



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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VAT Reg No 241 1307 58

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 7.00pm on

Tuesday 23 April 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

1	APOLOGIES	3
	To receive and consider for acceptance, apologies for absence	(1 min)
2	DECLARATIONS OF INTEREST	3
	Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.....	(1 min)
3	MINUTES	3
	To confirm as a correct record, the minutes of the previous meeting of the General Management Committee.....	(1 min)
4	PAYMENTS	8
	To receive payments for authorisation.....	(5 min(s))
5	FOOTBALL CLUB	10
	To receive the Football Club lease for signing.	(5 mins)
6	SALT CELLAR LEASE	11

To receive the Salt Cellar lease for signing. (5 mins)

7 OASIS SWIMMING POOL – PROJECT UPDATE 12

To receive a progress report on the swimming pool renovation programme and request a further investment to account for unseen costs. (10 mins)

8 DATA REQUESTS 16

To receive and note the report on data requests received (10 mins)

9 YOUTH CLUB 22

To receive a verbal update on the Youth Club (15 mins)

(End)

1 Apologies

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

1.1 Background

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

1.2 Apologies received to date

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. (1 min)

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. (1 min)

3.1 Background

3.1.1 When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.

3.1.2 If it is necessary for the draft minutes of the previous meeting to be corrected because of an inaccuracy in them, then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154)

3.2 Minutes to be adopted

As detailed on the following page

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, 26th March 2019 commencing at 7:55pm.

Members Present

Councillor Brown (Chair)
Councillor Cook
Councillor Lewer

Councillor Taylor (Vice-Chair)
Councillor Kirton

Absent:

Councillors Hall and Perkins

Officers Present:

Claire Commons, Town Clerk
Zoe Moxham, Office Administrator

In Attendance:

1 member of the public, 1 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;

- Bunting – It was mentioned that usually any bunting for the high street was provided by Shaftesbury Carnival.

G95 Apologies

Apologies were received and accepted from Councillors Hall and Perkins due to work commitments.

G96 Declarations of Interest and Dispensations

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

G97 Minutes

It was **RESOLVED** to amend the minutes of the meeting held on Tuesday, 26 February 2019 to show Councillor Cook as Chair, the minutes were then approved and were duly signed.

G98 Reports

Officer report 0319GEM4 was received and noted.

G99 Payments

Officer report 0319GEM5 was received and it was **RESOLVED** to approve the payments from the Town Council's current account totalling £60,484.69 and note the bank balances.

G100 Finance Report

Officer report 0319GEM6 was received and considered in detail. It was **RESOLVED** to agree to the recommended earmarked reserves with one amendment; Grit Bins funds being carried forward rather than transferred to General Reserves.

ACTION: TOWN CLERK/FINANCE AND SERVICES OFFICER

G101 St James' Church Flower Festival

Officer report 0319GEM7 was received. It was **RESOLVED** to invite St James' Church to apply for a grant through the Council's Community Grant process.

ACTION: FINANCE AND SERVICES OFFICER

G102 Bunting

Officer report 0219GEM8 was received and it was **RESOLVED** to invite the chamber of Commerce to apply for a grant through the Council's Community Grant process.

ACTION: FINANCE AND SERVICES OFFICER

G103 Hovis Loaf

Officer report 0319GEM9 was received and it was **RESOLVED** to approve the agreement for the Hovis Loaf between Shaftesbury Town Council and the Shaftesbury Charitable Trust.

ACTION: TOWN CLERK

G104 Verge Cutting Agreement

Officer report 0319GEM10 was received and it was **RESOLVED** propose a counter offer reflecting the cost of inflation resulting in higher expense to Shaftesbury Town Council. This is delegated to the Town Clerk to negotiate a reasonable and costed amount and consider offering a fixed 5-year contract.

ACTION: TOWN CLERK

G105 Planning Application

Officer report 0319GEM11 was received and it was **RESOLVED** to submit the following comments:

G105a 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 **No Objection**

G105b Erect two-storey rear extension, install 2 no. rooflights. 9-11 Well Lane Shaftesbury Dorset SP7 8LP Ref. No: 2/2019/0047/HOUSE **No Objection**

G105c 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 **No Objection**

G105d 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 **No Objection**

ACTION: OFFICE ADMINISTRATOR

G106 Blandford + Neighbourhood Plan

Officer report 0319GEM12 was received and it was **RESOLVED** to respond with thanks for the opportunity to comment and wish them well with their submission.

ACTION: TOWN CLERK

G107 Traffic Regulation Order on Shaftesbury High Street

Officer report 0319GEM13 was received and it was **RESOLVED** to defer a decision pending more information from Highways providing evidence to support the need.

G107a An update was also requested on the weight limit request for St Johns Hill and the Mampitts Bus Gate proposals.

ACTION: OFFICE ADMINISTRATOR

There being no further business, the meeting was closed at 8.51pm.

Signed

Date

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		Electircal 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

Total Payments	<u>60,484.69</u>
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4 Payments

To receive payments for authorisation

(5 min(s))

4.1 Recommendation

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

4.2 Summary

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

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

4.3 Financial Implication

4.3.1 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)

4.4 Legal Implication

4.4.1 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)

4.5 Risk

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

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

Report Author:
Claire Commons, Town Clerk

Report 0419GEM4

Appendix A. Payments

Date	Reference	Amount	Payee	Details
28/03/2019	D/D	£ 305.43	Axis	Gas Town Hall
31/03/2019	13182	£ 345.00	Shaftesbury Dementia Group	Mayors Charity 2017/18
04/04/2019	O/L794	£ 2,720.16	Wincombe MOT & Repair	Catalytic convertor Mitsubishi Truck
04/04/2019	O/L795	£ 4,200.00	Aecom	Parking Study NHPG
04/04/2019	O/L795	£ 1,820.00	Build Love	Interim payment re pool project
04/04/2019	O/L796	£ 82.30	British Gas	Electric Bell St car park
04/04/2019	D/D	£ 333.17	Fuel Genie	Fuel March
14/04/2019	D/D	£ 8.32	Adobe	Monthly subscription
24/04/2019	O/L797	£ 897.12	Chris Berwick	SLA Trinity grass 1st payment
24/04/2019	O/L798	£ 112.32	Hire Standards	Fence panels Bell St Toilets
24/04/2019	O/L799	£ 237.84	Cannon Hygiene	Sanitary disposal contract
24/04/2019	O/L800	£ 396.43	British Gas	Electric Town Hall
24/04/2019	O/L801	£ 76.60	Ben Johnson	Inner tube/starter assembly
24/04/2019	O/L802	£ 151.53	E G Coles	Filters for ride on mower service
24/04/2019	O/L803	£ 399.99	Screwfix	Pressure Washer Swimming Pool
24/04/2019	O/L804	£ 12.14	Travis Perkins	Wood filler
24/04/2019	O/L805	£ 43.00	R Baker	RLSS Renewal
24/04/2019	O/L806	£ 330.00	N J Hunt	Preparing lease plan - Salt Cellar
24/04/2019	O/L807	£ 11.70	A Dodd	Travel expenses - ROSE meeting
24/04/2019	O/L808	£ 86.66	Aqua Supplies	Cleaning products Bell St/Town Hall
	Total	£ 12,569.71		

5 Football Club

To receive the Football Club lease for signing.

(5 mins)

5.1 Recommendation

5.1.1 That the Football Club lease is authorised for signature by two members of the Council.

5.2 Summary

5.2.1 The negotiations for the football club lease have concluded and a thorough review of the component parts carried out.

5.2.2 The lease has been provided to members as a commercially confidential document for approval for signature. The discussion around this document need not be carried out in confidential session provided no commercially sensitive information is disclosed.

5.2.3 A side letter accompanies the lease and both documents should be read together.

5.3 Financial Implication

5.3.1 As provided in the lease and side letter

5.4 Legal Implication

5.4.1 The Council has a legal responsibility to manage its assets.

5.5 Risk

5.5.1 The lease has been thoroughly reviewed by solicitors for both parties to mitigate risk.

STRATEGIC PLAN AREA: ASSET MANAGEMENT

(End)

Report Author:
Claire Commons, Town Clerk

6 Salt Cellar Lease

To receive the Salt Cellar lease for signing.

(5 mins)

6.1 Recommendation

6.1.1 That the Salt Cellar lease is authorised for signature by two members of the Council.

6.2 Summary

6.2.1 The negotiations for the Salt Cellar lease have concluded and a thorough review of the component parts carried out.

6.2.2 The lease has been provided to members as a commercially confidential document for approval for signature. The discussion around this document need not be carried out in confidential session provided no commercially sensitive information is disclosed.

6.3 Financial Implication

6.3.1 As provided in the lease

6.4 Legal Implication

6.4.1 The Council has a legal responsibility to manage its assets.

6.5 Risk

6.5.1 The lease has been thoroughly reviewed by solicitors for both parties to mitigate risk.

STRATEGIC PLAN AREA: ASSET MANAGEMENT

(End)

Report Author:
Claire Commons, Town Clerk

7 Oasis Swimming Pool – Project update

To receive a progress report on the swimming pool renovation programme and request a further investment to account for unseen costs. (10 mins)

7.1 Recommendation

- 7.1.1 That a further £5,000 is allocated to the renovation project at the pool to cover the additional cost to the floor repairs plus the additional cost of the lockers.
- 7.1.2 That the progress report on the action plan (appended to this report) is received and noted
- 7.1.3 That all councillors and staff are invited to the pool season launch event on Thursday 23rd May at 6pm

7.2 Summary

- 7.2.1 The pool renovation work started on the 8th April in advance of the pool opening for the 2019 season on 25th May.
- 7.2.2 At its meeting on 7th March 2019, the Council resolved expenditure of £17,555 to renovate the Swimming Pool with the objective of enhancing the user experience.
- 7.2.3 A detailed action plan has been produced and the pool manager and business manager meet on a weekly basis to drive the actions required. The plan is split into 4 areas: People (staff), Customers (users), Operations and Sales. (See Appendix) and all the actions are on track.

7.3 Financial Implication

- 7.3.1 The report to Full Council detailed an allocation of £2,000 to repair the floor. The estimate from the floor contractor is £5,000 which includes £1,500 contingency as the full state is unknown until the work commences. Therefore, an additional spend of £3,000 is likely.
- 7.3.2 A sum of £4,000 was allocated to spend on new lockers. The revised estimate is £6,000 as the lockers need to be weather resistant as they will be located outside. The additional cost is based on a heavier duty style which will be more robust and therefore fit for purpose.
- 7.3.3 Earmarked reserves – Swimming pool nominal code 4931 had a balance of £29,145. The resolution of 7th March was expenditure of £17,555 from this fund.
- 7.3.4 Swimming Pool revenue budget for repairs and maintenance is £7,500. £5,173.54 can be taken from this budget line for repairs and maintenance that would have been required even if the renovation project had not progressed, the remaining £19,707 can be taken from earmarked reserves.
- 7.3.5 If 9.3.4 is resolved, the balances left in those funds will be £2,326.46 Repairs and Maintenance, £9,438 in the earmarked reserves.

7.4 Legal Implication

7.4.1 Local Councils may provide swimming pools and bathing places under their general power to provide recreational facilities (Public Health Act, 1936 s.225)

7.5 Risk

7.5.1 No additional risks have been identified since the last report to Council.

STRATEGIC PLAN AREA: ASSET MANAGEMENT

(End)

Report Author:
Claire Commons, Town Clerk

Appendix B. Swimming Pool Action Plan

People:

24 interviews held to date to recruit 14 Lifeguards for the 2019 season. Interviews were based on a standardised set of questions each benchmarked against competencies required to effectively carry out the role. This approach has created a 'select the best' principle and purely based on competency.

A 'meet your 2019 Lifeguards' session will form part of the new induction day scheduled for 23rd May.

Contracts and new job descriptions will be produced in advance of the Lifeguards commencing in the role and presented at the induction day.

Lifeguard work schedules will align to the operational needs of the pool. Historically the culture was a reactive approach to managing resource and created a fire-fighting approach. The new proactive way of managing resource will be efficient and the team will understand their work commitment for the whole season and in advance of the pool opening. This process will support the management of resource and mitigate any potential errors with payroll.

The fully trained and accredited Head senior will work opposite shifts to the Pool Manager. The year 3 Lifeguards will be the buddies for the new year 1 Lifeguards. A formal continuous cycle of resource management has been introduced so the team will be of mixed experience. This is a more sustainable approach to managing the resource requirements for 2019 and beyond.

There will be 3 senior lifeguards who have a minimum of 3 years of experience and are fully qualified and accredited against the national standard. The seniors will also take on additional responsibility in terms of new management standards that are being introduced for the 2019 season.

Customers:

The renovation work is well underway and the action plan is on track in terms of the painting and decorating therefore the users will notice a huge improvement.

Operations:

The first ROTL (released on temporary licence) inmate from Guys Marsh starts on 18th April and the second licence is likely to be granted for a further person to start on 22nd April.

Build Love have appointed 2 work experience men who are experienced painters and decorators who are refugees looking for a helping hand into the workplace. They have committed to working in a voluntary capacity from 15th April until the pool opens in May.

A recent survey as part of the planned works indicted that electrical checks need to be undertaken on an annual basis. This annual check has now been introduced. Additional works are being undertaken to replace the lighting with LED lights and the main control panel is being relocated to a less prominent position. This will improve the sight line when the users enter via the main entrance.

New showers being installed prior to pool opening

Sales:

New fitness classes are in the process of being organised as a trial for the 2019 season. Aqua aerobics for adults, children and families are the likely classes that will feature in the 2019 programme.

The retail shop is under development and will be in place for the start of the season. The shop will sell a bigger range of snacks and drinks plus non-food stock such as goggles and sun cream.

A stock control process is being introduced to manage the sales, stock and profit. A weekly stock count will take place and this process will control the availability and maximise the sales and profit.

A sales tracker is being introduced to give the lifeguards a weekly sales target for both ticket sales and retail sales. There will be a commercial approach to managing the income and profit for the pool. The weekly sales from 2018 will be collated and the target for 2019 will be based on last year's actuals plus 5%.

8 Data Requests

To receive and note the report on data requests received

(10 mins)

8.1 Recommendation

- 8.1.1 That the report is received and noted and information for publication on the Town Council's website is agreed.
- 8.1.2 That under legislation (Public Bodies (Admission to Meetings Act, 1960 s1), the public and press should be excluded from the part of this item shown as 'Correspondence' by reason of the likely disclosure of exempt information which is likely to reveal the identity of an individual.

8.2 Summary

- 8.2.1 The Council has requested a quarterly report on the status of Freedom of Information, Subject Access and other requests for data in order to understand the impact on officer time.
- 8.2.2 The report may serve to identify trends in requests which may inform the council on matters which can be published on the Council's website to reduce the number of requests received.
- 8.2.3 Appended to this report is a redacted example of the response provided to one of the FOI requests received. The Committee is asked to consider whether redacted responses for all requests are published on the Town Council's website.

8.3 Financial Implication

- 8.3.1 There are no financial implications identified in this report.

8.4 Legal Implication

- 8.4.1 The Council has a duty under the Freedom of Information Act

8.5 Risk

- 8.5.1 The risks identified are contained within the confidential document provided under separate cover.

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

8.6 Detail

- 8.6.1 The table below shows the information requests received recently which include recurring questions received on old requests.
- 8.6.2 The cost in officer time and resource is identified within the table. This is a cost borne by the tax payer and is not re-charged to the individual.

8.6.3 The identify of the requester is not public information, an index reference has been allocated to each individual to assist the council in understanding trends.

8.6.4 A requester cannot be refused information on the grounds of being vexatious. A request may be refused under certain circumstances and the Council must follow the ICO guidelines for dealing with requests of this nature.

Reference	Subject	Requester	No of Q's	Date Received	Type	Hours	Cost
20171017	Personal matters	i	6	17 Oct 17	FOI	0:58	£45.22
20180917	Cattle Market	iii	1	17 Sep 18	FOI	3:30	£135.75
20181023	War Memorial	i	1	22 Oct 18	SAR	3:30	£135.75
20190208	Swimming pool	ii	12	07 Feb 19	FOI	3:30	£137.59
20190312	GEM 2015 confidential item	i	5	12 Mar 19	FOI	1:10	£78.38
2017SAR1	GDPR Compliance	ii	4	13 Mar 19	FOI	55:10	£2,581.94
20190315	GDPR Compliance	ii	14	15 Mar 19	FOI	2:15	£123.06
Total						70:03	£3,237.68

8.7 Correspondence

8.7.1 An item of correspondence has been received for consideration by the Committee. The document has been provided under separate cover to Councillors due to its confidential nature and debate on this matter should be held in confidential session due to the likely disclosure of exempt information.

(End)

Report Author:
Claire Commons, Town Clerk

Appendix C. Redacted response



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

Town Clerk: Mrs Claire Commons PSLCC

e-mail: enquiries@shaftesbury-tc.gov.uk

website: shaftesbury-tc.gov.uk

VAT Reg No. 241 1307 58

[Redacted]

21st March 2019

Your letter of 30th January 2019

Dear [Redacted]

I write in response to your letter received on 7th February 2019 and apologise for the delay in providing the information you requested.

You ask;

How many unique users does the swimming pool have? Last year's figures will do.

See document number 1 attached

What has been the year on year total usage rate? Figures please, such that it can be assessed if the usage is going up, down or remaining flat.

See document number 1 attached

What has been the expenditure on running the pool over the period it has been operating or within which the council has records of this function's operation? £'s figures please.

See Year End accounts <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2018/05/2018-05-29-FC-Ag-draft.pdf>

How many swims are recorded in total across all users? Hence how many tickets and concessions are recorded as using the pool each year – again last year's figures will do/ Although if year on year comparative figures are available that is far better.

See document number 1 attached

How many users are multi-users? The sale of multi-use tickets will do here as long as the sales correspond to usage – ie a 10 use ticket gets ten uses before expiration – otherwise there will be a overreporting of sale of tickets that does not correspond to actual usage.

See document number 1 attached

What are the various concessions offered? – single adult, concessionary adult, child, other concession ie disabled, etc – list the ticket types by cost – this needs to correlate with the sales figures in the above question

See document number 2 attached

Ideally the council tracks these matters anyway as a responsible provider and the above will be easily accessible. If there is a reporting pack then please provide all these reports.

There is no data to provide in response to this request.

From the above what is the average level of subsidy that the pool requires to keep going per swim/user?

See Year End accounts <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2018/05/2018-05-29-FC-Ag-draft.pdf>

What benchmarking – if any- has the council conducted on the level of subsidy? – please provide all such research and sources.

There is no data to provide in response to this request.

What mechanism has the council employed to determine how value for money is evaluated in this venture?

See Financial Regulations https://www.shaftesbury-tc.gov.uk/images/Data_Transparency/2017_01_24_-_Adopted_Financial_Regs_England_Updated_May_2016_Rev_FC24Jan17.pdf

List what protocols are in place and how those protocols are followed up and delivered upon.

See Policies section of the Town Council's website <https://www.shaftesbury-tc.gov.uk/policies/>

Please list what protocols are in place and how those protocols are followed up.

See Policies section of the Town Council's website <https://www.shaftesbury-tc.gov.uk/policies/>

You refer in your letter to 'ever rising council tax bills'. In referring to the Council's accounts and precept requests you will see that there has been a net reduction in the council tax against inflation over the last few years and this year's request represents no increase to Shaftesbury Residents.

I confirm that where there are documents held by the Town Council in relation to your Freedom of Information Request, these are attached and thus concludes this Freedom of Information Request

You may be interested to know that the number of hours spent responding to your request was 3:30 at a cost to the tax payer of £137.59

Yours sincerely

Mrs Claire Commons PSLCC
Town Clerk
For and on behalf of Shaftesbury Town Council

	2016		2017		2018	
	Number of people	Amount	Number of people	Amount	Number of people	Amount
Adults	1528	£ 5,348.00	1342	£ 4,697.00	2400	£ 8,400.00
Child/co	3649	£ 9,122.50	2855	£ 7,137.50	3881	£ 9,702.50
Family 4	163	£ 1,630.00	169	£ 1,340.00	346	£ 3,460.00
family 5	37	£ 444.00		£ 348.00		
Family					422	£ 1,477.00
Inflatfun			500	£ 1,750.00		
Adult Loyalty Cards	27	£ 945.00	31	£ 1,085.00	43	£ 1,505.00
Child Loyalty Cards	20	£ 500.00	31	£ 775.00	52	£ 1,612.00
Private Hire		£ 1,480.00		£ 1,457.50		£ 2,114.50

web ②

Opening Hours and Prices for 2018

Holiday Timetable:

Saturday 26th May - Sunday 3rd June

Weekdays 7am - 8pm ~ Weekends 10am - 4pm

Term Timetable:

Monday 4th June - Sunday 22nd July

Weekdays 7am - 11am / 4pm-8pm ~ Weekends 10am - 4pm

Holiday Timetable:

Monday 23rd July - Sunday 2nd September

Weekdays 7am - 8pm ~ Weekends 10am - 4pm

Adult (16+) - £3.50 Child - £2.50 Under 3's Swim Free

Concession - £2.50 (65+ or registered disabled)

Family of four - £10 (£2.50 for each additional child)

Inflata Fun - £3.50 (Children aged 8+)

Dorset Max Card/Boarding House - £2

Saver Deal- Loyalty Cards (12 sessions for price of 10)

Adult - £35

Child/Concession - £25
(payment upfront)

Term Timetable:

Weekdays

Adults Only 7am - 9am
Public Swim 9am - 11am

Closed 11am - 4pm

Fun Swim 4pm - 7pm
Adults Only 7pm - 8pm

Kids Inflata Fun!
Friday 6pm - 7pm

Weekends

Fun Swim 10am - 4pm
Party Bookings 4pm - 6pm

Holiday Timetable:

Weekdays

Adults Only 7am - 9am
Fun Swim 9am - 12 Noon
Adults Only 12 Noon - 1pm
Fun Swim 1pm - 7pm
Adults Only 7pm - 8pm

Kids Inflata Fun!
Tuesday 11am - 12 Noon
Friday 6pm - 7pm

Weekends

Fun Swim 10am - 4pm
Party Bookings 4pm - 6pm

Last entry to the pool is 30 minutes before closing!

9 Youth Club

To receive a verbal update on the Youth Club

(15 mins)
