



# Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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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..

You are summoned to a meeting of the General Management Committee for the transaction of the business shown on the agenda below. To be held at **7.30pm** or directly following the previous meeting (whichever is the later) on

**Tuesday 26 March 2019 in the Council Chamber, Shaftesbury Town Hall**

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

All other recipients for information only

Claire Commons, Town Clerk

Members are reminded of their duty under the Code of Conduct

## Public Participation

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

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

## Agenda

<b>1</b>	<b>APOLOGIES .....</b>	<b>3</b>
	To receive and consider for acceptance, apologies for absence .....	(3 mins)
<b>2</b>	<b>DECLARATIONS OF INTEREST .....</b>	<b>3</b>
	Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.....	(3 mins)
<b>3</b>	<b>MINUTES .....</b>	<b>3</b>
	To confirm as a correct record, the minutes of the previous meeting of the General Management Committee. ....	(5 mins)
<b>4</b>	<b>REPORTS .....</b>	<b>8</b>
	To receive and note the committee report.....	(5 mins)
<b>5</b>	<b>PAYMENTS .....</b>	<b>11</b>
	To consider payments for authorisation .....	(5 mins)
<b>6</b>	<b>FINANCE REPORT.....</b>	<b>14</b>

	To receive anticipated year end position .....	(10 mins)
<b>7</b>	<b>ST JAMES' CHURCH FLOWER FESTIVAL .....</b>	<b>18</b>
	To consider request for sponsorship for the St James' Church Flower Festival .....	(5 mins)
<b>8</b>	<b>BUNTING .....</b>	<b>20</b>
	To receive request for partial funding of bunting for the High Street.....	(5 mins)
<b>9</b>	<b>HOVIS LOAF .....</b>	<b>22</b>
	To consider the agreement for ownership of the Hovis Loaf .....	(5 mins)
<b>10</b>	<b>VERGE CUTTING AGREEMENT .....</b>	<b>23</b>
	To consider continued Service Level Agreement for grass verge cutting .....	(5 mins)
<b>11</b>	<b>PLANNING APPLICATIONS .....</b>	<b>24</b>
	To consider responses to planning applications to include but not be limited to; 22 Crookhays, 9-11 Well Lane, 96 Sweetmans Rd, Spare Penny Cottage 2 Magdelene Lane .....	(5 mins)
<b>12</b>	<b>BLANDFORD NEIGHBOURHOOD PLAN .....</b>	<b>26</b>
	To consider responding to the Blandford + Neighbourhood Plan. ....	(15 mins)
<b>13</b>	<b>TRAFFIC REGULATION ORDER ON SHAFTESBURY HIGH STREET .....</b>	<b>27</b>
	To consider the proposal to apply for a traffic regulation order on Shaftesbury High Street .....	(15 mins)

**Bibliography**

Cleyden, P., 2016. *Arnold-Baker on Local Council Administration*. 10th ed. s.l.:LexisNexis.  
Shaftesbury Town Council, 2012. *Code of Conduct*. [Online]  
Available at: [https://www.shaftesbury-tc.gov.uk/images/STC\\_Code\\_of\\_Conduct\\_2012.pdf](https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf)  
Shaftesbury Town Council, 2017. *Financial Regulations*. [Online]  
Available at: <https://www.shaftesbury-tc.gov.uk/policies/>  
Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.  
the Accounts and Audit Regulations, 2015. [Online]  
Available at: <http://www.legislation.gov.uk/ukxi/2015/234/contents/made>  
[Accessed 18 July 2018].

(End)

## **1 Apologies**

To receive and consider for acceptance, apologies for absence (3 mins)

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### **1.1 Background**

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

### **1.2 Apologies received to date**

## **2 Declarations of Interest**

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received. (3 mins)

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### **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**

## **3 Minutes**

To confirm as a correct record, the minutes of the previous meeting of the General Management Committee. (5 mins)

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### **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 26<sup>th</sup> February 2019

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 26<sup>th</sup> February 2019 commencing at 7:00pm.

**Members Present**

Councillor Brown (Chair)  
Councillor Cook  
Councillor Lewer

Councillor Taylor (Vice-Chair)  
Councillor Kirton  
Councillor Perkins

**Absent:**

Councillor George Hall

**Officers Present:**

Claire Commons, Town Clerk  
Brie Logan, Business Manager

**In Attendance:**

5 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. The following matters were raised;

- External Auditor – Clarification was sought to the layout of the report in the committee papers
- Litter – A representative of the Hilltop Litterpickers spoke in support of the Council's proposal to take part in the Great British Spring Clean
- Littledown Development – A member of the Shaftesbury Open Spaces Group spoke about the site meeting at Littledown between the developers and the Planning Officers and referred to the concerns about the proposed plans.

**G75 Apologies**

It was noted that Councillor Hall had sent his apologies for the start of the meeting and was due to arrive at 8pm.

**G76 Declarations of Interest and Dispensations**

All members were invited to declare any interests throughout the meeting if the need arose, no declarations were made.

**G77 Minutes**

It was **RESOLVED** to approve the minutes of the meeting held on Tuesday, 29 January 2019 and the minutes were duly signed.

**G78 Reports**

Officer report 0219GEM4 was received and noted.

**G79 External Audit year ending 31<sup>st</sup> March 2018**

Officer report 0219GEM5 was received and considered in detail. It was **RESOLVED** to submit the responses identified by the Proper Officer to the External Auditor and to include the police letter concerning a matter closed in relation to query 2.

ACTION: TOWN CLERK

**G80 Interim Audit Report**

Officer report 0219GEM6 was received. It was **RESOLVED** to respond to the auditor with supporting information relating to the donations received and returned item within the report.

ACTION: TOWN CLERK

**G81 Payments**

Officer report 0219GEM7 was received and an updated payments list was tabled. It was **RESOLVED** to approve all payments listed as appended to these minutes and note the bank balances provided within the report.

ACTION: FINANCE AND SERVICES OFFICER

Officers were asked to carry out a financial risk assessment of the values held in each bank account.

ACTION: TOWN CLERK

**G82 Swimming Pool**

Officer report 0219GEM8 was received and it was **RESOLVED**;

G82a to recommend to a meeting of Full Council at the beginning of March to spend £17,555 in readiness for the pool opening at the end of May 2019

G82b that Shaftesbury Town Council grounds staff allocate 2 days during April 20 support the external garden maintenance required to improve the external aesthetics of the pool building.

G82c that the Council works in collaboration with Build Love, Guys Marsh and Weston/Salisbury College as part of the Council's drive to add value in terms of skills development

G82d that the Council undertakes a further user experience survey (for the whole season) to gather feedback on the longer-term aspirations

G82e that the Council considers the long term options on the table

ACTION: BUSINESS MANAGER

**G83 Order of Business**

It was **RESOLVED** to amend the order of business to take the item on the Great British Spring Clean next to allow a member of the public to leave the meeting following its debate.

**G84 Great British Spring Clean**

Member Motion 00023 was received and it was **RESOLVED** that to hold a Great British Spring Clean event working with the Hilltop Litter-pickers and other interested organisations. (*Financial Implications: £1,000, Reserves and Projects*)

ACTION: TOWN CLERK

**G85 Disciplinary Procedure**

Officer report 0219GEM9 was received and it was **RESOLVED** to adopt the Disciplinary Procedure as provided within the report.

ACTION: TOWN CLERK

**G86 Grievance Procedure**

Officer report 0219GEM10 was received and it was **RESOLVED** to adopt the Grievance Procedure as provided within the report.

ACTION: TOWN CLERK

**G87 Biodiversity and Environmental Policy**

Officer report 0219GEM11 was received and it was **RESOLVED** to adopt the Biodiversity and Environmental Policy as provided within the report and to include at 5.23 including providing swift bricks in all new build houses.

ACTION: TOWN CLERK

8:15pm, Councillor Perkins left the meeting.

**G88 Health and Safety**

Officer report 0219GEM12 was received and it was **RESOLVED**;

G88a to immediately arrange for independent examination of the stairlift through the Council's insurance company

G88b to progress with obtaining quotes with a view to resolving installation of suitable edge protection on the Town Hall roof

G88c to carry out risk assessments as appropriate for any necessary roof access prior to the installation of edge protection, this to be approved by the Council's Health and Safety provider

G88d to note that a 'new and expectant mothers' risk assessment had been carried out and there were no actions arising

G88e that Health and Safety is included on each agenda of the GEM committee to receive updates on the progress of the action plan and bring to the council's attention any new items arising.

ACTION: TOWN CLERK

**G89 Equality, Diversity and Human Rights Policy**

Officer report 0219GEM14 was received and it was **RESOLVED** to adopt the Equality, Diversity and Human Rights policy as provided within the report.

**G90 Community Engagement Strategy**

Officer report 0219GEM15 was received and it was **RESOLVED** to adopt the strategy with a review to be carried out at the next meeting of the Council to provide clarity on the Gunning principles of consultation

ACTION: TOWN CLERK

**G91 Grant Awarding Policy**

Officer report 0219GEM16 was received and it was **RESOLVED** to adopt the policy with no changes from the previous year. Consideration was given to partial funding of applications and this would form part of the discussion for determination of each request.

ACTION: TOWN CLERK

**G92 Scheme of Delegation**

Officer report 0219GEM17 was received and it was **RESOLVED** to adopt the Scheme of Delegation as provided in the report.

ACTION: TOWN CLERK

**G93 Local Council Award Scheme – Quality Gold**

Administration for a meeting of the General Management Committee

- Officer report 0219GEM18 was received and it was **RESOLVED**
- G93a to confirm that it meets all criteria required for the Quality Gold level of the Local Council Award Scheme
- G93b to recommend to Full Council to confirm by resolution that the requirements are met and that the Council provides 5 submission statements for the accreditation panel.

There being no further business, the meeting was closed at 8.53pm.

Signed

Date

Printed on : 26/02/2019

Shaftesbury Town Council

Page No 1

At : 14:40

NatWest Current A/c

List of Payments made between 01/02/2019 and 27/02/2019

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
06/02/2019	British Telecommunications	dd	122.88		Line Rental
07/02/2019	The Gillingham C & L Trust Ltd	online723	45.50		NPQL Renewal Kathleen
07/02/2019	Mail & Print	online724	1,317.60		Clfr Recruitment doorstep drop
08/02/2019	Facebook Ads	POS	10.00		Wedding Fair Ad
11/02/2019	Hitachi Capital	Std Ord	849.20		Hitachi Capital
13/02/2019	Fuel Genie	dd	213.14		Fuel January
13/02/2019	Amazon Online Sales	Debit Card	28.74		Purchase Ledger Payment
13/02/2019	Premier Catering Equipment	debitcard	16.80		De scaler for hot water boiler
18/02/2019	Adobe Systems Software	debitcard	8.32		Photoshot
18/02/2019	Land Registry	DEBIT CARD	24.00		Land Registry docs x 4
18/02/2019	Sage Uk Ltd	dd	80.40		Payroll
19/02/2019	DCC Pension Fund	ONLINE	4,278.06		DCC Pension Fund
19/02/2019	HMRC	ONLINE	4,476.93		Tax/Ni jan Salaries
22/02/2019	Peninsula	Std Ord	210.50		Health & Safety Advisers
27/02/2019	Bourne-Romsey Fire Protection	online725	82.20		Annual Fire Exting. Service
27/02/2019	Build Love Community Interest	online726	1,300.00		Final Payment Bell St Toilets
27/02/2019	Clarity Copiers Ltd	online727	145.86		Printing January
27/02/2019	British Gas	online728	62.92		Electric Unit 9C
27/02/2019	Ben Johnson (Shaftesbury) Ltd	online729	18.95		fuel tap
27/02/2019	Hire Standards	online730	539.70		Heras Fencing Toilets
27/02/2019	The IT Department Solutions Lt	online731	187.08		Monthly Support
27/02/2019	Landford Trees	online732	173.76		Town entrance trees, and verge
27/02/2019	Lyreco	online733	205.60		Stationery
27/02/2019	Rutters Solicitors	online734	780.00		Ref Jeaneau Close land encroac
27/02/2019	RBS Software Solutions	online735	944.40		Omega Support Feb to March 20
27/02/2019	Reach Publishing (BVM)	online736	401.35		Councillor Recruitment- BVM
27/02/2019	Sydenhams	online737	617.69		Materials
27/02/2019	Toogoods Pperty Co Ltd	online738	85.09		Water Rates Unit 9c
27/02/2019	Travis Perkins	online739	305.53		Materials
27/02/2019	T F Plant & Tool Hire	online740	210.00		Skip for toilets
27/02/2019	Wessex Water	online741	110.83		St James
27/02/2019	Wallgate	online742	1,219.20		H/drier ser. contract 12months
27/02/2019	Ben Johnson (Shaftesbury) Ltd	online743	27.60		Blade fixing kit
27/02/2019	Claire Commons	online744	91.88		Travel CC
27/02/2019	EG. Coles	online745	5.40		Oil Seal
27/02/2019	Dax	online746	2,000.00		Annual Fee HR Services Nov-Nov
27/02/2019	British Gas	online747	7.31		Standing Charge Barton
27/02/2019	British Gas	online748	342.27		Electric Town Hall
27/02/2019	British Gas	online749	222.76		Electric Bell St
27/02/2019	Imprint Graphics	online750	628.00		repair roller shutter Unit 9c
27/02/2019	Ron Rock	online751	302.94		Bee Friendly workshops x 2
27/02/2019	Sydenhams	online752	103.15		Materials
27/02/2019	Society of Local Council Clerk	online753	18.00		Speed Reads x 3
27/02/2019	Travis Perkins	online754	97.87		Materials

Unaudited payments

Total Payments 22,919.41

## **4 Reports**

To receive and note the committee report.

(5 mins)

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### **4.1 Recommendation**

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

### **4.2 Summary**

4.2.1 These reports are to inform and give the opportunity for topics of note to be addressed later by the Council or its committees.

4.2.2 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.

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## ***STRATEGIC PLAN AREAS: POLICIES, PROCEDURES AND GOVERNANCE***

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### **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;

- Swimming Pool works contract

### **4.5 Progress Report**

4.5.1 All policies adopted at the previous meeting have been uploaded to the Town Council's website.

4.5.2 The Local Council Award Scheme Quality Gold portfolio has been submitted

(End)

Report Author:

Claire Commons, Town Clerk

## Appendix B. Delegated Decisions



**Shaftesbury Town Council**  
**Officer Delegated Decision For**  Managing Internal Operations

1. Date of Decision	14 <sup>th</sup> March 2019
2. Matter for Decision	Contractor for the repairs to the Swimming Pool to be Build Love
3. Reason(s) for Decision(s)	The price from Build Love was the least expensive and provided additional social benefits. There was the option of further reducing the cost if additional people could be involved.
4. Decision Maker (Officer name and title)	Claire Commons Town Clerk
5. Alternative options considered and rejected	Commercial providers – one declined to quote, the other was more expensive
6. Any conflict of interest declared by any member consulted	None declared  Officers consulted: Brie Logan
7. Any dispensation granted in respect of any declared conflict of interest	No dispensations required

Council Committee Meeting:

General Management Committee March 2019

Minute Reference \_\_\_\_\_



**Shaftesbury Town Council**  
**Officer Delegated Decision For**  Managing Internal Operations

8. Date of Decision	19 <sup>th</sup> March 2019
9. Matter for Decision	Date for Great British Spring Clean:  13th April 2019
10. Reason(s) for Decision(s)	Selection of dates for litter pickers and community packs available. No discernible preferred date from councillors received.
11. Decision Maker <i>(Officer name and title)</i>	Claire Commons Town Clerk
12. Alternative options considered and rejected	14 <sup>th</sup> April – potential that Sunday would be less preferable to Saturday 20 / 21 <sup>st</sup> April – Easter Weekend, less likely to be able to secure volunteers
13. Any conflict of interest declared by any member consulted	None declared  Members consulted: Lester Taylor, John Lewer, Andy Perkins
14. Any dispensation granted in respect of any declared conflict of interest	No dispensations required

Council Committee Meeting:

General Management Committee March 2019

Minute Reference \_\_\_\_\_

## 5 **Payments**

To consider payments for authorisation

(5 mins)

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### 5.1 **Recommendation**

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

### 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.

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***STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE***

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(End)

Report Author:  
Claire Commons, Town Clerk

## Appendix C. Payments

Printed on : 20/03/2019

Shaftesbury Town Council

Page No 1

At : 15:22

NatWest Current A/c

## List of Payments made between 28/02/2019 and 27/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/02/2019	Eon	dd.	172.33		Purchase Ledger Payment
28/02/2019	Axis	dd	312.75		Purchase Ledger Payment
28/02/2019	February Salaries	ONLINE	12,883.00		February Salaries
01/03/2019	Nat West Credit Card	dd	8.32		Credit Card Payment
04/03/2019	Telefonica Uk Ltd	dd	72.94		Mobiles Grounds
11/03/2019	Hitachi Capital	Std Ord	849.20		Hitachi Capital
13/03/2019	Fuel Genie	dd	241.88		Diesel Feb
15/03/2019	DCC Pension Fund	DPC	4,201.70		February Wages
15/03/2019	HMRC	DPC	4,341.98		Tax/Ni Feb
15/03/2019	Mail & Print	dpc	1,317.60		Purchase Ledger Payment
18/03/2019	Sage Uk Ltd	dd	80.40		Sage Payroll
18/03/2019	Adobe Systems Software	pos	8.32		Photo shot
19/03/2019	Petty Cash	013179	112.01		Petty Cash
22/03/2019	Peninsula	Std Ord	210.50		Health & Safety Advisers
27/03/2019	British Gas	online	36.63		Electric Unit 9C
27/03/2019	Angel Springs Ltd	online755	33.96		Water Cooler
27/03/2019	Ben Johnson (Shaftesbury) Ltd	online756	66.00		Wire attachment for Brush Cutt
27/03/2019	Chris Berwick Ltd	online757	378.00		Work to trees Trinity R34 0916
27/03/2019	Clarity Copiers Ltd	online758	157.82		Printing February
27/03/2019	Dorset Planning Consultant Ltd	online759	1,199.52		Professional Planning Support
27/03/2019	British Gas	online761	102.22		Gas Swimming Pool
27/03/2019	Healthmatic Ltd	online762	27,698.39		Equipment and advise refurbish
27/03/2019	Mole Countrystores	online76	39.54		Paddock Swimming Pool Gate
27/03/2019	Hire Standards	online763	335.34		Hire of fencing
27/03/2019	The IT Department Solutions Lt	online764	308.88		SSL Certificate 12month renewa
27/03/2019	Lyreco	online765	85.40		Paper
27/03/2019	Tracy Moxham	online766	11.70		Travel to Finance Meeting
27/03/2019	Zoe Moxham	online768	27.57		Tea/sugar
27/03/2019	North Dorset District Council	online770	6.00		Use of Car Park Space for skip
27/03/2019	NDM Electrical	online771	1,214.21		Electrical work and lights
27/03/2019	Proctor, Watts, Cole & Rutter	online772	30.00		A0 Map re Salt Cellar Lease
27/03/2019	Cliff Skey	online773	300.00		Town Crier Services 2018/19
27/03/2019	Sydenhams	online774	262.57		Materials
27/03/2019	Travis Perkins	online775	98.60		Materials
27/03/2019	Toogoods Prperty Co Ltd	online776	2,271.60		Rent Unit 9c 25/03/19 to 24/06
27/03/2019	Zurich	online777	300.00		Chair lift inspection
27/03/2019	Treecare Co	online778	108.00		Grind out Lime Tree Stump Trin
27/03/2019	Wincombe MOT & Repair Centre L	online779	167.81		Repairs to van door
27/03/2019	Wallgate	online780	432.00		Reconnect hand driers/commissi

<b>Total Payments</b>	<u>60,484.69</u>
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Shaftesbury Town Council

Bank - Cash and Investment Reconciliation as at 1 March 2019

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	NatWest Current A/c	113,253.98
2	NatWest Reserve a/c	0.00
3	Nat West Credit Card	0.00
4	Cash in Hand	37.99
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
		<b>609,926.33</b>
<u>Other Bank &amp; Cash Balances</u>		
	Bank Suspense	0.00
		<b>0.00</b>
		<b>609,926.33</b>
<u>Unpresented Payments</u>		
1	08/01/2019 013178	100.00
		<b>100.00</b>
		<b>609,826.33</b>
<u>Receipts not on Bank Statement</u>		
0	01/03/2019 All Receipts Cleared	0.00
		<b>0.00</b>
<b>Closing Balance</b>		
<b>609,826.33</b>		
<u>All Cash &amp; Bank Accounts</u>		
	NatWest Current A/c	138,024.14
	NatWest Reserve A/c	0.00
	Nat West Credit Card	8.32
	Petty Cash	150.00
	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
	<b>Total Bank &amp; Cash Balances</b>	<b>634,816.82</b>

## **6 Finance Report**

To receive anticipated year end position

(10 mins)

### **6.1 Recommendation**

6.1.1 That the report is received and noted and any earmarked reserves resolved

### **6.2 Anticipated Budgetary Position year ending 31<sup>st</sup> March 2019**

6.2.1 Initial indications are that the Town Council will be within budget for the current financial year.

6.2.2 Any underspend at the end of the financial year which has not been earmarked will be returned to the General Reserves.

6.2.3 A detailed budget report will be made available to members with the year-end papers following the internal audit. Members should refer to the appended report and may wish to note the following:

- Staffing – income due to HMRC rebate
- Civic – underspent as no Civic Day arranged this year
- Legal and Professional – will balance despite significant legal costs, there has been no need to pay for any by-elections.
- Grants and SLA – overspent by resolution of the Council to provide SLA to Tourism and CAB
- Finance – interest received outweighs the prior year adjustment in expenditure
- Cemetery – underspend due to repairs to Lych gate being maintain only.
- General Grounds – commuted sum for Little Shilling and Great Ground parcels of land currently posted to this code.

### **6.3 Earmarked Reserves**

6.3.1 EMR are shown in the table below. Officer recommendation on whether funds should be carried forward (CF) or returned to General Reserves (GR) are indicated in the last column.

<i>Project Name</i>	<i>B/fwd for 2018/19</i>	<i>Precept in Year</i>	<i>Additional Income</i>	<i>Expenditure In Year</i>	<i>Balance to date</i>	<i>Budget Allocation 19 / 20</i>	<i>CF or GR</i>
<i>Town Centre Enhancement</i>	£8,109			£1,000	£7,109		GR
<i>CCTV</i>	£10,000			£10,000	£0	£5,000	
<i>Cycle Routes</i>	£11,500				£11,500		GR <sup>1</sup>
<i>Playground Equipment</i>	£5,217	£15,000		£18,405	£1,812	£15,000	CF
<i>Toilets</i>	£30,500			£30,263	£237		GR
<i>Town Hall Building</i>	£58,325	£12,370	£5,000	£706	£74,989		CF
<i>Town Hall Energy Fund</i>	£5,000			£5,000	£0		
<i>Grounds works Equipment</i>	£2,000			£2,000	£0		
<i>Heritage Style Lanterns</i>	£10,000				£10,000		CF <sup>2</sup>
<i>Replacement Vehicles</i>	£8,005				£8,005	14267	CF
<i>Strategic Tree Works</i>	£5,273			£3,300	£1,973		CF
<i>Ground Planting/SIB</i>	£754			£734	£19		GR

<sup>1</sup> Project not able to be realised within next three years and significant s,106 funds held by DCC

<sup>2</sup> Site meeting repeatedly requested. Suggest new council reconsiders project viability

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<i>Street Furniture</i>	£14,647	£10,000		£336	£24,311		CF <sup>3</sup>
<i>Swimming Pool Expenditure</i>	£21,080	£10,000		£1,934	£29,146	£12,000	CF
<i>Jubilee Path Enhancement</i>	£0	£10,000			£10,000		CF <sup>4</sup>
<i>Community Hall (Cockrams)</i>	£3,000	£10,000			£13,000		CF <sup>5</sup>
<i>Neighbourhood Planning Grant</i>	£8,072	£1,898	£7,382	£7,435	£9,917		CF
<i>A30 Allotment Site</i>	£25,000				£25,000		CF
<i>IT Replacement Equipment</i>	£2,500	£2,500		£1,403	£3,597	£4,000	CF
<i>Shaftesbury Bee Friendly</i>	£303			£303	£0		
<i>Grit Bins</i>		£4,000			£4,000		GR <sup>6</sup>
<i>Cobbles</i>			£1,000		£1,000		GR <sup>7</sup>
<i>Bus Shelters</i>		£3,500			£3,500		CF
<i>Traffic Calming</i>			£4,300	£1,150	£3,150		CF <sup>8</sup>
<i>Last year Mayor's Charity A/c</i>			£345		£345		
<i>Project Belle</i>			£85,000	£5,750	£79,250	£9078	CF
<i>Maint. Memorial Stones ED</i>			£2,450		£2,450		CF
<i>Wild About Shaftesbury</i>			£4,500		£4,500		CF
<i>Castle Hill</i>						£3402	
	<b>£229,285</b>	<b>£79,268</b>	<b>£109,977</b>	<b>£89,720</b>	<b>£328,810</b>		

**STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE**

(End)

Report Author:

Claire Commons, Town Clerk and Responsible Finance Officer

<sup>3</sup> Waits design statement for full proposal to be scoped

<sup>4</sup> Waits design statement for full proposal to be scoped

<sup>5</sup> Waits outcome of Neighbourhood Plan consultation for revised proposal to be scoped

<sup>6</sup> Future replacement grit bins can be funded from Street Furniture for new or Repairs and Maint. for replacement / repairs

<sup>7</sup> Fund from Repairs and Maint. if required

<sup>8</sup> For traffic studies / SID locations

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Appendix D. Predicted Year End Summary

19/03/2019

Shaftesbury Town Council

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Summary Income & Expenditure by Budget Heading 01/03/2019

Month No : 12

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<b><u>Personnel</u></b>								
402 Staffing Costs	Expenditure	246,014	243,602	275,665	32,063		32,063	88.4 %
	Income	9,585	13,421	9,585	3,836			140.0 %
	Personnel Expenditure	246,014	243,602	275,665	32,063	0	32,063	88.4 %
	Income	9,585	13,421	9,585	3,836			140.0 %
	Net Expenditure over Income	236,429	230,182	266,080	35,899			
<b><u>General Management</u></b>								
301 Civic	Expenditure	6,139	3,682	6,571	2,889		2,889	56.0 %
	Income	345	494	0	494			0.0 %
302 Legal and Professional	Expenditure	26,654	37,806	38,850	1,044	364	680	98.2 %
	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	482,897	480,603	2,294			100.5 %
401 General Running Costs	Expenditure	12,923	14,230	14,135	-95		-95	100.7 %
	Income	0	24	0	24			0.0 %
	General Management Expenditure	125,748	90,507	90,056	-451	364	-815	100.9 %
	Income	481,817	484,494	480,603	3,891			100.8 %
	Net Expenditure over Income	-356,069	-393,987	-390,547	3,440			
<b><u>ROSE</u></b>								
101 Allotment	Expenditure	1,184	1,706	1,285	-421		-421	132.8 %
	Income	1,707	1,538	1,700	-162			90.5 %
102 Cemetery	Expenditure	3,225	744	2,799	2,055		2,055	26.6 %
	Income	3,501	3,330	2,300	1,030			144.8 %
103 General Grounds	Expenditure	57,924	63,365	59,111	-4,254	453	-4,707	108.0 %
	Income	11,587	95,669	8,194	87,475			1167.5 %
105 Local Delivery services	Expenditure	7,229	8,371	9,084	713		713	92.2 %
	Income	8,527	8,720	7,999	721			109.0 %
201 Town Hall	Expenditure	18,356	16,464	19,104	2,640		2,640	86.2 %
	Income	45,802	46,900	49,991	-3,091			93.8 %
305 Swimming Pool	Expenditure	41,934	46,880	43,700	-3,180		-3,180	107.3 %
	Income	19,372	24,057	19,700	4,357			122.1 %

Continued on Page 2

# Report 0319GEM5

19/03/2019

## Shaftesbury Town Council

Page No 2

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### Summary Income & Expenditure by Budget Heading 01/03/2019

Month No : 12

### Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
	ROSE Expenditure	129,852	137,530	135,083	-2,447	453	-2,900	102.1 %
	Income	90,497	180,214	89,884	90,330			200.5 %
	<b>Net Expenditure over Income</b>	<b>39,355</b>	<b>-42,683</b>	<b>45,199</b>	<b>87,882</b>			
 <b><u>Reserves &amp; Projects</u></b>								
901 Reserves & Projects	Expenditure	32,077	82,776	239,857	157,081	5,574	151,507	36.8 %
	Income	0	82,382	0	82,382			0.0 %
902 Capital Replacement Reserve	Expenditure	0	2,706	81,195	78,489		78,489	3.3 %
	<b>Reserves &amp; Projects Expenditure</b>	<b>32,077</b>	<b>85,482</b>	<b>321,052</b>	<b>235,570</b>	<b>5,574</b>	<b>229,996</b>	<b>28.4 %</b>
	<b>Income</b>	<b>0</b>	<b>82,382</b>	<b>0</b>	<b>82,382</b>			<b>0.0 %</b>
	<b>Net Expenditure over Income</b>	<b>32,077</b>	<b>3,100</b>	<b>321,052</b>	<b>317,952</b>			
 <b><u>INCOME - EXPENDITURE TOTALS</u></b>								
	Expenditure	533,690	557,122	821,856	264,734	6,391	258,343	68.6 %
	Income	581,899	760,510	580,072	180,438			131.1 %
	<b>Net Expenditure over Income</b>	<b>-48,208</b>	<b>-203,389</b>	<b>241,784</b>	<b>445,173</b>			

## **7 St James' Church Flower Festival**

To consider request for sponsorship for the St James' Church Flower Festival (5 mins)

---

### **7.1 Recommendation**

7.1.1 That the letter is received and noted, that individuals are invited to contribute to the cause if they wish and that St James' Church is invited to apply for a grant through the Council's Community Grant process.

### **7.2 Summary**

7.2.1 The Council has received a letter requesting financial support for St James' Church (appended to this report). In summary they write;

*St James Church is one of Shaftesbury's landmark buildings with its fine tower, beautiful stained-glass windows and churchyard overlooking the Blackmore Vale.*

*The church now needs some up-dating and we are making a start by installing more efficient and accessible LED lights, a new sound system and complete interior redecoration. We then would like to follow this with a new single level floor for easier access for wheelchair users and for other disabled people, to replace the old Victorian pews with modern seats which can be easily re-arranged for concerts and other functions and have a new welcoming glass entrance door.*

*The congregation of St James has raised over £40,000 towards this work but we need to raise more money to achieve the above renewal programme.*

*To raise these funds we are having a flower festival in the church in June 2019, including music and refreshments. We ask if you would be prepared to help us by sponsoring a display or contributing towards the cost of the flowers. A list of sponsors would be included in the festival programme.*

### **7.3 Financial Implication**

7.3.1 The Community Grant budget is spent therefore any money provided in the current financial year would need to be drawn from the Council's General Reserves.

7.3.2 Community Grant awards will be considered by Council on 18<sup>th</sup> June 2019.

### **7.4 Legal Implication**

7.4.1 The Council holds the General Power of Competence which gives the Council the power to do anything individuals may generally do as long as it is not prohibited by other legislation or restrictions. It is a power of first resort so the power may be used without having to consider other powers first.

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## **STRATEGIC PLAN AREA: ENGAGEMENT**

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(End)

Report Author:  
Claire Commons, Town Clerk



## 8 **Bunting**

To receive request for partial funding of bunting for the High Street

(5 mins)

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### 8.1 **Recommendation**

8.1.1 That the email is received and noted, that individuals are invited to contribute to the cause if they wish and that the Chamber of Commerce is invited to apply for a grant through the Council's Community Grant process.

### 8.2 **Summary**

8.2.1 A request for financial support by the Chamber of Commerce has been received, with the purpose of buying bunting for the town in addition to the commitment from the Chamber of Commerce' funds for the High Street.

8.2.2 The full request is appended to this report.

### 8.3 **Financial Implication**

8.3.1 The Community Grant budget is spent therefore any money provided in the current financial year would need to be drawn from the Council's General Reserves.

8.3.2 Community Grant awards will be considered by Council on 18<sup>th</sup> June 2019.

### 8.4 **Legal Implication**

8.4.1 The Council holds the General Power of Competence which gives the Council the power to do anything individuals may generally do as long as it is not prohibited by other legislation or restrictions. It is a power of first resort so the power may be used without having to consider other powers first.

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*STRATEGIC PLAN AREA: ENGAGEMENT*

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(End)

Report Author:  
Claire Commons, Town Clerk

Appendix E. Chamber of Commerce Email of 22<sup>nd</sup> February 2019

I think we all agree that bright bunting makes the town look wonderful and enhances the visitor experience. The bunting currently available from the Carnival is looking a bit sad and tatty.

Last night the Chamber committed to buy 500m of new bunting. The bunting will be used to brighten the town during the summer months covering both the Fringe and the Food Festival. It will be in place from around about May until July. It may make another appearance later in the summer. (We feel it important to have a break for greater impact)

Initially we considered looking for joint funding with STC, TIS and other organisations. We instead opted to go ahead and commit to 500m and approach yourself and others to fund additional lengths. Our decision means that we can get on with it and guarantee a vibrant summer.

Our 500m should cover from the Commons to Angel Square (at a pinch!). Ideally we would like to incorporate Bell St. and the commercial end of Salisbury Street. An additional 400m would give us that fuller coverage. We feel it is important to include the Bell Street businesses, SAC and the shops on Salisbury Street. If possible, in the future, it would be great to extend the festival feel to Muston's lane and the lower ends of Angel lane and Coppice St, if high anchoring points are available on the residential buildings.

We opted to go for high quality, sustainable cotton bunting, made locally by Décor by Georgie on Salisbury St. The alternative factory-made bunting is less attractive, has a shorter life and contains plastics which goes against our drive for a sustainable, plastic-free town. We also prefer to keep the money in the local economy.

Georgie's bunting is machine washable and should last at least 5 seasons. The design is bespoke and is planned to be large pinky red triangles alternating with smaller gold coloured ones. This reflects the colours of the Fringe and the Indie-Shaftesbury campaign whilst giving a nod to the Dorset flag.

**Cost:**

A 400m length costs £960 plus VAT.  
Any other lengths would be priced pro rata.

Ideally we would like to be able to add at least an additional 200m this summer.

It would be a huge boost if STC could either buy additional lengths or make a grant to fund them.

## **9 Hovis Loaf**

To consider the agreement for ownership of the Hovis Loaf (5 mins)

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### **9.1 Recommendation**

9.1.1 That the agreement for the Hovis Loaf between Shaftesbury Town Council and Shaftesbury Charitable Trust is approved (provided separately).

### **9.2 Summary**

9.2.1 The Council has resolved to take ownership of the Hovis Loaf, adding it to its asset register, covering it under its public liability insurance and taking care of its maintenance.

9.2.2 The cost for the responsibilities outlined above would be met from the Charitable Trust, the donations collected by the loaf would be the property of the charity.

### **9.3 Financial Implication**

9.3.1 There are no financial implications arising from this report

### **9.4 Legal Implication**

9.4.1 A legal agreement has been drawn up between the Town Council and the Shaftesbury Charitable Trust for the management and location of the loaf and the purpose of the donations collected.

### **9.5 Risk**

9.5.1 Risk of misappropriation of funds are managed by the Shaftesbury Charitable Trust.

9.5.2 Public Liability risks are mitigated through the Council's insurance.

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### ***STRATEGIC PLAN AREA: ASSET ACQUISITION***

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(End)

Report Author:  
Claire Commons, Town Clerk

## **10 Verge Cutting Agreement**

To consider continued Service Level Agreement for grass verge cutting (5 mins)

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### **10.1 Recommendation**

10.1.1 That the Council continues with the Verge Cutting Agreement on the same terms set out in the 2016 agreement.

### **10.2 Summary**

10.2.1 The Council carries out verge cutting under a Service Level Agreement with Dorset County Council.

10.2.2 The agreement shall continue year on year until terminated in accordance with clause 12. (Please ask the Town Clerk if you wish to see a copy of the agreement)

### **10.3 Financial Implication**

10.3.1 The Town Council has budgeted for continuing the service level agreement

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## ***STRATEGIC PLAN AREA: RESIDENTS LIFESTYLE***

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(End)

Report Author:  
Claire Commons, Town Clerk

## **11 Planning Applications**

To consider responses to planning applications to include but not be limited to; 22 Crookhays, 9-11 Well Lane, 96 Sweetmans Rd, Spare Penny Cottage 2 Magdelene Lane (5 mins)

---

### **11.1 Recommendation**

11.1.1 That the Committee provides its observations on the below mentioned applications in the form of Support, No Objection or Objection.

### **11.2 Summary**

11.2.1 These applications were deferred from a meeting of the Planning and Highways Committee on 19<sup>th</sup> March 2019

11.2.2 The Committee is asked to provide observations on the planning applications appended to this report, returning an observation of Objection, No Objection or Support and provide material planning reasons for the comments.

### **11.3 Financial, Legal and Risk Implications**

11.3.1 There are no financial implications arising from this report

11.3.2 The Council is a statutory consultee but does not have the authority to determine planning applications.

11.3.3 There is a risk of passing an observation on an application without being fully appraised of the application, its situation and the local and national planning policies relating to it.

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## ***STRATEGIC PLAN AREA: ENGAGEMENT***

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### **11.4 Detail**

11.4.1 Shaftesbury Town Council is a statutory consultee for planning applications which is provided with the opportunity to make observations on planning applications within its parish boundary. These observations are reported back to the planning authority in order that it can make an informed decision when determining the applications.

11.4.2 Consideration should be given to matters relating to planning law and to local knowledge with any comments provided to support the observation made.

11.4.3 More guidance on how to comment on planning applications can be found at <http://planninghelp.org.uk/improve-where-you-live/how-to-comment-on-a-planning-application>. Applications can be viewed online at <http://planning.north-dorset.gov.uk/online-applications/>

(End)

Report Author:  
Claire Commons, Town Clerk

Appendix F. Planning Applications

1. [Erect two storey side extension/carport and single storey porch to front \(demolish existing utility/store\).](#)  
[22 Crookhays Shaftesbury SP7 8DX](#)  
[Ref. No: 2/2019/0182/HOUSE](#) (Consultation expiry 31<sup>st</sup> March 2019)  
Applicant Name Mr & Mrs Laidlaw  
Agent Name Paul Day
  
2. [Erect two-storey rear extension, install 2 no. rooflights.](#)  
[9-11 Well Lane Shaftesbury Dorset SP7 8LP](#)  
[Ref. No: 2/2019/0047/HOUSE](#) (Consultation expiry 31<sup>st</sup> March 2019)  
Applicant Name Mrs Christine Littlewort
  
3. [Erect two storey rear extension \(demolish existing\), form 2 no. off road parking spaces](#)  
[96 Sweetmans Road Shaftesbury SP7 8EH](#)  
[Ref. No: 2/2019/0195/HOUSE](#) (Consultation expiry 1<sup>st</sup> April 2019)  
Applicant Name Mr & Mrs Paul Maidment  
Agent Name Sway Design
  
4. [Remove cement based render on north elevation and masonry paint on west elevation.](#)  
[Install new door and carry out associated external alterations.](#)  
[Spare Penny Cottage 2 Magdalene Lane Shaftesbury SP7 8BQ](#)  
[Ref. No: 2/2018/1063/LBC](#) (Consultation expiry 6 April 2019)  
Applicant Name Mr P Kernan

## **12 Blandford Neighbourhood Plan**

To consider responding to the Blandford + Neighbourhood Plan.

(15 mins)

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### **12.1 Recommendation**

12.1.1 That the Committee provides a response to the Blandford + Neighbourhood Plan consultation.

### **12.2 Summary**

12.2.1 the Blandford + Neighbourhood Plan 2011 - 2033 has been received by North Dorset District Council for submission to examination.

12.2.2 The proposed plan may be viewed from 15 February to 29 March 2019  
<https://www.dorsetforyou.gov.uk/planning-buildings-land/planning-policy/north-dorset/neighbourhood-planning/submitted-plans/blandford-v2/blandford-neighbourhood-plan-version-2.aspx>

### **12.3 Financial, Legal and Risk Implications**

12.3.1 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.

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

12.3.3 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.

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## ***STRATEGIC PLAN AREAS: ENGAGEMENT***

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(End)

Report Author:  
Claire Commons, Town Clerk

### **13 Traffic Regulation Order on Shaftesbury High Street**

To consider the proposal to apply for a traffic regulation order on Shaftesbury High Street (15 mins)

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#### **13.1 Recommendation**

13.1.1 That the Committee provides a response to Dorset Highways for the proposal of parking restrictions along the High Street

#### **13.2 Summary**

13.2.1 This item was deferred from a meeting of the Planning and Highways Committee on 19<sup>th</sup> March 2019.

13.2.2 Shaftesbury's Community Highways Officer has suggested Blips, these are 2 yellow lines on the kerb. To have them start by Boots and stretching as far as Barlows Framing. This will stop all vehicles from parking within this narrow area which then makes it very awkward for other vehicles to pass and watch them mount the pavement and being more wary to the car they are passing rather than the pedestrians. See appendix E

13.2.3 Applying for this TRO will need to go through the normal process which entails of an initial public consultation and will take probably 2-5 years to go through if the public of Shaftesbury are agreeable to it. Any type of ranking will require the Town/Parish Council support request and the County Cllr support request.

13.2.4 This will then go to consultation which is held by the Town Council in a meeting.

13.2.5 Highways have the support from Cllr Derek Beer and just need support confirmed from the Town Council.

#### **13.3 Financial, Legal and Risk Implications**

13.3.1 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.

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

13.3.3 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.

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### ***STRATEGIC PLAN AREAS: ENGAGEMENT AND TOWN LANDSCAPE***

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(End)

Report Author:  
Claire Commons, Town Clerk

Appendix G. Blip detail

## On the kerb or at the edge of the carriageway

### Loading restrictions on roads other than Red Routes

Yellow marks on the kerb or at the edge of the carriageway indicate that loading or unloading is prohibited at the times shown on the nearby black and white plates. You may stop while passengers board or alight. If no days are indicated on the signs the restrictions are in force every day including Sundays and Bank Holidays.

ALWAYS CHECK THE TIMES SHOWN ON THE PLATES.

Lengths of road reserved for vehicles loading and unloading are indicated by a white 'bay' marking with the words 'Loading Only' and a sign with the white on blue 'trolley' symbol. This sign also shows whether loading and unloading is restricted to goods vehicles and the times at which the bay can be used. If no times or days are shown it may be used at any time. Vehicles may not park here if they are not loading or unloading.



No loading or unloading at any time



No loading or unloading at the times shown



Loading bay

