



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council (GEM), Councillors for GEM; Hollingshead (Chair), Chase (Vice-Chair), Brown, Hall, Lewer, Proctor and Welch..

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

Tuesday 04 February 2020 in the Council Chamber, Shaftesbury Town Hall

All other recipients for information only

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 3**
To receive and consider for acceptance, apologies for absence (1 min)
- 2 DECLARATIONS OF INTEREST 3**
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)
- 3 MINUTES 3**
To confirm as a correct record, the minutes of the previous meeting of the General Management Committee. (1 min)
- 4 OFFICER REPORT 8**
To receive updates and correspondence in relation to the work of the Committee. (1 mins)
- 5 COPPICE STREET LAND ADJACENT TO TESCO 9**
To receive project update in relation to Coppice Street and consider appointing a lead councillor to work with officers on drawing up the project plan. (10 mins)
- 6 BAND HALL 20**
To consider agreement for leasing land for a new Band Hall. (10 mins)
- 7 FINANCES – QUARTER 3 22**
To receive the Town Council's accounts for the third quarter of the financial year 2019/20. (10 mins)

8	AUDIT	29
	To receive the Interim Audit Report for year ending 31st March 2020 for adoption..... (5 mins)	
9	PAYMENTS	31
	To consider payments for authorisation (5 mins)	
10	FREEDOM OF INFORMATION	33
	To receive a summary of the Freedom of Information requests received in the last quarter. (5 mins)	
11	CIVIC ROLE	34
	To consider for adoption 'Shaftesbury's Civic Role' protocol and template of engagements..... (10 mins)	
12	PETITIONS POLICY	38
	To consider the petitions policy for adoption (5 mins)	
13	CALENDAR OF MEETINGS 2020 - 2021	41
	To consider the draft calendar of meetings for the municipal year 2020 – 2021 for adoption..... (5 mins)	

(Duration: 1hr 10 mins)

(End)

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1 Apologies

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

1.1 Background

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

1.2 Apologies received to date

- 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 Minutes

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

3.1 Background

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

3.2 Minutes to be adopted

- 3.2.1 12th November 2019, see following pages



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 19th November 2019 commencing at 7:31pm.

Members Present

Councillor Hollingshead (Chair)
Councillor Welch

Councillor Chase (Vice Chair)
Councillor Lower

Absent:

Councillor Brown

Councillor Hall

Officers Present:

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

In Attendance:

4 members of the public
Councillors Yeo, Loader and Proctor

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.

Raspberry Lane Planning Application – Concerns for this application were expressed. Support for this application from the applicant was also expressed.

7.40 pm the meeting commenced at this point.

F62 Apologies

Apologies received and accepted from Councillor Brown and Hall due to work commitments.

F63 Declarations of Interest

All members were invited to declare any interests throughout the meeting if the need arose. Councillor Yeo and the Town Clerk informed the room that they were recording the meeting.

F64 Order of Business

It was **RESOLVED** to change the order of the meeting to consider Item 5 Planning Applications, next to allow members of the public to leave after the items that interests them.

F65 Planning Applications

Officer report 1119GEM5 was received and the following was **RESOLVED**;

F65a Erect 1 No. dwelling and outbuilding, create new vehicular and pedestrian access and form 2 No. parking spaces. Land At Raspberry Lane Shaftesbury Dorset Ref. No: 2/2019/1106/FUL – No Objection on the condition that SFG12 policy in the draft Neighbourhood Plan is complied with. It was requested that this application be considered by the planning committee at Dorset Council.

F65b Provision of a car park for allotment users with associated access and landscaping. Land At E 387737 N 122436 South Of Salisbury Road Shaftesbury Dorset Ref. No: 2/2019/1107/FUL – The Committee did not provide an observation as this application was its own.

F66 Minutes

The minutes of the General Management Meeting held on 17 September 2019 were deferred to the next meeting of the General Management Committee.

ACTION: OFFICE ADMINISTRATOR

F67 Reports for Information

Officer report 1119GEM4 was received and it was confirmed that the confidential requirement had been lifted from report 1019GEM14, Budget Report – Project 1.

F68 Finances – Quarter 2

F68a Officer report 1119GEM6 was received and it was **RESOLVED** to receive and note the report, including the cleared bank balances as at 30th September 2019 held in each bank account.

F68b It was **RESOLVED** that quarterly finance reports be provided as summary income and expenditure and an annual workshop scheduled to review the detailed income and expenditure each October.

ACTION: TOWN CLERK

F69 Payments

Officer report 1119GEM8 was received and it was **RESOLVED** to approve the payments from the Town Council's current account totalling £241,363.73, noting the bank balances as appended to these minutes.

ACTION: FINANCE AND SERVICES OFFICER

F70 Pensions Data Retention and Discretions Policies

Officer report 1119GEM9 was received and it was **RESOLVED** to adopt the Pensions Data Retention Policy and the Pensions Discretion Policy. *(Delegated to the Town Clerk to manage the implementation of these policies. Policies to take effect immediately. Financial Implication £0)*

ACTION: TOWN CLERK

F71 Tree Risk Management Plan

Officer report 1119GEM10 was received and it was **RESOLVED** to adopt the Tree Risk Management Plan and Policy. *(Delegated to the Town Clerk to manage the implementation of the policy. Policy to take effect immediately. Financial Implication £0)*

ACTION: TOWN CLERK

F72 Park Walk Mosaics

Officer report 1119GEM11 was received and it was **RESOLVED** that replacement tiles for the shelter at Park Walk are ordered and the grounds team instructed to install them. *(Delegated to the Town Clerk all aspects to discharge this decision. Completion by 1st March 2020. Financial Implication £300)*

ACTION: TOWN CLERK

There being no further business, the meeting was closed at 8.26pm.

Signed

Date

General Management Committee
Appendix A.

19/11/2019

Date: 19/11/2019

Shaftesbury Town Council

Page 1

Time: 15:11

NatWest Current A/c

List of Payments made between 01/11/2019 and 21/11/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2019	NDDC	Std Ord	218.00		Business Rates- Bell St Toilet
01/11/2019	NDDC	Std Ord	712.00		Rates Town Hall
01/11/2019	NDDC	Std Ord	313.00		Rates Unit 9C
01/11/2019	NDDC	Std Ord	52.00		Rates Cemetery
06/11/2019	Prezi	debitcard	273.60		Plus Plan Software
07/11/2019	British Telecommunications	dd	120.00		Broadband Line
11/11/2019	Hitachi Capital	Std Ord	849.20		Hitachi Capital
14/11/2019	Stephen Coles	o1365	350.00		Finger post letters x 100
14/11/2019	Normtec	o1366	241.50		Wood , geared spindle
14/11/2019	Salt & Grit Solutions	o1367	366.00		White and Red Salt
15/11/2019	DCC Pension Fund	ONLINE	4,531.25		DCC Pension Fund
15/11/2019	HMRC	ONLINE	5,174.76		Tax & Ni
15/11/2019	Nationwide Business Savings	online	39,000.00		Nationwide
15/11/2019	NFP Workshops	DebitCard	95.00		Bid Writing Workshop BL
18/11/2019	Adobe Systems Software	DD	8.32		Photo shop
18/11/2019	Sage Uk Ltd	dd	80.40		Purchase Ledger Payment
19/11/2019	Card Saver Ltd	dd	21.94		Card Payment Services
21/11/2019	C E Plumbing & Heating	o1368	60.00		Repair to radiator and time cl
21/11/2019	Rutters Solicitors	o1369	540.00		Advice ref FOI Requests
21/11/2019	Mole Countrystores	o1370	109.69		Brushes, Hi Viz Jacket
21/11/2019	Dorset Planning Consultant Ltd	o1371	931.30		Professional support NHPG
21/11/2019	Clarity Copiers Ltd	o1372	114.24		Photocopying October
21/11/2019	Ben Johnson (Shaftesbury) Ltd	o1373	24.00		Sharpen chain- Chain saw
21/11/2019	Imprint Graphics	o1374	86.00		Posters/Wedding leaflets
21/11/2019	Lyreco	o1375	129.68		Stationery
21/11/2019	Proludic	o1376	457.01		Repairs to Rope Bridge - Winco
21/11/2019	Aquacare	o1377	43.20		September Water sampling of po
21/11/2019	BVTDC	OL387	8,000.00	F57a	SLA 2019/20
21/11/2019	Dorest Marshals	013210	100.00		Remembrance Parade Dorset Mars
21/11/2019	British Legion	013208	25.00		Poppy Wreath Remembrance
21/11/2019	Petty Cash	013209	117.69		Petty Cash
21/11/2019	Fenland Leisure Products	online378	84.36		Seat and cable, inserts, cover
21/11/2019	Angel Springs Ltd	o1379	6.00		Purchase Ledger Payment
21/11/2019	The IT Department Solutions Lt	o1380	818.78		Mailstore Licence
21/11/2019	Ben Johnson (Shaftesbury) Ltd	o1381	34.22		Blade for edger
21/11/2019	Tracy Moxham	o1382	52.85		Travel to Bridport/Blandford
21/11/2019	IXEL	o1383	165.00		Website Hosting Nov-Jan
21/11/2019	NDM Electrical	o1384	108.00		Call out Town Hall Lights
21/11/2019	Aqua cleaning Services	o1385	156.00		Jumbo Toilet Tissue 10pks
21/11/2019	Zurich	o1386	285.14		Change of vehicle
21/11/2019	Aquacare	o1388	43.20		Water testing August
21/11/2019	Service-U-Right Ltd	o1389	72.78		New Tyre Van
21/11/2019	British Gas	o1390	159.64		Electric Bell Str
21/11/2019	St John Ambulance	o1391	324.00		1st Aid Training x2
21/11/2019	Public Sector Deposit A/c	013205	97,000.00		Public Sector Deposit Account
21/11/2019	Cambridge & Counties	013206	26,895.00		cambridge & Counties
21/11/2019	Local Authorities Property Fun	013207	50,000.00		Local Authorities Property Fun

Continued on Page 2

Date: 19/11/2019

Shaftesbury Town Council

Page 2

Time: 15:11

NatWest Current A/c

List of Payments made between 01/11/2019 and 21/11/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
21/11/2019	S J Applin Playground Ltd	o1392	2,014.18		Repairing broken Kanope Bridge
Total Payments			241,363.73		

4 Officer Report

To receive updates and correspondence in relation to the work of the Committee. (1 mins)

4.1 Updates

- 4.1.1 All resolutions from the previous meeting have been carried out. The Council is waiting receipt of the replacement tiles for the Park Walk shelter.

4.2 Recommendation

- 4.2.1 That the report be received and noted.
-

4.3 Additional Information

- 4.3.1 This agenda item provides the opportunity to report on correspondence received or community initiatives relevant to the work of the committee but does not allow for a decision to be taken on those items as the business to be transacted has not been clearly notified in accordance with legislation. (Local Government Act, 1972 sch12)

(End)

Report Author:

Claire Commons CerTHE PSLCC, Town Clerk and RFO

5 Coppice Street Land Adjacent to Tesco

To receive project update in relation to Coppice Street and consider appointing a lead councillor to work with officers on drawing up the project plan. (10 mins)

5.1 Summary

- 5.1.1 The land adjacent to Tesco on Coppice Street as outlined in Appendix B is owned by Dorset Council and leased to Tesco over 199 years (as of 2014 when the store was built).
- 5.1.2 There has been much debate between NDDC and STC leading up to 2004 and the lease conditions and well over 1,000 documents are held on file pertaining to this area of land.
- 5.1.3 [Full Council in July 2018](#) **RESOLVED** to request a district valuation report for all land in Shaftesbury owned by North Dorset District Council. When these have been received it will be discussed by the General Management Committee; the Coppice Street land was included in this request. A verbal update from NDDC suggested this land would not be considered for transfer. [GEM in October 2019](#) subsequently **RESOLVED** to prepare business case and formally request transfer of land to Shaftesbury Town Council, reconfirming the decision made in July 2018.
- 5.1.4 In December 2019 the business case (see Appendix C) was presented to the Dorset Council Property Management Group meeting on 16th January and approved.
- 5.1.5 The Tesco Property Asset Manager - Southern England responsible for Asset & Estates has verbally approved the proposal. The next step is to prepare a further business case for consideration by the Tesco board. Tesco have indicated the land is surplus to need.
- 5.1.6 A formal project plan needs to be developed which should include the following factors:
- The mature tree located in the middle of the land.
 - There is no TPO registered on this tree.
 - The redundant WC block is specified in the lease under lease condition 3.15.
 - A land appraisal and survey to determine the services linked to the WC block.
 - A survey needs to be conducted to seek options to introduce an energy hub.
 - Feasibility study into car park charges (via a permit system) linked in to off-set community grant expenditure (objective is for income to be spent on good causes within the community).
 - In 2021 the Barton Hill car park lease to NDDC (now Dorset Council) expires and the land returns to STC control. Consider the expansion of the Coppice Street project to include options to consider in advance of the Barton Hill car park transferring back to STC control.

5.2 Confidentiality

- 5.2.1 The confidential requirements applied to report 1019GEM16 are now lifted. Anyone requiring a copy of the report should contact the Clerk.

5.3 Financial Implications

- 5.3.1 Line 4916 - known as confidential project 1 has a budget of £23,329.

5.3.2 The project plan including all income and expenditure will be presented to STC in March 2020.

5.4 Legal Implications

5.4.1 The Council has the General Power of Competence

5.5 Risk

5.5.1 The project plan needs to be specific, measurable, achievable realistic and delivered by the end of September 2020.

5.6 Recommendation

5.6.1 That the Committee nominates a lead councillor to support the development of the project plan with the Business Manager.

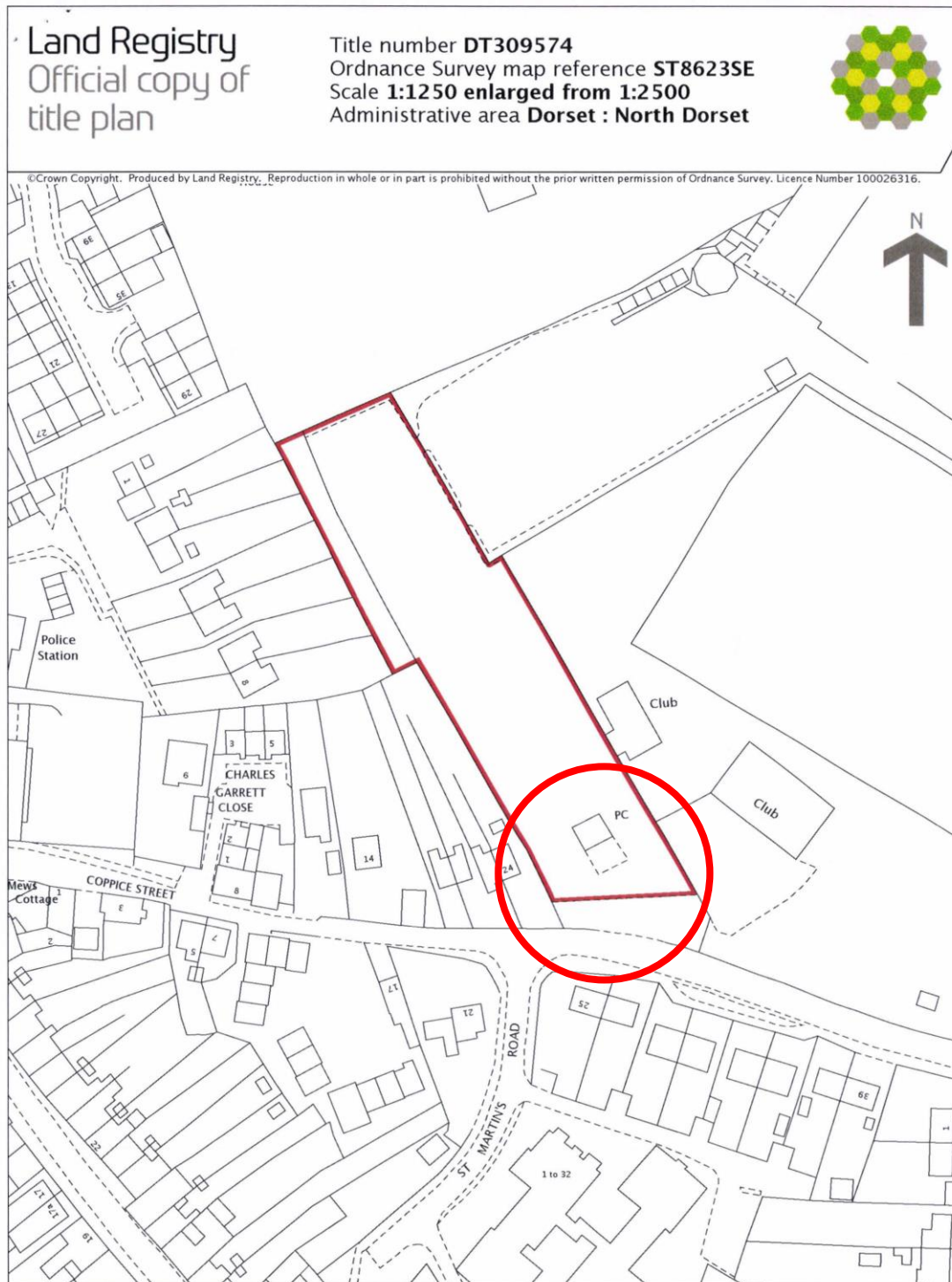
5.6.2 That the budget line for Project 1 is renamed

(End)

Report Author:

Brie Logan, Business Manager

Appendix B. Map of the Coppice Street site



This official copy is incomplete without the preceding notes page.

Transferral of Dorset Council property: community use offer

Dorset Council welcomes approaches from any community body seeking to take over and operate a council service, or indeed to establish a new community service operated from a council building which promotes the economic, social and environmental well-being of an area.

In such circumstances the Council may consider gifting an asset, or disposing of it at an under value, through the use of its general power of competence (which was granted under Part 1 of the Localism Act 2011).

The Council has set out certain criteria that it will use to assess the strength of any application from a community or third sector body for the transfer of a Council property to them.

Assessment Criteria

1. **A sustainable and robust business plan should be in place setting out the community proposal** – does it demonstrate that management arrangements are viable, stable, sustainable and legally binding?
2. **Strategic opportunity** – how well does the proposal align with the key strategic aims and objectives of the local community? Does it provide services to the local community?
3. **Asset management** – what is the degree of alignment with the Council's Asset Management Plan?
4. **Liability risks** – what are the risks of the specific proposal, both in principle and policy terms?
5. **Probity issues** – are there any identifiable issues or restrictions that need to be applied as a consequence?
6. **Broad community representation** – is this the case? Will the proposal benefit the broad community sufficiently?
7. **Proper and safe operational proposals** – are these evident?
8. **Legal advice** – is it evident that this has been sought by the applicant?
9. **Formal Agreement** – is there a need for a formal agreement setting out what will be delivered and the respective parties rights and responsibilities?
10. **Means of Asset Transfer** – how will the asset be transferred? Is an 'asset lock' required?
11. **Capital receipt** – will there be any capital receipt forthcoming to the Council? Has the Council budgeted for such a capital receipt as part of another business case?
12. **Use of Building** – will the building be properly utilised and can it be used to accommodate more than one body/service?

The template below seeks to guide applicants through a series of questions which will help officers to assess the suitability of any proposal. If you have any questions about completing this form, please contact the Estate and Assets Service Manager, p.scarlett@dorsetcc.gov.uk. This template is very comprehensive and not all the questions will be relevant to every proposal put forward. Please provide as much information as you are able to, as the more information they you provide, the better able the Council is to assess and ratify your proposals.

Please return the completed application form via email to the following address: p.scarlett@dorsetcc.gov.uk or to the property contact that you have been working with.

If multiple organisations express an interest in any one property, the Council will seek to identify the most appropriate organisation to take over the asset. Consideration of all business cases submitted to the Council will be undertaken by the Council's Property Management Group and recommendations will then be made to Dorset Council's Cabinet. The Cabinet's decision is final and it is not obliged to accept any proposal, nor to provide any explanation as to its decision. However, any decision will be made in open session and applicants have the right to attend the meeting and to make representations to the Cabinet.

Q1. About you

Name of organisation	Shaftesbury Town Council
Contact name	Brie Logan
Address	C/O the Town Hall, High Street
Post code	SP7 8LY
Telephone	01747 859342
Email address	brielogan@shaftesbury-tc.gov.uk

Q2. What type of organisation you are representing? E.g. town/parish council, Community Interest Company, Company Limited by guarantee ((if you are a consortium please provide details of all members)

Town Council

Q3. The Property/Site

Please provide details of the property that this business case refers to.

Property name	Land adjacent to Coppice Street (car park & redundant WC block)
Property address	Coppice Street, Shaftesbury,

Q4. Have you sought independent legal advice about your proposal?

No

Q5. About the community service you are seeking to provide**Q5a. Please use this space to describe the community service(s) or offer that you would like to develop at the site.****Background:**

North Dorset District (the Landlord) now Dorset Council currently owns the land and leases this area of land to Tesco on a 199-year term that expires in 2202.

This business case refers to the area on the map below within the dotted line highlighted within the blue circle.

This area of the land falls within the bigger car park area of Tesco and has been confirmed as surplus to need.

Tesco opened in 2004 and the WC has not been in use since that date. The building is too small to consider for any alternative use. Tesco maintain the redundant WC block as per schedule 3 the covenant associated with the WC building. From research that has been undertaken it seems Tesco would support the redundant toilet block being demolished.

The area of land since 2004 has been used for long-term car parking by town centre workers/ business owners. The day to day operation is unmanaged and not controlled.

As part of the Neighbourhood Plan research and evidence gathering the Town Centre has a major problem with car parking availability and a longer-term sustainable approach is needed to alleviate this long-term problem. This proposal will contribute towards a longer-term sustainable solution. 162 businesses operate within the Town Centre and in the region of 500 people work in the retail sector.

There are 204 car parking spaces in Dorset Council Car parks (excluding Tesco and Barton Hill). Up to 75% of these spaces are allocated to parking permit holders. This equates to up to 153 spaces at an annual cost of £240 per resident which equates to £4.61 per week.

Proposal for development of the site:

The proposal from STC is to request occupation of the site from Dorset Council (as the owner) and Tesco (as the tenant). This in effect would mean that STC become the sub-tenant on a long-term sub-lease.

STC propose to take on the management of the land and work with a car park operator partner to manage this area as a formal long stay car park. It is important that this area is managed in a professional, safe and legal manner.

The proposal considers 2 options as outlined in the accompanying document titled 'site plan'

Option1 (as shown on page 2 of the site plan document):

- WC block demolished
- Tree is kept
- 6 EV charging points – energy hub
- 2 disabled parking bays
- 32 parking bays
- 40 bays in total

Option 2 (as shown on page 3 of the site plan document):

- WC block demolished
- Tree is removed
- 6 EV charging points – energy hub
- 2 disabled parking bays
- 35 parking bays
- 43 bays in total

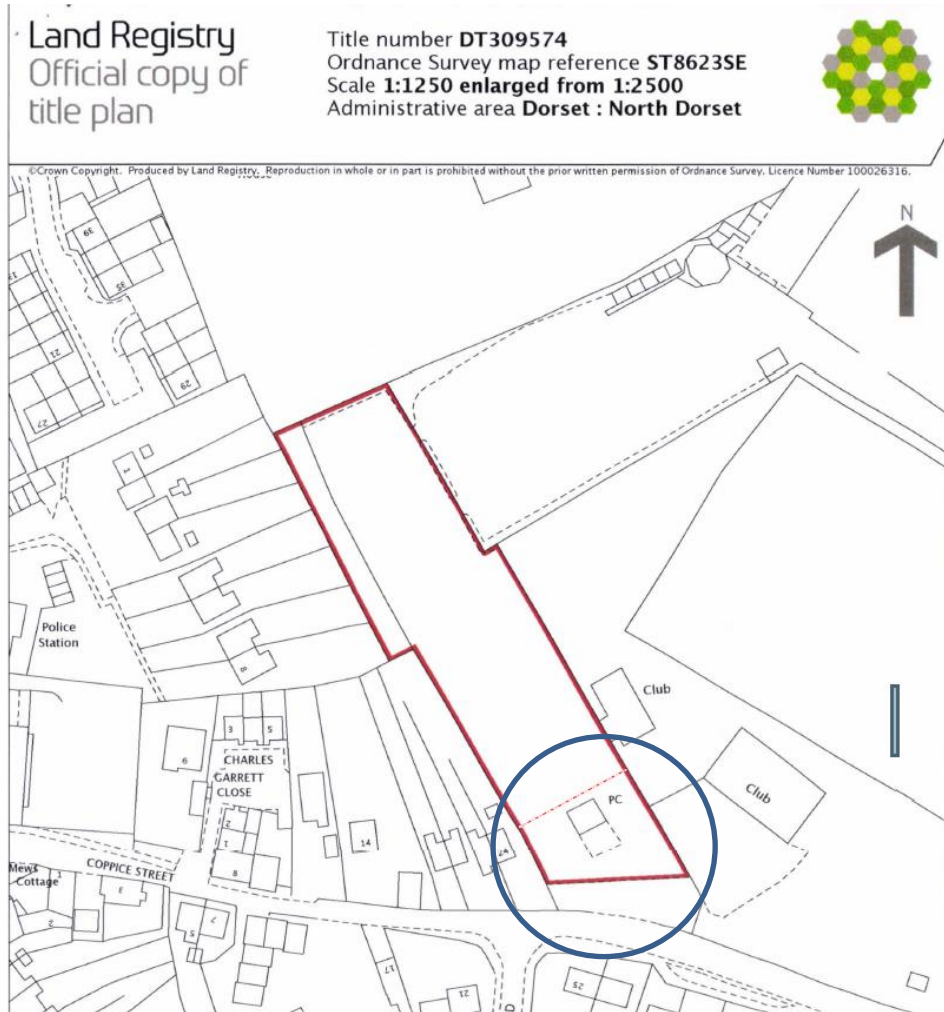
As part of its long-term strategic plan STC has aspirations to drive a sustainable approach to managing the precept. This business case relates to operating this section of the car park using an affordable permit system to drive income. 20% of the income would be reserved to manage the maintenance and operating costs associated with keeping the area safe and legal. The income generated from the issuing of permits excluding the maintenance and operating costs would be invested into developing and **supporting community-led projects**.

Currently STC budgets an annual spend of 30K per annum to supporting community projects. It is expected that this income associated with this proposal will offset that annual cost and therefore there is an opportunity to reduce the annual precept demand.

It is the expectation of STC that part of this site will be developed to incorporate an energy hub. This proposal is in line with one of the Neighbourhood Plans projects which is to explore the feasibility of setting up a Shaftesbury community renewable energy project. The site will consist of a hub with 6 vehicle charging points (this can be flexible according to future need) where electric vehicles can be charged without damaging the environment, without polluting the air we breathe, without miles of unsightly overhead cables and without using up precious natural resources.

We want our community to charge their electric vehicle whilst at work, during their lunch break, when they are away with the family, out shopping or even when the owner is asleep.

The aspiration is to make overhead cables, petrol & diesel vehicles and air pollution from vehicles, a thing of the past. Turning part of this carpark into a 'power station' where clean solar energy for businesses and electric vehicles is generated and available all year round, 24/7.



Please refer to accompanying document which shows detailed site plans and options 1 and 2 that need to be considered.

Q5b. If development is involved, have you discussed these proposals with the local planning authority? If so, what was their response?

This area of land is already registered as car parking therefore no change of use is required.

Q5c. How does this service support the strategic aims of the council? Further information about the Dorset council's priorities can be found here: <https://www.dorsetforyou.com/article/343542/Corporate-Plan-2015-18---Working-together-for-a-strong-and-successful-Dorset>

There is a clear link to Dorset Council strategic plan and the commitment to pledge to keep economic growth at the forefront in the policy in terms of development and implementation

Economic Development: - Employment and tourism:

1. town centre businesses support programme
2. tourism and leisure sector support programme
3. more local people retained and brought into local employment

Shaftesbury has experienced high levels of growth at 18% more residents in 2016 versus 2011 and a further 20% increase from 2017 to 2031 being the life of the draft Neighbourhood Plan. STC encourages residents to work locally and consistently seek ways to use more sustainable methods of transport including walking and cycling. Promotion of working locally with affordable parking for those not able to travel by foot or bicycle and travel in from the surrounding hinterland is of vital importance to the economic health of Shaftesbury High Street for now and in the future.

Q5d. Please describe any consultation with the community or other service providers that you have undertaken to identify the community service you wish to provide.

One of the key aspects of feedback from the recent Neighbourhood Plan formal consultation was the lack of parking in the town. Parking was consistently raised throughout the two months of community consultation during August and September 2019. Historic survey notably the mini survey undertaken in June 2018 and Neighbourhood Plan policy intentions consultation in February 2019 highlighted major dissatisfaction with car parking. (June 2018 - 44% were concerned and February 2019 76% respondents felt more parking provision was needed)

Q6. Benefits of the community service you are seeking to provide

Q6a. Please provide information about how the service/your offer will benefit the people in your local community.

There are a minimum of 118 groups who operate within Shaftesbury. These groups cover a multitude of social, sport, well-being, and leisure related activities. In the absence of central funding many of these groups rely on an annual Town Council grant to support their operation. This STC expenditure is considered when managing the annual budget and consequently impacts on the precept. The demand for local community group support is growing and it is expected the memberships will continue to increase. The income generated from this source will offset the precept thus generating a longer-term more sustainable income for the community groups that operate within the town.

As part of the research and preliminary enquiries Tesco has stated informally that they would support this project as it will directly benefit the community groups and organisations that operate within Shaftesbury.

Q6b. Please describe how the community service will promote the social, economic and/or environmental wellbeing of the area.

The Citizens Advice Bureau in Shaftesbury serves 150 people per annum via its weekly outreach service, Fathers House serves over 50 people per week with its outreach service which includes the Shaftesbury Food Bank. The Youth Club and Football club all run by volunteers are supported on an annual basis and support over 100 members of the Shaftesbury community. These examples (a few of many) highlight the need for Shaftesbury to find local long-term solutions to support its rural community for now and years to come.

Q6c. Dorset Council is committed to equality of opportunity, promoting diversity and eliminating discrimination. Please describe how you will ensure that the community service you are offering will meet these aims. Further information to help you consider this can be found here:

<https://www.dorsetforyou.com/equalityanddiversity>

There are no restrictions on age, sex, ethnicity or disability associated with this project/ business case

Q7. Financial Planning

Q7a. Please provide details of your financial planning to bring this opportunity to fruition: This should be a high-level record of forecasted income, (including grants) and expenditure on the facility (over a 3-5 year period). This should include details of what capital is required for this venture, how it would be raised and whether the site would be used as security.

Checklist of documents to be attached to this form

Evidence of existing financial resources e.g. bank statements, audited statement of accounts	✓
Forecasted income (including grants) and expenditure details for the proposal	✓
External revenue and capital funding applications (if applicable)	N/A

Borrowing proposals and sources (if applicable)	N/A
Q7b. Does your proposal depend on Dorset Council financial (capital or revenue) or other grant support for delivery? If yes – please describe these here and indicate which service is involved and officer contact details if known No – however STC have allocated project funding from reserves should this proposal be supported.	
Q7c. Does your proposal require Dorset Council or other agency to commission/purchase services offered by the proposal as part of the business model? If Yes please indicate which Service is involved and officer contact details	
Yes. It would be appropriate to seek support and guidance from Dorset Council Parking Services and/ or parking management consultant to work in collaboration with STC for mutual benefit. It may be an option for Dorset Council to offer parking management solutions to private car park operators such as STC. Top priority is to provide a customer service scheme and at the same time encouraging parking compliance through effective controls.	
Q7d. Please describe any risks or barriers to financial sustainability and how you are planning to address these.	
The income and expenditure budget would be managed consistently on an annual basis in line with the processes already in place. Restricted funds would be built into the plan to generate funds to manage maintenance and repair and operating costs.	
Q8. Market Analysis of income generation opportunities (if applicable)	
Q8a. What is the level of local competition for your service offer (if any service is to be offered)?	
None	
Q8b. What is your proposed pricing structure for the services compared with others in the area?	
Pricing structure is £10 per week versus resident parking permit scheme at £4.61 per week	
Q8c. How will the services be promoted?	
Chamber of Commerce network, STC website and STC social media plus community & business engagement	
Q9. Please use this space to provide any additional information in support of your business case (e.g. more information as to how the site would be used). If you have formulated a business plan, please append it to this template.	
Issues from the Parking Study undertaken in November 2018 by AECOM Consultancy Services 1. The overall findings from the 2018 surveys were that at times, both Angel Lane and Bell Street operated at or over capacity, and Barton Hill car park operated within or close to capacity. Tesco car park also operates over capacity at times on both the Thursday and Saturday surveyed. When considering all car parks combined, there were insufficient spaces across all car parks to cater for the recorded occupancy on both Thursday 22nd November and Saturday 24th November. It is unclear where vehicles park when car parks are recorded as operating over capacity. This summary includes the Tesco car park which is for use by customers only. There is therefore evidence that car parking is in high demand in Shaftesbury, and heavily used.	

Report 0220GEM5

On Street parking was surveyed in 2005 and found to operate over capacity at most locations at times during the survey period. On site observations saw a similar situation in January 2019, therefore it is assumed that on street parking is still heavily used and illegal parking is still prevalent.

Other:

The plan is based on the assumption the redundant toilet block will be demolished.

Please refer to separate document for details of the site plan.

Please refer to separate document for details of the income and expenditure plan

It is expected the cost to prepare the site including the removal of the WC block and tree (TBC) would be IRO £25,000

6 Band Hall

To consider agreement for leasing land for a new Band Hall.

(10 mins)

6.1 Summary

- 6.1.1 On 9th January 2020, the Council and representatives of the Shaftesbury Silver Band had an informal discussion about the possibility of a new band hall.
- 6.1.2 Consideration was given to various locations where the Town Council owned land on which a lease could be provided and a consensus was drawn that land between Coppice Street and Christy's Lane could be suitable.
- 6.1.3 Careful consideration was given to utilise 'dead' space that would provide the minimum impact on recreational space.
- 6.1.4 The funds for building the new Band Hall would be met by the Silver Band.

6.2 Financial Implications

- 6.2.1 Approximately £500 legal fees for drawing up an appropriate lease.

6.3 Legal Implications

- 6.3.1 The Council has the General Power of Competence.

6.4 Recommendation

- 6.4.1 That the Committee resolves to agree in principal to providing a lease at the identified location and subsequently granting permission to build a new band hall and associated parking. This in principle agreement being subject to mutually agreeable terms of the lease and subject to planning permission being granted. *Delegated to the Town Clerk all aspects insofar as preparing a draft lease for approval by the General Management Committee and to incur costs in professional fees up to £500).*

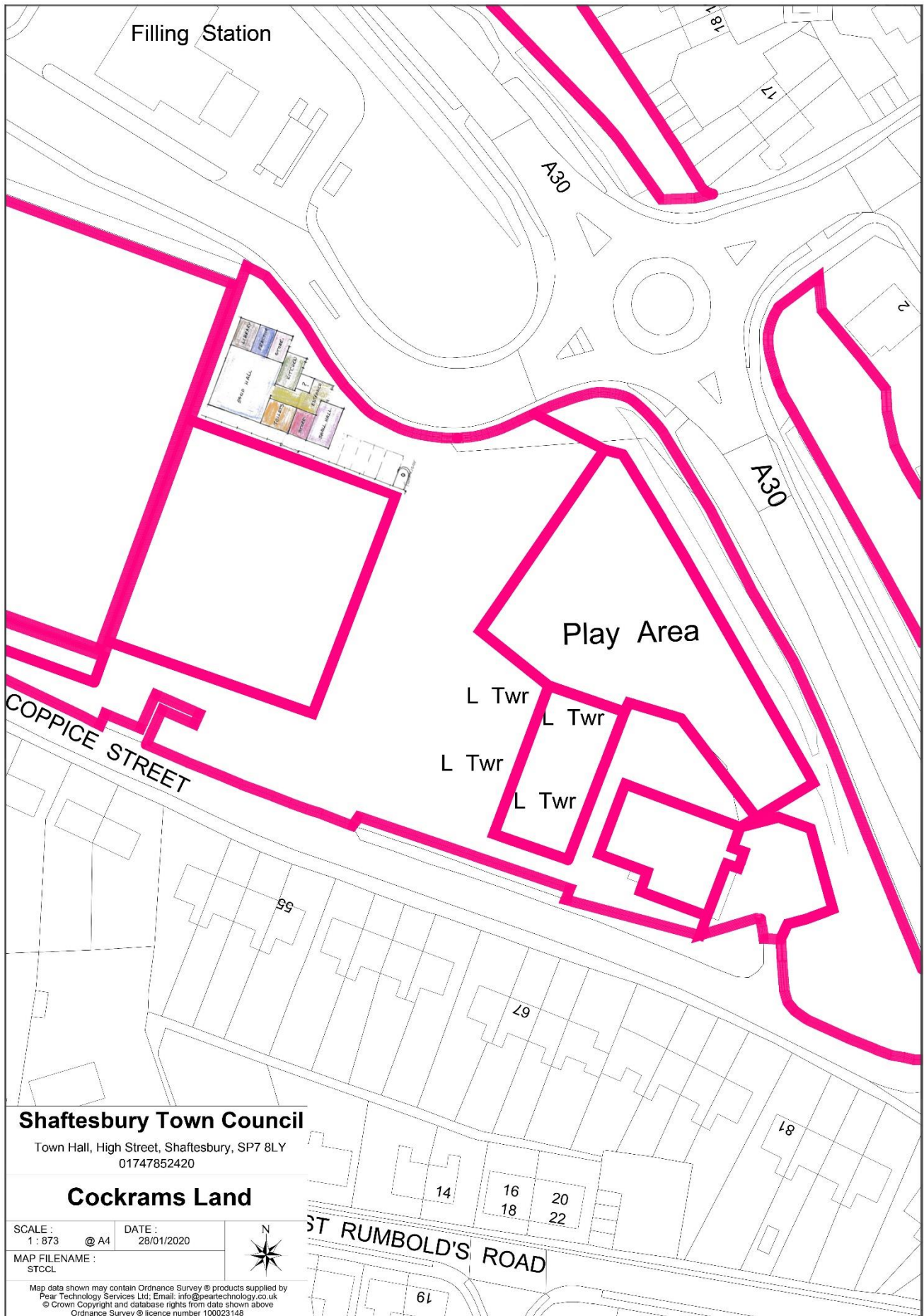
6.5 Additional Information

- 6.5.1 The map below shows Town Council owned land edged pink and demarcation of area use. The proposed layout for the band hall has been superimposed on top to demonstrate its proposed location and impact.
- 6.5.2 The Committee is also recommended to view this in conjunction with the Tree Plan to ensure a holistic approach to both areas of council work.

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO



7 Finances – Quarter 3

To receive the Town Council's accounts for the third quarter of the financial year 2019/20. (10 mins)

7.1 Summary

7.1.1 Click on each of the underlined subheadings below to go to the detailed report.

7.1.2 Bank - Cash and Investment Reconciliation as at 31 December 2019

These figures are as expected for quarter 3. £50,000 will be transferred to the current account to manage upcoming expenditure and

7.1.3 Purchase Ledger Aged Account Balances

7.1.4 Sales Ledger Aged Account Balances

Purchase and Sales Ledger Balances give a snapshot of payments awaited either to be received by the Town Council or in the process of being paid by the Town Council.

7.1.5 Earmarked Reserves

This report shows expenditure from EMR. Members have already reviewed each of the Earmarked Reserves as part of its budget setting process. A final review and adjustment will be made at Year End.

7.1.6 Summary Income & Expenditure by Budget Heading 31/12/2019

This gives you a standstill progress against budget for ¾ of the way through the year. Finance appears significantly overspent, this is due to £50,000 being moved to the Property Fund which sits on the asset register rather than within bank balances. All other cost centres are within acceptable levels.

7.1.7 Bank Reconciliation Statement as at 31/12/2019

7.1.8 Detailed Balance Sheet - Excluding Stock Movement

7.2 Financial Implications

7.2.1 There are no financial implications arising from this report.

7.3 Legal Implications

7.3.1 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. (Cleyden, 2016, p. 178)

7.4 Recommendation

7.4.1 That the Committee receives and notes the report, noting the cleared bank balances as at 31st December 2019 held in each bank account.

7.5 Additional Information

7.5.1 Bank - Cash and Investment Reconciliation as at 31 December 2019**Confirmed Bank & Investment Balances****Bank Statement Balances**

31/12/2019	NatWest Current A/c	59,927.94
31/03/2018	NatWest Reserve a/c	0.00
30/11/2019	Nat West Credit Card	0.00
31/12/2019	Cash in Hand	97.90
31/12/2019	Petty Cash -Swimming Pool	106.89
31/12/2019	Public Sector Deposit A/c	337,717.00
31/12/2019	Cambridge & Counties Bank	153,548.09
30/11/2019	Nationwide Business Savings	169,000.00

720,397.82**Other Cash & Bank Balances****0.00****720,397.82****Unpresented Payments****82.87****720,314.95****Receipts not on Bank Statement****1,556.30****Closing Balance****721,871.25****All Cash & Bank Accounts**

1	NatWest Current A/c	61,401.38
2	NatWest Reserve A/c	0.00
3	Nat West Credit Card	0.00
4	Petty Cash	97.90
5	Petty Cash- Swimming Pool	106.89
6	Local Authorities PropertyFund	0.00
7	Public Sector Deposit A/c	337,717.00
8	Cambridge & Counties Bank	153,548.09
9	Nationwide Business Savings	169,000.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	721,871.26

7.5.2 Purchase Ledger Aged Account Balances**Outstanding Balances by Month as at 31/12/2019**

A/C Code	Supplier Name	Balance	Dec 2019	Nov 2019	Oct 2019	Prior Months	On A/c Pymnts
ANGEL	ANGEL	6.00	6.00	0.00	0.00	0.00	0.00
AXIS	AXIS	-277.94	0.00	0.00	0.00	0.00	-277.94
DCC	DCC	-429.60	0.00	0.00	-429.60	0.00	0.00
FIRSTDATA	FIRSTDATA	32.98	32.98	0.00	0.00	0.00	0.00
GAS	BRIT GAS	1,471.37	0.00	0.00	0.00	305.06	-396.66
GREENBAR	GREENBARNE	1,179.43	0.00	1,179.43	0.00	0.00	0.00
HAWES	HAWES	99.00	0.00	99.00	0.00	0.00	0.00
PKF	PKF	3,480.00	0.00	0.00	0.00	3,480.00	0.00
PLUSNET	PLUSNET	-6.95	0.00	0.00	-6.95	0.00	0.00
SAGE	SAGE	80.40	0.00	0.00	0.00	0.00	0.00
TINCKNELL	TINCKNELL	0.01	0.00	0.00	0.00	0.01	0.00
Total Purchase Ledger No 1		5,634.70	38.98	1,278.43	-436.55	3,785.07	-674.60
TOTAL PURCHASE LEDGER BALANCES		5,634.70	38.98	1,278.43	-436.55	3,785.07	-674.60

7.5.3 Sales Ledger Aged Account Balances**Outstanding Balances by Month as at 31/12/2019**

A/C Code	Customer Name	Balance	Dec 2019	Nov 2019	Oct 2019	Prior Months	On A/c Pymnts
COFFEE	COFFEE	202.20	0.00	0.00	0.00	202.20	0.00
DAVISG	DAVISG	237.00	237.00	0.00	0.00	0.00	0.00
DCC	DCC	6,991.60	0.00	0.00	7,227.60	0.00	-236.00
DORSET	DORSET	236.00	0.00	236.00	0.00	0.00	0.00
FOOTBALL	FOOTBALL	102.34	0.00	0.00	0.00	102.34	0.00
GROUP	GROUP	212.00	212.00	0.00	0.00	0.00	0.00
JAMES	JAMES	118.00	0.00	118.00	0.00	0.00	0.00
OCTOBERF	OCTOBERFEST	480.00	0.00	0.00	480.00	0.00	0.00
SCM	COUNTRY MARKET	-59.00	0.00	0.00	0.00	0.00	-59.00
ST JAMES	ST JAMES	-118.00	0.00	0.00	0.00	0.00	-118.00
TRUCKLE	TRUCKLE	180.00	180.00	0.00	0.00	0.00	0.00
YOUTH	YOUTH	65.29	0.00	65.29	0.00	0.00	0.00
Total Sales Ledger No 1		8,647.43	629.00	419.29	7,707.60	304.54	-413.00
TOTAL SALES LEDGER BALANCES		8,647.43	629.00	419.29	7,707.60	304.54	-413.00

7.5.4 Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Capital Reserve	0.00		0.00
321 EMR Capital Replacement Fund	0.00		0.00
322 EMR CCTV	0.00	5,000.00	5,000.00
323 EMR Cycle Routes	11,500.00	-11,500.00	0.00
324 EMR Playground Equipment	1,812.00	15,000.00	16,812.00
325 EMR Toilet Capital Re-build	0.00		0.00
326 EMR Swimming Pool	0.00	0.00	0.00
327 EMR Town Hall Building Fund	74,988.92		74,988.92
328 EMR Goldhill Wall	0.00		0.00
329 EMR Town Hall Energy Fund	0.00		0.00
330 EMR Ground Works Equipment	0.00		0.00
331 EMR Grit Bins	4,000.00		4,000.00
332 EMR Heritage Style Lanterns	10,000.00		10,000.00
333 EMR Town Entrance Sign	0.00		0.00
334 EMR Tree Removal	0.00		0.00
335 EMR Ground Planting/SIB	19.66	-19.66	0.00
336 EMR Street Furniture	24,311.04	-1,644.36	22,666.68
337 EMR Strategic Tree Works	1,973.31		1,973.31
338 EMR Toilet Improvement Fund	0.00		0.00
339 EMR Swimming Pool	29,145.52	-11,104.26	18,041.26
340 EMR Neighbourhood Planning	7,663.30	-3,846.27	3,817.03
341 EMR Community Chest Fund	0.00		0.00
342 EMR Traffic Calming	3,150.00	-2,495.00	655.00
343 EMR Town Centre Enhancement	7,108.71	-7,109.00	-0.29
344 EMR Cemetery Enhancement	0.00		0.00
345 EMR Jubilee Steps Enhancement	10,000.00		10,000.00
346 EMR Community Hall Cockrams	13,000.00		13,000.00
347 EMR Vehicles	8,005.00	13,007.00	21,012.00
348 EMR Replacement IT Equipment	3,597.24	4,000.00	7,597.24
349 EMR A30 Allotment Site	25,000.00	-1,611.40	23,388.60
350 EMR Shaftesbury Bee Friendly	0.00		0.00
351 EMR Cobbles	1,000.00	-1,000.00	0.00
352 EMR Bus Shelters	3,500.00		3,500.00
353 EMR Mayors Charity Acc 2017/18	0.00	345.00	345.00
354 EMR Project Belle	79,250.00	9,078.00	88,328.00
355 EMR Ecology Competition	3,402.00		3,402.00
356 EMR Memorial Stones Eastern De	2,450.00		2,450.00
357 EMR Castle Hill	4,680.00	-4,680.00	0.00
358 EMR Commuted Sum King Alfreds	70,443.75		70,443.75
359 RMR Commuted Sum Little Shilli	12,500.00		12,500.00
360 EMR Litter Free Dorst	0.00	424.24	424.24
361 EMR Victory Celebrations 2020	0.00	4,960.00	4,960.00
	412,500.45	6,804.29	419,304.74

Report 0220GEM7 to a meeting of the General Management Committee
Tuesday 04 February 2020 in the Council Chamber, Shaftesbury Town Hall

7.5.5 Summary Income & Expenditure by Budget Heading 31/12/2019

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Allotment							
	Income	1,691	532	1,700	1,169			31.3%
	Expenditure	1,706	532	1,344	812		812	39.6%
	Movement to/(from) Gen Reserve	(15)	(1)					
102	Cemetery							
	Income	3,433	4,702	3,722	(980)			126.3%
	Expenditure	823	904	1,173	269		269	77.0%
	Movement to/(from) Gen Reserve	2,609	3,799					
103	General Grounds							
	Income	12,943	12,030	10,112	(1,918)			119.0%
	Expenditure	62,911	49,959	70,353	20,394	5,384	15,009	78.7%
	Movement to/(from) Gen Reserve	(49,969)	(37,929)					
105	Local Delivery services							
	Income	7,714	5,510	8,500	2,990			64.8%
	Expenditure	7,525	6,088	14,260	8,172	44	8,129	43.0%
	Movement to/(from) Gen Reserve	189	(578)					
201	Town Hall							
	Income	48,535	40,434	50,434	10,000			80.2%
	Expenditure	15,875	15,100	21,849	6,749	735	6,014	72.5%
	Movement to/(from) Gen Reserve	32,660	25,334					
301	Civic							
	Income	494	40	0	(40)			0.0%
	Expenditure	5,256	3,868	9,270	5,402	5	5,397	41.8%
	Movement to/(from) Gen Reserve	(4,762)	(3,828)					
302	Legal and Professional							
	Expenditure	41,867	25,643	40,850	15,207		15,207	62.8%
303	Grants & SLA							
	Expenditure	32,913	38,546	37,000	(1,546)		(1,546)	104.2%
304	Finance							
	Income	482,897	505,267	504,996	(271)			100.1%
	Expenditure	1,876	50,462	500	(49,962)		(49,962)	10092.5%
	Movement to/(from) Gen Reserve	481,021	454,805					
305	Swimming Pool							
	Income	25,568	27,494	26,200	(1,294)			104.9%
	Expenditure	47,305	64,798	65,665	867		867	98.7%
	Movement to/(from) Gen Reserve	(21,737)	(37,304)					
401	General Running Costs							
	Income	24	0	0	0			0.0%
	Expenditure	13,878	9,728	13,420	3,692		3,692	72.5%
	Movement to/(from) Gen Reserve	(13,854)	(9,728)					
402	Staffing Costs							
	Income	13,421	10,085	9,776	(309)			103.2%
	Expenditure	266,302	204,613	277,009	72,396		72,396	73.9%
	Movement to/(from) Gen Reserve	(252,881)	(194,528)					
901	Reserves & Projects							
	Income	165,326	5,135	0	(5,135)			0.0%
	Expenditure	87,153	48,570	378,129	329,559	1,828	327,731	13.3%
	Movement to/(from) Gen Reserve	78,173	(43,435)					
902	Capital Replacement Reserve							
	Expenditure	2,706	0	83,489	83,489		83,489	0.0%
	Grand Totals:- Income	762,044	611,230	615,440	4,211			99.3%
	Expenditure	588,096	518,813	1,014,311	495,498	7,996	487,502	51.9%
	Net Income over Expenditure	173,948	92,417	(398,871)	(491,288)			
	Movement to/(from) Gen Reserve	173,948	92,417					

7.5.6 Bank Reconciliation Statement as at 31/12/2019

for Cashbook 1 - NatWest Current A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
NatWest Current A/c	31/12/2019	385	59,927.94
			59,927.94
Unpresented Cheques (Minus)		Amount	
06/12/2019 online405 Normtec		31.50	
			31.50
			59,896.44
Receipts not Banked/Cleared (Plus)			
31/12/2019 103191		844.00	
31/12/2019 103192		660.93	
			1,504.93
			61,401.37
		Balance per Cash Book is :-	61,401.38
			-0.01
		Difference Excluding Adjustments is :-	
Adjustments to Reconciliation			
18/09/2019 fdms Correction to entry		-0.01	
			-0.01
		Unreconciled Difference is :-	0.00

7.5.7 Detailed Balance Sheet - Excluding Stock Movement**Month 9 Date 31/12/2019**

A/c	Description	Actual	
<u><i>Current Assets</i></u>			
100	Debtors	8,647	
105	Vat Control	4,321	
200	NatWest Current A/c	61,401	
203	Petty Cash	98	
204	Petty Cash- Swimming Pool	107	
206	Public Sector Deposit A/c	337,717	
207	Cambridge & Counties Bank	153,548	
208	Nationwide Business Savings	169,000	
	Total Current Assets	734,840	
<u><i>Current Liabilities</i></u>			
500	Creditors	16,493	
516	PAYE & NI Due	4,727	
517	Superannuation Due	4,535	
565	Holding Deposits	288	
	Total Current Liabilities	26,043	
	Net Current Assets		708,796
	Total Assets less Current Liabilities		708,796
<u><i>Represented by :-</i></u>			
300	Current Year Fund	85,612	
310	General Reserve	203,879	
322	EMR CCTV	5,000	
324	EMR Playground Equipment	16,812	
327	EMR Town Hall Building Fund	74,989	
331	EMR Grit Bins	4,000	
332	EMR Heritage Style Lanterns	10,000	
336	EMR Street Furniture	22,667	
337	EMR Strategic Tree Works	1,973	
339	EMR Swimming Pool	18,041	
340	EMR Neighbourhood Planning	3,817	
342	EMR Traffic Calming	655	
343	EMR Town Centre Enhancement	(0)	
345	EMR Jubilee Steps Enhancement	10,000	
346	EMR Community Hall Cockrams	13,000	
347	EMR Vehicles	21,012	
348	EMR Replacement IT Equipment	7,597	
349	EMR A30 Allotment Site	23,389	
352	EMR Bus Shelters	3,500	
353	EMR Mayors Charity Acc 2017/18	345	
354	EMR Project Belle	88,328	
355	EMR Ecology Competition	3,402	
356	EMR Memorial Stones Eastern De	2,450	
358	EMR Commuted Sum King	70,444	
359	RMR Commuted Sum Little Shilli	12,500	
360	EMR Litter Free Dorst	424	
361	EMR Victory Celebrations 2020	4,960	
	Total Equity		708,796

(End)

Report Author:

Claire Commons CerTHE PSLCC, Town Clerk and RFO

8 Audit

To receive the Interim Audit Report for year ending 31st March 2020 for adoption (5 mins)

8.1 Summary

8.1.1 The Internal Auditor has carried out the first interim visit for the current financial year on 4th December 2019.

8.1.2 Appended to this report is the auditor report and areas for action. Responses to those points are noted below;

- The bank balances shown at the end of the payments report within this agenda set shows investment in higher interest accounts. In addition, the Asset Register now shows an increase from £50,000 to £100,00 which is the addition of £50,000 from the LGR.
- The Council is still awaiting the completed audits from the External Auditor
- Quotes are being sought for a schedule of works to detail high priority, medium term and 'nice-to-have' for the Town Hall. When these have been received a report will be provided to the Council for consideration.

8.2 Financial Implications

8.2.1 There are no financial implications arising from this report.

8.3 Legal Implications

8.3.1 Every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. (Local Government Act, 1972 s.151)

8.4 Recommendations

8.4.1 That the Town Council resolves to adopt the report and notes the progress made against the action points contained therein.

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

Do the Numbers Limited

Southampton

4th December 2019

Claire Commons, Clerk
Shaftesbury Town Council,
Town Hall,
Shaftesbury,
Dorset SP7 8LY

Dear Claire,

Subject: Matters arising from interim Internal Audit year ending 31 March 2020

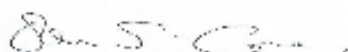
Further to my visit to the office today, please find below the matters arising. I found the records and systems of the council to be in extremely good order and that the visit went well.

Control area	Issue	Recommended Action
Commuted sums	The commuted sums from the LGR are being moved to Fixed Asset investments so that they can generate the required return.	Once the amounts are investments, they will cease to be shown in earmarked reserves but clear records of the reason for the investment should be retained.
External Audit	Due to ongoing elector queries with the 2017/18 Annual return, that Audit has not yet been signed off by PKF. As one of the External Audit tests is whether prior year actions have been carried out, this has resulted in the 2018/19 being held open.	As soon as the historic elector queries have been dealt with and the bill for the investigation paid (this may run to many thousands of pounds), both AGARS should be signed off and publicised as per the requirements.
Town hall refurbishment	This project has still not commenced but with LGR out of the way, appropriate professional services should be able to be sourced.	Due to the nature of the building it is possible that the reserve account may not be sufficient.

Please find attached my invoice for the agreed interim fee.

If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

37 Upper Brownhill Road, SO16 5NG
Registered in England No. 7871759
eleanorgreene@thedunnefamily.co.uk

023 8077 2341
Director: Eleanor S Greene

9 **Payments**

To consider payments for authorisation

(5 mins)

9.1 **Summary**

- 9.1.1 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 payments requiring authorisation is produced.

9.2 **Financial Implications**

- 9.2.1 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. (Shaftesbury Town Council, 2019)

9.3 **Legal Implications**

- 9.3.1 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. (Cleyden, 2016, p. 178) (Accounts and Audit Regulations, 2015)

9.4 **Recommendations**

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

9.5 **List of Payments 11/01/2020 – 17/01/2020**

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
11/01/2020	Hitachi Capital	Std Ord	849.20	Hitachi Capital
14/01/2020	Adobe Systems Software	DirectDebi	8.32	Photo Shop
14/01/2020	Angel Springs Ltd	ol450	6.00	Cooler Rental
14/01/2020	Fuel Genie	DDebit	231.73	Fuel December
15/01/2020	Amazon Online Sales	Debitcard	16.99	Incident book
16/01/2020	Hitachi	DD	9.99	Hire Purchase Option Fee Mower
16/01/2020	First Data	DirectD	32.98	Card Machine charges
16/01/2020	Sage Uk Ltd	Dd	80.40	Monthly Payroll
16/01/2020	Amazon Online Sales	debitcard	17.08	Parchment Paper
17/01/2020	British Gas	ol451	158.32	Electric Bell St
17/01/2020	Card Saver Ltd	DD	16.00	Card Machine charges
17/01/2020	Dorset Council	ol452	447.55	Waste Collection Dec- March 20
17/01/2020	Hawes Arborists	ol453	2,148.00	Beech Trees Pine Walk T131/T16
17/01/2020	Lockrite - Dorset Security Ltd	ol454	207.12	Replace lock, fit new handles
17/01/2020	MJ HPPS Ltd	ol455	582.00	Carry out Gas Safe checks/work
17/01/2020	Fenland Leisure Products	ol456	45.60	Anchor pins for grass mats
17/01/2020	Screwfix (Trade UK)	ol257	166.99	Step Ladder/Jigsaw
17/01/2020	Society of Local Council Clerk	ol458	336.00	SLCC Principle Membership CC
17/01/2020	Wessex Water	ol459	901.31	Water Rates Pool
Total Payments			6,261.58	

9.6 List of Payments 18/01/2020 – 24/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
21/01/2020	Plumbase	Debitcard	20.77	Tap & Fittings Mampitts Allotm
22/01/2020	Peninsula	Std Ord	210.50	Health & Safety Advisers
22/01/2020	British Gas	Dd	1,562.97	Gas Pool Sept to Dec
24/01/2020	The IT Department Solutions Lt	OL460	1,221.60	Lenovo Laptop 13s-IML20RR CC
24/01/2020	Toogoods Prperty Co Ltd	ol461	76.00	Water Rates Unit 9c
24/01/2020	Wessex Water	OL462	574.44	Water Rates Barton Hill
Total Payments			3,666.28	

9.7 List of Payments entered between 25/01/2020 and 28/01/2020

Scheduled to be paid 6th February subject to Committee Authorisation

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
25/01/2020	NDDC	Std Ord	323.00	Rates Swimming Pool
27/01/2020	Southern Electric	DD	527.23	Electricity Town Hall
28/01/2020	Trimetals	debitCARD	48.00	Purchase Ledger Payment
28/01/2020	Kew Electrical	ol463	86.40	Light Bulbs for Town Hall
28/01/2020	Ben Johnson (Shaftesbury) Ltd	ol464	88.99	Guide Bar and Chain for chains
28/01/2020	Morelock Signs Ltd	ol465	228.00	Repair to SID
28/01/2020	Newlands Training Ltd	ol466	228.00	Rodent Control Training
28/01/2020	Shaftesbury Trinity Centre Tru	ol467	48.00	Use of hall for Civic Event
28/01/2020	Wessex Water	ol468	482.68	Water Rates Bell St
28/01/2020	Wessex Water	ol469	68.30	Water Rates Town Hall
28/01/2020	Wessex Water	ol470	13.69	Water Rates Park Walk
28/01/2020	Travis Perkins	ol471	20.91	Rawplugs
28/01/2020	Wallgate	ol472	1,257.60	Hand Drier Main 2020 to 2021
Total Payments			3,420.80	

Total £ 13348.66

9.8 Balances

9.8.1 NatWest Current A/c	30,295
Public Sector Deposit A/c	337,717
Cambridge & Counties Bank	153,548
Nationwide Business Savings	169,000
Total	690,560

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

10 Freedom of Information

To receive a summary of the Freedom of Information requests received in the last quarter. (5 mins)

10.1 Summary

10.1.1 The General Management Committee receives Freedom of Information reports for regular review, the latest report is shown in 'Additional Information' below.

10.1.2 The Committee has no authority to determine which FOI requests are responded to as this is set out in law.

10.1.3 Personal data within the FOI requests is not released to the Committee unless there is a demonstrable 'need to know' to assist with delivering a decision of the Council.

10.2 Financial Implications

10.2.1 There are no financial implications arising from this report.

10.3 Legal Implications

10.3.1 The Council has a duty to respond to requests for information in accordance with legislation (Freedom of Information Act, 2000)

10.4 Recommendation

10.4.1 That the Committee notes the report and considers any actions arising.

10.5 Additional Information

Subject	Requester	No of Q's	Date Received	Hours	Cost
Personal Information	i	3	03 Oct 19	4:30	£197.41
Unauthorised release of confidential Information	iv	1	11 Nov 19	5:09	£226.29
SLCC Presentation Given by Ms Logan and Mrs Commons 27th Nov 2019 ¹	v	3	21 Jan 20	0:05	£3.90
					£427.60

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

¹ This request is still in the process of being dealt with therefore the total number of hours will not represent the final time and cost.

11 Civic Role

To consider for adoption 'Shaftesbury's Civic Role' protocol and template of engagements.(10 mins)

11.1 Summary

11.1.1 The role of Mayor is steeped in history and has evolved as local government has evolved to meet the needs of the community.

11.1.2 To assist incoming mayors with preparing for the role, a document has been prepared to outline the responsibilities. To assist further, a template of engagements has been prepared which includes civic engagements within the town which the Mayor is expected to attend and prompts for events that the Mayor may like to put on in the furtherance of his/her civic role.

11.2 Financial Implications

11.2.1 There are no financial implications arising from this report.

11.3 Legal Implications

11.3.1 (Local Government Act, 1972 s.15) provides for the Council to select a chairman and vice chairman.

11.4 Recommendation

11.4.1 That the Committee adopts the protocol for the election of Mayor

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

Appendix D. The Protocol for the Election of Mayor

The Mayor of the Town Council must, under law, be proposed, seconded and elected as the first item of business of the annual council meeting, from amongst the members by the members.

The selection protocol is as follows:

- Members of the Council will be invited to submit nominations to the Proper Officer via an official nomination form.
- The Proper Officer will ask each nominated candidate if they are willing to serve before declaring that person nominated.
- The Proper Officer will prepare a list of questions based on the below criteria which candidates will be invited to answer to help inform members prior to resolution.
- Councillors may wish to put additional questions to all candidates no later than 10 days prior to the Annual Council Meeting.
- The selection of the Mayor will take place during the body of the meeting via a traditional vote by show of hands and counted in public (votes will be called for names in alphabetical order by surname). The criteria for the vote will be as follows: a) A successful candidate must have received an absolute majority vote of those present and voting. b) It follows that if there are more than two candidates and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again. c) This process must, if necessary, be repeated until an absolute majority is obtained.
- Accession of the Deputy Mayor to the Mayoralty is not automatic and the Deputy Mayor will be required to follow the same procedure as any other candidate.
- Candidates will be asked to declare any other organisation in which they hold a position of influence, such as being the Chairman, Company Secretary or Director, and which they intend to continue to hold during their Mayoral year in order that such positions can be made a matter of public record.

The following criteria will apply to the selection of a Mayor:

The Council should choose a Mayor who best exhibits the following criteria, whilst recognising that the criteria should not be too prescriptive and that each candidate will bring his/her individual personality and style to the office of Mayor:

- Chairmanship skills – the candidate can run public meetings efficiently and effectively to ensure that all councillors and as many members of the public as possible are able to provide input on the Council decisions. There will be an expectation for experience of chairing formal meetings and the candidate should have had experience of chairing a Council committee for a minimum of one municipal year.
- Integrity – the candidate maintains the highest possible ethical standards, works well with other councillors and officers, has the courage to take an unpopular position if it is best for the town and adheres to all the protocols laid down for conduct and behaviour.
- Commitment – the candidate is able and willing to devote sufficient time to the role of Mayor in order to perform it properly, is supportive of and supported by the community. The candidate's past actions have been for the benefit of the Town rather than being self-serving.
- Relationships – the candidate should be able to demonstrate the confidence and willingness to meet and interact with the public and external organisations at all levels as part of the ambassadorial role.

Protocol for the election of a Deputy Mayor

The election of a Deputy Mayor will follow the same process as that for the election of a Mayor.

Questions

The following questions have historically been used by the Town Council.

1. What do you consider the roles and responsibilities of the Mayor/Deputy Mayor to be?
2. Can you please tell us what your vision for the town is and your goals for the year ahead?
3. What do you see are the differences between a leader and the role of a Chairman and what experience have you got in these roles.
4. Good working relationships between the Mayor/Deputy Mayor and councillors and officers are vital. Please can you tell us how you would ensure these relationships are well maintained?
5. How much time do you envisage the role taking up and how are you able to meet that requirement?
6. Can you tell us about some past projects or actions which you feel demonstrate that you have the best interests of the town at heart?
7. The Town Council's relationships with the public and with external organisations are extremely important – please can you tell us how you would meet and develop this ambassadorial role?
8. How important do you deem the civic and ceremonial aspects of the role to be?
9. The Mayor/Deputy Mayor may well be asked to assist in the resolution of conflicts – can you tell us what experience you have in this area?
10. One of the roles of the Mayor/Deputy Mayor is to uphold the code of conduct and council's governing documents – please can you tell us your views on this and confirm whether you are happy to adhere to the protocols for conduct and behaviour laid down within it?
11. What training and development are you prepared to undertake to assist you in the delivery of your responsibilities?
12. Please can you declare any organisation in which you hold - and intend to continue to hold - a position of influence during your year in post?



SHAFTESBURY TOWN COUNCIL

MAYOR AND DEPUTY MAYOR - COUNCILLOR NOMINATION FORM

MAYOR for the year _____

Nominee -----

Proposer -----

Secunder -----

DEPUTY MAYOR for the year _____

Nominee -----

Proposer -----

Secunder -----

Note:

Proposers and Seconders are requested to confirm that their nominee is willing to stand for election before submitting this form.

12 Petitions Policy

To consider the petitions policy for adoption

(5 mins)

12.1 Summary

12.1.1 The Council may find itself in a position of receiving petitions. In the event that this occurs, it is prudent to have a policy which sets out the requirements of the petition(s) being submitted and how the Council will handle that document.

12.1.2 A policy will ensure that all policies are dealt with equally and there is full transparency to people knowing how to submit a petition and how they may expect it to be handled.

12.1.3 A draft policy is appended to this report.

12.2 Financial Implications

12.2.1 There are no financial implications arising from this report.

12.3 Legal Implications

12.3.1 There is no legal requirement to hold a petitions policy.

12.4 Recommendation

12.4.1 That the Committee adopts the petitions policy.

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

Appendix E. Draft Petitions Policy

1. Introduction

1.1 This Council welcomes feedback from its parishioners. The preferred method is through direct contact either:

- Face to face at Council meetings
- Through contact with Councillors
- By phone to the Town Clerk on 01747 852420
- By email to enquiries@shaftesbury-tc.gov.uk

This allows the Council to answer questions quickly and if a policy decision needs to be made it will be placed on the appropriate agenda.

1.2 If a parishioner feels that their concerns have not been met satisfactorily there is a complaints procedure which is covered in a separate policy.

1.3 However, the Council recognises that petitions are one way in which people can let the Council know their concerns.

All petitions sent or presented to the Council will receive an acknowledgement within ten working days. This acknowledgement will set out what the Council plans to do with the petition. The Council will treat something as a petition if it is identified as such, or if it seems to them that it is intended to be a petition.

1.4 Paper petitions can be submitted to: The Town Clerk, Shaftesbury Town Council, Town Hall, High St, Shaftesbury, SP7 8LY

1.5 Petitions can also be submitted at any of the scheduled Council meetings which are published on the Town Council's noticeboards at the Town Hall and on the Council's website: www.shaftesbury-tc.gov.uk

2. How the Council will Accept a Petition

2.1 Petitions submitted to the Council must include:

- A clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the Council to take.
- The name, address and signature of any person supporting the petition. The Council will take into account identifiable signatures of people who provide valid addresses of where they live, work or study in the area and may take into account other signatures.

2.2 Petitions should be accompanied by contact details, including an address, for the petition organiser. This is the person the Council will contact to explain how it will respond to the

petition. If the petition does not identify an organiser, the Council will contact signatories to the petition to agree who should act as the organiser.

2.3 Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted.

3. What will the Council do when it Receives any Petition?

3.1 An acknowledgement will be sent to the petition organiser within ten working days of receiving the petition. It will let the organiser know what the Council plans to do with the petition and when they can expect to hear from the Council again. Details of the petition will also be published on the Council's website, although the contact details of the petition organiser will not be included.

3.2 The petition will be placed on the relevant Council agenda and the petition organiser will be advised of this.

4. Council Meeting Procedure

4.1 The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by Councillors for a maximum of 15 minutes. The Council will decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter. The petition organiser will receive written confirmation of this decision.

4.2 If the petition is about something over which the Council has no direct control it may consider making representations on behalf of the community to the relevant body.

5. Review of Procedure

5.1 This procedure will be reviewed from time to time to ensure that it remains effective.

13 Calendar of Meetings 2020 - 2021

To consider the draft calendar of meetings for the municipal year 2020 – 2021 for adoption (5 mins)

13.1 Summary

13.1.1 The Council adopts a calendar of meetings for the year to help manage the business of the Council and provide ease of planning for councillors.

13.1.2 The Council has traditionally always held its routine meetings on Tuesday evenings, there is no proposal to change this for Full Council and standing committees.

13.1.3 The Human Resources Committee does not have regular business to conduct and so, as in the previous few years, it is recommended that it meets on an 'as needed' basis as determined by the clerk or HR committee members.

13.1.4 A copy of the proposed schedule is appended to this report.

13.2 Financial Implications

13.2.1 There are no financial implications arising from this report

13.3 Legal Implications

13.3.1 A parish council shall in every year hold, in addition to the annual meeting, such other meetings (not less than three) as they may determine. Those other meetings shall be held at such hour and on such days as the council may determine. (Local Government Act, 1972 sch12)

13.4 Recommendation

13.4.1 That the Committee adopts the Calendar of meetings for the forthcoming municipal year.

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

Report 0220GEM7 to a meeting of the General Management Committee

(2020)							
May	June	July	August	September	October	November	December
1 Fr	1 Mo	1 We	1 Sa	1 Tu PH	1 Th	1 Su	1 Tu
2 Sa	2 Tu GEM	2 Th	2 Su	2 We	2 Fr	2 Mo	2 We
3 Su	3 We	3 Fr	3 Mo	3 Th	3 Sa	3 Tu FC	3 Th
4 Mo	4 Th	4 Sa	4 Tu	4 Fr	4 Su	4 We	4 Fr
5 Tu	5 Fr	5 Su	5 We	5 Sa	5 Mo	5 Th	5 Sa
6 We	6 Sa	6 Mo	6 Th	6 Su	6 Tu PH	6 Fr	6 Su
7 Th	7 Su	7 Tu GEM	7 Fr	7 Mo	7 We	7 Sa	7 Mo
8 Fr	8 Mo	8 We	8 Sa	8 Tu ROSE	8 Th	8 Su	8 Tu
9 Sa	9 Tu	9 Th	9 Su	9 We	9 Fr	9 Mo	9 We
10 Su	10 We	10 Fr	10 Mo	10 Th	10 Sa	10 Tu PH	10 Th
11 Mo	11 Th	11 Sa	11 Tu	11 Fr	11 Su	11 We	11 Fr
12 Tu AM	12 Fr	12 Su	12 We	12 Sa	12 Mo	12 Th	12 Sa
13 We	13 Sa	13 Mo	13 Th	13 Su	13 Tu ROSE	13 Fr	13 Su
14 Th	14 Su	14 Tu	14 Fr	14 Mo	14 We	14 Sa	14 Mo
15 Fr	15 Mo	15 We	15 Sa	15 Tu GEM	15 Th	15 Su	15 Tu PH
16 Sa	16 Tu FC	16 Th	16 Su	16 We	16 Fr	16 Mo	16 We
17 Su	17 We	17 Fr	17 Mo	17 Th	17 Sa	17 Tu ROSE	17 Th
18 Mo	18 Th	18 Sa	18 Tu PH	18 Fr	18 Su	18 We	18 Fr
19 Tu PH	19 Fr	19 Su	19 We	19 Sa	19 Mo	19 Th	19 Sa
20 We	20 Sa	20 Mo	20 Th	20 Su	20 Tu GEM	20 Fr	20 Su
21 Th	21 Su	21 Tu FC	21 Fr	21 Mo	21 We	21 Sa	21 Mo
22 Fr	22 Mo	22 We	22 Sa	22 Tu	22 Th	22 Su	22 Tu
23 Sa	23 Tu PH	23 Th	23 Su	23 We	23 Fr	23 Mo	23 We
24 Su	24 We	24 Fr	24 Mo	24 Th	24 Sa	24 Tu GEM	24 Th
25 Mo	25 Th	25 Sa	25 Tu W/S	25 Fr	25 Su	25 We	25 Fr
26 Tu ROSE	26 Fr	26 Su	26 We	26 Sa	26 Mo	26 Th	26 Sa
27 We	27 Sa	27 Mo	27 Th	27 Su	27 Tu £ W/S	27 Fr	27 Su
28 Th	28 Su	28 Tu PH	28 Fr	28 Mo	28 We	28 Sa	28 Mo
29 Fr	29 Mo	29 We	29 Sa	29 Tu FC	29 Th	29 Su	29 Tu
30 Sa	30 Tu ROSE	30 Th	30 Su	30 We	30 Fr	30 Mo	30 We
31 Su		31 Fr	31 Mo		31 Sa		31 Th

(2021)				
January	February	March	April	May
1 Fr <small>New Year's Day</small>	1 Mo	1 Mo	1 Th	1 Sa
2 Sa	2 Tu FC	2 Tu W/S	2 Fr	2 Su
3 Su	3 We	3 We	3 Sa	3 Mo
4 Mo	4 Th	4 Th	4 Su	4 Tu GEM
5 Tu	5 Fr	5 Fr	5 Mo	5 We
6 We	6 Sa	6 Sa	6 Tu W/S	6 Th
7 Th	7 Su	7 Su	7 We	7 Fr
8 Fr	8 Mo	8 Mo	8 Th	8 Sa
9 Sa	9 Tu PH	9 Tu FC	9 Fr	9 Su
10 Su	10 We	10 We	10 Sa	10 Mo
11 Mo	11 Th	11 Th	11 Su	11 Tu
12 Tu FC	12 Fr	12 Fr	12 Mo	12 We
13 We	13 Sa	13 Sa	13 Tu FC	13 Th
14 Th	14 Su	14 Su	14 We	14 Fr
15 Fr	15 Mo	15 Mo	15 Th	15 Sa
16 Sa	16 Tu ROSE	16 Tu PH	16 Fr	16 Su
17 Su	17 We	17 We	17 Sa	17 Mo
18 Mo	18 Th	18 Th	18 Su	18 Tu FC
19 Tu PH	19 Fr	19 Fr	19 Mo	19 We
20 We	20 Sa	20 Sa	20 Tu PH	20 Th
21 Th	21 Su	21 Su	21 We	21 Fr
22 Fr	22 Mo	22 Mo	22 Th	22 Sa
23 Sa	23 Tu GEM	23 Tu ROSE	23 Fr	23 Su
24 Su	24 We	24 We	24 Sa	24 Mo
25 Mo	25 Th	25 Th	25 Su	25 Tu APM
26 Tu ROSE	26 Fr	26 Fr	26 Mo	26 We
27 We	27 Sa	27 Sa	27 Tu ROSE	27 Th
28 Th	28 Su	28 Su	28 We	28 Fr
29 Fr		29 Mo	29 Th	29 Sa
30 Sa		30 Tu GEM	30 Fr	30 Su
31 Su		31 We		31 Mo

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