do not hesitate to contact us at the address above.

SHAFTESBURY TOWN COUNCIL

*Delivering Excellence across the
Shaftesbury Community*



Staff and Member Training Policy

Date of Adoption: DRAFT

Review Date: _____ { 36 } _____



Managing People Policies

Staff and Member Training Policy

1 Introduction

1.1 This document forms the Council's Training Statement of Intent.

It sets out:

- The Council's commitment to training
- The identification of training needs
- Corporate training
- Financial assistance
- Study leave
- Short courses/workshops
- Evaluation of training
- Links with other policies
- Reporting on progress

2 Commitment to Training

2.1 Shaftesbury Town Council is committed to the ongoing training and development of all Councillors and employees to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the town.

2.2 According to the Chartered Institute of Personnel and Development (2007), training can be defined as: *"A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation."*

2.3 Shaftesbury Town Council recognises that its most important resource are its Members and staff and is committed to encouraging both Members and staff to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

2.4 The Council expects senior and specialist staff to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional bodies and all staff to undertake training as deemed necessary to fulfil their duties on accordance with their contract of employment and job description.

2.5 Providing training yields a number of benefits:

- Improves the quality of the services and facilities that Shaftesbury Town Council provides;
- Enables the organisation to achieve its corporate aims and objectives;
- Improves the skill base of the employees, producing confident, highly qualified staff working as part of an effective and efficient team; and demonstrates that the employees are valued.

2.6 Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

2.7 The process of development is as follows:

- Training needs should be identified by considering the overall objectives of the organisation, as well as individual requirements.
- Planning and organising training to meet those specific needs.
- Designing and delivering the training.
- Evaluating the effectiveness of training.

3 The Identification of Training Needs

3.1 Employees will be asked to identify their development needs with advice from their line manager during their annual appraisal or regular meetings with their line manager. There are number of additional ways that the training needs of both Members and staff may be recognised:

- Questionnaires
- During interview
- Following confirmation of appointment
- Formal and informal discussion (e.g. as part of Annual Staff Appraisal process)

3.2 Other circumstances may present the need for training:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling
- Changes in legislation
- Changes in systems
- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a member of staff or Council Member
- Devolved services / delivery of new services

3.3 Employees who wish to be nominated for a training course should discuss this in the first instance during their appraisal or as the need arises; where it will be determined whether the training is relevant to the authority's needs and/or service delivery.

3.4 Shaftesbury Town Council also recognises that Councillors also need support and training to rise to the challenges of their elected Member status.

- 3.5 New members need to know what the job entails and to build up their knowledge and skills and experienced councillors need to refresh their skills and knowledge to meet the ever-changing needs and demands of the modern world.
- 3.6 All Members will receive a Councillor Induction Handbook within 1 month of taking their seat. All new Members will be given the opportunity to attend a councillor training event and annually all new Committee Chairmen will be given the option of attending a Chairmanship Training course.
- 3.7 All Members will be kept informed of relevant training courses and conferences particularly those offered by Dorset Association of Local Councils, National Association of Local Councils and Society of Local Council Clerks.
- 3.8 Any Member wishing to attend any training event should discuss the training with the Town Clerk who will liaise with the Chairman of the Human Resources Committee before making any booking and seek any additional approval needed so that the training can be “approved duty” for the purposes of reimbursement of travelling and other expenses.

4 Corporate Training

- 4.1 Corporate training is necessary to ensure that employees are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk Management and Equal Opportunities. Employees will be required to attend training courses, workshops or seminars where suitable training is identified.

5 Resourcing Training

- 5.1 An allocation will be made in the budget each year to fund training fees and travel expenses. The amount will be reviewed annually.
- 5.2 The Town Council subscribes to the National Association of Local Councils, Dorset Association of Parish and Town Councils and the Society of Local Council Clerks and in order to receive regular up-dates on matters relevant to the sector and have access to the courses and conferences which are provided.
- 5.3 There will also be sufficient funds set aside for appropriate technical literature and other information.

6 Financial Assistance

- 6.1 It is important to note that all sponsored training must be appropriate to the needs of the Council, be relevant to the individual’s role and is subject to the availability of financial resources.
- 6.2 Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified.
- 6.3 Other considerations include the following:
 - Implication of employee release for training course(s) on the operational capability of the council
 - The most economic and effective means of training
 - Provision and availability of training budget
- 6.4 For approved courses Members and employees can expect the following to be sponsored:
 - The course fee

- Examination fees
 - Associated membership fees
 - One payment to re-take a failed examination
- 6.5 Members and employees attending assisted courses are expected to inform the Town Clerk immediately of any absences. In the case of the Town Clerk – the Chairman of the HR Committee.
- 6.6 Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.
- 6.7 Shaftesbury Town Council will make payment of one individual membership per annum for the Town Clerk and any other employee working in a specialist area where professional membership is desirable as agreed by the Town Clerk to a relevant professional body.
- 6.8 Shaftesbury Town Council operates a Return of Service agreement. Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave STC employment within two years of completion of the qualification they may be required to repay all costs associated with the undertaking of such training. Each case to be reviewed by the HR Committee.

7 Study Leave

- 7.1 Employees who are given approval to undertake external qualifications are granted the following:
- Study time to attend day-release courses
 - Time to sit examinations
 - Study time of one day per examination (to be discussed and agreed by line manager in advance)
 - Provision of study time must be agreed with the line manager prior to the course being undertaken.

8 Short Courses/Workshops/Residential Weekends (including conferences)

- 8.1 Where employee attendance is required at a short course on a Saturday or Sunday, up to a normal working day of straight TOIL per day may be taken.
- 8.2 Members and staff attending approved short courses/workshops/residential weekends can expect the following to be paid:
- The course fee (usually invoiced following the event)
 - Travelling expenses in accordance with the Council's current policy
 - Subsistence in accordance with the Council's current policy

9 Evaluation of Training

- 9.1 Records of all training undertaken by employees will be kept in the personnel files of each member of staff.

9.2 As part of Shaftesbury Town Council's continuing commitment to training and development, Members and employees are encouraged to share information received and circulate training presentation papers for in-house training use. They are asked to provide feedback on the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the authority.

10 Linking with other Council Policies

10.1 How will this link to the Council's other policies?

- Equality of opportunity in all aspects of Member and officer development;
- Training for both Members and staff is a requirement for an award under the Local Council Accreditation Scheme;
- Risk Management Policy – a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management;
- Health and Safety Policy – ongoing training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the authority;
- Undertaking training is a clear indication of Continuing Professional Development.

11 Reporting on Progress

11.1 The Town Clerk will report annually to the HR Committee, detailing attendance at training over the year, as well as the inclusion of the Member and staff evaluation of courses attended.

12 Conclusion

12.1 The adoption of a training policy should achieve many benefits for the Council.

Training will:

- Widen skills and experience
- Provide opportunities to network
- Provide the skills to confront challenges
- Encourage innovation
- Improve the standards of Shaftesbury Town Council

12.2 It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Members and employees.

8 Section 106

To consider s.106 requests from future developments and review Shaftesbury s.106 allocations already collected by the Local Planning Authority

8.1 Recommendation

- 8.1.1 That the Infrastructure Requirements document is adopted as the basis for developer contribution requests and subsequently reviewed quarterly to ensure that it is meeting requirements.
- 8.1.2 To make retrospective requests for developer contributions for the developments already in the planning system *if* planning permission is granted.
- 8.1.3 To receive an overview of existing section 106 monies collected for Shaftesbury by the Local Planning Authority.

8.2 Summary

- 8.2.1 Shaftesbury currently has three developments in the planning process which, if approved, will be subject to developer contributions.
- 8.2.2 The Planning Authority has asked the Council to make recommendations on the allocation of funds to be collected.
- 8.2.3 The appended document sets out the outline of projects and aspirations within the Council's strategic plan and applies likely areas for collecting contributions. This will need further detail to provide guidance on the likely areas for developer contributions.
- 8.2.4 The s.106 High Level overview appended to this report is an overview of the existing s.106 monies collected for Shaftesbury. A more detailed working document is available to councillors from the office if required.

8.3 Financial Implication

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

8.4 Legal Implication

- 8.4.1 The authority for collecting developer contributions rests currently with the District Council and will transfer to Dorset Councils in April 2019.

8.5 Risk

- 8.5.1 There is a risk that Shaftesbury will not obtain maximum benefit from s.106 opportunities if specific requests are not outlined and made to the planning authority.

STRATEGIC PLAN AREA: ENGAGEMENT, PHIL PROCTOR

(End)

Report Author:
Claire Commons, Town Clerk

Appendix L. Section 106 high level overview

A total of £1.130k is currently in held for Shaftesbury of which the following is committed in principle for specific projects:

- £344k towards community hall project
- £50k towards the allotment project south of the A30
- £5k towards improvements for the Shaftesbury Bowls Club
- £60k for Highways improvements
- £55k towards the Cycle Speedway project
- £223k towards affordable housing projects (e.g. improvements to the Shaftesbury Almshouses project)

The remainder of the funding is held for specified purposes, e.g. provision of play equipment (covering capital costs & long-term maintenance costs) open spaces projects, etc. North Dorset District Council and Shaftesbury Town Council have been working closely together to ensure that the remaining funding is allocated in principle and invested in the infrastructure projects that Shaftesbury needs, whilst working within the defined purpose of the funding allocations.

As part of this, it is anticipated that the work on the Neighbourhood Plan and the consultation which goes with that will provide more detail for the development of specific projects for consideration by council.

Of the Sect 106 funding currently held, none from the major developers is currently at risk of being claimed back by the developers.

Summary of S106 contributions

| | | |
|--|-----------------------------------|---------|
| Community facilities and Leisure | Allotments, cemetery, Castle Hill | 78,529 |
| Neighbourhood Halls | | 299,761 |
| Outdoor Sports | Bowls club project | 5,415 |
| | | 45,000 |
| Highways improvements | | 15,000 |
| Enf 658 land adjacent Greenacres – off site play area contribution | Cap ex + maintenance | 39,603 |
| Enf 941 Mampitts road – PGN project exc education | Any Shaftesbury PGN project | 65,577 |
| Enf 941 Mampitts road – PGN project exc education – play facility | Cap ex + maintenance | 122,526 |
| Enf land Mampitts and Gower road - off site play area contribution | Cap ex + maintenance | 157,137 |
| Land known as 12-24 Coppice Street – housing contribution | Offsite affordable housing | 200,000 |
| Land known as 12-24 Coppice Street – Open space contribution | Open space enhancements | 41,453 |
| Land known as 12-24 Coppice Street – community hall contribution | New community hall provision | 35,264 |

The above table is an extract from the S106 report provided by NDDC (September 2018 version). The defined usage as outlined in the S106 is currently under review to establish what flexibility there is within the contract.

Report 0119GEM8 to a meeting of the General Management Committee
Tuesday 29 January 2019 in the Council Chamber, Shaftesbury Town Hall

Appendix M. Current Infrastructure Requirements

| Project parent | Project detail | Obligation | Infrastructure | Infrastructure Sector | Infrastructure type | Infrastructure element | C | E | R | Estimated Cost | Notes |
|---------------------------------------|--|--|----------------|-----------------------|---------------------|--------------------------------|---|---|---|----------------|---|
| Community Kitchen | Men's shed / mental health support | Community, Leisure & Indoor Sport Facilities: Village Hall | Social | Community | Assembly | Community halls/centre | | ✓ | | | Project to be scoped out |
| Cycle link to Motcombe | Develop cycle route to Motcombe to link in with the cycle route to Gillingham | Rights of Way Enhancement | Grey | Transportation | Road | Cycling facilities and network | | ✓ | | | Discussions to be had with Woodland Trust and private land owners for viability of project. |
| Developing the Arts | Pop-up galleries on the high street | | Social | Culture | Art | Art galleries | | | ✓ | | Project to be scoped out, become long lease tenant of high street unit, sub-let to pop-up galleries to keep high street vibrant and interesting |
| Enhancing Community Facilities | Various existing community buildings require support to maximise their potential | Community, Leisure & Indoor Sport Facilities: Village Hall | Social | Community | Assembly | Community halls/centre | | ✓ | | - | Project to be scoped out |

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|------------------------------------|---|--|----------------------|----------------------|-----------------|--------------------|---|----------|---|
| Footpaths | Linking up existing footpath network | Rights of Way Enhancement | Grey | Transportation | Road | Walking facilities | ✓ | | Evidence building from emerging Neighbourhood Plan |
| Project Belle | Start-up enterprise units | | Economic Development | | | | | | Can migrate to similar project using high street units if PB bid unsuccessful |
| Project Belle | Employment | | | | | | | | Full project proposal available to demonstrate financial viability |
| Project Belle | Health | | | | | | | | Full project proposal available to demonstrate financial viability |
| Project Belle | Leisure | | | | | | | | Full project proposal available to demonstrate financial viability |
| Residents Lifestyle Outdoor | Enhance football pitch in partnership with F.A. | Formal Outdoor Sports: Pitches | Green | Sport and Recreation | Sport | Sport pitches | ✓ | £500,000 | Extend period of use and develop youth teams and community involvement |
| Silver Band Hall | Relocate Silver Band Hall (Mampitts) and enhance facility | Community, Leisure & Indoor Sport Facilities: Village Hall | Social | Culture | Arts facilities | | ✓ | | Enhance band provision to include music rooms/recording studio and flexible space to meet community need on the Eastern Development |

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|-----------------------------|--|------------------------------|-------|----------------------|-------------------|---------------------------|---|---------|--|
| Swimming Pool | Refurbish pool and enhance to extend the season and availability of the facility to the residents and visitors | Formal Outdoor Sports: Other | Green | Sport and Recreation | Active Recreation | Formal outdoor facilities | ✓ | | Consultation started on improved facilities, retractable roof, additional facilities |
| Welcome our Visitors | Gateway navigational signage | | Grey | Public Realm | Amenity | Town centre enhancements | ✓ | £30,000 | See VEAC action plan. 6 information boards. |
| Welcome our Visitors | Periphery road signs (brown) | | Grey | Public Realm | Amenity | | ✓ | £18,000 | 6 brown signs at approximately £3,000 each |
| White Hart Link | Improvements to the White Hart Link | Rights of Way Enhancement | Grey | Transportation | Road | Walking facilities | ✓ | | Project to be scoped out |

9 Bell Street Toilets

To consider for adoption, the project plan for the Public Toilets

9.1 Recommendation

9.1.1 That the project plan for the Public Toilets is adopted and plans for the Replacement IT, Town Hall Repairs and the Swimming Pool are received for adoption at the next meeting of the Committee

9.2 Summary

9.2.1 The Council has resolved the renovation of the Bell Street toilets and a detailed project plan has been prepared and the work underway.

9.2.2 The Council is asked to adopt project plans for all projects where it is holding capital funds so that full transparency is achieved on the purpose for collection of funds through precept and the scope of the work to be undertaken with those funds.

9.3 Financial Implication

9.3.1 Financial implications arising from this project have already been agreed.

9.4 Legal Implication

9.4.1 There are no legal implications arising from this report.

9.5 Risk

9.5.1 The Council's Health and Safety company is fully briefed on the project and Risk Assessments approved.

STRATEGIC PLAN AREA: POLICIES, PROTOCOLS AND GOVERNANCE – MARK JACKSON

(End)

Project Plan:
Brie Logan, Business Manager
Report Author:
Claire Commons, Town Clerk

Report 0119GEM9 to a meeting of the General Management Committee
Tuesday 29 January 2019 in the Council Chamber, Shaftesbury Town Hall

Appendix N. Bell Street Toilets Project Plan

| TASK | W HO | WEEK COMMENCING | | | | | | | | | | COMMENTS | |
|--------------------------------|---|-----------------|---------------|------------------|-------------------|-------------------|-------------------|------------------|-------------------|-----------------|-----------------|----------|--|
| | | 7T H JAN | 14TH JAN | 21ST JAN | 28TH JAN | 4TH FEB | 11TH FEB | 18THF EB | 25TH FEB | 4TH MAR | 11T H MAR | | |
| SCHEDULE | Pod 1 (out of order) - Initial preparatory works can start - this will help scope out the detail of the project | | Sc op e | De moli sh | Con stru ct | Con stru ct | Dec orat e | Dec orat e | Equi pme nt | | | | Amend timescales for pods 2 and 3 based on outcome of the pod 1 experience |
| | Pod 2 (out of order) - Initial preparatory works can start - this will help scope out the detail of the project | | Sc op e | De moli sh | Con stru ct | Con stru ct | Dec orat e | Dec orat e | Equi pme nt | | | | |
| | Pod 3 will close on 28th January | | | | | De moli sh | Con stru ct | | | | | | |
| | Pod 4 (DDA) will close on 28th January | | | | | | | | | | | | |
| | External decoration | | | | | | | Dec orat e | Deco rate | | | | |
| | Clear the site of debris and equipment | | | | | | | | Clear site | | | | |
| | Launch - expectation is 4th March however could be a week early (TBC once scoping exercise is complete) | | | | | | | | | LAU NCH ? | LAU NCH ? | | |
| PRE PROJECT START PHASE | Draft up the project plan post the Full Council meeting (if approved) | BL | X | | | | | | | | | | Completed |
| | Cost up the materials needed for construction and decoration | AD | X | | | | | | | | | | To be complete by week ending 11th January |
| | Cost up Heras fencing | TM | X | | | | | | | | | | Obtained |
| | Cost up skip for 4 days | TM | X | | | | | | | | | | Completed and ordered for Monday 21st January |
| | Organise signage re: toilets out of service | TM | X | | | | | | | | | | Skips £185 each |
| | Organise signage re: Danger/ construction site | TM | X | | | | | | | | | | Completed. |
| | Liaise with Healthmatic re handwash units removal and reinstate when decoration complete | TM | X | | | | | | | | | | Andy has removed- wallgate to be contacted to re-install |

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|--|--|----------------------------|----|---|---|--|--|---|---|--|--|--|--|
| | Seek permission from Dorset Parking Services for skip to be placed in parking bay | TM | | x | | | | | | | | | |
| | Introduce Keri (This is Alfred.com) to Nikki and Tracy at Guys Marsh to arrange podcast | ND | X | | | | | | | | | | |
| DEMOLITION PHASE | Arrange for skip to be delivered 1 day before demolition starts | AD | | X | | | | | | | | | |
| | Order in any PPE equipment that may be needed in advance of work starting | AD / TM | | X | | | | | | | | | |
| | Review risk assessment with all partners in the project plan for each stage of the project | AD | | | X | | | | | | | | |
| | Review method statement | AD | | | X | | | | | | | | |
| | Order in any PPE equipment that may be needed in advance of work starting | AD | | | X | | | | | | | | |
| | Review risk assessment with all partners in the project plan for each stage of the project | AD | | | X | | | | | | | | |
| | Review method statement | AD | | | X | | | | | | | | |
| | Order in materials for decorating stage | AD | | | X | | | | | | | | |
| | Order in any PPE equipment that may be needed in advance of work starting | AD | | | X | | | | | | | | |
| | Review risk assessment with all partners in the project plan for each stage of the project | AD | | | X | | | | | | | | |
| | Review method statement | AD | | | X | | | | | | | | |
| | Make arrangements for ceiling to be cleaned (the original ceilings are being reused) | AD | | | X | | | | | | | | |
| | Make arrangements for outside area to be jet washed | AD / ND | | | X | | | | | | | | |
| | COMMISSIONING/DECORA | Install Wallgate equipment | AD | | | | | | X | | | | |
| Arrange via Healthmatic for service engineers to install and commission the specialist equipment | | AD /BL | | | | | | X | | | | | |
| Review risk assessment with all partners in the project plan for each stage of the project | | AD | | | | | | X | | | | | |
| Review method statement | | AD | | | | | | X | | | | | |

10 Events and dates of note in Shaftesbury

To consider marking the bicentenary of the purchase and the centenary of the sale of major parts of Shaftesbury, the 90th anniversary of St John's Ambulance Cadets, Pride month and Commonwealth Day.

Recommendation

10.1.1 That the Town Council marks the bicentenary of the purchase and the centenary of the sale of major parts of Shaftesbury, the 90th anniversary of St John's Ambulance in Shaftesbury, Pride month and Commonwealth Day. Details of the events to be delegated to the Town Clerk and an Events task and finish group.

10.2 Summary

10.2.1 In 1819, Lord Grosvenor bought Shaftesbury (Thorne, 2006), it was then sold in 'The Great Sale of Shaftesbury' in 1919 (Gold Hill Museum, n.d.)

10.2.2 In the 1020's the St John Ambulance Cadets were formed for girls and boys aged 11 to 18, offering first aid training to those who were too young to join an adult division. (St John Ambulance, n.d.)

10.2.3 February is the LGBT History Month, last year, for the first time, a flag was flown for the month by the Town Council.

10.2.4 2019 marks the 70th anniversary of the formation of the Commonwealth as it is configured today. This year's theme is 'A Connected Commonwealth' and will be marked on 11th March. The Council has been raising the commonwealth flag for the last 4 years accompanying the ceremony with tea and biscuits with the Mayor directly following the affirmation.

10.2.5 The Committee is asked to provide direction with regards to marking these events and create, if required, a task and finish group to work with the Town Clerk on the arrangements for each of the above.

10.3 Financial Implication

10.3.1 Financial implications will be determined by the direction of the task and finish group and Town Clerk. Any expenditure out of budget will be reported to the Council for decision.

10.4 Legal Implication

10.4.1 There are no legal implications arising from this report.

10.5 Risk

10.5.1 There is a risk that a task and finish group will not have the same transparency and public scrutiny as a committee, this is countered by the ability to work at a greater pace. These are best suited to short term low risk projects where delegation may also sit with officers.

(End)

Report Author:

Claire Commons, Town Clerk

11 Calendar of Meetings

To consider for recommendation, the Calendar of Meetings for the 2019/20 municipal year

11.1 Recommendation

11.1.1 That the calendar of meetings is adopted in principle for the municipal year 2019, for recommendation to the Annual Meeting of the Council in May 2019.

11.2 Summary

- 11.2.1 The Council has historically taken a cyclical approach to its meeting schedule which commits the Council to a meeting every 4 weeks out of 5 and with little opportunity for addressing unexpected business.
- 11.2.2 The current municipal year trialled a different approach which provided fewer formal meetings and more opportunity for workshops and training.
- 11.2.3 Analysis of both approaches indicates that the cyclical approach is more reliable and transparent and easier for councillors to manage their respective diaries.
- 11.2.4 An alternative approach could be that the Council removes all committee delegation and conducts all its business at fortnightly meetings of the Full Council. As the agendas serve as legal summons to members to attend, this may be considered excessive.
- 11.2.5 The recommended calendar of meetings as appended to this report allows for 8 scheduled Full Council meetings (including the Annual Meeting), 8 GEM and ROSE meetings and 10 P&H. 9 Tuesday evenings will be kept available for workshops, training and public meetings as required.
- 11.2.6 The Advisory Committees and HR Committee will meet as required at times and dates to suit their members in accordance with the frequency required in their terms of reference.
- 11.2.7 All meetings are scheduled to start at 7pm unless specifically detailed to the contrary on their agendas at the point of issue.
- 11.2.8 Summer and Christmas recess are scheduled in, with the exception of Planning and Highways where planning applications only will be considered to meet with the required timescales.

11.3 Financial Implication

11.3.1 There are no financial implications arising from this report

11.4 Legal Implication

11.4.1 A local council must meet annually and in addition, on at least three other occasions during the year (Local Government Act, 1972 sch 12 para 10(1) and 26(1))

11.5 Risk

11.5.1 There is a risk of meetings being inquorate if the schedule is either too onerous or too ambiguous to allow efficient scheduling of councillors' time.

Claire Commons, Town Clerk

Report 0119GEM11 to a meeting of the General Management Committee
Tuesday 29 January 2019 in the Council Chamber, Shaftesbury Town Hall

Appendix O. Calendar

| Start Date | Subject | Description (indicative, not exhaustive) |
|---------------|---------------------------|--|
| Thu 02 May 19 | Election | |
| Tue 07 May 19 | Information and Induction | To receive welcome pack and sign declarations of acceptance of office and other key documents. To undertake induction training on the structure and ways of working for the Council To run through the items and format for the Annual Meeting To discuss the role of Mayor for the coming year |
| Tue 14 May 19 | Annual Meeting | Election of Chairman Setting up the Council for the year with its membership, committees and governing documents End of Year Accounts Urgent business |
| Tue 21 May 19 | P&H Committee meeting | Review terms of reference Observations on Planning Applications Review Projects |
| Tue 28 May 19 | ROSE Committee meeting | Review terms of reference Review Projects Matters as raised by Grounds or Open Spaces Group |
| Tue 04 Jun 19 | GEM Committee meeting | Review terms of reference Authorise payments & note bank balances Review Projects Financial Risk Assessment Policy review Review Data Requests |
| Tue 11 Jun 19 | Mayor Making Ceremony | It is traditional for the Mayor to have a Mayor Making Ceremony to allow friends and family to see the Mayor formally robed and appointed to the role of the Mayor of Shaftesbury. This is not compulsory but a piece of history that reminds everyone of the importance of the role of Mayor and its distinction from that as Chairman of the Council |
| Tue 18 Jun 19 | Full Council | Receive Reports from Unitary, Committees, Representatives and Local Organisations. Receive the minutes of the preceding committee meetings and consider any recommendations they have made Receive any delegated decision reports Authorise payments & note bank balances Other matters outside the scope of committee or officer delegation |
| Tue 25 Jun 19 | P&H Committee meeting | Return observations on planning applications Consider highway matters including drains and gullies Consider any project matters Receive any delegated decision reports |

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|---------------|------------------------|--|
| Tue 02 Jul 19 | PH Committee meeting | Review Projects Grounds updates Open Spaces recommendations Receive any delegated decision reports |
| Tue 09 Jul 19 | GEM Committee meeting | Review Projects Review policies Q1 report s.106 review Receive any delegated decision reports |
| Tue 16 Jul 19 | Workshop or Training | Topic to be decided |
| Tue 23 Jul 19 | Full Council | Receive Reports from Unitary, Committees, Representatives and Local Organisations. Receive the minutes of the preceding committee meetings and consider any recommendations they have made Receive any delegated decision reports Authorise payments & note bank balances Other matters outside the scope of committee or officer delegation |
| Tue 30 Jul 19 | No meeting | Summer Recess |
| Tue 06 Aug 19 | No meeting | Summer Recess |
| Tue 13 Aug 19 | P&H Committee meeting | Planning Applications only |
| Tue 20 Aug 19 | No meeting | Summer Recess |
| Tue 27 Aug 19 | Workshop or Training | Councillor budget and treasury briefing |
| Tue 03 Sep 19 | P&H Committee meeting | Planning Applications Highways Matters Review Projects Budget Requirements Receive any delegated decision reports |
| Tue 10 Sep 19 | ROSE Committee meeting | Review Projects Grounds updates Open Spaces recommendations Budget Requirements Receive any delegated decision reports |

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| | | |
|---------------|------------------------------|--|
| Tue 17 Sep 19 | GEM Committee meeting | Review Projects Review Policies Budget Requirements Receive any delegated decision reports Review Data requests |
| Tue 24 Sep 19 | Workshop or Training | Topic to be decided |
| Tue 01 Oct 19 | Full Council | Receive Reports from Unitary, Committees, Representatives and Local Organisations. Receive the minutes of the preceding committee meetings and consider any recommendations they have made Receive any delegated decision reports Authorise payments & note bank balances Other matters outside the scope of committee or officer delegation Adopt External Auditor's report 1st Draft budget review |
| Tue 08 Oct 19 | P&H Committee meeting | Planning Applications Highways Matters Review Projects Receive any delegated decision reports |
| Tue 15 Oct 19 | ROSE Committee meeting | Review Projects Grounds updates Open Spaces recommendations Receive any delegated decision reports |
| Tue 22 Oct 19 | GEM Committee meeting | Review Projects Review Policies Q2 Report s.106 review Draft 2 budget for public consultation Receive any delegated decision reports |
| Tue 29 Oct 19 | Public Budget Meeting | Public meeting to share draft budget and half year activity review |
| Tue 05 Nov 19 | P&H Committee meeting | Planning Applications Highways Matters Review Projects Review budget if required Receive any delegated decision reports |

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| | | |
|---------------|------------------------------|--|
| Tue 12 Nov 19 | ROSE Committee meeting | Review Projects Grounds updates Open Spaces Recommendations Review budget if required Receive any delegated decision reports |
| Tue 19 Nov 19 | GEM Committee meeting | Review Projects Review Policies Review Budget if required and recommend draft budget to Council Receive interim auditor report if received Receive any delegated decision reports Review Data requests |
| Tue 26 Nov 19 | Workshop or Training | Topic to be decided |
| Tue 03 Dec 19 | No meeting | Christmas Recess |
| Tue 10 Dec 19 | No meeting | Christmas Recess |
| Tue 17 Dec 19 | P&H Committee meeting | Planning Applications only |
| Tue 24 Dec 19 | No meeting | Christmas Recess |
| Tue 31 Dec 19 | No meeting | Christmas Recess |
| Tue 07 Jan 20 | No meeting | Christmas Recess |
| Tue 14 Jan 20 | Full Council | Set Budget and Precept Receive Reports from Unitary, Committees, Representatives and Local Organisations. Receive the minutes of the preceding committee meetings and consider any recommendations they have made Receive any delegated decision reports Authorise payments & note bank balances Other matters outside the scope of committee or officer delegation |
| Tue 21 Jan 20 | P&H | Planning Applications Highways Matters Review Projects Review any delegated decision reports |
| Tue 28 Jan 20 | ROSE | Review Projects Grounds updates Open Spaces Recommendations Receive any delegated decision reports |

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| | | |
|---------------|--------------|--|
| Tue 04 Feb 20 | GEM | Review Projects Review policies Q3 report s.106 review Receive interim audit report if received Review any delegated decision reports |
| Tue 11 Feb 20 | Workshop | Topic to be decided |
| Tue 18 Feb 20 | Full Council | Receive Reports from Unitary, Committees, Representatives and Local Organisations. Receive the minutes of the preceding committee meetings and consider any recommendations they have made Receive any delegated decision reports Authorise payments & note bank balances Other matters outside the scope of committee or officer delegation |
| Tue 25 Feb 20 | P&H | Planning Applications Highways Matters Review Projects Review any delegated decision reports |
| Tue 03 Mar 20 | ROSE | Review Projects Grounds updates Open Spaces Recommendations Receive any delegated decision reports |
| Tue 10 Mar 20 | GEM | Review Projects Review policies Receive interim audit report if received Review any delegated decision reports Review Data requests |
| Tue 17 Mar 20 | Workshop | Topic to be decided |
| Tue 24 Mar 20 | Full Council | Receive Reports from Unitary, Committees, Representatives and Local Organisations. Receive the minutes of the preceding committee meetings and consider any recommendations they have made Receive any delegated decision reports Authorise payments & note bank balances Other matters outside the scope of committee or officer delegation |
| Tue 31 Mar 20 | P&H | Planning Applications Highways Matters Review Projects and consider carry forward requirements to recommend to FC Review any delegated decision reports |

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| | | |
|---------------|--------------------------------|---|
| Tue 07 Apr 20 | ROSE | Review Projects and consider carry forward requirements to recommend to FC Grounds updates Open Spaces Recommendations Receive any delegated decision reports |
| Tue 14 Apr 20 | GEM | Review Projects and carry forward requirements to recommend to FC Review policies Receive interim audit report if received Review any delegated decision reports Review Data requests |
| Tue 21 Apr 20 | Workshop | |
| Tue 28 Apr 20 | Parish Meeting (Town Assembly) | |
| Tue 05 May 20 | Annual Meeting | |

Meetings written in black are where councillors will be formally summoned to attend. Those in grey do not have legal summons but councillors are expected to make every effort to attend. Workshops may be interchanged with training events as required.

| May | August | November | February |
|---------------------------------|----------------------------------|-------------------------------|---------------------------------|
| 7 th Induction | 13 th P&H | 5 th P&H | 4 th GEM |
| 14 th Annual Meeting | 27 th Budget briefing | 12 th ROSE | 11 th Workshop |
| 21 st P&H | | 19 th GEM | 18 th Full Council |
| 28 th ROSE | | 26 th Workshop | 25 th P&H |
| June | September | December | March |
| 4 th GEM | 3 rd P&H | 17 th P&H | 3 rd ROSE |
| 11 th Mayor Making | 10 th ROSE | | 10 th GEM |
| 18 th Full Council | 17 th GEM | | 17 th Workshop |
| 25 th P&H | 24 th Workshop | | 24 th Full Council |
| | | | 31 st P&H |
| July | October | January | April |
| 2 nd ROSE | 1 st Full Council | 14 th Full Council | 7 th ROSE |
| 9 th GEM | 8 th P&H | 21 st P&H | 14 th GEM |
| 16 th Workshop | 15 th ROSE | 28 th ROSE | 21 st Workshop |
| 23 rd Full Council | 22 nd GEM | | 28 th Parish Meeting |
| | 29 th Public Budget | | |

12 New Councillors publicity

To consider publicity for new councillors and advertising drop in day

12.1 Recommendation

- 12.1.1 That the 16th and 23rd February are confirmed as drop in or meeting sessions for information for new councillors.
- 12.1.2 That the Democracy Pack is approved and published on the Council's website
- 12.1.3 That a press release is issued

12.2 Summary

- 12.2.1 Councillors have informally expressed a desire to hold drop in session to talk to members of the public about being a councillor and encourage them to stand in the forthcoming elections. The 16th and 23rd have been proposed for these dates.
- 12.2.2 The Committee may consider that one drop in session and one formal information evening might be beneficial. A proposed agenda is appended to this report.
- 12.2.3 Flyers and posters can be prepared, examples are appended to this report and costs are detailed below.
- 12.2.4 The Council will be issuing a press release and displaying its election banner from the Town Hall.

12.3 Financial Implication

- 12.3.1 Cost for printing 10,000 A5 leaflets, double sided in colour = £80
- 12.3.2 Cost for Royal Mail delivery service awaited
- 12.3.3 Cost for preparing posters – included within printing and stationery budget.

12.4 Legal Implication

- 12.4.1 No local authority may publish or assist anyone, financially or otherwise, to publish, by any means, any material which in whole or part appears to be designed to affect public support for a political party. In deciding whether material falls under the ban, regard must be had to whether it refers to a political party or promotes or opposes a point of view identifiable as the view of one political party, and, if part of a campaign, the apparent purpose of the campaign. (Equality Act 2010, s.149)

12.5 Risk

- 12.5.1 There is a risk of breaching the Equality Act 2010 if material published appears to be designed to affect public support for a political party. This is mitigated by using material produced by the National Association of Local Councils specifically for this purpose.

STRATEGIC PLAN AREA: ENGAGEMENT, PHIL PROCTOR

(End)

Report Author:
Claire Commons, Town Clerk

Appendix P. New Councillor Publicity Material

Agenda if a meeting about being a new councillor is resolved:

| A G E N D A |
|---|
| 1. INTRODUCTION |
| 2. WHY VOTE? |
| 3. WHAT IS A TOWN OR PARISH COUNCIL – WHAT CAN THEY DO? |
| 4. WHAT DOES A COUNCILLOR DO? |
| 5. LIFE AS A COUNCILLOR – Presentation by one or more of your councillors |
| 6. HOW DO I APPLY TO BECOME A COUNCILLOR? |
| 7. THANK YOU AND WHAT HAPPENS NEXT (Advise of timetable in relation to Election Procedure). |

Flyer:

MAKE A CHANGE BECOME A LOCAL COUNCILLOR



**IF YOU CARE ABOUT
WHERE YOU LIVE AND ARE
PASSIONATE ABOUT YOUR
COMMUNITY, WE NEED YOU**

**JOIN US AND MAKE A
LOCAL CHANGE**



MAKE A CHANGE BECOME A LOCAL COUNCILLOR

WHAT DO LOCAL COUNCILS DO?

Your local council has an overall responsibility for the well-being of your local community. Their work falls into three main categories:

- Delivery of services
- Improve quality of life for residents
- Give communities a democratic voice

BECOMING A LOCAL COUNCILLOR

As a local councillor you can become a voice for your community and make a real change. Councillors are community leaders and represent the interests of the communities they serve.

Local councillors have three main responsibilities:

- Decision-making
- Monitoring
- Getting involved locally

GETTING ELECTED

To stand for election to a local council you must:

- Be a UK or Commonwealth citizen; or be a citizen of the Republic of Ireland; or be a citizen of another Member State of the European Union
- Be at least 18 years old
- Be an elector of the local council; or in the past 12 months occupied land or other premises in the area the local council serves (as owner or tenant); or work in the area local council serves (as your principal or only place of work); or live within three miles of the local council boundary.

If you are interested contact the council on:

01747 852420

www.nalc.gov.uk/elections

MAKE A CHANGE BECOME A LOCAL COUNCILLOR



**IF YOU CARE ABOUT
WHERE YOU LIVE AND ARE
PASSIONATE ABOUT YOUR
COMMUNITY, WE NEED YOU**

**JOIN US AND MAKE A LOCAL CHANGE
CONTACT 01747 852420**



13 Future of the High Street

To consider Shaftesbury for the Future High Street Fund for town centres

13.1 Recommendation

13.1.1 That the Council submits an expression of interest for Shaftesbury supported by the Chamber of Commerce.

13.2 Summary

13.2.1 The Government has a new programme, the 'Future High Streets Fund for town centres'.

13.2.2 The summary points are that the fund aims to;

- Support town centres and High Streets by co-funding transformative, structural changes to overcome challenges in their area
- Support wider economic growth within local areas, delivering investment and growth across regions in England to deliver our modern Industrial Strategy
- Renew and reshape town centres and high streets in a way that improves experience, drives growth and ensures future sustainability
- Expects projects to be co-funded by public and private sector (ie match funding)

13.2.3 Bids for town centres that are not facing significant challenges will not be accepted.

13.2.4 Most projects are expected in the £5m - £10m range. There is also an element which has been allocated to supporting heritage High Streets but with very little detail as yet.

13.2.5 The programme will have two rounds, each round with a first stage Expression of Interest (mainly about making the case for the town), and the second a full Business Case

13.2.6 The deadline for the first stage is 22nd March 2019

13.2.7 More detail is available at <https://www.gov.uk/government/publications/future-high-streets-fund-call-for-proposals>

13.3 Financial Implication

13.3.1 There are no financial implications arising from this report.

13.4 Legal Implication

13.4.1 Town Councils are not eligible to be put forward. North Dorset District Council can currently submit an expression of interest for one town only which means that it will need to make the decision of which town.

13.4.2 There is further complication with unitary, whether the Dorset Councils will only be allowed to submit one town for the whole of Dorset. The Council awaits further information on this.

13.5 Risk

13.5.1 There are no risks identified within this report.

Claire Commons, Town Clerk

14 Confidential Business

To consider resolving that the press and public be excluded from the following items by reason of the confidential nature of the business to be transacted

14.1 Recommendation

14.1.1 That under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press should be excluded from the item 'Correspondence' by reason of likely disclosure of exempt information which is likely to reveal the identity of an individual.

14.2 Summary

14.2.1 A council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which this resolution applies.

14.2.2 A council may treat the need to receive or consider recommendations or advice from sources other than members, committees or sub-committees of the body as a special reason why publicity would be prejudicial to the public interest, without regard to the subject or purport of the recommendations or advice; but the making by this subsection of express provision for that case shall not be taken to restrict the generality of the paragraph above in relation to other cases. (Public Bodies (Admission to Meetings) Act, 1960 s1)

14.3 Financial Implication

14.3.1 There are no financial implications arising from this report

14.4 Legal Implication

14.4.1 The council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. (Public Bodies (Admission to Meetings) Act, 1960 s1)

14.4.2 Exempt information includes information relating to any individual and information which is likely to reveal the identity of an individual. (Local Government Act, 1972 sch 12a)

14.5 Risk

14.5.1 There is a risk of data breach if exempt information is disclosed

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

(End)

Report Author:
Claire Commons, Town Clerk

15 Correspondence

To consider any actions arising from correspondence received

15.1 Confidential report provided separately

16 Code of Conduct

To consider code of conduct requirements for partner organisations.

16.1 Confidential report provided separately