



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

Town Clerk: Mrs Claire Commons
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To: Members of Shaftesbury Town Council’s General Management Committee (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 for the transaction of
the business shown on the agenda below. To be held at 7.00pm on **Tuesday 30 June 2020**
[online at Zoom.us](https://www.zoom.us/j/89656604528). Meeting ID: 896 5660 4528 Password: 114246

All other recipients for information only

Claire Commons CertHE PSLCC, Town Clerk and Responsible Finance Officer (RFO)
23rd June 2020

Public Participation

Due to the current government coronavirus response, the Town Council will be meeting online. Members
of the public are encouraged to submit their questions or comments under ‘Public Participation’ in advance
of the meeting to the Chairman and these will be made available to all Councillors. Members of the public
may also link in to observe the meeting using the details above.

Online Meeting Arrangements

The Chairman will host the meeting, attendees will be muted and councillors invited to speak in
turn at each agenda item in line with Standing Orders Rules of Debate, Councillors may raise
their hand to indicate that they wish to speak at other times. Voting will be taken in turn as directed
by the Chairman and should be by the response ‘In Favour’, ‘Against’, or ‘Abstain’. The decision
and summary of votes will be read back before moving to the next item.

The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership

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 the minutes of the previous meeting of the General Management Committee.(1
min) | |
| 4 | INTERNAL AUDIT | 7 |
| | To receive the third interim audit report for year ending 31 st March 2020 and consider
associated action plan (10 min) | |
| 5 | GRANTS POLICY | 9 |
| | To consider the Grants policy in light of Covid-19 for the financial year 2020 - 2021).....(20
min) | |

(End)

Anticipated meeting end time 7:45pm

References

Local Government Association, 2013. *The General Power of Competence*, London: LGA.

Local Government Miscellaneous Provisions Act, 1976 s.19. *Power to provide sports and recreational facilities*. [Online].

Public Health Act, 1936 s.87. *Power to provide public toilets*. [Online].

Shaftesbury Town Council, 2019. *Code of Conduct*. [Online]

Available at: https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf

Shaftesbury Town Council, 2019. *Planning and Highways Terms of Reference*. [Online]

Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/01/2019-07-23-Adopted-TERMS-OF-REFERENCE.pdf>

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

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.

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 2019. 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, 2019)

2.2 Declarations of Interest or dispensations received to date

3 Minutes

To confirm 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 10th March 2020, see following page



SHAFTESBURY TOWN COUNCIL

General Management Committee

Minutes of the General Management Committee held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 10th March 2020 commencing at 7 pm.

Members Present

Councillor Hollingshead (Chair)
Councillor Welch

Councillor Lewer

Absent:

Councillor Proctor
Councillor Brown

Councillor Hall
Councillor Chase (Vice Chair)

Officers Present:

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

In Attendance:

1 member of the press
Councillor Yeo

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.

A member of the press and Cllr Yeo declared the meeting was being recorded.

Cllr Yeo stated he would speak whenever he wanted and advised the Chair he had no right to refuse him to speak. The Chair reminded Cllr Yeo that he was not a member of the GEM committee.

7.01 pm the meeting commenced at this point.

G81 Apologies

Apologies received and accepted from Councillor Proctor due to personal commitments. It was noted that Councillors Hall, Chase and Brown would be late due to work commitments.

G82 Declarations of Interest

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

G83 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on Tuesday 4th February 2020. They were duly signed.

G84 Payments

Officer report 0320GEM4 was received and it was **RESOLVED** to approve the payments from the Town Council's current account, authorising the Clerk to transfer funds from the council's deposit account up to the value of the payments total if required. Resulting bank balances:

Nat West Current Account	£43,754
Public Sector Deposit Account	£267,717
Cambridge and Counties Bank	£153,548
Nationwide Business Services	£169,000

G85 Internal Audit Report

Officer report 0320GEM5 was received, no decisions were taken.

G86 Formal motion

Due to disruptive behaviour from Cllr Yeo it was **PROPOSED** and **RESOLVED** that Councillor Yeo be excluded from the meeting in accordance with procedures set out in Standing Order 2.

Cllr Yeo refused to leave the meeting.

G87 Meeting Adjournment

G87a The meeting was adjourned at 7:08pm

Cllr Chase arrived during the adjournment.

G87b During the adjournment the Clerk, Chair, Cllrs Chase, Welch and Lewer had a discussion to review the business on the agenda and seek ways to progress the recommendations via the clerk's delegated authority.

7:49pm the meeting reconvened and the remainder of business was discussed:

Agenda item number		
6	Coppice Street Project	It was RESOLVED that the Clerk has delegated spend up to £2,500. The recommendation can be progressed to instruct the STC Solicitor to start the legal process with the drafting of the HOT
8	Recycling trial	It was RESOLVED that the Clerk has delegated spend up to £2,500. Budget line 4912 (Street Furniture) has a balance of £24,311
10	Allotments Tender	It was RESOLVED that the Clerk has delegated spend up to £2,500. The Clerk has delegated authority to manage the invites from companies to tender for the A30 allotment groundworks. It was RESOLVED to issue the tender packs, including with Contracts Finder. Following this process 3 contractors will be submitted to Full Council to undertake the selection process.

12	Park Walk Car Rally	It was RESOLVED to approve the request as outlined in the paper.
5	Internal Audit Report	The Clerk has no delegated authority to manage the proposed recommendation. It was RESOLVED that this agenda item will be presented to Full Council on 24 th March as outlined in the supporting agenda papers
7	Grants and SLA policy	The Clerk has no delegated authority to manage the proposed recommendation. It was RESOLVED that this this agenda item will be presented to Full Council on 24 th March
9	Committee Terms of Reference	The Clerk has no delegated authority to manage the proposed recommendation. It was RESOLVED that this this agenda item will be presented to Full Council at the Annual Meeting on 12 th May 2020.
11	Financial Regulations	Officer report 0320GEM11 was received and it was RESOLVED that the Committee recommends to Full Council at the Annual Meeting on 12 th May 2020 as outlined in the supporting agenda papers.

There being no further business, the meeting was closed at 7:50PM

Signed

Date

4 Internal Audit

To receive the third interim audit report for year ending 31st March 2020 and consider associated action plan (10 min)

4.1 Summary

4.1.1 The Internal Auditor has carried out the third and final visit for the financial year ending 31st March 2020

4.1.2 Appended to this report is her report and areas for action. The Committee is asked to consider an action plan arising from this report for recommendation to Full Council.

4.2 Terms of Reference for Decision or Recommendation

4.2.1 General Management (GEM) Terms of Reference 1 provides delegation to the committee to monitor all financial matters and the accounts responsibly and diligently.

4.2.2 GEM Terms of Reference 5 provides delegation to the committee to ensure that the Town Council's financial practices comply with the Financial Regulations set out by the Audit Commission, Central Government and Council's adopted Financial Regulations.

4.3 Financial Implications

4.3.1 There are no financial implications arising from this report.

4.4 Legal Implications

4.4.1 The Council has the General Power of Competence and this should be used as the power of first resort (Local Government Association, 2013).

4.5 Risk

4.5.1 Identified risks in the report below should be addressed through an action plan.

4.6 Recommendation

4.6.1 That an Action Plan for the Internal Audit Report is prepared and the Internal Audit Report and Plan are adopted for report to Full Council.

4.7 Reason for Recommendation

4.7.1 The Council has delegated authority to examine and decide on financial affairs. It should however report to Full Council.

(End)

Report Author:

Claire Commons, Town Clerk and RFO

Do the Numbers Limited

Southampton

5th May 2020

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

Dear Claire,

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

Further to my visits to the office today and earlier in the year, please find below the matters arising. I have not repeated those matters which were raised in earlier reports but do not affect the AGAR. The Internal Audit was completed during the COVID lockdown and appropriate allowance has been made for such.

Overall 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	An amount equivalent to the LGR Commuted sums has been invested to produce the required returns but the Earmarked reserves are still shown.	When the year end is run, those amounts should be shown in fixed assets but not reserves.
External Audit	The 2017/18 and 2018/19 External audits are still with PKF awaiting completion following extensive elector queries.	It is understood that no amendments to the accounts will be needed but the investigation fees should be considered as a contingent liability.
AGAR Box 4	The figures presented for audit included staff travel and training in box 4 rather than box 6. They have been amended.	As per Para 2.16 here the guidance has been clarified and should be followed from now on.
Earmarked reserves	The council has several earmarked reserves that have not changed in some years.	At budget setting, all reserves should be checked to ensure that they comply with the updated guidance (see para 5.33 in the link above)
General reserve	The council has some projects which have been unavoidably delayed by COVID and prior to that, LGR, however the general reserve of the council is higher than the updated guidance.	In advance of budget setting, the council should assess the general reserve with regard to para 5.32 in the link above.

Please find attached my invoice for the balance of the agreed fee. If either you or your members have any queries, please do not hesitate to contact me. Regards



Eleanor S Greene

5 Grants Policy

To consider the Grants policy in light of Covid-19 for the financial year 2020 - 2021) (20 min)

5.1 Summary

- 5.1.1 On 10th March the Committee considered the revised grants policy but was unable to conclude that item of business.
- 5.1.2 The policy is before the Committee again prior to adoption by Full Council so that the Committee may consider making adjustments in the light of the current Covid-19 situation and the potential to provide recovery assistance to the Community through the Community Grants process.
- 5.1.3 Appended to this report are the previously agreed policy, application and evaluation forms. The Committee is asked to review these and make recommendations for amendment in line with 5.1.2.

5.2 Terms of Reference for Decision or Recommendation

- 5.2.1 General Management (GEM) Terms of Reference 12 provides delegation to the committee to 2. liaise with local organisations in order to ascertain and make recommendations to Full Council on Service Level Agreements and Grant Aid. This item should therefore be recommended to Full Council for decision.

5.3 Financial Implications

- 5.3.1 There are no financial implications arising from this report.

5.4 Legal Implications

- 5.4.1 The Council has the General Power of Competence and this should be used as the power of first resort (Local Government Association, 2013).

5.5 Risk

- 5.5.1 There are no identified risks in this report.

5.6 Recommendation

- 5.6.1 That the committee recommends to Full Council an amendment to the grant awarding process to support the community in covid-19 recovery and delegates to the General Management Committee the award of any grants under £5,000 and delegates to the Town Clerk the schedule of grant applications and awards for the current financial year.

5.7 Reason for Recommendation

- 5.7.1 Supporting the community to get back on its feet after a period of significant change could help the local economy and wellbeing of residents.
- 5.7.2 Delegation to the committee of the award of grants aligns expenditure with the Council's financial regulations.

(End)

Report Author: Claire Commons, Town Clerk & RFO

Shaftesbury Town Council



Grant Awarding Policy

BACKGROUND

Shaftesbury Town Council serves the wards of East and West Shaftesbury and is the tier of local government closest to the community it serves. The council's income comes principally from a precept paid by local residents as part of their council tax. Some of this income is then used to give grants to support local organisations and projects that will enhance the economic, social and environmental well-being of people who live and work in the Shaftesbury Area. Grants may be given to new or on-going projects and may be for either capital or revenue funding.

CRITERIA FOR ELIGIBILITY

Shaftesbury Town Council will only support voluntary organisations or community groups based or working within the parish boundary of Shaftesbury, not individuals. Consideration will be given to projects that provide evidence that they primarily service the interests of, or are for the benefit of, Shaftesbury residents.

The total amount of Community Grant funding available in any given year is determined by Full Council as part of the annual budget setting process.

Community Grants up to £1,000: Applications for Community Grants will be considered by the General Management Committee.

Community Grants over £1,000: Applications will be considered in certain circumstances and will be considered by the General Management Committee.

Organisations may only apply for one grant in any one financial year.

It should be noted that Shaftesbury Town Council cannot be the sole source of income for an organisation or project. A significant proportion needs to be raised elsewhere or be provided in-kind. Evidence of contributions raised elsewhere to help fund the organisation or project may be requested

The maximum amount of grant aid to be available to organisations will be determined by the Council within the limits of the Councils Grants Budget. Applications for financial support from the Council are to be submitted in accordance with the timescales below. Applications received late or outside of these timescales may be considered at a later date, within budget restraints at that time.

Applicants may be contacted by Council Officers to clarify further detail if required.

REQUIREMENTS

The following criteria has to be met in order to be considered for grant funding:

1. The purpose(s) for which the funding is require should be clearly identified
2. Applications for funding should demonstrate contributions applied for or received from other sources.
3. Applicants should submit their latest audited accounts, providing the organisation has been in existence for at least 18 months. If the organisation has been in existence for less than 18 months, evidence that a separate bank account has been opened should be provided.
4. Organisations applying for more than £1,000 are requested to provide the Council with a list of Officers of the Organisation, the number of active members and the number of volunteers.
5. Charities should provide their registered charity number
6. Applications for grants may be made for capital or revenue funding i.e. for the development of projects or to assist in specific running costs. Timescales for the use of the funding should be stated in your application
7. Applicants must demonstrate equality of access and opportunity
8. Equipment purchased with the grant must remain the property of the organisation

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9. Organisations must advise the Council on application, or as soon as known, whether there will be any fundamental changes to their service, premises or project, within the next 12 months.
10. Organisations should provide the Council with the projected number of users, the numbers of users from Shaftesbury, and whether they make any charges to their users.

THE FOLLOWING WILL NOT BE FUNDED BY A GRANT FROM THE COUNCIL

The Council will not fund the following:

1. The Council cannot support those who aim to solely raise money for charity or to distribute money to others. Any charity that may benefit as a result of the grant application is to be listed in the application.
2. The Council cannot support or promote religious or political beliefs or interests of an individual or organisation. Applicants must demonstrate the project will be for the benefit of the wider community. ¹
3. Grant awards are not open for schools or businesses. If your project is in partnership with a school it may still be eligible. Applicants should demonstrate how it meets the Council's criteria and explain why it is not supported through mainstream school budgets/funding.
4. Maintenance costs for buildings or equipment. However ongoing support contracts or improvements and changes may be considered
5. Food or hospitality
6. The Council may support projects that employ people, but will not fund salaries payable to project organisers. The Council may wish to fund the payment of those who take part in a project, however where core funding is applied for, and is essential to the ongoing viability of a project and addresses the needs of people who are socially or economically marginalised, the committee may choose to recommend funding having considered representations.
7. The Council will not fund retrospective applications
8. Grants will not be paid to individuals.

If an applicant is not sure whether or not they meet any of the eligibility criteria, please contact the Office before completion of the form.

In the event of over subscription to the funds available, the Council may reduce the amount of the request but will seek to support as many of those organisations as possible who meet the criteria as laid down.

NOTE ¹

Applications will be considered for organisations that benefit the wider community even though they may be on the premises of, or organised by, a particular religion, faith group or political party.

TIMESCALES

Completed application forms will be required to be submitted in accordance with the timescales on the application form.

Any applicant who cannot submit any of the required information should contact the Town Clerk for guidance.

Application Forms sent/available	TBC
Deadline for submission	TBC
Councillor review of applications	TBC
Consideration by the General Management Committee	TBC
Notification to organisation	TBC
Payment of Grant	TBC

Specific dates to be determined subject to the calendar of meetings for that year

Grants in Kind

Various charitable groups and organisations in the Town may apply for free hire of the Guildhall or the Council Chamber for their Annual AGM or an event being held to promote the Town and/or for the good of its residents.

Organisations or Groups that would be considered should complete an application form and fulfil the following criteria:

- ❖ Organisations that do not charge a subscription or membership fee
- ❖ Organisations that do not make a profit
- ❖ Organisations run solely by volunteers

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❖ Town Council affiliated Groups

An agreement for the provision of free photocopying / printing may be considered.

Use of the Grounds staff time may be considered.

Each application will be dealt with on its own merit and may not necessarily be approved.

PRIORITY APPLICATIONS

Priority will be given to applications meeting the Criteria for Eligibility (above).

All applications will be scored against these priorities.

PAYMENT OF GRANTS

Payments will be made by cheque or bank transfer payable to the organisation.

If audited accounts or a Bank account does not exist, the applicant may ask for the grant payment to be made to an identified supplier on production of an invoice, or to a nominated organisation, with the relevant authority provided by the Chairman of the organisation.

ADVICE ON APPLICATIONS

A checklist of the information required will be enclosed/attached with the application form. Applications will not be considered until all the relevant documents have been received.

FUNDING AGREEMENT

Each organisation awarded a grant will be required to provide the Council with clarification that the purpose for which the grant was given has been met, by completing an End of Grant Evaluation form. Provide photographs, newsletters etc., together with a statement on how users have benefitted from the grant. The Council reserves the right to publish this information on their website.

All successful applicants of Grants will be required to:

1. Acknowledge receipt of any award
2. Credit the Council as a supporter of the organisation in promotional material
3. Community Grant recipients will be required to complete an end of grant report and evaluation form, and reserves the right to request invoice or provide receipts if required, prior to payment of the grant award.
4. Organisations receiving grants over £1,000 may be required to attend a mid-year review meeting and to provide documentation and reports to confirm that all criteria have been or will be met.

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.

Previous approval of a grant application does not necessarily imply continued funding in consequent years.

An applicant, if previously awarded a grant, will not be able to submit a further application to be considered until monitoring of the initial grant has been completed to the satisfaction of the General Management Committee.

DATA PROTECTION ACT 1988 INFORMATION

In signing the application form, you give permission for Shaftesbury Town Council to use the information that you provide:

- for establishing your entitlement to a grant;
- inclusion on a computerised register maintained by the Town Council; and, during the life of a grant, if awarded, to administer and analyse applications and grants.

The information in these notes could change from time to time. Policy and regulations on distributing funds may also change. We reserve the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries.

CONTACT DETAILS

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Please submit all enquiries and completed application forms to the offices of the Council.

You can contact the Clerk or Officers by telephone, email, in writing or visiting the Town Council Office.

Contact details are:

Shaftesbury Town Council

The Town Hall

High Street

Shaftesbury, Dorset SP7 8LY

Telephone: 01747 852420

Email: tracymoxham@shaftesbury-tc.gov.uk

Website: www.shaftesbury-tc.gov.uk



Community Grant Application Form 2020/21

Please return the completed form, with supporting evidence by: **TBC**

Part 1: About your Organisation

Name of Group or Organisation:	
Address for correspondence:	
Email address: Telephone number:	
Contact Name and Position in Organisation:	

What is the status of your Organisation ?

Please tick

Charity	<input type="checkbox"/>
Local Group/Not for Profit	<input type="checkbox"/>
Trust	<input type="checkbox"/>
Youth Organisation	<input type="checkbox"/>

How long has your group been operating for?

Please tick

Less than 1 year	<input type="checkbox"/>
1 – 5 Years	<input type="checkbox"/>
6 – 10 Years	<input type="checkbox"/>
11+	<input type="checkbox"/>

Charity Number if applicable

Please complete the following:

	Name	Telephone Number
Who is your Chair Person?		
Who is your Treasurer?		
Who is your Secretary?		

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Please complete the following if applicable to your Organisation.

How often do you meet ?			
Where are your meetings held?			
Are your meetings held in the ? (please tick)	Morning	Afternoon	Evening

Please tick

Do you have a Website?	Yes		No	
Are you active on Social Media?	Yes		No	

Part 2: Purpose for which Grant is sought including Grants In Kind (refer to Grants Awarding Policy for further information)

Is it for (please circle one of the following):

Event	Activity	Equipment	Other
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Please give a full description of the purpose for which funding is requested . If request is for free use of the hall, please include approximate numbers attending ,dates and time. For photocopy/printing services please indicate number of copies required and paper size.

Please continue on a separate sheet if necessary

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

Amount	What for
£	
£	
£	

Total cost of project £ _____

Amount requested from Shaftesbury Town Council £ _____

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Amount(s) requested from other sources

Amount	Source i.e. Self funding; Sponsorship (by whom)
£	
£	
£	

Please give details of previous funding received from Shaftesbury Town Council

Year	Amount	Project	Office use only
	£		Satisfactory End of Grant Evaluation form received
	£		
	£		

Part 3: Who will benefit from your Project?

<p>The extent to which the project involves the members of the community, either as participants, or recipients/spectators.</p>																		
<p>The extent to which project fulfils a 'commonly' recognised need.</p>																		
<p>How many people (participants, recipients or spectators) will regularly benefit in your organisations activities?</p>																		
<p>How does your application link to the Councils 5 year strategic plan? Please tick the relevant area</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: center;">Please tick</th> </tr> </thead> <tbody> <tr> <td>The Shaftesbury Experience for Residents – Indoor activity</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>The Shaftesbury Experience for Residents – Outdoor activity & environment</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>The Shaftesbury Experience – Welcoming our Visitors</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Facilities for the Elderly</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Bringing the Old and New Town Together</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>The Neighbourhood Plan</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Economic Development</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other, Please specify</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Please tick	The Shaftesbury Experience for Residents – Indoor activity	<input type="checkbox"/>	The Shaftesbury Experience for Residents – Outdoor activity & environment	<input type="checkbox"/>	The Shaftesbury Experience – Welcoming our Visitors	<input type="checkbox"/>	Facilities for the Elderly	<input type="checkbox"/>	Bringing the Old and New Town Together	<input type="checkbox"/>	The Neighbourhood Plan	<input type="checkbox"/>	Economic Development	<input type="checkbox"/>	Other, Please specify	<input type="checkbox"/>
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Economic Development	<input type="checkbox"/>																	
Other, Please specify	<input type="checkbox"/>																	

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

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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.

Applications must be supported by your organisation's latest annual accounts, or if your organisation has been in existence for less than 18 months, 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)	
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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 2020/21 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 **TBC**.
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:	
Position in Organisation:	
Date:	

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

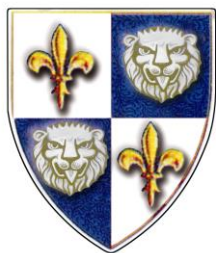
**Shaftesbury Town Council
The Town Hall
High Street
Shaftesbury
Dorset SP7 8LY**

Email: tracymoxham@shaftesbury-tc.gov.uk

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

Shaftesbury Town Council

Community Grant Evaluation Form 2020



As a condition of receiving a grant from Shaftesbury Town Council, you are required to complete this short evaluation form to enable the Council to assess the impact the grant has made to your project and the local community.

This form will be used to inform future applications you may submit

Year of Grant Award		Amount of Grant Awarded	£
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Name of Group or Organisation	
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1. Did you spend the entire amount awarded?	Yes		No	
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If no, please explain why not and how much is remaining:

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2. What did you use the grant funding for?
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3. What difference has the funding made to the locality or to the residents of Shaftesbury?

Please include information about the number of people from Shaftesbury who participated and/or benefited from the grant.

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4. How did you measure the benefits?

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5. Did you spend the entire amount awarded?	Yes		No	
---	-----	--	----	--

If yes, please tell us about them:

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6. Please tell us if there is anything we can do to improve the grant process

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It is a condition of your grant to fill in the evaluation form. Failure to do so will affect any further grant funding applications you may make to the Council.

Form completed by : Name and address	
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Position in Organisation:	
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Signature:	
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Date:	
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Please return your completed evaluation form, together with copies of relevant receipts (if applicable) to:

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

Email: enquiries@shaftesbury-tc.gov.uk

Further information about Shaftesbury Town Council and its grant awarding policy, is available from the office at the address above, or from www.shaftesbury-tc.gov.uk

Telephone: 01747 852420