



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY Telephone: 01747 852420

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

To: Members of Shaftesbury Town Council's General Management Committee (GEM), Councillors Brown, Chase, Hall, Hollingshead, Lewer, Pritchard, Welch..

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

Tuesday 09 July 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

THANGE

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

Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure. Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business. Out of courtesy to those present, the Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

Agenda

1	ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN					
	To consider the positions of Committee Chairman and Vice Chairman. (5 mins)					
2	APOLOGIES	4				
	To receive and consider for acceptance, apologies for absence (1 min)					
3	DECLARATIONS OF INTEREST	4				
	Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensatio requests received.	n 1 min)				
4	MINUTES	4				
	To confirm as a correct record, the minutes of the previous meeting of the Genera Management Committee. (1 m					
5	REPORTS	10				
	To receive and note reports from Advisory Committees, Officers and any other organisations on matters relating to the work of the Committee.	(5 mins)				

6	PLANNING APPLICATION – THE LOOKOUT
	To consider responses to a planning application for The Lookout (5 min(s))
7	PAYMENTS
	To receive payments for authorisation (5 min(s))
8	TREASURY MANAGEMENT AND INVESTMENT18
	To review investments and Annual Strategy for the current financial year (10 min(s))
9	STREET NAMES – LITTLE DOWN25
	To consider street names for the Little Down development (10 min(s))
10 FRI	NOTICE OF MOTION – SUPPORT FOR SHAFTESBURY AND DISTRICT DEMENTIA ENDLY COMMUNITY (SDDFC)
	To consider providing administrative support and hospitality to SDDFC (5 min(s))
11	CEREMONIAL MACE
	To consider repair and replication of Shaftesbury Maces (5 min(s))
Acco Avail [Acco Cleyo Loca Shaft Avail Shaft Avail June- Shaft Avail <u>June-</u> Shaft Avail June- Shaft Avail June- Shaft Avail Shaft Avail	ography unts and Audit Regulations, 2015. [Online] lable at: http://www.legislation.gov.uk/uksi/2015/234/contents/made essed 18 July 2018]. den, P., 2016. Arnold-Baker on Local Council Administration. Tenth ed. London: LexisNexis. 1 Government Act, 1972 s.102. Appointment of Committees. [Online]. esbury Town Council, 2012. Code of Conduct. [Online] lable at: https://www.shaftesbury-tc.gov.uk/images/STC_Code of Conduct_2012.pdf esbury Town Council, 2017. General Management Committee Terms of Reference. [Online] lable at: https://www.shaftesbury-tc.gov.uk/images/legacy/GEM/2017_07_049 M Adopted Terms of Reference.pdf essed 28 June 2019]. esbury Town Council, 2019. Policies - Recording of Decisions. [Online] lable at: https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2019/06/Financial-Regulations-Adopted-14-May-2019.pdf essed 2019]. esbury Town Council, 2019. Policies - Scheme of Delegation. [Online] lable at: https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2019/06/Financial-Regulations-Ado

(End)

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1 <u>Election of Committee Chairman and Vice Chairman</u>

To consider the positions of Committee Chairman and Vice Chairman.

(5 mins)

1.1 **Recommendation**

1.1.1 That the Committee selects, from within its members, the Chairman and Vice Chairman of the Committee.

1.2 **Summary**

- 1.2.1 At the Annual Meeting of the Council it was resolved to defer the election of the Chairman and Vice Chairman of the Committee to the first meeting of that Committee.
- 1.2.2 The Chairman and Vice Chairman must be selected from within the membership of the Committee.
- 1.2.3 The position of Chairman confers no additional authority other than that of a casting vote in the event of a tie, the vice chairman would assume that authority in the event that they were chairing in the absence of the elected chair.

1.3 Financial Implication

1.3.1 There are no financial implications arising from this report.

1.4 Legal Implication

1.4.1 For the purposes of discharging any functions in pursuance of arrangements made, a local authority may appoint a committee (Local Government Act, 1972 s.102)

1.5 **Risk**

1.5.1 There is a risk to the effectiveness of the work of the committee if responsibilities are not evenly spread among council members.

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

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

2 Apologies

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

2.1 Background

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

2.2 Apologies received to date:

Councillors Brown and Pritchard due to work commitments.

3 Declarations of Interest

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received. (1 min)

3.1 Background

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

3.2 Declarations of Interest or dispensations received to date

4 <u>Minutes</u>

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

4.1 Background

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

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE



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 4th June 2019 commencing at 7:30pm.

Members Present

Councillor Cook Councillor Brown Councillor Lewer Councillor Welch

Councillor Hollingshead Councillor Chase Councillor Hall Councillor Yeo

Absent:

Councillors Pritchard

Officers Present:

Claire Commons CertHE PSLCC, Town Clerk and RFO Brie Logan, Business Manager Julie Curtis, Office Administrator

In Attendance:

5 member 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;

Enmore Green – The matter of the elapsed lease of Enmore Green Playing Field was brought to the Members attention. It was noted that Enmore Green is an agenda, Item 11 below.

5G – Concerns raised regarding potential health risk associated with the roll-out of 5G across the Country. Noted that other local councils have rejected the roll-out of 5G in their counties.

Election of GEM Chair/Vice Chair – Clarity sought regarding the election of Chair/Vice Chair for GEM. Noted Item 1 on Agenda.

Wild about Shaftesbury – Enquiry as to number of applications submitted and proposed process for selection.

G01 Election of Chairman and Vice Chairman

As the Committee Membership was not yet complete it was **RESOLVED** that Councillor Cook Chair the Meeting and the election of Chairman and Vice Chairman of GEM for the next municipal year 2019-2020 to be deferred until the next Meeting.

G02 Apologies

General Management Committee

4/6/2019

Apologies received from Councillor Pritchard due to work commitments.

G03 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose. Declarations were given by Councillors Chase and Cook as Trustees of organisations applying for Community Grants.

G04 Minutes

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

ACTION: TOWN CLERK

G05 Reports

Progress on matters from the previous meeting was provided as a verbal update.

G06 Payments

Officer report 0619GEM6 was received and it was **RESOLVED** to approve the payments from the Town Council's current account totalling £58,055.10 and note the bank balances.

ACTION: FINANCE AND SERVICES OFFICER

G07 Order of Business

It was **RESOLVED** to change the order of the meeting to allow members of the public to observe discussions on item 8, Football Club and Enmore Green Item 11 and leave after should they so wish.

G08 Football Club

Officer report 0619GEM8 was received and noted. The Committee formally thanked the representatives of the Football Club working group for the work put in to reach the successful conclusion to the Football Club Governance and Compliance programme ensuring a compliant and sustainable future for the club.

ACTION: TOWN CLERK

G09 Enmore Green

Officer report 0619GEM11 was received. It was **RESOLVED** to

- G09a register Enmore Green Playing Fields with Fields in Trust.
- G09b consider rolling out the Registration to all open/green spaces owned by Shaftesbury Town Council at the next Strategic Plan Workshop.

ACTION: TOWN CLERK

G10 Registration of Council Land

Officer report 0619GEM7 was received and it was **RESOLVED** to

- G10a engage the Town Council solicitor to resolve the outstanding documentation for registration of 6 Shaftesbury Town Council assets.
- G10b delegate authority to officers for the management of the process.

ACTION: TOWN CLERK

G11 Swimming Pool

4/6/2019

Officer report 0619GEM9 was received and noted. There were no actions arising.

G12 Wild about Shaftesbury

Officer report 0619GEM10 was received and it was **RESOLVED** to

- G12a Hold a workshop including members from Open Spaces Group and Trees Group to consider the entries received.
- G12b Defer the workshop to consider an appropriate date to hold the presentations of entries.

ACTION: TOWN CLERK

G13 Community Grants

Officer report 0619GEM12 was received and it was **RESOLVED** that the Committee hold a workshop for the discussion of community grants to recommend awards to the Full Council.

ACTION: TOWN CLERK

G14 Service Level Agreements – CAB

Officer report 0619GEM13 was received and it was **RESOLVED** that the Committee enters into a Service Level Agreement with the Citizens' Advice Bureau for managing the service in Shaftesbury as an outreach hub for service in this area.

ACTION: TOWN CLERK

G15 Land Transfer – Great Ground and Little Shilling

Officer report 0619GME14 was received and it was **RESOLVED** that the amended plan for the land at Gower Road is signed.

ACTION: TOWN CLERK

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

Signed

Date

General Management Committee

4/6/2019

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Printed on : 05/06/2019 At : 15:22

Shaftesbury Town Council

NatWest Current A/c

List of Payments made between 16/05/2019 and 31/05/2019

Date Paid	Payee Name	Cheque Ref	Amount Paid Authorized Ref	Transaction Detail
6/05/2019	Leaflet Frog	card	121.00	Purchase Ledger Payment
6/05/2019	RLSS Direct (IQL UK Ltd)	carddebit	750.88	AED Trainers, Lifeguard manual
6/05/2019	Adobe Systems Software	dD	8.32	Purchase Ledger Payment
6/05/2019	Mosaic Trader	debitCard.	41.16	Purchase Ledger Payment
6/05/2019	Spruce Pools	OL	72.00	Purchase Ledger Payment
6/05/2019	Aqua cleaning Services	OL216	212.95	Purchase Ledger Payment
6/05/2019	Claire Commons	0L217	61.14	Purchase Ledger Payment
6/05/2019	Cumbria Clock Company Ltd	OL218	180.00	Service Town Hall Clock
6/05/2019	Clarity Copiers Ltd	OL219	112.30	Printing April
6/05/2019	The IT Department Solutions Lt	OL221	190.08	Monthly support
16/05/2019	DAPTC	0L222	1,133.82	Annual Subscrip DAPTC
6/05/2019	Firmsites Ltd	OL223	165.00	Website hosting 1st Quarter
6/05/2019	NDM Electrical	OL224	1,754.48	Purchase Ledger Payment
16/05/2019	Spaldings Limited	0L225	191.48	Service items for ride on mowe
6/05/2019	Spaldings Limited	OL225.	41.40	Strimmer cord
16/05/2019	Partnership Fire and Security	01226	468.00	Annual service of Alarms TH
6/05/2019	Screwfix (Trade UK)	OL227	39.99	Safety Boots
6/05/2019	Stalbridge Timber Ltd	OL228	35.28	Timbers
6/05/2019	Spruce Pools	OL229	1,225.32	Purchase Ledger Payment
6/05/2019	Travis Perkins	0L231	6.41	Cable Ties
16/05/2019	Essential Pool Supplies	0L233	505.00	Purchase Ledger Payment
6/05/2019	Adler Manufacturing Ltd	OL234	44 94	STC Pens
6/05/2019	Hire Standards	OL235	156.21	Ladder, tower scaffold
6/05/2019	The IT Department Solutions Lt	OL236	106.20	ESET Security
6/05/2019	Mole Countrystores	0L237	24.84	Gate fixings
16/05/2019	Morelock Signs Ltd	OL238	2,994.00	Speed Indicator Device
6/05/2019	Service-U-Right Ltd	OL239	187.20	Puncture Repair
6/05/2019	Reach Publishing (BVM)	OL240	231.12	Purchase Ledger Payment
6/05/2019	Western Workshop Supplies	OL241	70.32	Mig wire
6/05/2019	Wincombe MOT & Repair Centre L	OL242	308.68	DPI Filter PK64 EVM
6/05/2019	Sydenhams	OL243	200.48	Purchase Ledger Payment
6/05/2019	Dorset Planning Consultant Ltd	OL244	1,299.84	Purchase Ledger Payment
6/05/2019	Do The Numbers Ltd	OL245	750.00	Purchase Ledger Payment
6/05/2019	Coffee Supplies Direct	POS	72.09	Drinks
22/05/2019	Peninsula	Std Ord	210.50	Health & Safety Advisers
25/05/2019	NDDC	Std Ord	323.00	Rates Swimming Pool
28/05/2019	Axis	directD	186.77	Purchase Ledger Payment
28/05/2019	Plusnet Ltd	DirectD	28.20	Purchase Ledger Payment
31/05/2019	Aqua cleaning Services	OL246	270.61	Cleaning supplies pool
31/05/2019	Aquacare	OL247	43.20	Monthly water test
31/05/2019	Build Love Community Interest	OL248	2,292.00	Labour costs
31/05/2019	EG. Coles	OL249	162.00	Starter motor green machine
31/05/2019	Dorset County Council	OL250	5,616.00	Castle Hill Footpath
31/05/2019	Dorset Engery Solutions Ltd	OL251	408.00	Replacement solar panel
31/05/2019	Essential Pool Supplies	OL252	1,193.00	Roller repair
1/05/2019	Franks Maintenance Group	0L253	2,850.00	Replace blending valve to show
31/05/2019	British Gas	OL254	51.18	Electirc Toilets Sept 2017

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Continued on Page 2

General Management Committee

4/6/2019

Printed on : 05/06/2019 At : 15:22

Shaftesbury Town Council

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NatWe	st Cur	rent	A/c

List of Payments made between 16/05/2019 and 31/05/2019

Date Paid	Payee Name	Cheque Ref	Amount Paid Authorized Ref	Transaction Detail
31/05/2019	British Gas	OL255	69.07	Electric Unit 9c
31/05/2019	British Gas	OL256	210.64	Old elec bil not received
31/05/2019	British Gas	OL257	396.43	Purchase Ledger Payment
31/05/2019	EG. Coles	OL258	77.95	Purchase Ledger Payment
31/05/2019	Hunts Food Service Ltd	OL259	487.15	Refreshements
31/05/2019	JP Lennard Ltd	OL260	266.64	Purchase Ledger Payment
31/05/2019	Partnership Fire and Security	OL261	122.40	Batteries for alarm
31/05/2019	PPL Music Licence	OL262	326.77	PPL/PRS Licence
31/05/2019	The Play Inspection Company Lt	OL263	539.46	Play area annual inspections
31/05/2019	Screwfix (Trade UK)	OL264	353.34	Hooks and handles
31/05/2019	SRS Leisure	OL265	354.54	Retails sales items
31/05/2019	Sydenhams	01266	756.58	Materials Pool
31/05/2019	Tincknell Fuels	01267	223.13	Red Diesel
31/05/2019	Petty Cash	013183	144.92	Petty Cash 101-118
31/05/2019	Brie Logan	OL268	125.14	Materials for pool
31/05/2019	Fencewize	OL269	178.80	Repairs to fence
31/05/2019	Partnership Fire and Security	ol270	479.64	Install new emerg. bell etc
31/05/2019	Sweeper Hire	oI271	108.00	Brushes for sweeper
31/05/2019	Spaldings Limited	ol272	8.70	Fiter
31/05/2019	Spruce Pools	01273	369.23	Boiler service
31/05/2019	NDM Electrical	ol274	492.94	Remedial work elect inspection
31/05/2019	Travis Perkins	ol275	153.00	Fence posts
31/05/2019	Clir Tim Cook	01276	179.10	Suit, Shoes Mayor
31/05/2019	British Gas	ol277	415.71	Electric Town Hall
31/05/2019	HMRC	ONLINE	3,696.60	Tax/NI
31/05/2019	DCC Pension	ONLINE	4,629.46	DCC Pension
31/05/2019	Eon	dd	105.17	Purchase Ledger Payment
31/05/2019	May Salaries	ONLINE	15,388.20	May Salaries

Total Payments 58,055.10

5 <u>Reports</u>

To receive and note reports from Advisory Committees, Officers and any other organisations on matters relating to the work of the Committee. (5 mins)

5.1 **Recommendation**

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

5.2 **Delegated Decisions**

- 5.2.1 The following decisions were made under the scheme of delegation (2019) in accordance with the Recording of Decisions policy (2018):
 - To renew insurance policy
 - To renew motor insurance

5.3 Updates

- Football Club Formal letters of thanks issued.
- Enmore Green Playing Fields Fields in Trust registration underway with solicitor. Consideration of other areas to be discussed at the Strategic Plan meeting.
- Registration of Council Land underway with solicitors.
- Wild About Shaftesbury Workshop meeting to be arranged.
- Community Grants All payments made and letters written.
- Citizen's Advice Bureau SLA Agreement drafted, awaiting signature.
- Land Transfer Little Shilling Confirmation of amended plan issued.

5.4 **Requested Information**

- 5.4.1 At the last meeting of the GEM Committee, members asked to see a report of the Feed in Tarif receipts. This is provided in your quarterly financial reports, please see either page 23 of the <u>GEM agenda set for 29th January 2019</u> or Accounts year ending 31st March on page 28 of the <u>Annual Meeting papers of 14th May 2019</u>
- 5.4.2 At the last meeting of the GEM Committee, members asked to see a full asset register. No councillor has since come to the office to view a copy, as always, if there is any information you need, please ask.



Shaftesbury Town Council



Shattesbury Town Council Officer Delegated Decision For Managing Internal Operations

1. Date of Decision	30 th May 2019
2. Matter for Decision	Renewal of Insurance
3. Decision	That the Council renews its insurance with WPS at a premium of £6,000
 Reason(s) for Decision(s) 	The insurance was due for renewal and a decision was needed before the next meeting of the Council. WPS provided an estimate of £6,000 by comparison to the next cheapest quote of £8,268.
5. Decision Maker (<i>Officer name and title</i>)	Claire Commons Town Clerk & RFO
 Alternative options considered and rejected 	Renew existing insurance at an increased premium. Note: 2 other companies declined to quote as they were unable to achieve a competitive premium
 Consulted and any conflict of interest declared 	Finance and Services Officer. There were no conflicts of interest
 Any dispensation granted in respect of any declared conflict of interest 	No dispensations required

Council Committee Meeting_____

11

Minute Reference_____

Officer Delegated Decision For Managing Internal Operations

9. Date of Decision	28 th June 2019
10. Matter for Decision	Vehicle Insurance Renewal
11.Decision	To renew the vehicle insurance for a period of 1 year at a premium of £1,647.70 including IPT with Zurich
12. Reason(s) for Decision(s)	Insurance renewal was due before the matter could be considered by the General Management Committee. Quote was the least expensive and remains with the current provider
13. Decision Maker (<i>Officer name and title</i>)	Claire Commons Town Clerk & RFO
14. Alternative options considered and rejected	Alternative quotes rejected as too expensive. 3 year premium rejected as not significant saving.
15. Consulted and any conflict of interest declared	Finance and Services Officer
16. Any dispensation granted in respect of any declared conflict of interest	No dispensations

Council Committee Meeting_____

Minute Reference_____

6 Planning Application – The Lookout

To consider responses to a planning application for The Lookout

(5 min(s))

6.1 **Recommendation**

6.1.1 That the Committee provides its response on the listed planning applications and considers responses to applications received without notice, in the form of Support, No Objection or Objection

6.2 Summary

- 6.2.1 The General Management Committee's Terms of Reference provide delegation for it to exercise all the powers, duties and functions of the council and its committees where, in the interests of the town, it is essential for decisions to be taken notwithstanding the fact that ordinarily the matter would have been referred to another committee of the council for determination. (Shaftesbury Town Council, 2017)
- 6.2.2 Prior to the meeting, Committee members are urged to view the planning application using the link below (in blue) and to visit the sites to understand local context.
- 6.2.3 As part of Shaftesbury Town Council's response to planning proposals it needs to give material planning reason for its comments, be they of support or objection. Simply stating 'No Objection' or 'Support' is insufficient as there is a requirement to give the reasons for that decision.
- 6.2.4 Areas on which the Committee may consider comment are;

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

6.3 **Financial Implication**

6.3.1 There are no financial implications arising from this report

6.4 Legal Implication

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

STRATEGIC PLAN AREA: ENGAGEMENT

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

6.5.2 Erect 1 No. Garage.

Planning Application

Lookout Wincombe Lane Shaftesbury Dorset SP7 8PJ

Ref. No: 2/2019/0826/HOUSE | Received: Tue 18 Jun 2019 | Validated: Tue 18 Jun 2019 | Status: Pending Consideration

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
Not Available	Shaftesbury TC	Mon 24 Jun 2019	Thu 18 Jul 2019	9

(End)

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

7 <u>Payments</u>

To receive payments for authorisation

(5 min(s))

7.1 **Recommendation**

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

7.2 Summary

- 7.2.1 A list of payments will follow this report, an updated list may be provided to the committee prior to or at the meeting.
- 7.2.2 A bank, cash and investment reconciliation will be provided at the meeting detailing the current financial position following payments identified.

7.3 Financial Implication

7.3.1 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, 2019)

7.4 Legal Implication

7.4.1 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) (Accounts and Audit Regulations, 2015)

7.5 **Risk**

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

STRATEGIC PLAN AREA: POLICIES, PROCEDURES AND GOVERNANCE

(End)

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

Appendix A. Payments and Reconciliation

Printed on : 03/07/2019

At: 14:22

Shaftesbury Town Council

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NatWest Current A/c

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

Date Paid	Payee Name	Cheque Ref	Amount Paid Authorized Ref	Transaction Detail
01/06/2019	NDDC	Std Ord	218.00	Business Rates- Bell St Toilet
01/06/2019	NDDC	Std Ord	712.00	Rates Town Hall
01/06/2019	NDDC	Std Ord	313.00	Rates Unit 9C
01/0 <mark>6/2019</mark>	NDDC	Std Ord	52.00	Rates Cemetery
06/06/2019	DCC Pension	ONLINE	4,629.46	Pension May
07/06/2019	Nisbets Catering	DebitCard	232.44	Wet & Dry Vacuum
0/06/2019	Tesco Stores Ltd	Debitcard	9.34	Refreshments Mayor Making
1/06/2019	Hitachi Capital	Std Ord	849.20	Hitachi Capital
12/06/2019	Pick Litter	DCard	90.91	Litter Picks for Hilltop Litte
3/06/2019	Fuel Genie	dd	383.80	Fuel May
17/06/2019	Adobe Systems Software	DD	8.32	Purchase Ledger Payment
7/06/2019	Sage Uk Ltd	Dd	80.40	Sage Payroll
8/06/2019	British Gas	ol279	302.93	Electric Town Hall
8/06/2019	British Gas	ol280	350.80	Electic Bell ST
18/06/2019	British Gas	Online278	178.26	Electric Unit 9C
9/06/2019	Tesco Stores Ltd	dcard	18.56	Lunch Assessors- Quality Gold
19/06/2019	The Post Office	013184	91.00	Road Tax Sweeper
20/06/2019	Read Easy	OL281	660.00	Read Easy
20/06/2019	ND Vis Impaired	OL282	300.00	ND Vis Impaired
20/06/2019	Open House	OL283	1,000.00	Open House
20/06/2019	Shaftesbury Fringe	OL284	3,000.00	Shaftesbury Fringe
20/06/2019	Home Start ND	OL286	1,500.00	Home Start ND
21/06/2019	WPS Insurance Brokers	ol287	6,363.53	Purchase Ledger Payment
21/06/2019	Communicorp	ol288	88.56	Freedom Scroll
22/06/2019	Peninsula	Std Ord	210.50	Health & Safety Advisers
24/06/2019	Shaftesbury Prim PTA	OL289	500.00	Shaftesbury Prim PTA
24/06/2019	British Gas	dd	2,360.46	Gas Pool March to May
25/06/2019	NDDC	Std Ord	323.00	Rates Swimming Pool
27/06/2019	Plusnet Ltd	DD	30.05	Purchase Ledger Payment
28/06/2019	Axis	Dd	137.46	Purchase Ledger Payment
28/06/2019	Tesco Stores Ltd	debitcard	12.53	Purchase Ledger Payment
28/06/2019	The Salt Cellar	ol290	235.00	Canopes Mayor Making
28/06/2019	Sansam Welding	online291	360.00 R31	Tree Guards for Town Entrance
28/06/2019	Jake Mowbray	ONLINE291	25.00	DBS payment
28/06/2019	Lillie Thornton	0L292	25.00	DBS Reimbursement
28/06/2019	Morgan Thorn	OL293	25.00	DBS Reimbursement
28/06/2019	DBS Reimbursement JPM	ONLINE	25.00	DBS Reimbursement JPM
28/06/2019	DBS Reimbursement JP	ONLINE	25.00	DBS Reimbursement JP
30/ <mark>06/2</mark> 019	Airspace Solutions.Com Ltd	ol294	180.00	Inspection of Inflatable
30/06/2019	Angel Springs Ltd	ol295	44.76	Water, cooler sanitisation
80/06/2019	Aqua cleaning Services	ol296	116.16	Cleaning supplies Bell st
30/06/2019	Aquacare	ol297	43.20	Monthly water test
30/0 <mark>6/2</mark> 019	Ryan Baker	ol298	58.70	Facebook adverts
30/ <mark>0</mark> 6/2019	BPI Recycled Products	ol299	996.84	Pallet of Bin Liners h/d
30/ <mark>0</mark> 6/2019	Clarity Copiers Ltd	ol300	417.81	Printing May
30/06/2019	Clare Davis	ol301	120.00	Aquafit sessions Tuesdays
30/06/2019	Dorset County Council	ol302	20.00	Small lottery Permit Annual Fe

Continued on Page 2

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At: 14:22

Shaftesbury Town Council

Page No 2

NatWest Current A/c

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

Date Paid	Payee Name	Cheque Ref	Amount Paid Authorized Ref	Transaction Detail
30/06/2019	Dorset Planning Consultant Ltd	ol303	1,640.28	Planning support for NHP
30/06/2019	EG. Coles	ol304	224.78	OX tyre sealant/Led Beacon
30/06/2019	GAPTC	ol305	200.00	LCAS Quality Gold accreditatio
30/0 <mark>6/201</mark> 9	Hawes Arborists	ol306	594.00	Reduce Silver Birch Brionne Ga
30/06/2019	Hire Standards	ol307	280.44	Tower Scaffold Hire
30/06/2019	Imprint Graphics	ol308	55.20	A1 Publicity Poster Vinyl
30/06/2019	The IT Department Solutions Lt	ol309	193.08	365/Spam filtering
30/06/2019	Ben Johnson (Shaftesbury) Ltd	ol310	114.93	Repair to Strimmer
30/06/2019	JP Lennard Ltd	ol311	324.84	Pool signs
30/06/2019	Laura Langley	ol312	100.00	Teaching Aquifit Sunday's June
30/06/2019	Lyreco	ol313	269.39	Stationery
30/06/2019	NDM Electrical	ol314	169.92	Repair faulty light in hall
30/06/2019	Ocean Catering Equipment	ol315	122.10	Repairs to hot water boiler
30/06/2019	Octupus Personnel	ol316	1,717.72	Temporary Groundsman
30/06/2019	Partnership Fire and Security	ol317	1,195.20	Installation of Intruder Alaar
30/06/2019	The Potting Shed	ol318	72.00	Plants for pool r
30/06/2019	The Gillingham C & L Trust Ltd	ol319	94.00	NPLQ Renewal x 2
30/06/2019	Mole Countrystores	ol320	12.36	Hooks
30/06/2019	Sydenhams	ol321	62.25	Hazard Tape
30/ <mark>06/2</mark> 019	Service-U-Right Ltd	ol322	24.00	Repair to tyre
30/06/2019	Toogoods Prperty Co Ltd	ol323	2,271.60	Quarterley invoice unit 9C
30/06/2019	Topline Electronics Ltd	ol324	870.00	Service topline dosing unit
30/06/2019	Shaftesbury Wines	ol325	81.13	Wine for Mayor Making
30/06/2019	Zurich	ol326	1,647.70	Motor Insurance
30/06/2019	Tincknell Fuels	ol327	375.45	Fuel for Mower
30/06/2019	Rutters Solicitors	ol328	1,200.00	Legal matters ref mm
30/06/2019	DDC Pension	ONLINE	-4,629.46	Canel payment dup. in error
30/06/2019	DCC Pension	ONLINE	4,024.20	June Salaries
30/06/2019	HMRC	ONLINE	3,656.02	Tax/Ni June
30/06/2019	Salaries June	ONLINE	18,501.81	Salaries June

Total Payments 6

63,188.92

8 Treasury Management and Investment

To review investments and Annual Strategy for the current financial year (10 min(s))

8.1 **Recommendation**

- 8.1.1 To review the Treasury Management Strategy
- 8.1.2 To consider the Annual Strategy for the current financial year

8.2 Summary

- 8.2.1 A copy of the Treasury Management Strategy is appended to this report for review.
- 8.2.2 A review of the Council's investments has been carried out in accordance with the Council's Treasury Management Strategy. It is recommended that the value of £531,861 is appropriately distributed across the Council's accounts taking into consideration liquidity and spread of risk.
- 8.2.3 Running costs for the year (budget, minus income and current year precepted earmarked reserves) is £460,159. Three months' running costs should be instantly available with a further 3 months' easily available. The Council should therefore aim to have £220,000 in its instant access accounts.
- 8.2.4 Investment Scenario 1 retains 3 months running costs in the current account and 3 months running costs in the Nationwide instant access saver. CCLA Property fund will retain its current £50,000 and add the commuted sums from Little Shilling and Great Ground, the balance will be split 40% to the CCLA deposit account and 60% to Cambridge and Counties.
- 8.2.5 Investment Scenario 2 retains 3 months running in the current account, assesses the likely timescale for drawing on Earmarked Reserves and invests them in Cambridge and Counties if spend is likely to be within 2 years and with the CCLA Deposit Account if spend is not anticipated for at least 2 years. The remaining funds are divided between the Nationwide and CCLA Deposit accounts which are both instant access and amount to just over 3 months running costs.
- 8.2.6 Scenario 1 is a proportionate spread of liquidity with some consideration of likely timescale for spend. Scenario 2 is a more calculated investment profile bearing direct relation to the anticipated delivery time of each earmarked reserve.
- 8.2.7 The Committee may consider deferring movement of funds until the Strategic Plan has been reviewed.

8.3 **Financial Implication**

8.3.1 As identified within the summary and detail of this report.

8.4 Legal Implication

8.4.1 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) (Accounts and Audit Regulations, 2015)

8.5 Risk

8.5.1 There is a risk of financial loss if funds are not appropriately managed. Consideration is given to liquidity of funds and return on investment in accounts and property fund

STRATEGIC PLAN AREA: POLICIES, PROTOCOL AND GOVERNANCE

8.6 Detail

8.6.1 The current location of funds:

The value identified as available (£531,861) for investment is calculated by the value in each bank account minus liabilities, debtors, and VAT control.

Location of funds	W'drwl period	Value	
Property Fund	5 yrs Rec	£	50,000
Current Account	Instant	£	243,354
Petty Cash	Instant	£	150
Pool Petty Cash	Instant	£	158
CCLA Deposit A/c	Instant	£	240,717
Cambridge & Cties	95 days	£	125,759
Nationwide		£	130,000
Debtors		£	1,584
VAT control		£	10,920
Liabilities		-£	38,845
Total			£763,797

8.6.2 Investment Scenario 1

Bank	Interest rate	Withdrawal period	Proportion	Amount	Crude balance after 2 years
NatWest	0%	Instant	3 months	£109,562	£109,562
Nationwide	0.65%	Instant	3 months	£109,562	£110,991
CCLA Deposit	0.64%	Instant	40%	£71,917	£72,840
Cambridge & Counties	1.50%	95 days	60%	£107,875	£111,136
CCLA Property	4.50%	5 yrs		£132,944	£145,178
				£531,861	£549,708

8.6.3 Investment Scenario 2

Bank	Interest rate	Withdrawal period	Proportion	Amount	Crude balance after 2 years
NatWest	0%	Instant	3 months	£109,562	£109,562
Nationwide	0.65%	Instant	3 months	£55,625	£56,351
CCLA Deposit	0.64%	Instant	40%	£55,625	£56,339
Cambridge & Counties	1.50%	95 days	60%	£152,654	£157,268
CCLA Property	4.50%	5 yrs		£158,394	£172,970
				£531,861	£552,490

8.6.4 Reserves:

S = up to 6 months, M = 6 months	·	
Funds Represented by	SMI	Value

Funds Represented by	SML	Value	

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Total		£713,797.00
General Reserve		£258,178.00
EMR Commuted Sum Little Sh	L	£12,500.00
EMR Commuted Sum Gt Gd	L	£70,444.00
EMR Memorial Stones Eastern De	<u> </u>	£2,450.00
EMR Community Hall Cockrams	L	£13,000.00
EMR Heritage Style Lanterns	L	£10,000.00
EMR Bus Shelters	M	£3,500.00
	Μ	27,337.00
EMR Replacement IT Equipment		£7,597.00
EMR Vehicles	M	£22,272.00
EMR Traffic Calming	M	£3,150.00
EMR Swimming Pool	М	£41,146.00
EMR Town Hall Building Fund	Μ	£74,989.00
EMR Strategic Tree Works	S	£1,973.00
EMR Castle Hill	S	£8,082.00
EMR Jubilee Steps	S	£10,000.00
EMR Playground Equipment	S	£16,812.00
EMR Ecology Competition	S	£3,402.00
EMR Project Belle	S	£88,328.00
EMR A30 Allotments	S	£25,000.00
EMR Neighbourhood Plan		£7,663.00
EMR Street Furniture		£24,311.00
EMR Grit Bins		£4,000.00
EMR CCTV	S	£5,000.00

(End)

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

Appendix B. TREASURY MANAGEMENT STRATEGY 1 OVERVIEW

This document gives guidance on borrowing and investments by Shaftesbury Town Council in accordance with 'the Local Government Act 2003'.

It highlights that the Council is committed to professional Treasury Management practices to ensure that:

- Capital expenditure plans are affordable
- All external borrowing and other long-term liabilities are within prudent and sustainable levels, and
- Treasury Management decisions are taken in accordance with good professional practice.

The CIPFA Treasury Management Code of Practice defines Treasury Management as:

'The management of the Council's cashflows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.'

2 INVESTMENT STRATEGY

2.1 Introduction

The Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community. This Strategy complies with the revised requirements set out in the Department for Communities and Local Government's (formerly the Office of the Deputy Prime Minister) Guidance on Local Government Investments and Chartered Institute of Public Finance and Accountancy's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes and takes account of Section 15(1)(a) of the Local Government Act 2003.

2.2 Investment Objectives

In accordance with Section 15(1) of the 2003 Act, the Council will have regard to

(a) such guidance as the Secretary of State may issue, and

(b) to such other guidance as the Secretary of State may by regulations specify.

The Council's investment priorities are the security of reserves and liquidity of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity. All investments will be made in sterling.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

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Where external investment managers are used, they will be contractually required to comply with the Strategy.

2.3 Specified Investments

Specified Investments are those offering high security and high liquidity, made in sterling and which mature in no more than a year. Such short term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Shaftesbury Town Council will use:

- Deposits with banks, building societies, local authorities or other public authorities
- The debt management agency of HM Government
- CCLA Public Sector Deposit Fund.

2.4 Non-Specified Investments

These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainties surrounding such investments, Shaftesbury Town Council will not use this type of investment.

2.5 Liquidity of Investments

The Town Clerk, as Responsible Finance Officer, will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity. Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

2.6 Long Term Investments

Long term investments are defined in the Guidance as greater than 36 months. The Council currently holds investments in the CCLA Property Fund and this is recorded on the Council's Asset Register.

2.7 End of Year Investment Report

Investment forecasts for the coming financial year were accounted for when the budget was prepared. At the end of the financial year, the Town Clerk will report on investment activity to the General Management Committee.

3 EXTERNAL BORROWING STRATEGY

3.1 Introduction

The Council acknowledges the importance of borrowing funds and the financial impact on the Council and the local community. The Council will agree borrowing for specific capital projects (as defined in section 16 of the 2003 Act), and gain approval for borrowing by sending an application to the National Association of Local Councils (NALC).

All borrowings must be approved by full council.

3.2 Principles

Before a council can borrow a sum of money, it must first receive an approval to borrow (loan sanction) from the Secretary of State by way of the Department for Communities and Local Government (DCLG), unless it is for a temporary loan or overdraft from a bank or otherwise of sums which the council may temporarily require to meet revenue expenditure.

The process to be followed and the criteria applied in deciding whether or not approval should be forthcoming, are detailed in the Guide to Parish and Town Council Borrowing in England, jointly published by NALC.

The Council is only authorised to borrow a maximum of £500,000 in any single financial year for any single purpose.

The Council will ensure the following criteria when considering requesting a borrowing approval:

- The borrowing should be only be used for the purpose of Capital expenditure as defined by Section 16 of the Local Government Act 2003.
- The borrowing amount should not be less than £5 multiplied by the number of local government electors in the area of the Council on the first day of the current financial year (1 April)
- Any unallocated balances including, where appropriate capital receipts beyond those required for the prudent financial management of the council, should be used in the project for which the borrowing is required.
- The Council should have a realistic budget for the servicing and repayment of the debt, taking into account the future effect on the council's precept and cashflow.
- The Council must not mortgage or charge any of its property as security for money borrowed.

3.3 Interest Rates

The Council will look around for the best possible terms when borrowing but will usually use the Public Works Loan Board (PWLB). The Council feels that the fixed term rates offered by the PWLB are relatively cheap and that PWLB loans are most likely to offer stability for the financial planning of the council.

3.4 Period of Loan

The Council will determine the period of each loan which should not exceed the period for which the expenditure is forecast to provide benefit to the Council i.e. useful life of the asset.

The maximum period will begin on the date on which the money is borrowed, and will be;

• 50 years for acquisition of, or work on or to, land, buildings, roads or structures or

• 10 years in all other cases.

3.5 Current External Borrowing

The Town Council currently has no external borrowing.

3.6 Further Anticipated External Borrowing

The Council has no plans currently to incur capital expenditure which will require a loan

sanction or external borrowing.

4 REVIEW AND AMENDMENT OF REGULATIONS

This Strategy will be reviewed annually.

The Annual Strategy for the coming financial year will be prepared by the Town Clerk and presented for approval to the General Management Committee.

The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the full Council. Any variations will be made available to the public.

5 DISABILITY DISCRIMINATION ACT 1995

Copies of this document in large print (A3 Format) or larger font size, or recorded as a 'talking book' can be made available for those with sight impairment on request from the Council Office or by telephoning 01747 852420 or e-mailing

enquiries@shaftesbury-tc.gov.uk

The Council can also arrange to provide versions in other languages.

6 FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website.

9 <u>Street Names – Little Down</u>

To consider street names for the Little Down development (10 min(s))

9.1 **Recommendation**

9.1.1 That the Committee provides suggested names

9.2 Summary

- 9.2.1 Dorset Council has approached the Town Council in respect of the new development of 170 houses in Little Down Shaftesbury planning application: 2/2018/1418/REM
- 9.2.2 It is anticipated that the development will require 4 new streets and Dorset Council requests that the town council could provides at least 8 new street names for consideration.
- 9.2.3 The developer has also asked for any suggestions on naming 3 apartment blocks on the same site. Dorset Council has also emailed the Shaftesbury & District Historical Society to see if they would like to contribute.
- 9.2.4 Appended to this report is the 2016 draft street naming policy which provides further guidance.

9.3 Financial Implication

- 9.3.1 There are no financial implications arising from this report.
- 9.4 **Risk**
- 9.4.1 Risk is identified in the draft street naming policy appended to this report.

STRATEGIC PLAN AREA: ENGAGEMENT

(End)

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

Appendix C. Extract from 2016 Draft Street Naming Policy

3 Naming / Numbering of streets

3.1 Street Naming – general principles

The Council will not support any street name that:

- is the same or similar to one already in use in the same locality / town;
- is in close proximity to one with the same name but different suffix e.g. Birch Road and Birch Avenue;
- uses street names which include number that could cause confusion e.g. "30 Two Foot Lane" sounds like 32 Foot Lane;
- either in its own right or through the use of the name in combination with numbers could be considered rude, obscene, racist or otherwise offensive;
- could cause spelling or pronunciation problems;
- could lead to variations in the use of punctuation; and/or
- it considers may give rise to potential conflict with any objective of this policy or any other guidelines contained with it.

Subject as identified below, the Council may also in particular oppose a street name:

- that uses the name of a living person;
- that uses the name of a deceased person;
- has historic connotations (whether names of people or events); and /or
- uses a name with Royal connotations.

3.1.1 Using the name of a person (living or deceased)

The use of the whole or part of a name that can be readily attributable to a person can give rise to issues e.g.

- the possibility that the public perception of a living or deceased person may change considerably for better or worse in the future; and
- the person's name might already be regarded as controversial can also be problematic.

Such a use can potentially impact not just on the occupiers of a street but also the person whose name is being used.

The Council is therefore likely to oppose a proposal to give a name to a street that could reasonably be linked to a specific person (or family) unless:

- it has the clear written support of the Town or Parish Council in whose area the street is situated;
- it is accompanied by the clear written consent from that person (family) or that person's estate. It may well be appropriate for the Town or Parish Council supporting any such proposal to take the lead in securing such consent as often a suggestion to use a person's name will originate from the Town or Parish Council itself; and
- in the case of any historic connotation it has the support of any relevant historic society or other organisation operating in the area.

3.1.2 Use of a name with connotations to a historic event

Not everyone necessarily views a historic event in the same way. Further names that might be associated with well known historic events that have no association to the locality might give rise to confusion.

The Council is therefore likely to oppose a proposal to give a name to a street that has a historic connection to an event:

- unless it has the clear written support of the Town or Parish Council in whose area the street is situated;
- unless it has the support of any relevant historic society or other organisation operating in the area; and
- that it is considered might be viewed controversially or has no obvious connection to the locality.

3.1.3 Use of a name with Royal connotations

The consent of the Lord Chamberlain's office must be obtained in the case of the use of certain names with Royal connotations e.g. the use of the word "Royal". The Council will therefore usually oppose a proposal to give a name to a street that has a Royal connotation unless it is accompanied by written confirmation from the Lord Chamberlain's office that appropriate consent is given or is not required for the specific proposal.

3.2 Street / pedestrian route - naming protocols

The following name endings are likely to be acceptable for any type of new street to which this policy relates:

Road	Street	Avenue	Drive
Lane	Place	Gardens	Way

The Council is likely to oppose the following endings that are not used in the appropriate context identified:

- Crescent for a crescent shaped street;
- Close for a cul-de-sac;
- Square for a square;
- Hill for a hill;
- Terrace for a terrace of houses;
- Mews for small terraced developments, particularly relating to converted stables or similar outbuildings in a courtyard or lane.

The Council is likely to oppose any pedestrian route not named:

- Walk;
- Path; or
- Way.

The Council reserves the right to impose its own street names where there are insufficient street name proposals (whether because an insufficient number have been provided or due to Council opposition to proposals), or generally.

10 <u>Notice of Motion – Support for Shaftesbury and District Dementia Friendly</u> <u>Community (SDDFC)</u>

To consider providing administrative support and hospitality to SDDFC

(5 min(s))

NOTICE OF MOTION TO COUNCIL (Motion number completed by Proper Officer) _____NoM00024____

To be referred to Committee (if yes, specify which committee)	Yes/No
Title of Motion	Support for Shaftesbury and District Dementia Friendly Community (SDDFC)
Proposed by	Councillor Lewer
Seconded by	Councillor Loader
Proposed Resolution (the wording of the decision you wish the Council to make)	That the Council supports SDDFC by providing administrative support and hospitality to the group
Background (provided by the proposer)	During his mayoral year, John Lewer supported "dementia friendly Shaftesbury" as his charity. He has now formed (and chairs) the Shaftesbury and District Dementia Friendly Community (SDDFC) steering group. The group would benefit greatly from the Council's support, in terms of clerking meetings, printing and photocopying, publicity and data protection status.
Background (provided by the Proper Officer)	The Council provides a similar level of support for the Gillingham and Shaftesbury Transport Forum. Hospitality has already been resolved for the current year through the grants awards process. Cost of staff time and materials is outlined in the financial implications below
Financial implication (anticipated by the proposer) Include cost and suggested budget line	Small implication on staffing and printing budget
Financial implications (anticipated by the Proper Officer)	1 x 2 hr meeting per month, 3 additional hours per month preparing for and then writing up minutes and updating the database
	Cost to the Council if service is provided by Town Clerk = $\pounds 2,807$ p/a ($\pounds 1692$ if provided by Office Administrator)
	Cost of printing anticipated not to exceed £100 p/a

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Legal implications (completed by the Proper Officer)	The Council hold the SDDFC data under its registration with ICO. The data would be subject to FOI and SAR data requests as it is data held by a public body.
Risk (anticipated by the proposer)	Risk of impact on routine council business
Risk (identified by the Proper Officer	Concur with proposer's identified risk
Proposers signature (may be digital)	John Lewer
Seconders signature (may be digital)	Jeanne Loader

Notes:

Standing Orders 9 and 10 apply to notices of motion

Components in Blue to be completed by the member putting the motion

Components in Black to be completed by the Proper Officer or their delegate

Motions for a meeting that require written notice to be given to the Proper Officer

A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ten clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.

If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least seven clear days before the meeting.

If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

Subject to Standing Order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

Motions at a meeting that do not require written notice

- i. The following motions may be moved at a meeting without written notice to the Proper Officer;
- ii.to correct an inaccuracy in the draft minutes of a meeting;
- iii.to move to a vote;
- iv.to defer consideration of a motion;
- v.to refer a motion to a particular Committee or sub-Committee;
- vi.to appoint a person to preside at a meeting;
- vii.to change the order of business on the agenda;
- viii.to proceed to the next business on the agenda;
- ix.to require a written report;
- x.to appoint a Committee or sub-Committee and their members;
- xi.to extend the time limits for speaking;
- xii. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xiii.to not hear further from a Councillor or a member of the public;
- xiv.to exclude a Councillor or member of the public for disorderly conduct;
- xv.to temporarily suspend the meeting;
- xvi. to suspend a particular Standing Order (unless it reflects mandatory statutory requirements);
- xvii.to adjourn the meeting; or
- xviii.to close a meeting.

11 Ceremonial Mace

To consider repair and replication of Shaftesbury Maces

(5 min(s))

11.1 Recommendation

- 11.1.1 That the Clerk investigates the costs and risks to repairing one of the ceremonial maces.
- 11.1.2 That the Clerk investigates the possibility of replica maces being made and the possibility of putting the originals on loan with a Museum

11.2 Summary

- 11.2.1 The Town Council has the honour of owning 2 Edward IV Sergeants silver-gilt maces:
- 11.2.2 The first mace dates to about 1475, marked with Fleurs-de-lys, three lion passant and roses. Also on the roundel is a cat or lion climbing a laurel tree. Value £370,000
- 11.2.3 The roundel on the second mace is of much later date showing the Royal Arms of James and dated 1604, the year after the first Stuart Monarch came to the throne. The valuers have no doubt that these were made during the Reign of Edward IV.
- 11.2.4 Note Henry VI reigned briefly in the intervening period and records from that date show that Shaftesbury had a Segeant-at-Mace. Thus, an entry in the Common Warders Account for 1474 1475 records in Latin 'Et in stipendio Willemi Coteler, clavam ferente coram Philippo Godarn tunc mairore burgi predicti vjs viijd', which in rough translation from medieval latin states 'Paid William Coteler, the Sergeant Mace Carrier to Philip Godman, the Borough Mayor, the sum of six shillings and eight pence' NB these small maces are rare and are amongst the earliest extant examples of their kind.
- 11.2.5 There is damage to the earlier mace, the top piece having disconnect from the roundel. See pictures below.
- 11.2.6 The Maces are stored in a bank vault and only retrieved for occasional civic events.

11.3 **Financial Implications**

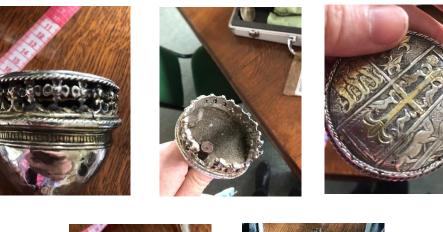
11.3.1 Early enquiries through a high street jeweller indicates a cost of £1500 to carry out the repair including additional insurance. Further costs and advice will need to be sought.

11.4 Risk

11.4.1 There is risk of financial loss whenever the Maces are removed from the vault. There would be risk in moving the maces due to their value.

STRATEGIC PLAN AREA: ASSET MANAGEMENT

11.5 Detail





(End)

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