



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 (FC), Councillors for Council; Cook (Chair), Brown (Vice Chair), Chase, Hall, Hollingshead, Lewer, Loader, Prichard, Proctor, Tippins, Welch, Yeo..

You are summoned to a meeting of the Full Council (FC) for the transaction of the business shown on the agenda below. To be held at 7.30pm on

Tuesday 14 January 2020 in the Council Chamber, Shaftesbury Town Hall

All other recipients for information only

LOCAL COUNCIL AWARD SCHEME

QUALITY GOLD

Honorian

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

Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions. The period of time designated for public participation shall not exceed twenty minutes. A member of the public shall not speak for more than three minutes.

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

Agenda

| 1 | APOLOGIES |
|---|---|
| | To receive and consider for acceptance, apologies for absence (1 min) |
| 2 | DECLARATIONS OF INTEREST |
| | To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min) |
| 3 | MINUTES |
| | To confirm as a correct record, the minutes of the previous meeting of the Full Council(1 min) |
| 4 | GRANT REQUEST6 |
| | To consider grant request from Shaftesbury Abbey Museum (10 mins) |
| 5 | PLANNING APPLICATIONS11 |
| | To consider responses to planning applications for Land at Littledown, 2 Abbey Walk and Westminster Memorial Hospital Abbey Walk. (15 mins) |
| 6 | MEMBER MOTION – FAIRTRADE13 |
| | To consider a member motion to include fairtrade to the town entrance signs (5 mins) |
| 7 | REPORTS |
| | To receive and note reports relating to the work of this meeting. (5 mins) |

| 8 | COUNCILLOR ALLOWANCES19 |
|------------------------|---|
| | To consider the level of Councillor Allowance for the coming financial year (5 mins) |
| 9 | BUDGET AND PRECEPT21 |
| | To consider the budget for adoption and resolve the precept demand for the financial year 2020 / 2021 (45 mins) |
| 10 | PAYMENTS40 |
| | To consider payments for authorisation (5 mins) |
| 11 | COMMITTEE VACANCIES44 |
| | To fill vacancies on the ROSE, HR and GEM Committees and select Vice Chairmen for ROSE and HR (15 mins) |
| 12 | MEETING START TIME46 |
| | To consider amending the usual start time of council and committee meetings (3 mins) |
| | (Duration: 1hr 55min) |
| Clayo Loca (Engl | d) <u>ography</u> den, P., 2019. Arnold-Baker on Local Council Administration. 11 ed. s.l.:Lexis Nexis. 1 Authorities (Members' Allowances) (England) Regulations, 2003. Local Authorities (Members' Allowances) land) Regulations. [Online]. |

Local Government Act, 1972 sch12. Meetings and proceedings of local authorities. [Online].

Local Government Finance Act, 1992 s.50. Calculation of budget requirement.. [Online]

Available at: https://www.legislation.gov.uk/ukpga/1992/14/section/50

Localism Act, 2011 s1. General Power of Competence. [Online].

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

Available at: https://www.shaftesbury-tc.gov.uk/images/STC Code of Conduct 2012.pdf

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

1 <u>Apologies</u>

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

1.2.1 Cllr Proctor due to personal commitments.

2 **Declarations of Interest**

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

2.1 Background

- 2.1.1 Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received
- 2.1.2 Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct. (Shaftesbury Town Council, 2012)

2.2 Declarations of Interest or dispensations received to date

3 <u>Minutes</u>

To confirm as a correct record, the minutes of the previous meeting of the Full Council.(1 min)

3.1 Background

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

3.2 Minutes to be adopted

3.2.1 26th November 2019, see following pages

Administration for a meeting of the Full Council



SHAFTESBURY TOWN COUNCIL

Full Council

Minutes of the Full Council held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday, 26 November 2019 commencing at 7:30pm.

Members Present

Councillor Cook (Chair) Councillor Chase Councillor Hollingshead Councillor Lewer Councillor Brown (Vice-Chair) Councillor Loader Councillor Prichard Councillor Yeo

Absent: Councillors Proctor, Hall and Welch

Officers Present:

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

In Attendance:

4 members of the public6 members of the Shaftesbury Neighbourhood Plan Advisory CommitteeDorset Planning Consultant

Meeting Commenced: 7.30 pm

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 need for Item 5, Committee Vacancies was queried in light of the upcoming the byelection.
- Assurance was requested that the Shaftesbury Neighbourhood Plan would include a strong policy for Climate Change.

F62 Apologies

Apologies were received and accepted from Councillor Proctor and Welch due to personal commitments. It was noted Councillor Hall would be late arriving due to work commitments.

F63 Declarations of Interest and Dispensations

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

F64 Minutes

F64a It was **RESOLVED** to approve the minutes from the Full Council meeting held on October 1st, 2019 and the minutes were duly signed.

F65 Neighbourhood Plan – Pre-submission draft

Officer report 1119FC4 was received and the following was **RESOLVED**;

- F65a That the Council delegates to the Town Clerk to update the Neighbourhood Plan Submission based on the feedback from the statutory consultation process and submit to Dorset Council with the required supporting evidence
- F65b That the Council appoints an examiner in consultation with Dorset Council. (delegated to the Town Clerk in consultation with the Dorset Planning Consultant and members of the Shaftesbury Neighbourhood Plan Advisory Committee all aspects in discharging this decision and managing the examination process including all questions raised by the examiner relating to the draft plan)

ACTION: TOWN CLERK AND BUSINESS MANAGER

F66 Committee Vacancies

F66a Officer report 1119FC5 was received and it was **RESOLVED** to defer this item until the next Full Council meeting.

There being no further business the meeting was closed at 8.43 pm

Signed

Date

4 Grant Request

To consider grant request from Shaftesbury Abbey Museum

(10 mins)

4.1 Summary

4.1.1 Shaftesbury Abbey Museum have submitted a grant request outside the usual period due to a project due being undertaken before the next round of funding. A full copy of the grant request is appended to this report.

4.2 **Financial Implication**

- 4.2.1 £400 is requested from Shaftesbury Town Council.
- 4.2.2 The current Community Grants budget is overspent by £1546. In considering this application the Council may resolve to overspend the budget by a further £400 (or other amount as determined by the Council) or forward fund from the coming year's budget. Alternatively the Council may reject the application.

4.3 Legal Implication

4.3.1 The Council holds the General Power of Competence which would be the power used to spend against this item. (Localism Act, 2011 s1)

4.4 Risk

- 4.4.1 The Council has sufficient reserves to allow an overspend without significant impact on the Council's General Reserves
- 4.4.2 The Council risks having insufficient funds within the next year budget if it forward funds for this item.

4.5 **Recommendation**

4.5.1 That the Council resolves the level of grant funding (if any) to provide to Shaftesbury Abbey and delegates to the Town Clerk all elements relating to the discharge of this decision.

4.6 Additional Information

4.6.1 The grant application form is appended to this report

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



Shaftesbury Town Council

Community Grant Application Form 2019/20

Please return the completed form, with supporting evidence by: 4th May 2019

Part 1: About your Organisation

| Name of Group or Organisation: | Shaftesbury Abbey Museum |
|---|---|
| Address for correspondence: | Shaftesburg Abbay Museum Park Walk Shaftesburg SP7 8 JR |
| Email address: Telephone number: | REDACTED |
| Contact Name and Position in Organisation: | Peter Ryley Chairman of Trustans |

What is the status of your Organisation ? *Please tick*

How long has your group been operating for? *Please tick*

| Charity | |
|----------------------------|--------|
| Local Group/Not for Profit | |
| Trust | |
| Youth Organisation | ······ |

| Less than 1 year | |
|------------------|---|
| 1 – 5 Years | |
| 6 – 10 Years | |
| 11+ | ~ |

| Please complete the following: | | |
|--------------------------------|-------------|------------------|
| | Name | Telephone Number |
| Who is your Chair Person? | Peter Ryley | REDACTED |
| Who is your Treasurer? | | |
| Who is your Secretary? | | |

| Please complete the following if applicable to yo | ur Organisation. | | | |
|---|------------------|---|------|---------------------------------------|
| How often do you meet ? | | | | |
| Where are your meetings held? | | , , | | · · · · · · · · · · · · · · · · · · · |
| L | | ····· | | <u> </u> |
| Are your meetings held in the ? (please tick) | Morning | After | noon | Evening |
| Are your meetings held in the ? (please tick) Please tick | Morning | After | noon | Evening |
| ······································ | Morning Yes | After | No | Evening |

Part 2: Purpose for which Grant is sought

| ease give a full description of the purp ase continue on a separate sheet if necessary Shaftzebury Abbey's SI emplete its current historical research for museum in spring 2 re-enactment of the Mastyr "from wareho | WED . phase lowed 620. | commun se of as by reint | ili proj charale corpictal | ect is due to ogived and tion in its its success a |
|---|---------------------------------|--------------------------------|----------------------------------|---|
| complete its current historical research for museum in spring 2 re-cuactment of the" | р раз. 1000ед 020. | by reint | ecaeale espectal elebrate | noticel and tran in its its success a |
| historical research for museum in spring 2 re-enactment of the" | 620. | by reint | erpreta | tion in its its success a |
| museum in spring 2 re-enactment of the" | 620. | Tes cie | lebrate | its success a |
| museum in spring 2 re-enactment of the" | 620. | Tes cie | lebrate | its success a |
| re-enactment of the" | Trande | | | |
| Master from Wareh | | ation of | St. EZ | ward, King an |
| $\gamma = \gamma = \gamma$ | am to | . Shafter | bury Al | bbey along its |
| and pilgrimage 12 | oute of | g adat | ۲, '۵ | planned. The |
| re-enacted pilgrinage | دمه زال | be led | by B | ishop Karen e |
| Sherbonne over 3 | Days | ta 29 1 | Narch | 2020, but |

Cost breakdown - please give as much detail as possible about the cost of your project

| What for |
|---|
| 400 x directional "nounder waymarkers plue 100 x stickers |
| plux 100 pre-drilled plastic roundels, all printed |
| will "ST. Edward's Way" who logo |
| - |

Total cost of project

£ 1.000-00 £400-00

Amount requested from Shaftesbury Town Council

| Amount | Source i.e. Self funding; Sponsorship (by whom) | |
|----------|---|--|
| £ 600-00 | Rambles Association | |
| £ | (Seff. funding my contingency cost) | |
| £ | (1) 3/ 3/ | |

Please give details of previous funding received from Shaftesbury Town Council

| Year | Amount | Project | | Office use only |
|----------|--------|---------|---|---------------------|
| 20317-18 | £4,000 | SAVED | (ub: not yet finished - Each avaluation de in sping2020 | Satisfactory End of |
| | £ | | × 1.0 7 | form received |
| | £ | | | |

Part 3: Who will benefit from your Project?

| The extent to which the project involves the members of the community, either recipients/spectators. | er as participants, or |
|--|------------------------|
| The SAVED Project has registered over 130 communi | 5 volunteers |
| and delivered archaeological / historical education | and training |
| to them and to c. 500 edicalchildren from all | 11 local schools |
| The pilgrimage will enable many more people to b. | |
| The extent to which project fulfils a 'commonly' recognised need. | |
| The pilgrimage will create a medium-distance | 2 (35 miles) |
| waymasked widking route as a legacy for the | - benefit of |
| all who love the open courtyside of Dorse | t, improving |
| Dorset's ability to aid everyone's life styles and | |
| How many people (participants, recipients or spectators) will regularly benefit in activities? | |
| Shafteebury Abbey Museum attracts c. 12,000 | s visitors |
| per year, many of whom also add economi | e bearefit |
| to the town which will be enhoused by the | is project. |
| How does your application link to the Councils 5 year strategic plan? Please tic | k the relevant area |
| | Please tick |
| The Shaftesbury Experience for Residents – Indoor activity | |
| The Shaftesbury Experience for Residents – Outdoor activity & environment The Shaftesbury Experience – Welcoming our Visitors | × |
| Facilities for the Elderly | ¥ |
| Bringing the Old and New Town Together | ······ |
| The Neighbourhood Plan - Hentage and Leisure | |
| Economic Development | |
| Other, Please specify | |
| | 1.1 |

Please supply further information in support of your application if you feel any relevant information has not been covered

If successful, please let us know what publicity you will give to the grant award you have received and the joint working with the town council. Fiblicity documents, press releases, pilgrimage kapiets, at will acknowledge the greateful thanks of Shafterbury Abbey For the financial support which anabled the pilgvinage to occus, as will the public presentations of the entire SAVED projec

Applications must be supported by your organisation's latest annual accounts, or if your organisation has been in existence for less than 18months, evidence that a separate bank account has been opened.

Any award is made at the discretion of the Council and subject to a funding agreement.

Failure to comply with the terms of the agreement may result in a requirement to refund all, or part of, the award made by the Council.

If you are successful in your application, please identify if you would prefer payment by cheque or bank transfer. Please tick. Bank transfer will be paid to the same account as your bank statement. Cheques will be made payable to Organisation named in part 1.

| Cheque | Bank Transfer (Copy of bank statement will be required) | < |
|--------|---|---|
| | | |

Agreement

By submitting this application, I/We agree that;

- 1. This is a funding agreement between Shaftesbury Town Council and the organisation named in Part 1.
- 2. Any Community Grant awarded will be paid in the financial year 2019/20 and may be subject to receipts or receipted invoices.
- 3. Audited accounts will be made available to Shaftesbury Town Council.
- 4. The organisation named in Part 1 will be required to provide the Council with clarification that the purpose for which the grant was given has been met.
- 5. The organisation named in Part 1 may be used for publicity purposes and may be requested to provide photographs / newsletters.
- 6. The organisation named in Part 1 will do all it can to deliver the services outlined in this document unless prevented from doing so by force majeure. If the organisation named in Part 1 is not able to meet this commitment it will seek discussions with the Town Council to do all it reasonably can to agree a solution.
- 7. The organisation name in Part 1 MUST complete an evaluation and submit by the end of December 2019.
- 8. Failure to comply with the terms of the agreement may result in a requirement to refund all, or part of, the award made by Shaftesbury Town Council.

| Signature: | REDACTED |
|---------------------------|----------------------|
| Position in Organisation: | Chairman of Trostees |
| Date: | 18 Davan-bar 2019 |

Please return your completed checklist, together with copies of relevant documents to:

Shaftesbury Town Council The Town Hall High Street Shaftesbury Dorset SP7 8LY

Email: tracymoxham@shaftesbury-tc.gov.uk

The Council's Grant Awarding Policy is attached to this application for your information

5 Planning Applications

To consider responses to planning applications for Land at Littledown, 2 Abbey Walk and Westminster Memorial Hospital Abbey Walk. (15 mins)

5.1 Summary

5.1.1 Planning applications listed below have been received and require comments to be submitted to the Local Planning Authority. Prior to the meeting, members are urged to view the planning application using the link below and to visit the site to understand local context.

5.1.2 Land At E 386668 N 124209 Littledown Shaftesbury Dorset

Erect 1 No. V stack sign, 6 No. flags on poles and 4 No. leader boards (retrospective). Ref. No: 2/2019/1315/ADV | Received: Wed 18 Sep 2019 | Validated: Mon 16 Dec 2019 | Status: Pending Consideration

| Consultee: | Date Requested: | Expiry Date: |
|----------------|-----------------|-----------------|
| Shaftesbury TC | Tue 17 Dec 2019 | Fri 10 Jan 2020 |

5.1.3 Land At E 386668 N 124209 Littledown Shaftesbury Dorset

<u>Change of use of land to use as a temporary sales area in connection with the residential</u> <u>development approved under 2/2018/1418/REM. Create 5 No. parking spaces to form 9</u> in total with associated landscaping (retrospective).

Ref. No: 2/2019/1314/FUL | Received: Wed 18 Sep 2019 | Validated: Mon 16 Dec 2019 | Status: Pending Consideration

| Consultee: | Date Requested: | Expiry Date: |
|----------------|-----------------|-----------------|
| Shaftesbury TC | Tue 17 Dec 2019 | Fri 10 Jan 2020 |

5.1.4 2 Abbey Walk Shaftesbury SP7 8BB

<u>Change of use from residential dwelling Class C3 to ancillary medical uses D1/C2 and</u> demolish garden wall by 1.0m to widen access.

Ref. No: 2/2019/1671/FUL | Received: Wed 27 Nov 2019 | Validated: Mon 16 Dec 2019 | Status: Pending Consideration

| Consultee: | Date Requested: | Expiry Date: |
|----------------|-----------------|-----------------|
| Shaftesbury TC | Wed 18 Dec 2019 | Sat 11 Jan 2020 |

5.1.5 Westminster Memorial Hospital Abbey Walk Shaftesbury SP7 8BD

<u>Create vehicular access route from the main car park to the staff car park, establishing</u> <u>a new one way traffic circulation system. Creation of additional parking space and erect</u> <u>garden office to grounds to the rear of 2 Abbey Walk.</u>

Ref. No: 2/2019/1708/FUL | Received: Wed 04 Dec 2019 | Validated: Wed 04 Dec 2019 | Status: Pending Consideration

| Consultee: | Date Requested: | Expiry Date: |
|----------------|-----------------|-----------------|
| Shaftesbury TC | Thu 19 Dec 2019 | Sun 12 Jan 2020 |

5.2 Legal Implication

- 5.2.1 The Town Council is a consultee but does not have the authority to determine planning applications.
- 5.2.2 Planning applications are delegated to the Planning and Highways Committee for consideration but may be considered by the Full Council or the General Management Committee where time constraints apply.

5.3 **Recommendation**

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

5.4 Additional Information

- 5.4.1 A link to the planning presentation is available [click here]
- 5.4.2 As part of Shaftesbury Town Council's response to planning proposals it needs to give material planning reason for its comments, be they of support or objection. Simply stating 'No Objection' or 'Support' is insufficient as there is a requirement to give the reasons for that decision.
 - Biodiversity Economic Benefits Flooding Issues Heritage Impact on Light Local or Government Policy Other Parking Road Safety Trees

Design Effect on the Appearance of Area Height Impact on Access Landscape Noise/Disturbance Overlooking/Loss of Privacy Residential Amenity Traffic or Highways Financial Implication

- 5.4.3 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.

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

Member Motion – Fairtrade 6

To consider a member motion to include fairtrade to the town entrance signs (5 mins)

NOTICE OF MOTION TO COUNCIL (Motion number NoM0027

)

| To be referred to Committee (if yes, specify which committee) | Yes /No |
|--|---|
| Title of Motion | Fairtrade signs |
| Proposed by | Jeanne Loader |
| Seconded by | John Lewer |
| Proposed Resolution (the wording of the decision you wish the Council to make) | That the Council installs Fairtrade Town signs added to each feasible 'Welcome to Shaftesbury' sign (3 of 4). |
| Background (provided by the proposer) | Shaftesbury became a Fairtrade town in 2008. Many of the businesses in the town use or sell. Fairtrade products. Fairtrade Town identity Welcome tore Fairtrade Town identity In the movement of committed Fairtrade community groups across the country under one banner offer Fairtrade Town activists an easily recognisable image for use on non-commercial campaign materials to promote the Fairtrade system and Fairtrade certified products which carry the FAIRTRADE Mark. |
| Background (provided by the Proper Officer) | The Council previously supported the fairtrade town status and committed to providing fairtrade tea, coffee and sugar as part of its hospitality. The Council may consider reaffirming this position to further support Shaftesbury Fairtrade. |
| Financial implication (anticipated by the proposer) | Cost per sign and 2 posts = £560+VAT to be met by Fairtrade group. Installation to be carried out by STC team. |

| Financial implications (anticipated by the Proper Officer) | £0. Signs will be paid for by Shaftesbury fairtrade. Minimal staff time implication. |
|--|--|
| Legal implications | The Council will need to confirm with Dorset Highways that the design and location conforms to Highway regulations |
| Risk (anticipated by the proposer) | None known |
| Risk (identified by the Proper Officer | There are no risks identified. |
| Proposers signature (may be digital) | Jeanne Loader |
| Seconders signature (may be digital) | John Lewer |

7 <u>Reports</u>

| To receive and note reports relating to the work of t | this meeting. | (5 mins) |
|---|---------------|----------|
| | | (•••••) |

7.1 **Delegated Decisions** (appended to this report)

- 7.1.1 Bankline
- 7.1.2 Death of Principal Royal
- 7.2 Correspondence (appended to this report)
- 7.2.1 Civic Society

7.3 Civic Report

7.3.1 Councillor Cook will provide a verbal report on civic duties and activities.

7.4 Updates

- 7.4.1 <u>Neighbourhood Plan</u> the plan is having its final proofread prior to submission next week.
- 7.4.2 <u>VE Celebrations</u> Acts have started to be booked for this event and an advert placed in Classic Military Vehicle. The road closure application needs to be submitted no later than 7th February, the group is still to provide information so that this can be completed. Councillor Yeo may wish to provide further information on progress of this event.

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



Shaftesbury Town Council



Shaftesbury Town Council Officer Delegated Decision For Managing Internal Operations

| 1. Date of Decision | 4 th December 2019 |
|--|--|
| 2. Matter for Decision | Whether to set up Bankline for safer online Town Council banking. |
| 3. Decision | To set up Bankline |
| Reason(s) for Decision(s) | To provide dual authorisation for online payments To reduce financial risk to Council To protect staff members administering the accounts |
| 5. Decision Maker (<i>Officer name and title</i>) | Claire Commons Town Clerk and Responsible Finance Officer |
| Alternative options considered and rejected | To take to Committee for decision. Rejected for timeliness using delegated authority provided under; FR 1.12 management of risk FR 5.1 banking arrangements |
| Consulted and any conflict of interest declared | |
| Any dispensation granted in respect of any declared conflict of interest | |

Council Committee Meeting_____

Minute Reference

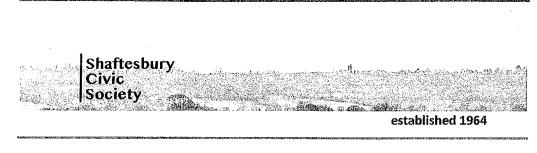


Shaftesbury Town Council Officer Delegated Decision For Managing Internal Operations

| 0 Data of Decision | 6 Sontombor 2010 |
|---|--|
| 9. Date of Decision | 6 September 2019 |
| 10. Matter for Decision | Hire of hall in the event of the death of a principal royal |
| 11.Decision | That hirers will not be charged if they choose not to use their booking during a period of National Mourning. The Town Council will not censure bookings but may advise against celebratory events during this time. |
| 12. Reason(s) for Decision(s) | To give clear guidance to hirers of the implications of National Mourning affecting their booking(s) |
| 13. Decision Maker (<i>Officer name and title</i>) | Claire Commons Town Clerk |
| 14. Alternative options considered and rejected | To forbid all hire during time of mourning To continue to charge even if the hirer chooses not to take up the booking |
| 15. Consulted and any conflict of interest declared | No known conflicts of interest |
| 16. Any dispensation granted in respect of any declared conflict of interest | |

Council Committee Meeting_____

Minute Reference_____



Community, Inclusive, Vital, Influential, Creative

| Registered Charity No. 264546 | |
|-------------------------------|--|
| shaftesburycivic@gmail.com | |

y.org.uk REDACTED 1st December 2019

Dear Mr. cook, Clerk

Shaftesbury Civic Society's committee has, as one of its primary objectives, the forging of closer links with other local organisations to enable the voluntary efforts of the community to be better harnessed. Duplication of effort always seems a waste of limited energy and many of our groups have very similar aims and aspirations. A key factor in this objective is a hope that Shaftesbury's somewhat difficult past can be left behind and a new, constructive way of working can be found. That is not to seek to eliminate vigorous debate but to do that with a sensible way forward as the goal.

To this end, we should like to propose setting up a Forum whereby the Town Council can engage with different organisations locally and, most importantly, with Dorset Council, to improve dialogue and understanding. Planning is an area where we feel that much misunderstanding, cynicism and suspicion could be dealt with and better outcomes obtained. As a first step, we would like to propose setting up a Forum that meets regularly, possibly quarterly, depending on work-load, with Hannah Smith and other planning officers, town councilors with a planning brief, Shaftesbury Civic Society, the Neighbourhood Plan group and the Open Spaces group.

The object, in the first instance would be to get to know each other and to identify the constraints that govern decision making. Following that, such a forum would offer the opportunity to regularly discuss in detail those planning applications or pre-apps that would significantly impact on our town. We are not suggesting any form of collusion when making decisions about planning applications, and it may well be that the various parties will disagree, but on the basis of better information and understanding.

If the Forum is successful, then there would be a great deal of scope for extending the role to include the various projects that form part of the Neighbourhood Plan and covering other concerns within our community. In the absence of a community partnership, which I believe took part in similar activities in the past, we feel it is timely to look at ways of bringing people together to better understand the way we can contribute to a successful town environment.

I should be grateful if we could meet and discuss these thoughts very soon.

Yours sinceraly,,

REDACTED REDACTED

Cc Cllr Derek Beer, Mrs Claire Commons, Cllr John Lewer, Ms Brie Logan

- 3 DEC 2019

8 <u>Councillor Allowances</u>

To consider the level of Councillor Allowance for the coming financial year (5 mins)

8.1 Summary

- 8.1.1 Following the formation of Dorset Council on 1 April 2019, the Dorset Parish Independent Remuneration Panel has undertaken a review to consider levels of allowances for parish and town councillors and accordingly the panel has produced a report and recommendations, which I attach to this email.
- 8.1.2 There is no obligation on parish and town councils to adopt a scheme of allowances, however, should your council wish to adopt a scheme it must have regard to the Dorset Parish Independent Remuneration Panel recommendations (as provided to you in your councillor digest) and follow the regulations as set out in the document 'New Council Constitutions Guidance on Consolidated Regulations for Local Authority Allowances' (Further information available on request).
- 8.1.3 In their report, the panel recognise that the effect of local government reorganisation and the effect on members of councils will not be understood until the new arrangements are bedded in and have therefore recommended that a further review of allowances for parish and town councils is undertaken in 12 months' time.

8.2 **Financial Implication**

- 8.2.1 £5200 on the basis of ten councillors taking the maximum recommended allowance. (£6240 if all 12 do)
- 8.2.2 An additional £1,600 again the current year if the Council resolves to backdate the increase. Note that this would potentially overspend the budget by £880. (£1,920 if all 12 councillors chose to take the allowance)

8.3 Legal Implication

8.3.1 Parish and town councils may introduce a scheme of allowances for the payment of basic and travel/subsistence allowances to councillors. (Local Authorities (Members' Allowances) (England) Regulations, 2003)

8.4 **Recommendation**

8.4.1 That the Council resolves to set its level of Councillor allowance for the coming year.

8.5 Additional Information

8.5.1 The Panel therefore **recommends** that the maximum basic allowance payable to members of parish and town councils be as follows calculated on a basic allowance for 2019/20 of £13,000 as set out in Dorset Council's Scheme of Members' Allowances:

| | Electorate (the number of towns that fall within each grouping is shown in brackets) | | Percentage of basic allowance per Town/Parish Councillor | Maximum basic allowance per Town/Parish Councillor |
|---------|--|---------------------------------|--|---|
| Level 1 | 0 – 2,500 (240) | Small, mainly rural parishes | 2% | £260 |

| Level | 2 2,501 – 5,000 (9) | Large rural parishes and small towns | 3% | £390 |
|-------|------------------------------------|--|-----------------|-------------------|
| Level | <mark>3</mark> 5,001 – 10,000 (13) | Small market towns | <mark>4%</mark> | <mark>£520</mark> |
| Level | 4 10,001 – 20,000 (3) | Larger market towns / local centres | 5% | £650 |
| Level | 5 20,001 – 35,000 (0) | Significant towns | 8% | £1,040 |

- 8.5.2 The Panel **recommends** that if a council pays an enhanced basic allowance to its chairman, then such chairman's basic allowance shall not exceed twice that basic allowance payable to other members.
- 8.5.3 The Panel **recommends** that individual councils agree a list of approved duties for the payment of travel and subsistence allowances, similar to that set out in the Dorset Council's Scheme of Members' Allowances, and this be kept under regular review by the council.
- 8.5.4 The Panel wishes to emphasise that it does not suggest that it is appropriate for all councils to pay allowances. The Panel's recommended guideline is a maximum figure within which each council can determine its own scheme, if this is felt justified. The Panel **recommends** that where any council adopts a scheme of allowances, the commencement of such scheme should be back dated to the commencement of the current municipal year.

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

9 Budget and Precept

To consider the budget for adoption and resolve the precept demand for the financial year 2020 / 2021 (45 mins)

9.1 Summary

- 9.1.1 The Council has carried out a thorough budget setting process with 2 informal briefings and discussions, a public budget engagement evening and 4 committee meetings to discuss the budget detail.
- 9.1.2 Each budget line has been scrutinised individually and the figures shown are either calculated on current need, representative of existing contracts or known costs.
- 9.1.3 Councillors indicated early in the budget setting process that the wished to see no increase on the impact on households. As such, the proposed budget takes into consideration the projects already resolved or identified by the Council and in order to meet those commitments and the objective of no increase per household, propose to draw some funds from General Reserves.
- 9.1.4 The budget setting process has identified projects which are unlikely to be able to be realised within the coming year and reassigned those funds to achieve the desired projects.
- 9.1.5 The tax base for Shaftesbury for 2020/21 has increased by 25.9 to 3224.7 which represents an increase of 0.81%. As a result, the Council can make a precept demand of £505,052 without any further increase to individual households.
- 9.1.6 The likely balance of the council's General Reserves at the end of the current financial year is £328264. With a precept demand of £505,052 the Council will need to allocate £180,995 to earmarked reserves which will leave a General Reserve fund of £147,269. This equates to 5 months running costs and therefore falls within the required General Reserves of 3 6 months running costs.

9.2 **Financial Implication**

9.2.1 As shown in the attached budget

9.3 Legal Implication

- 9.3.1 The Town Council, in calculating its precept, must as far as possible secure that it will suffice for four classes of items, namely;
 - a) Next year's expenditure, including an allowance for contingencies;
 - b) Outstanding expenditure incurred in previous years;
 - c) Expenditure likely to be incurred before the precepted sum becomes available;
 - d) Payments to financial reserves (Clayden, 2019, p. 14.5) (Local Government Finance Act, 1992 s.50)

9.4 **Risk**

9.4.1 There is a risk to the Council's activities if it does not properly calculate its budget or precept demand.

9.5 **Recommendation**

9.5.1 That the Council resolves to adopt the budget for 2020/2021 noting any amendments to the figures provided in report 0120FC9.

9.5.2 That the Council resolves to issue a precept demand of £505,052 to Dorset Council for the financial year 2020 – 2021. (Delegated to the Town Clerk all elements required to discharge these resolutions)

9.6 Additional Information

- 9.6.1 An additional £10,000 has been included in the service level agreement budget as it is known that a Service Level Agreement request will be coming forward for services provided to the community by Open House. Approving (or otherwise) this increase to this budget line does not commit the Council to awarding that Service Level Agreement.
- 9.6.2 Insurance has been renegotiated and reduced by £4,000 from the previous year
- 9.6.3 IT capital replacement allows for a new server as the current one is no longer supported by Microsoft

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

Report 0120FC9 continued

08/01/2020

14:37

Shaftesbury Town Council

Annual Budget - By Centre

Note: Budget 2020 - 2021 to FC Jan 2020

| | | <u>2018/19</u> | | 2019/20 | | | | | 2020/21 | | | |
|------------|--------------------------------|----------------|--------|--------------------|-----------------|--------|-----|-------|------------|---------|----------|--------------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Precept | Reserves | Carried Forward |
| <u>101</u> | Allotment | | | | | | | | | | | |
| 1104 | Allotment Rent Income | 1,700 | 1,691 | 0 | 0 | 1,700 | 0 | 1,700 | 532 | 2,000 | 0 | 0 |
| | Total Income | 1,700 | 1,691 | 0 | 0 | 1,700 | 0 | 1,700 | 532 | 2,000 | 0 | 0 |
| 4165 | Water Rates | 565 | 691 | 0 | 0 | 675 | 0 | 675 | 363 | 900 | 0 | 0 |
| 4250 | Repairs & Maintenance | 205 | 850 | 0 | 0 | 500 | 0 | 500 | 0 | 515 | 0 | 0 |
| 4275 | Equipment Hire | 350 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4414 | IT Software | 165 | 165 | 0 | 0 | 169 | 0 | 169 | 169 | 172 | 0 | 0 |
| | Overhead Expenditure | 1,285 | 1,706 | 0 | 0 | 1,344 | 0 | 1,344 | 532 | 1,587 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 415 | (15) | | | 356 | | 356 | (1) | 413 | | |

Continued on next page

08/01/2020

14:37

Shaftesbury Town Council

Page 2

Annual Budget - By Centre

Note: Budget 2020 - 2021 to FC Jan 2020

| | | 2018/19 | | 2019/20 | | | | | 2020/21 | | | |
|------------|--------------------------------|---------|--------|--------------------|-----------------|--------|-----|-------|------------|---------|----------|--------------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Precept | Reserves | Carried Forward |
| <u>102</u> | Cemetery | | | | | | | | | | | |
| 1105 | Cemetery Income | 2,300 | 3,433 | 0 | 0 | 3,722 | 0 | 3,722 | 4,702 | 4,000 | 0 | 0 |
| | Total Income | 2,300 | 3,433 | 0 | 0 | 3,722 | 0 | 3,722 | 4,702 | 4,000 | 0 | 0 |
| 4150 | Rates & Services | 424 | 459 | 0 | 0 | 588 | 0 | 588 | 465 | 550 | 0 | 0 |
| 4165 | Water Rates | 90 | 79 | 0 | 0 | 95 | 0 | 95 | 0 | 125 | 0 | 0 |
| 4250 | Repairs & Maintenance | 2,000 | 0 | 0 | 0 | 200 | 0 | 200 | 149 | 200 | 0 | 0 |
| 4414 | IT Software | 285 | 285 | 0 | 0 | 290 | 0 | 290 | 290 | 290 | 0 | 0 |
| | Overhead Expenditure | 2,799 | 823 | 0 | 0 | 1,173 | 0 | 1,173 | 904 | 1,165 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (499) | 2,609 | | | 2,549 | | 2,549 | 3,799 | 2,835 | | |

Continued on next page

Shaftesbury Town Council

08/01/2020

14:37

Annual Budget - By Centre

Note: Budget 2020 - 2021 to FC Jan 2020

| | | 2018/19 | | | | 2019/20 | | | | 2020/21 | | |
|------------|--------------------------|---------|--------|--------------------|-----------------|---------|-----|--------|------------|---------|----------|--------------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Precept | Reserves | Carried Forward |
| <u>103</u> | General Grounds | | | | | | | | | | | |
| 1102 | Contribution to Services | 1,200 | 815 | 0 | 0 | 1,000 | 0 | 1,000 | 1,038 | 1,600 | 0 | 0 |
| 1103 | Rents | 1,000 | 348 | 0 | 0 | 915 | 0 | 915 | 328 | 915 | 0 | 0 |
| 1300 | Grass Cutting Income | 5,994 | 6,023 | 0 | 0 | 6,023 | 0 | 6,023 | 6,023 | 6,023 | 0 | 0 |
| 1301 | Miscellaneous Income | 0 | 5,481 | 0 | 0 | 2,174 | 0 | 2,174 | 3,388 | 1,400 | 0 | 0 |
| 1302 | Memorial Bench Income | 0 | 275 | 0 | 0 | 0 | 0 | 0 | 1,254 | 1,000 | 0 | 0 |
| | Total Income | 8,194 | 12,943 | 0 | 0 | 10,112 | 0 | 10,112 | 12,030 | 10,938 | 0 | 0 |
| 4020 | Sub Contract Labour | 2,000 | 8,964 | 0 | 0 | 10,500 | 0 | 10,500 | 400 | 9,100 | 0 | 0 |
| 4150 | Rates & Services | 2,577 | 2,784 | 0 | 0 | 3,168 | 0 | 3,168 | 2,820 | 3,227 | 0 | 0 |
| 4155 | Electricity | 800 | 634 | 0 | 0 | 891 | 0 | 891 | 978 | 1,000 | 0 | 0 |
| 4165 | Water Rates | 2,300 | 2,096 | 0 | 0 | 2,300 | 0 | 2,300 | 1,338 | 2,369 | 0 | 0 |
| 4250 | Repairs & Maintenance | 2,200 | 2,041 | 0 | 0 | 3,050 | 0 | 3,050 | 2,046 | 2,500 | 0 | 0 |
| 4256 | Treework | 4,000 | 5,320 | 0 | 0 | 9,000 | 0 | 9,000 | 6,033 | 5,500 | 0 | 0 |
| 4257 | Plants | 1,000 | 174 | 0 | 0 | 1,000 | 0 | 1,000 | 691 | 800 | 0 | 0 |
| 4261 | Refuse Collection | 2,600 | 2,577 | 0 | 0 | 2,500 | 0 | 2,500 | 2,199 | 2,700 | 0 | 0 |
| 4265 | General Supplies | 350 | 401 | 0 | 0 | 420 | 0 | 420 | 42 | 0 | 0 | 0 |
| 4270 | Equipment Repairs | 2,000 | 1,114 | 0 | 0 | 1,500 | 0 | 1,500 | 1,534 | 3,500 | 0 | 0 |
| 4271 | Equipment Purchases | 2,500 | 2,414 | 0 | 0 | 2,500 | 0 | 2,500 | 731 | 0 | 0 | 0 |
| 4272 | Fuel for Equipment | 2,300 | 2,100 | 0 | 0 | 2,300 | 0 | 2,300 | 1,803 | 2,000 | 0 | 0 |
| 4273 | Memorial Bench | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,899 | 1,000 | 0 | 0 |
| 4274 | Rent Unit 9C | 7,572 | 7,572 | 0 | 0 | 7,572 | 0 | 7,572 | 7,572 | 7,572 | 0 | 0 |
| 4275 | Equipment Hire | 500 | 562 | 0 | 0 | 500 | 0 | 500 | 92 | 0 | 0 | 0 |
| 4278 | Alarm Costs | 200 | 144 | 0 | 0 | 200 | 0 | 200 | 0 | 210 | 0 | 0 |

Continued on next page

Shaftesbury Town Council

08/01/2020 14:37

Annual Budget - By Centre

Note: Budget 2020 - 2021 to FC Jan 2020

| | | <u>2018/19</u> | | 2019/20 | | | | | 2020/21 | | | |
|------|---------------------------------|----------------|----------|--------------------|-----------------|----------|-----|----------|------------|----------|----------|--------------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Precept | Reserves | Carried Forward |
| 4280 | Fuel for Vehicles | 2,000 | 3,030 | 0 | 0 | 3,000 | 0 | 3,000 | 2,067 | 3,100 | 0 | 0 |
| 4281 | Motor Expenses | 1,500 | 2,743 | 0 | 0 | 3,060 | 0 | 3,060 | 3,569 | 3,000 | 0 | 0 |
| 4282 | Hitachi Payments Mower | 10,190 | 10,190 | 0 | 0 | 8,492 | 0 | 8,492 | 7,643 | 0 | 0 | 0 |
| 4285 | PPE | 1,000 | 863 | 0 | 0 | 1,000 | 0 | 1,000 | 710 | 1,000 | 0 | 0 |
| 4290 | Playground Inspections | 400 | 350 | 0 | 0 | 400 | 0 | 400 | 450 | 450 | 0 | 0 |
| 4291 | Playground Repair/Maintenance | 4,622 | 5,342 | 0 | 0 | 5,500 | 0 | 5,500 | 3,789 | 12,000 | 0 | 0 |
| 4293 | Play Area Design | 5,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4299 | SLA-Trinity Grounds Maintenance | 1,500 | 1,495 | 0 | 0 | 1,500 | 0 | 1,500 | 1,495 | 1,500 | 0 | 0 |
| 4410 | Telephone | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 62 | 0 | 0 | 0 |
| | Overhead Expenditure | 59,111 | 62,911 | 0 | 0 | 70,353 | 0 | 70,353 | 49,963 | 62,528 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (50,917) | (49,969) | | | (60,241) | | (60,241) | (37,933) | (51,590) | | |

Continued on next page

08/01/2020

14:37

Shaftesbury Town Council

Page 5

Annual Budget - By Centre

Note: Budget 2020 - 2021 to FC Jan 2020

| | | <u>2018</u> | 18/19 | | 2019/20 | | | | | 2020/21 | | |
|------------|--------------------------------|-------------|--------|--------------------|-----------------|---------|-----|---------|------------|---------|----------|--------------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Precept | Reserves | Carried Forward |
| <u>105</u> | Local Delivery services | | | | | | | | | | | |
| 1501 | Street Market Rents R'ved | 7,999 | 7,714 | 0 | 0 | 8,500 | 0 | 8,500 | 5,510 | 7,500 | 0 | 0 |
| | Total Income | 7,999 | 7,714 | 0 | 0 | 8,500 | 0 | 8,500 | 5,510 | 7,500 | 0 | 0 |
| 4020 | Sub Contract Labour | 0 | 258 | 0 | 0 | 4,266 | 0 | 4,266 | 0 | 0 | 0 | 0 |
| 4150 | Rates & Services | 2,134 | 2,136 | 0 | 0 | 2,180 | 0 | 2,180 | 1,967 | 2,250 | 0 | 0 |
| 4155 | Electricity | 750 | 832 | 0 | 0 | 1,114 | 0 | 1,114 | 1,053 | 1,300 | 0 | 0 |
| 4165 | Water Rates | 2,200 | 1,868 | 0 | 0 | 2,200 | 0 | 2,200 | 900 | 1,900 | 0 | 0 |
| 4176 | CCTV | 0 | 0 | 0 | 0 | 2,000 | 0 | 2,000 | 0 | 300 | 0 | 0 |
| 4177 | Bus Shelters | 300 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4250 | Repairs & Maintenance | 2,700 | 1,796 | 0 | 0 | 1,650 | 0 | 1,650 | 1,351 | 1,300 | 0 | 0 |
| 4260 | Cleaning Supplies | 1,000 | 635 | 0 | 0 | 850 | 0 | 850 | 817 | 1,200 | 0 | 0 |
| | Overhead Expenditure | 9,084 | 7,525 | 0 | 0 | 14,260 | 0 | 14,260 | 6,088 | 8,250 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (1,085) | 189 | | | (5,760) | | (5,760) | (578) | (750) | | |

Continued on next page

Shaftesbury Town Council

08/01/2020

14:37

Annual Budget - By Centre

Note: Budget 2020 - 2021 to FC Jan 2020

| | | <u>2018/</u> | '19 | | 2019/20 | | | | | 2020/21 | | |
|------------|--------------------------------|--------------|--------|--------------------|-----------------|--------|-----|--------|------------|---------|----------|--------------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Precept | Reserves | Carried Forward |
| <u>201</u> | Town Hall | | | | | | | | | | | |
| 1201 | Hall Hire | 28,691 | 25,255 | 0 | 0 | 25,500 | 0 | 25,500 | 19,532 | 26,000 | 0 | 0 |
| 1203 | Weddings | 1,800 | 1,853 | 0 | 0 | 2,000 | 0 | 2,000 | 2,052 | 2,300 | 0 | 0 |
| 1204 | Shop Rents | 18,000 | 18,000 | 0 | 0 | 20,430 | 0 | 20,430 | 15,722 | 22,162 | 0 | 0 |
| 1205 | Sitting Out Licence | 0 | 0 | 0 | 0 | 504 | 0 | 504 | 674 | 842 | 0 | 0 |
| 1220 | Solar Panel Feed in Tariff | 1,500 | 3,428 | 0 | 0 | 2,000 | 0 | 2,000 | 2,274 | 2,500 | 0 | 0 |
| | Total Income | 49,991 | 48,535 | 0 | 0 | 50,434 | 0 | 50,434 | 40,254 | 53,804 | 0 | 0 |
| 4150 | Rates & Services | 6,954 | 6,960 | 0 | 0 | 7,169 | 0 | 7,169 | 6,408 | 7,334 | 0 | 0 |
| 4155 | Electricity | 2,200 | 2,035 | 0 | 0 | 2,362 | 0 | 2,362 | 2,705 | 2,500 | 0 | 0 |
| 4160 | Gas | 2,500 | 1,817 | 0 | 0 | 2,575 | 0 | 2,575 | 857 | 2,000 | 0 | 0 |
| 4165 | Water Rates | 200 | 195 | 0 | 0 | 250 | 0 | 250 | 124 | 250 | 0 | 0 |
| 4200 | Wedding Costs | 565 | 515 | 0 | 0 | 565 | 0 | 565 | 854 | 500 | 0 | 0 |
| 4230 | Trinity Car Park Space | 550 | 550 | 0 | 0 | 550 | 0 | 550 | 275 | 550 | 0 | 0 |
| 4250 | Repairs & Maintenance | 4,000 | 2,309 | 0 | 0 | 3,838 | 0 | 3,838 | 2,253 | 2,000 | 0 | 0 |
| 4260 | Cleaning Supplies | 300 | 361 | 0 | 0 | 250 | 0 | 250 | 211 | 300 | 0 | 0 |
| 4265 | General Supplies | 500 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 0 | 0 | 0 |
| 4271 | Equipment Purchases | 550 | 429 | 0 | 0 | 3,500 | 0 | 3,500 | 148 | 250 | 0 | 0 |
| 4278 | Alarm Costs | 500 | 420 | 0 | 0 | 500 | 0 | 500 | 432 | 550 | 0 | 0 |
| 4414 | IT Software | 285 | 285 | 0 | 0 | 290 | 0 | 290 | 811 | 296 | 0 | 0 |
| | Overhead Expenditure | 19,104 | 15,875 | 0 | 0 | 21,849 | 0 | 21,849 | 15,085 | 16,530 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 30,887 | 32,660 | | | 28,585 | | 28,585 | 25,169 | 37,274 | | |

Continued on next page

Page 28 of 46

08/01/2020

14:37

Shaftesbury Town Council

Page 7

Annual Budget - By Centre

Note: Budget 2020 - 2021 to FC Jan 2020

| | | 2018/19 | | 2019/20 | | | | | 2020/21 | | | |
|------------|--------------------------------|---------|---------|--------------------|-----------------|---------|-----|---------|------------|---------|----------|--------------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Precept | Reserves | Carried Forward |
| <u>301</u> | Civic | | | | | | | | | | | |
| 1400 | Mayor's Charity Income | 0 | 494 | 0 | 0 | 0 | 0 | 0 | 40 | 0 | 0 | 0 |
| | Total Income | 0 | 494 | 0 | 0 | 0 | 0 | 0 | 40 | 0 | 0 | 0 |
| 4300 | Civic/Ceremonial | 2,100 | 1,277 | 0 | 0 | 3,000 | 0 | 3,000 | 862 | 3,000 | 0 | 0 |
| 4302 | Councillor Allowances | 3,240 | 3,240 | 0 | 0 | 4,320 | 0 | 4,320 | 1,800 | 5,200 | 0 | 0 |
| 4305 | Regalia | 300 | 0 | 0 | 0 | 350 | 0 | 350 | 0 | 150 | 0 | 0 |
| 4310 | Councillor Training | 443 | 56 | 0 | 0 | 1,000 | 0 | 1,000 | 115 | 720 | 0 | 0 |
| 4311 | Councillor Travel/Subsistence | 200 | 0 | 0 | 0 | 300 | 0 | 300 | 21 | 150 | 0 | 0 |
| 4315 | Hospitality | 288 | 189 | 0 | 0 | 300 | 0 | 300 | 248 | 300 | 0 | 0 |
| 4390 | Mayor's Charity Expenditure | 0 | 494 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 6,571 | 5,256 | 0 | 0 | 9,270 | 0 | 9,270 | 3,046 | 9,520 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (6,571) | (4,762) | | | (9,270) | | (9,270) | (3,006) | (9,520) | | |

Continued on next page

Shaftesbury Town Council

08/01/2020

14:37

Annual Budget - By Centre

Note: Budget 2020 - 2021 to FC Jan 2020

| | | 2018/19 | | | | | 2020/21 | | | | | |
|------------|--------------------------------|----------|----------|--------------------|-----------------|----------|---------|----------|------------|----------|----------|--------------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Precept | Reserves | Carried Forward |
| <u>302</u> | Legal and Professional | | | | | | | | | | | |
| 4010 | Staff Training | 0 | 2,790 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4325 | Audit | 2,850 | 2,375 | 0 | 0 | 2,850 | 0 | 2,850 | 500 | 2,950 | 0 | 0 |
| 4326 | Books & Subscriptions | 1,500 | 1,637 | 0 | 0 | 2,000 | 0 | 2,000 | 1,416 | 2,000 | 0 | 0 |
| 4330 | Insurance | 16,500 | 12,650 | 0 | 0 | 16,000 | 0 | 16,000 | 11,349 | 12,000 | 0 | 0 |
| 4341 | Professional & Legal Fees | 10,000 | 22,414 | 0 | 0 | 13,000 | 0 | 13,000 | 8,482 | 10,000 | 0 | 0 |
| 4342 | Election Costs | 8,000 | 0 | 0 | 0 | 7,000 | 0 | 7,000 | 3,897 | 4,000 | 0 | 0 |
| | Overhead Expenditure | 38,850 | 41,867 | 0 | 0 | 40,850 | 0 | 40,850 | 25,643 | 30,950 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (38,850) | (41,867) | | | (40,850) | | (40,850) | (25,643) | (30,950) | | |
| | | | | | | | | | | | | |

Continued on next page

Shaftesbury Town Council

08/01/2020

14:37

Annual Budget - By Centre

Note: Budget 2020 - 2021 to FC Jan 2020

| | | 2018/19 | | | 2019/20 | | | | | 2020/21 | | | |
|------------|--------------------------------|----------|----------|--------------------|-----------------|----------|-----|----------|------------|----------|----------|--------------------|--|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Precept | Reserves | Carried Forward | |
| <u>303</u> | Grants & SLA | | | | | | | | | | | | |
| 4350 | Community Grants | 30,000 | 32,913 | 0 | 0 | 25,000 | 0 | 25,000 | 26,546 | 25,000 | 0 | 0 | |
| 4352 | Service Level Agreements | 0 | 0 | 0 | 0 | 12,000 | 0 | 12,000 | 12,000 | 22,000 | 0 | 0 | |
| | Overhead Expenditure | 30,000 | 32,913 | 0 | 0 | 37,000 | 0 | 37,000 | 38,546 | 47,000 | 0 | 0 | |
| | Movement to/(from) Gen Reserve | (30,000) | (32,913) | | | (37,000) | | (37,000) | (38,546) | (47,000) | | | |

Continued on next page

Shaftesbury Town Council

08/01/2020

14:37

Annual Budget - By Centre

Note: Budget 2020 - 2021 to FC Jan 2020

| | | 2018/19 | | | 2019/20 | | | | | 2020/21 | | |
|------------|----------------------------------|---------|---------|--------------------|-----------------|---------|-----|---------|------------|---------|----------|--------------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Precept | Reserves | Carried Forward |
| <u>304</u> | Finance | | | | | | | | | | | |
| 1340 | Bank Interest Received | 70 | 638 | 0 | 0 | 2,000 | 0 | 2,000 | 1,657 | 4,300 | 0 | 0 |
| 1342 | CCLA Prop Fund Dividend Received | 350 | 2,075 | 0 | 0 | 2,000 | 0 | 2,000 | 1,720 | 2,500 | 0 | 0 |
| 1376 | Precept | 480,183 | 480,183 | 0 | 0 | 500,996 | 0 | 500,996 | 500,996 | 0 | 0 | 0 |
| | Total Income | 480,603 | 482,897 | 0 | 0 | 504,996 | 0 | 504,996 | 504,373 | 6,800 | 0 | 0 |
| 4380 | Bank Charges | 500 | 77 | 0 | 0 | 500 | 0 | 500 | 462 | 1,000 | 0 | 0 |
| 4394 | CCLA Property Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50,000 | 0 | 0 | 0 |
| 4395 | Prior Year Adjustment | 0 | 1,799 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 500 | 1,876 | 0 | 0 | 500 | 0 | 500 | 50,462 | 1,000 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 480,103 | 481,021 | | | 504,496 | | 504,496 | 453,911 | 5,800 | | |
| | | | | Cor | ntinued on nex | kt page | | | | | | |

Shaftesbury Town Council

08/01/2020

14:37

Annual Budget - By Centre

Note: Budget 2020 - 2021 to FC Jan 2020

| | | <u>2018</u> | /19 | | | 2019/ | 20 | | | | 2020/21 | |
|------------|----------------------------|-------------|--------|--------------------|-----------------|--------|-----|--------|------------|---------|----------|--------------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Precept | Reserves | Carried Forward |
| <u>305</u> | Swimming Pool | | | | | | | | | | | |
| 1220 | Solar Panel Feed in Tariff | 1,200 | 970 | 0 | 0 | 1,200 | 0 | 1,200 | 1,384 | 1,200 | 0 | 0 |
| 1301 | Miscellaneous Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | 0 | 0 |
| 1365 | Swimming Pool Income | 18,500 | 24,597 | 0 | 0 | 23,000 | 0 | 23,000 | 26,110 | 24,000 | 0 | 0 |
| 1367 | Retail Income | 0 | 0 | 0 | 0 | 2,000 | 0 | 2,000 | 0 | 2,000 | 0 | 0 |
| | Total Income | 19,700 | 25,568 | 0 | 0 | 26,200 | 0 | 26,200 | 27,494 | 28,200 | 0 | 0 |
| 4008 | Life Guard Salaries | 22,000 | 26,647 | 0 | 0 | 35,400 | 0 | 35,400 | 29,683 | 33,000 | 0 | 0 |
| 4010 | Staff Training | 1,000 | 795 | 0 | 0 | 1,250 | 0 | 1,250 | 376 | 1,500 | 0 | 0 |
| 4150 | Rates & Services | 2,586 | 2,870 | 0 | 0 | 3,155 | 0 | 3,155 | 2,906 | 3,300 | 0 | 0 |
| 4155 | Electricity | 1,500 | 1,874 | 0 | 0 | 1,950 | 0 | 1,950 | 2,065 | 2,050 | 0 | 0 |
| 4160 | Gas | 2,200 | 2,193 | 0 | 0 | 3,235 | 0 | 3,235 | 8,391 | 4,700 | 0 | 0 |
| 4165 | Water Rates | 2,000 | 2,256 | 0 | 0 | 1,500 | 0 | 1,500 | 1,318 | 2,500 | 0 | 0 |
| 4250 | Repairs & Maintenance | 2,459 | 1,392 | 0 | 0 | 7,500 | 0 | 7,500 | 7,510 | 2,000 | 0 | 0 |
| 4260 | Cleaning Supplies | 220 | 257 | 0 | 0 | 300 | 0 | 300 | 384 | 450 | 0 | 0 |
| 4271 | Equipment Purchases | 1,000 | 1,046 | 0 | 0 | 1,000 | 0 | 1,000 | 1,223 | 1,250 | 0 | 0 |
| 4360 | Chemicals | 4,000 | 3,732 | 0 | 0 | 5,100 | 0 | 5,100 | 3,629 | 3,800 | 0 | 0 |
| 4362 | Plant Servicing/Repairs | 1,500 | 1,680 | 0 | 0 | 2,000 | 0 | 2,000 | 2,054 | 2,100 | 0 | 0 |
| 4363 | DBS Checks | 150 | 75 | 0 | 0 | 250 | 0 | 250 | 150 | 250 | 0 | 0 |
| 4364 | Uniforms | 350 | 288 | 0 | 0 | 500 | 0 | 500 | 316 | 400 | 0 | 0 |
| 4365 | Music Licences | 250 | 0 | 0 | 0 | 275 | 0 | 275 | 272 | 275 | 0 | 0 |
| 4366 | Retail Sales | 480 | 855 | 0 | 0 | 1,000 | 0 | 1,000 | 1,646 | 1,500 | 0 | 0 |
| 4369 | Aqua Fit Instructors | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 875 | 1,680 | 0 | 0 |
| 4370 | Swimming Pool Advertising | 1,500 | 869 | 0 | 0 | 1,000 | 0 | 1,000 | 844 | 850 | 0 | 0 |

Continued on next page

08/01/2020

14:37

Shaftesbury Town Council

Page 12

Annual Budget - By Centre

Note: Budget 2020 - 2021 to FC Jan 2020

| | | <u>2018/</u> | 19 | | | 2019/ | /20 | | | 1 | 2020/21 | |
|------|--------------------------------|--------------|----------|--------------------|-----------------|----------|-----|----------|------------|----------|----------|--------------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Precept | Reserves | Carried Forward |
| 4373 | ATC Renewal | 230 | 175 | 0 | 0 | 0 | 0 | 0 | 137 | 140 | 0 | 0 |
| 4410 | Telephone | 275 | 302 | 0 | 0 | 250 | 0 | 250 | 113 | 100 | 0 | 0 |
| | Overhead Expenditure | 43,700 | 47,305 | 0 | 0 | 65,665 | 0 | 65,665 | 63,891 | 61,845 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (24,000) | (21,737) | | | (39,465) | | (39,465) | (36,397) | (33,645) | | |

Continued on next page

08/01/2020

14:37

Shaftesbury Town Council

Page 13

Annual Budget - By Centre

Note: Budget 2020 - 2021 to FC Jan 2020

| | | <u>2018/</u> | 19 | | | 2019/ | 20 | | | | 2020/21 | |
|------------|--------------------------------|--------------|----------|--------------------|-----------------|----------|-----|----------|------------|----------|----------|--------------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Precept | Reserves | Carried Forward |
| <u>401</u> | General Running Costs | | | | | | | | | | | |
| 1301 | Miscellaneous Income | 0 | 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Income | 0 | 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4265 | General Supplies | 154 | 149 | 0 | 0 | 160 | 0 | 160 | 185 | 180 | 0 | 0 |
| 4345 | Advertising | 1,500 | 1,738 | 0 | 0 | 500 | 0 | 500 | 193 | 500 | 0 | 0 |
| 4348 | Consultations | 1,000 | 771 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 1,000 | 0 | 0 |
| 4400 | Printing | 1,200 | 1,507 | 0 | 0 | 1,300 | 0 | 1,300 | 1,036 | 1,300 | 0 | 0 |
| 4401 | Stationery | 1,300 | 1,100 | 0 | 0 | 1,300 | 0 | 1,300 | 1,020 | 1,200 | 0 | 0 |
| 4402 | Postage | 600 | 130 | 0 | 0 | 250 | 0 | 250 | 173 | 200 | 0 | 0 |
| 4410 | Telephone | 2,640 | 3,166 | 0 | 0 | 2,900 | 0 | 2,900 | 2,210 | 3,150 | 0 | 0 |
| 4414 | IT Software | 3,081 | 2,980 | 0 | 0 | 4,050 | 0 | 4,050 | 2,945 | 5,665 | 0 | 0 |
| 4415 | IT Support | 960 | 902 | 0 | 0 | 1,000 | 0 | 1,000 | 840 | 1,500 | 0 | 0 |
| 4417 | Web Site | 700 | 660 | 0 | 0 | 660 | 0 | 660 | 330 | 690 | 0 | 0 |
| 4420 | Office Equipment | 1,000 | 774 | 0 | 0 | 300 | 0 | 300 | 138 | 150 | 0 | 0 |
| | Overhead Expenditure | 14,135 | 13,878 | 0 | 0 | 13,420 | 0 | 13,420 | 9,069 | 15,535 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (14,135) | (13,854) | | | (13,420) | | (13,420) | (9,069) | (15,535) | | |

Continued on next page

Shaftesbury Town Council

08/01/2020

14:37

Annual Budget - By Centre

Note: Budget 2020 - 2021 to FC Jan 2020

| | | <u>2018</u> / | /19 | | | 2019/ | /20 | | | | 2020/21 | |
|------------|--------------------------------|---------------|-----------|--------------------|-----------------|-----------|-----|-----------|------------|-----------|----------|--------------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Precept | Reserves | Carried Forward |
| <u>402</u> | Staffing Costs | | | | | | | | | | | |
| 1301 | Miscellaneous Income | 0 | 3,582 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1360 | Contribution Street Cleaning | 9,585 | 9,839 | 0 | 0 | 9,776 | 0 | 9,776 | 10,085 | 10,085 | 0 | 0 |
| | Total Income | 9,585 | 13,421 | 0 | 0 | 9,776 | 0 | 9,776 | 10,085 | 10,085 | 0 | 0 |
| 4000 | Salaries | 206,508 | 204,622 | 0 | 0 | 205,796 | 0 | 205,796 | 130,431 | 216,126 | 0 | 0 |
| 4005 | Employers NI | 18,979 | 19,510 | 0 | 0 | 18,806 | 0 | 18,806 | 12,421 | 17,341 | 0 | 0 |
| 4006 | Employers Superann | 43,678 | 39,892 | 0 | 0 | 38,107 | 0 | 38,107 | 27,177 | 42,597 | 0 | 0 |
| 4010 | Staff Training | 5,000 | 1,865 | 0 | 0 | 5,000 | 0 | 5,000 | 1,256 | 5,000 | 0 | 0 |
| 4015 | Staff Travel & Subsistance | 500 | 413 | 0 | 0 | 500 | 0 | 500 | 173 | 700 | 0 | 0 |
| 4018 | Staff Recruitment | 1,000 | 0 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 1,000 |
| 4020 | Sub Contract Labour | 0 | 0 | 0 | 0 | 7,800 | 0 | 7,800 | 10,887 | 1,000 | 0 | 0 |
| | Overhead Expenditure | 275,665 | 266,302 | 0 | 0 | 277,009 | 0 | 277,009 | 182,345 | 282,764 | 0 | 1,000 |
| | Movement to/(from) Gen Reserve | (266,080) | (252,881) | | | (267,233) | | (267,233) | (172,260) | (272,679) | | |

Continued on next page

08/01/2020

14:37

Shaftesbury Town Council

Annual Budget - By Centre

Note: Budget 2020 - 2021 to FC Jan 2020

| | | <u>2018</u> | /19 | | | 2019/ | 20 | | | ; | 2020/21 | |
|------------|--------------------------|-------------|---------|--------------------|-----------------|--------|-----|--------|------------|---------|----------|--------------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Precept | Reserves | Carried Forward |
| <u>901</u> | Reserves & Projects | | | | | | | | | | | |
| 1301 | Miscellaneous Income | 0 | 165,326 | 0 | 0 | 0 | 0 | 0 | 5,135 | 0 | 0 | 0 |
| | Total Income | 0 | 165,326 | 0 | 0 | 0 | 0 | 0 | 5,135 | 0 | 0 | 0 |
| 4902 | Community Hall Cockrams | 13,000 | 0 | 13,000 | 0 | 0 | 0 | 13,000 | 0 | 0 | 0 | 0 |
| 4903 | Traffic Calming | 2,500 | 1,150 | 3,150 | 0 | 0 | 0 | 3,150 | 2,495 | 0 | 0 | 0 |
| 4904 | Toilets | 30,500 | 31,254 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4906 | Playground Equipment | 20,217 | 18,405 | 1,812 | 0 | 15,000 | 0 | 16,812 | 0 | 8,188 | 0 | 16,812 |
| 4910 | Street Furniture | 24,647 | 336 | 24,311 | 0 | 0 | 0 | 24,311 | 1,644 | 0 | 0 | 20,000 |
| 4911 | Castle Hill | 0 | 0 | 4,680 | 0 | 3,402 | 0 | 8,082 | 8,082 | 0 | 0 | 0 |
| 4912 | Town Branding/Signage | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50,000 | 0 |
| 4913 | Town Centre Enhancement | 7,109 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4914 | Ground Cover Plants | 754 | 734 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4915 | Project 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,470 | 20,859 | 0 |
| 4917 | Cycle Route | 11,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4918 | CCTV | 10,000 | 12,450 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4919 | Cobbles | 1,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4921 | Market Experience | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,000 | 0 | 16,000 |
| 4922 | Vehicles | 8,005 | 0 | 8,005 | 0 | 14,267 | 0 | 22,272 | 1,260 | 3,988 | 0 | 21,012 |
| 4923 | Grit Bins | 4,000 | 0 | 4,000 | 0 | 0 | 0 | 4,000 | 0 | 0 | 0 | 0 |
| 4924 | Heritage Lanterns | 10,000 | 0 | 10,000 | 0 | 0 | 0 | 10,000 | 0 | 0 | 0 | 0 |
| 4926 | Strategic Tree Works | 5,273 | 3,300 | 1,973 | 0 | 0 | 0 | 1,973 | 0 | 11,000 | 3,822 | 1,973 |
| 4927 | Climate Change | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,000 | 0 |
| 4928 | Replacement IT Equipment | 5,000 | 749 | 3,597 | 0 | 4,000 | 0 | 7,597 | 0 | 1,000 | 0 | 6,579 |

Continued on next page

Shaftesbury Town Council

08/01/2020

14:37

Annual Budget - By Centre

Note: Budget 2020 - 2021 to FC Jan 2020

| | | <u>2018</u> | /19 | | | 2019/ | 20 | | | 1 | 2020/21 | |
|------|---------------------------------|-------------|--------|--------------------|-----------------|----------|-----|-----------|------------|----------|----------|--------------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Precept | Reserves | Carried Forward |
| 4929 | Managing Congestion and Parking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10,000 | 0 |
| 4930 | Southern Slopes | 10,000 | 0 | 10,000 | 0 | 0 | 0 | 10,000 | 0 | 2,100 | 15,900 | 10,000 |
| 4931 | Swimming Pool Cap Exp | 31,079 | 1,934 | 29,145 | 0 | 12,000 | 0 | 41,145 | 23,104 | 0 | 0 | 18,000 |
| 4932 | Neighbourhood Planning Group | 9,970 | 9,689 | 7,663 | 0 | 0 | 0 | 7,663 | 9,257 | 2,000 | 0 | 0 |
| 4933 | A30 Allotment Site | 25,000 | 0 | 25,000 | 0 | 0 | 0 | 25,000 | 1,611 | 0 | 0 | 23,389 |
| 4934 | Explore viability of CLT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10,000 | 0 |
| 4935 | Shaftesbury Bee Friendly | 303 | 303 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4936 | EMR Project Belle | 10,000 | 5,750 | 79,250 | 0 | 9,078 | 0 | 88,328 | 0 | 0 | 0 | 0 |
| 4937 | Wild About Shaftesbury | 0 | 1,098 | 3,402 | 0 | 0 | 0 | 3,402 | 0 | 0 | 0 | 0 |
| 4939 | Commuted Sum King Alfred's Way | 0 | 0 | 70,444 | 0 | 0 | 0 | 70,444 | 0 | 0 | 0 | 70,444 |
| 4940 | Commuted Sum Little Shilling | 0 | 0 | 12,500 | 0 | 0 | 0 | 12,500 | 0 | 0 | 0 | 12,500 |
| 4941 | Memorial Stone Maintenance ED | 0 | 0 | 2,450 | 0 | 0 | 0 | 2,450 | 0 | 0 | 0 | 2,450 |
| 4942 | Litter Free Dorset | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 76 | 0 | 0 | 424 |
| 4943 | Feasibility of Community Hall | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10,000 | 0 |
| 4944 | Footpath/Cycle path network | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10,000 | 0 |
| 4945 | Pop Up Shop/PB ml2/EDAC | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 40,000 | 0 |
| 4950 | Victory Celebrations 2020 | 0 | 0 | 0 | 0 | 6,000 | 0 | 6,000 | 1,000 | 0 | 0 | 0 |
| | Overhead Expenditure | 239,857 | 87,153 | 314,382 | 0 | 63,747 | 0 | 378,129 | 48,530 | 34,746 | 175,581 | 219,583 |
| | Movement to/(from) Gen Reserve | (239,857) | 78,173 | | | (63,747) | | (378,129) | (43,395) | (34,746) | | |

Shaftesbury Town Council

08/01/2020

14:37

Annual Budget - By Centre

Note: Budget 2020 - 2021 to FC Jan 2020

| | | <u>2018</u> | /19 | | | 2019/ | 20 | | | | 2020/21 | |
|------------|-----------------------------------|-------------|---------|--------------------|-----------------|---------|-----|-----------|------------|-----------|----------|--------------------|
| | | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Precept | Reserves | Carried Forward |
| <u>902</u> | Capital Replacement Reserve | | | | | | | | | | | |
| 4905 | Town Hall Building Fund | 75,695 | 706 | 74,989 | 0 | 0 | 0 | 74,989 | 0 | 43,000 | 2,011 | 74,989 |
| 4907 | Grounds Equipment | 2,000 | 2,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4916 | Bus Shelters | 3,500 | 0 | 3,500 | 0 | 0 | 0 | 3,500 | 0 | 0 | 0 | 3,500 |
| 4918 | CCTV | 0 | 0 | 0 | 0 | 5,000 | 0 | 5,000 | 0 | 0 | 0 | 5,000 |
| 4949 | Swimming Pool Capital Expenditure | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 11,959 | 0 | 41 |
| | Overhead Expenditure | 81,195 | 2,706 | 78,489 | 0 | 5,000 | 0 | 83,489 | 0 | 54,959 | 2,011 | 83,530 |
| | Movement to/(from) Gen Reserve | (81,195) | (2,706) | | | (5,000) | | (83,489) | 0 | (54,959) | | |
| | Total Budget Income | 580,072 | 762,044 | 0 | 0 | 615,440 | 0 | 615,440 | 610,155 | 123,327 | 0 | 0 |
| | Expenditure | 821,856 | 588,096 | 392,871 | 0 | 621,440 | 0 | 1,014,311 | 494,105 | 628,379 | 177,592 | 304,113 |
| | Movement to/(from) Gen Reserve | (241,784) | 173,948 | | | (6,000) | | (398,871) | 116,050 | (505,052) | | |

10 Payments

To consider payments for authorisation

(5 mins)

10.1 Summary

10.1.1 A list of payments is appended to this report, an updated report may be provided to Councillors 24 hours prior to the meeting to ensure that the most up to date list of payments requiring authorisation is produced.

10.2 Financial Implication

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

10.3 Legal Implication

10.3.1 Every local council must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions and the achievement of its aims and objectives. The council must likewise ensure that its financial, operational and risk management is effective. **Invalid source specified.Invalid source specified.**

10.4 **Recommendation**

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

10.5 Additional Information

| 10.5.1 NatWest Current A/c | 61,401 |
|-----------------------------|----------------|
| Public Sector Deposit A/c | 337,717 |
| Cambridge & Counties Bank | 152,654 |
| Nationwide Business Savings | 169,000 |
| Total | 720,772 |

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

Date: 06/12/2019 Time: 11:42

Shaftesbury Town Council

Page 1

NatWest Current A/c List of Payments made between 22/11/2019 and 06/12/2019

| Date Paid | Payee Name | Reference | Amount Paid Authorized Ref | Transaction Detail |
|------------|--------------------------------|-----------|----------------------------|----------------------------------|
| 22/11/2019 | Peninsula | Std Ord | 210.50 | Health & Safety Advisers |
| 25/11/2019 | NDDC | Std Ord | 323.00 | Rates Swimming Pool |
| 29/11/2019 | DCC Pension | ONLINE | 4,531.25 | Pension Nov |
| 29/11/2019 | HMRC | ONLINE | 4,634.00 | Tax/NI November |
| 29/11/2019 | Salaries | ONLINE | 13,813.60 | Salarles November |
| 29/11/2019 | Eon | DD | 323.90 | Electricity October/November |
| 29/11/2019 | Amazon Online Sales | dcard | 116.99 | Cordless Rotary Drill & Access |
| 02/12/2019 | The Frome Independent | online | 500.00 | Market Consultancy Fee |
| 02/12/2019 | Telefonica Uk Ltd | dd | 74.74 | Grounds Mobiles |
| 06/12/2019 | Angel Springs Ltd | online393 | 6.00 | Cooler Rental |
| 06/12/2019 | Aqua cleaning Services | online394 | 36.00 | Tollet Roll Dispensers |
| 06/12/2019 | Clarity Copiers Ltd | online395 | 130.32 | Printing November |
| 06/12/2019 | DAPTC | online396 | 10.00 | New Clir Induction cancelled |
| 06/12/2019 | Dorset Hire Services | online397 | 120.00 | Tower scaffold - lights hall |
| 06/12/2019 | Dorset Planning Consultant Ltd | online398 | 931.30 | Professional Planning Sup NHP |
| 06/12/2019 | Do The Numbers Ltd | online399 | 300.00 | Intrim Internal audit |
| 06/12/2019 | GCS Agricentre | online400 | 2.48 | Wire rope grip |
| 06/12/2019 | Hawes Arborists | online401 | 594.00 | Removal of Willow St Johns |
| 06/12/2019 | The IT Department Solutions Lt | online402 | 193.08 | Monthly support |
| 06/12/2019 | Ben Johnson (Shaftesbury) Ltd | online403 | 28.46 | belt for edger |
| 06/12/2019 | Kew Electrical | online404 | 26.58 | PIR Disabled tollet TH |
| 06/12/2019 | Normtec | online405 | 31.50 | Wood |
| 06/12/2019 | Pear Technology | online406 | 300.00 | Mapping/Asset software support |
| 06/12/2019 | RBS Software Solutions | online407 | 898.80 | Bookings Software |
| 06/12/2019 | Society of Local Council Clerk | online408 | 68.29 | Local Regeneration/Clerks Manu |
| 06/12/2019 | Screwfix (Trade UK) | online409 | 209.96 | Chainsaw Gloves, Heimet, Trouser |
| 06/12/2019 | Sydenhams | onine410 | 175.43 | Paint, Screws, Brushes, Cleane |
| 06/12/2019 | Travis Perkins | online411 | 35.00 | Washers |
| | | | | |

Total Payments 28,6

28,625.18

| Date: 16/1: | 2/2019 | Shaftes | Page 1 | | | | | | |
|---|---------------------------|-----------|----------------------------|--------------------------------|--|--|--|--|--|
| Time: 11:1 | 5 | Nat | West Current A/c | | | | | | |
| List of Payments made between 07/12/2019 and 13/12/2019 | | | | | | | | | |
| Date Paid | Payee Name | Reference | Amount Paid Authorized Ref | Transaction Detail | | | | | |
| 07/12/2019 | Amazon Online Sales | debitcard | 13.69 | Purchase Ledger Payment | | | | | |
| 10/12/2019 | Nat West Credit Card | dd | 48.74 | Credit Card | | | | | |
| 11/12/2019 | Hitachi Capital | Std Ord | 849.20 | Hitachi Capital | | | | | |
| 13/12/2019 | Clarity Copiers Ltd | 0412 | 117.31 | Staples for Photocopier | | | | | |
| 13/12/2019 | DAPTC | 0413 | 140.00 | DAPTC Conference x 2 | | | | | |
| 13/12/2019 | Healthmatic Ltd | 01414 | 553.39 | Repairs to doors Bell St | | | | | |
| 13/12/2019 | Mole Countrystores | 01415 | 124.97 | HI Viz Jacket | | | | | |
| 13/12/2019 | NDM Electrical | 0416 | 762.80 | Repair to town hall lights | | | | | |
| 13/12/2019 | Rutters Solicitors | 01417 | 306.00 | Draft lease Speedway Cycle Tra | | | | | |
| 13/12/2019 | Screwfix (Trade UK) | 01418 | 34.50 | Tape, WD 40 | | | | | |
| 13/12/2019 | Sutcliffe Play South West | 0419 | 47.23 | Rubber Bungs | | | | | |
| 13/12/2019 | NatWest Reserve A/c | dd | 315.19 | Fuel Genle | | | | | |
| 13/12/2019 | NatWest Reserve A/c | DD | 32.98 | First Data | | | | | |
| 13/12/2019 | Airborne Pyrotechnics | OL420 | 1,000.00 | Air display VE Day | | | | | |

Total Payments 4,346.00

| Disto: | 03/01/2020 |
|---------------------------|------------|
| Dale. | 03/01/2020 |
| Contraction of the second | 0010112020 |

Time: 13:44

Shaftesbury Town Council

Page 1

NatWest Current A/c

List of Payments made between 14/12/2019 and 03/01/2020

| | | | | | · · · |
|------------|--------------------------------|------------|----------------------|---------|--------------------------------|
| Date Paid | Payee Name | Reference | Amount Paid Authoriz | ted Ref | Transaction Detail |
| 14/12/2019 | Amazon Online Sales | debit card | 18.40 | | Sharps Disposal Kit |
| 16/12/2019 | Land Registry | DEBITCARD | 3.00 | | Landregistry document |
| 16/12/2019 | Grosvenor Hotel | DEBITCARD | 165.00 | | Staff/Counciliors meeting |
| 16/12/2019 | Sage Uk Ltd | dd | 80.40 | | Sage Payroll |
| 16/12/2019 | Amazon Online Sales | Debit Card | 25.86 | | First Ald Kits x 2 |
| 16/12/2019 | Amazon Online Sales | DEbltcard | 12.19 | | Purchase Ledger Payment |
| 17/12/2019 | Amazon Online Sales | debitcard | 15.98 | | Multipunched clips |
| 17/12/2019 | Card Saver Ltd | DD | 21.94 | | 1733520191205/Card Saver Ltd |
| 19/12/2019 | Post Office | DEBITCARD | 4.80 | | Oversea stamps Mayors Xmas Car |
| 20/12/2019 | Amazon Online Sales | Debitcard | 31.70 | | Batteries |
| 22/12/2019 | Peninsula | Std Ord | 210.50 | | Health & Safety Advisers |
| 23/12/2019 | Eon | Dd | 246.56 | | Electricity Pool |
| 25/12/2019 | NDDC | Std Ord | 323.00 | | Rates Swimming Pool |
| 30/12/2019 | Axis | dD | 277.94 | | Gas TH |
| 31/12/2019 | Salaries/Clir Allowances | ONLINE | 14,426.65 | | Salarles/Clir Allowances |
| 02/01/2020 | Telefonica Uk Ltd | DD | 74.74 | | Grounds Mobiles |
| 03/01/2020 | Aqua cleaning Services | 01421 | 42.36 | | Enhance polish Council Chamber |
| 03/01/2020 | British Gas | 01422 | 154.84 | | Electric Bell St |
| 03/01/2020 | Broxap Ltd | 01423 | 774.00 | | Memorial Bench |
| 03/01/2020 | GCS Agricentre | 01424 | 18.53 | | Chain oil |
| 03/01/2020 | Dicks Contracting Ltd | 01425 | 480.00 | | Hedgecutting |
| 03/01/2020 | Dorset Council | 01426 | 1,158.00 | | Traffic Study Pound Lane |
| 03/01/2020 | The Gillingham C & L Trust Ltd | 01427 | 45.50 | | NPLQ Assessment RB |
| 03/01/2020 | Hawes Arborists | 01428 | 1,512.00 | | Treework St James/stoney path |
| 03/01/2020 | Healthmatic Ltd | 01429 | 52.32 | | Door Latches |
| 03/01/2020 | Lyreco | 01430 | 191.99 | | Stamps |
| 03/01/2020 | Newlands Training Ltd | 01431 | 672.00 | | Chainsaw course TB |
| 03/01/2020 | Partnership Fire and Security | 01432 | 384.00 | | Door hold magnet to fire alarm |
| 03/01/2020 | Tree Management | 01433 | 1,100.00 | | Trees Risk assesment and manag |
| 03/01/2020 | Toogoods Prperty Co Ltd | 01434 | 2,271.60 | | Rent 25/12 to 25/03 |
| 03/01/2020 | Wincombe MOT & Repair Centre L | 01435 | 233.96 | | MOT, Bulbs, Mirror Glass Niss |
| 03/01/2020 | Imprint Graphics | 01436 | 84.00 | | Mayors Christmas Cards |
| 03/01/2020 | Society of Local Council Clerk | 01437 | 159.89 | | 11th Edit LCA & Clerks Manual |
| 03/01/2020 | Southern Electric | dd | 1,087.24 | | Electricity Town hall Nov-Dec |

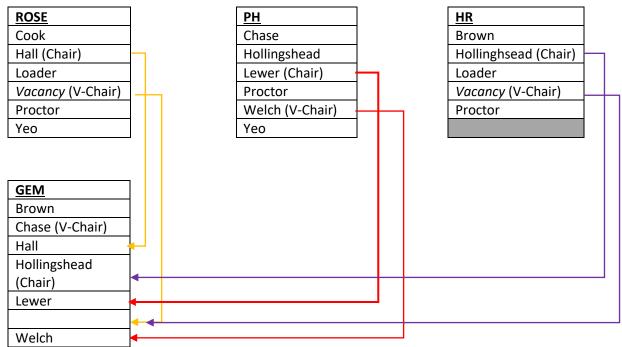
Total Payments 26,360.89

11 Committee Vacancies

To fill vacancies on the ROSE, HR and GEM Committees and select Vice Chairmen for ROSE and HR (15 mins)

11.1 Summary

- 11.1.1 The Council currently has vacancies on HR, ROSE and GEM following Mr Pritchard's resignation from the Council. In creating these vacancies, this has also formed vacancies for the position of Vice Chairman on both ROSE and HR.
- 11.1.2 The Council's standing orders require that the Council shall appoint members of standing committees and should, after appointing those members, appoint the chairman, it is reasonable to extend this responsibility to the appointment of vice-chairmen.
- 11.1.3 The current membership of committees is;



- 11.1.4 You will see from the diagram above that because Mr Pritchard held 2 positions of chair or vice chair, this led to 2 independent members sitting on GEM.
- 11.1.5 In the first instance, the Council should consider the best members for appointment to ROSE and HR for the effectiveness of those committees. It should then consider which members should be appointed to the position of vice chairman thereby providing a place on the General Management Committee.
- 11.1.6 In the event that two different Councillors are appointed to the two vice-chairmen roles on HR and ROSE, the Council may consider amending the General Management Committee terms of reference to extend the membership to 8 or, as more than 6 months has elapsed since the appointment to committees, may consider re-appointing the independent member(s) of the General Management Committee.

11.2 Financial Implication

11.2.1 There are no financial implications arising from this report

11.3 Legal Implication

11.3.1 Appointment of standing committees is at the discretion of the Council.

11.4 Risk

11.4.1 There is a risk to the effective working of the committees if the vacancies are not filled.

11.5 Recommendations

11.5.1 That the Council resolves to appoint Councillor [name] to the Recreation, Open Spaces and Environment Committee and Councillor [name] to the Human Resources Committee.

and

11.5.2 That the Council resolves to appoint Councillor [name] as the Vice Chairman of the Recreation, Open Spaces and Environment Committee and Councillor [name] as the Vice Chairman of the Human Resources Committee

and

or

- 11.5.3 That the Council resolves to confirm the membership of the General Management Committee for the remainder of the municipal year as Councillors Brown, Chase, Hall, Hollingshead, Lewer, Welch and [Name]
- 11.5.4 That the Council resolves to amend the Terms of Reference for the General Management Committee to extend the membership to 8 councillors, those Councillors to be Brown, Chase, Hall, Hollingshead, Lewer, Welch, [name] and [name] for the remainder of the municipal year

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

12 Meeting Start Time

To consider amending the usual start time of council and committee meetings (3 mins)

12.1 Summary

- 12.1.1 In May 2019 the Council resolved its calendar of meetings including amending those meeting start time to 7:30pm. During the following nine months officers have received several requests from members to return to the previous time of 7pm.
- 12.1.2 When considering the start (and therefore end) time of meetings, councillors should consider availability of members, impact on staff including commuting time and accessibility for members of the public.

12.2 Financial Implication

12.2.1 There are no financial implications.

12.3 Legal Implication

12.3.1 A local council may meet at any time of day but the annual meeting is held at 6pm if no other time has been fixed for it. (Local Government Act, 1972 sch12, p. 7) (Clayden, 2019, p. 7.1)

12.4 **Recommendation**

12.4.1 There is no officer recommendation for this item.

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