



# Shaftesbury Town Council

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

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

To: Members of Shaftesbury Town Council’s General Management Committee (GEM),  
Councillors for GEM; Hollingshead (Chair), Chase (Vice-Chair), Brown, Hall, Lower, 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 21 July 2020**  
[online at Zoom.us](https://www.zoom.us/j/87456159135). Meeting ID: 874 5615 9135

All other recipients for information only

Claire Commons CertHE PSLCC, Town Clerk and Responsible Finance Officer (RFO)  
15<sup>th</sup> July 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. (Local Government Act, 1972 s.100)

## 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 Local Authorities and Police and  
Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations, 2020 )

## The 7 principles of public life

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

(Committee on Standards in Public Life, 1995)

## Agenda

- 1 APOLOGIES .....4**  
To receive and consider for acceptance, apologies for absence .....(1 min)  
(Local Government Act, 1972 s.85)
- 2 DECLARATIONS OF INTEREST .....4**  
To declare any interests relating to the business of the meeting and receive any  
dispensation requests from the Clerk. ....(1 min)  
(Shaftesbury Town Council Code of Conduct, 2019)
- 3 MINUTES .....5**  
To confirm the minutes of the previous meeting of the General Management Committee.(5  
min)  
(Local Government Act, 1972 Sch 12)
- 4 REPORTS FOR INFORMATION .....6**  
To receive and note reports pertaining to the remit of the Committee .....(5 min)  
(Shaftesbury Town Council Scheme of Delegation, 2019)

<b>5</b>	<b>FINANCES – QUARTER 1</b> .....	<b>7</b>
	To receive the Town Council’s accounts for the first quarter of the financial year 2020 / 21 .....(10 min) <i>(Local Government Act, 1972 s.151)</i>	
<b>6</b>	<b>PAYMENTS</b> .....	<b>16</b>
	To consider payments for authorisation.....(5 min) <i>(Local Government Act, 1972 s.150)</i>	
<b>7</b>	<b>MEMBER MOTION – INTERNAL CONTROLS</b> .....	<b>18</b>
	To consider nomination of an Internal Controls working group and to look into the current Internal Auditor performance .....(20 min) <i>(Accounts and Audit Regulations, 2015)</i>	
<b>8</b>	<b>SERVICE LEVEL AGREEMENTS – CAB AND OPEN HOUSE</b> .....	<b>23</b>
	To consider Service Level Agreements – support for Shaftesbury residents .....(5 min) <i>(Localism Act , 2011 s.1)</i>	
<b>9</b>	<b>HIRE OF COUNCIL LAND AND PREMISES – EXCEPTIONS REQUESTS</b> .....	<b>27</b>
	To consider requests outside Council policy for hire of land and premises .....(15 min) <i>(Localism Act , 2011 s.1)</i>	
<b>10</b>	<b>COPPICE STREET PROJECT</b> .....	<b>29</b>
	To consider options for the Coppice Street project.....(5 min) <i>(Road Traffic Regulation Act, 1984 s.57)</i>	
<b>11</b>	<b>SALT CELLAR</b> .....	<b>31</b>
	To consider rent in response to COVID-19 (This item may be required to go into confidential session. ....(15 min) <i>(Localism Act , 2011 s.1) possibly also (Public Bodies [Admission to meetings] Act , 1960)</i>	

(End)

Anticipated meeting end time 8:30pm

## **References**

- Accounts and Audit (Coronavirus) (Amendment) Regulations, 2020. [Online]  
Available at: <http://www.legislation.gov.uk/ukxi/2020/404/contents/made>
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- Clayden, P., 2019. *Arnold-Baker on Local Council Administration*. 11 ed. s.l.:Lexis Nexis.
- Cleyden, P., 2016. *Arnold-Baker on Local Council Administration*. Tenth ed. London: LexisNexis.
- Committee on Standards in Public Life, 1995. *The seven principles of public life*. [Online]  
Available at: <https://www.gov.uk/government/publications/the-7-principles-of-public-life>
- General Management Committee Minutes, 28th October 2019 G56. [Online]  
Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2019/11/2019-10-28-GEM-minutes-1.pdf>
- General Management Committee Terms of Reference, 2019. *General Management Terms of Reference*. [Online]  
Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/01/2019-07-23-GEM-Adopted-Terms-of-Reference.pdf>
- Local Government Act, 1972 s.100. *Admission of public and press to local authority committee meetings*. [Online].
- Local Government Act, 1972 s.150. *Expenses of parish and community councils*. [Online].
- Local Government Act, 1972 s.151. *Financial Administration*. [Online]  
Available at: <http://www.legislation.gov.uk/ukpga/1972/70/section/151>
- Local Government Act, 1972 s.85. *Vacation of office by failure to attend meetings*. [Online].
- Local Government Act, 1972 Sch 12. *Meetings and Proceedings of Local Authorities*. [Online].
- 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].
- Localism Act , 2011 s.1. *General Power of Competence*. [Online].
- Public Bodies [Admission to meetings] Act , 1960. [Online].
- Public Health Act, 1936 s.87. *Power to provide public toilets*. [Online].
- Road Traffic Regulation Act, 1984 s.57. [Online].
- Shaftesbury Town Council Code of Conduct, 2019. *Code of Conduct*. [Online]  
Available at: [https://www.shaftesbury-tc.gov.uk/images/STC\\_Code\\_of\\_Conduct\\_2012.pdf](https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf)
- Shaftesbury Town Council Scheme of Delegation, 2019. *Scheme of Delegation*. [Online]  
Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2019/03/Scheme-of-Delegation-Adopted-26th-February-2019.pdf>
- Shaftesbury Town Council, 2019. *Financial Regulations*. [Online].
- 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.
- The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations, 2020 . [Online].

## 1 Apologies

To receive and consider for acceptance, apologies for absence

(1 min)

[\(Local Government Act, 1972 s.85\)](#)

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### 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

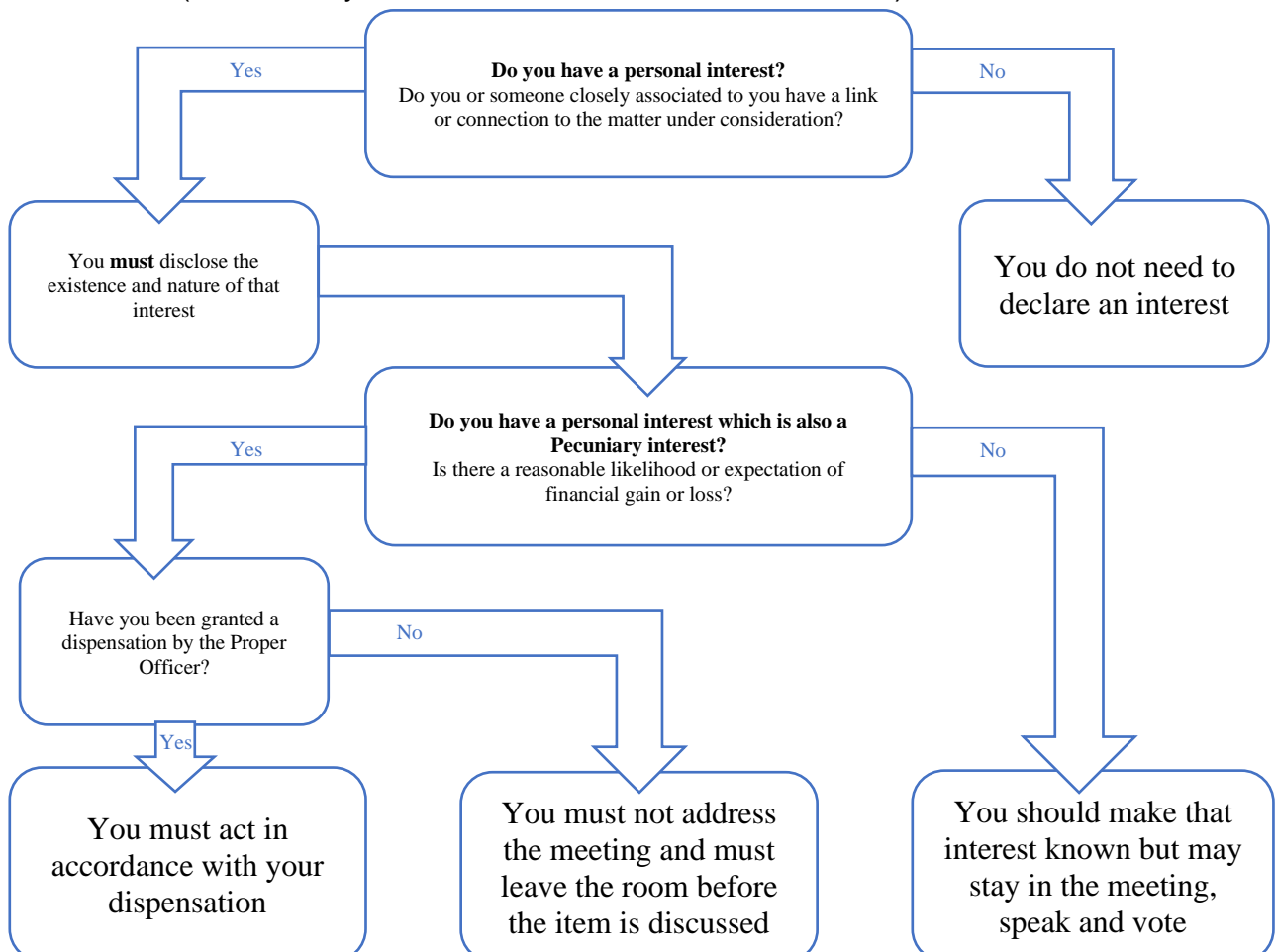
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)

[\(Shaftesbury Town Council Code of Conduct, 2019\)](#)

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### 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 Code of Conduct, 2019)



### **3 Minutes**

To confirm the minutes of the previous meeting of the General Management Committee.(5 min)

[\(Local Government Act, 1972 Sch 12\)](#)

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#### **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 Minutes to be adopted are provided through the hyperlinks against each of the dates below. Members should read them in advance of the meeting and satisfy themselves that they are a true record of the decisions taken.
- 3.2.2 [30<sup>th</sup> June 2020](#)

#### **4 Reports for Information**

To receive and note reports pertaining to the remit of the Committee

(5 min)

[\(Shaftesbury Town Council Scheme of Delegation, 2019\)](#)

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##### **4.1 Updates**

- 4.1.1 Internal Audit reports and action plans adopted by Full Council
- 4.1.2 Coppice Street Project included as a separate agenda item for this meeting
- 4.1.3 Recycling Trial postponed due to coronavirus
- 4.1.4 Allotments tender, delayed due to coronavirus, interested companies are being contacted to arrange a site visit to resubmit tenders
- 4.1.5 Park Walk rally cancelled due to coronavirus
- 4.1.6 Grants policy adopted by Council
- 4.1.7 Terms of Reference delayed until Annual Meeting
- 4.1.8 Financial Regulations delayed until Annual Meeting

##### **4.2 Scheme of Delegation**

- 4.2.1 There are no delegated decisions to report to the committee.

##### **4.3 Recommendation**

- |   |
|---|
| 4.3.1 That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees |
|---|

##### **4.4 Reason for Recommendation**

- 4.4.1 There are no items of business identified for decision. This report provides updates on previous decisions and decisions taken under the scheme of delegation.

(End)

Report Author:

Claire Commons

Town Clerk & RFO

## 5 Finances – Quarter 1

To receive the Town Council's accounts for the first quarter of the financial year 2020 / 21(10 min)

(Local Government Act, 1972 s.151)

### 5.1 Summary

5.1.1 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)

### 5.2 Balances

5.2.1 Cleared bank balances and earmarked reserves are shown on the detailed balance sheet appended to this report.

### 5.3 Performance against Budget

5.3.1 A detailed Income and expenditure report showing progress against budget is appended to this report.

5.3.2 The overall position of the accounts is healthy as the following summary position shows:

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Allotment	Income	1,841	40	2,000	1,960			2.0%
	Expenditure	622	565	1,587	1,022		1,022	35.6%
	Movement to/(from) Gen Reserve	1,220	(525)					
102 Cemetery	Income	5,350	906	4,000	3,094			22.7%
	Expenditure	1,037	184	1,165	981		981	15.8%
	Movement to/(from) Gen Reserve	4,313	722					
103 General Grounds	Income	13,713	63	10,938	10,876			0.6%
	Expenditure	67,889	9,812	62,528	52,716		52,716	15.7%
	Movement to/(from) Gen Reserve	(54,176)	(9,750)					
105 Local Delivery services	Income	6,441	190	7,500	7,310			2.5%
	Expenditure	9,222	2,130	8,250	6,120		6,120	25.8%
	Movement to/(from) Gen Reserve	(2,781)	(1,940)					
201 Town Hall	Income	50,166	96	53,804	53,708			0.2%
	Expenditure	18,222	3,840	16,530	12,690	250	12,440	24.7%
	Movement to/(from) Gen Reserve	31,944	(3,744)					
301 Civic	Income	50	0	0	0			0.0%
	Expenditure	5,462	1,385	9,520	8,135		8,135	14.5%
	Movement to/(from) Gen Reserve	(5,412)	(1,385)					
302 Legal and Professional	Income	48	0	0	0			0.0%
	Expenditure	32,909	13,509	30,950	17,441		17,441	43.6%
	Movement to/(from) Gen Reserve	(32,862)	(13,509)					
303 Grants & SLA	Expenditure	38,946	0	42,000	42,000		42,000	0.0%
304 Finance	Income	506,340	254,791	511,852	257,061			49.8%
	Expenditure	50,616	180	1,000	820		820	18.0%
	Net Income over Expenditure							

## Report 0720GEM5

		455,724	254,611	510,852	256,241		
	less Transfer to EMR	0	94,705				
	Movement to/(from) Gen Reserve	455,724	159,906				
305	Swimming Pool	Income	27,517	0	28,200	28,200	0.0%
		Expenditure	73,917	1,214	61,845	60,631	2.0%
	Movement to/(from) Gen Reserve	(46,400)	(1,214)				
306	Covid-19	Expenditure	0	2,611	0	(2,611)	(2,611) 0.0%
401	General Running Costs	Expenditure	12,712	3,406	15,535	12,129	12,129 21.9%
402	Staffing Costs	Income	10,085	0	10,085	10,085	0.0%
		Expenditure	269,128	70,660	283,764	213,104	213,104 24.9%
	Movement to/(from) Gen Reserve	(259,043)	(70,660)				
901	Reserves & Projects	Income	24,385	5,800	0	(5,800)	0.0%
		Expenditure	75,456	27,285	360,543	333,258	333,258 7.6%
	Net Income over Expenditure	(51,071)	(21,484)	(360,543)	(339,059)		
	plus Transfer from EMR	0	29,509				
	less Transfer to EMR	0	5,800				
	Movement to/(from) Gen Reserve	(51,071)	2,225				
902	Capital Replacement Reserve	Expenditure	0	0	140,500	140,500	140,500 0.0%
<b>Grand Totals:- Income</b>		<b>645,937</b>	<b>261,886</b>	<b>628,379</b>	<b>366,493</b>		<b>41.7%</b>
Expenditure		<b>656,139</b>	<b>136,779</b>	<b>1,035,717</b>	<b>898,938</b>	<b>250</b>	<b>898,688 13.2%</b>
Net Income over Expenditure		<b>(10,202)</b>	<b>125,107</b>	<b>(407,338)</b>	<b>(532,445)</b>		
plus Transfer from EMR		<b>0</b>	<b>29,509</b>				
less Transfer to EMR		<b>0</b>	<b>100,505</b>				
Movement to/(from) Gen Reserve		<b>(10,202)</b>	<b>54,111</b>				

### 5.4 Scheme of Delegation

5.4.1 To monitor all financial matters and the accounts responsibly and diligently. (General Management Committee Terms of Reference number 2, 2019)

### 5.5 Legal Implications

5.5.1 Every local authority is required to make arrangements for the proper administration of its affairs and to ensure that one of its officers has responsibility for those affairs (Local Government Act, 1972 s.151). The Responsible Financial Officer for this Council is the Clerk.

### 5.6 Recommendation

5.6.1 That the Committee receives and notes the reports and makes any recommendations for virements to Full Council

### 5.7 Reason for Recommendation

5.7.1 To exercise the Committees delegated authority in the management of the Council's financial matters.

(End)

Report Author: Claire Commons, Town Clerk & RFO



Report 0720GEM5

14/07/2020

Shaftesbury Town Council

14:11

Balance Sheet as at 30/06/2020

31 March 2020

31 March 2021

<b>Current Assets</b>		
871	Debtors	906
7,765	Vat Control	7,824
	Prepayments	0
5,807		
24,026	NatWest Current A/c	140,404
	Petty Cash	7
39		
107	Petty Cash- Swimming Pool	52
267,717	Public Sector Deposit A/c	267,717
	Cambridge & Counties Bank	
153,548		153,548
169,000	Nationwide Business Savings	169,000
	PAYE & NI Due	0
0		
<b>628,880</b>		<b>739,458</b>
	<b>628,880 Total Assets</b>	<b>739,458</b>
<b>Current Liabilities</b>		
0	NatWest Reserve A/c	77
10,478	Creditors	6,777
	Accruals	0
2,750		
0	Wages	1,059
	PAYE & NI Due	0
4,727		
4,535	Superannuation Due	0
212	Holding Deposits	261
<b>22,702</b>		<b>8,173</b>
	<b>606,178 Total Assets Less Current Liabilities</b>	<b>731,285</b>
<b>Represented By</b>		
278,546	General Reserve	251,722
327,632	Earmarked Reserves	479,563
<b>606,178</b>		<b>731,285</b>

The above statement represents fairly the financial position of the authority as at 30/06/2020 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

\_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

\_\_\_\_\_ Date : \_\_\_\_\_

## Report 0720GEM5

### Detailed Income and Expenditures with notes

	Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Availabl e	% Spent	Notes
<u>101</u> <u>Allotment</u>							
1104 Allotment Rent Income	1,841	40	2,000	1,960	2.00%	2.00%	Allotment rents not due until January
<b>Allotment :- Income</b>	<b>1,841</b>	<b>40</b>	<b>2,000</b>	<b>1,960</b>	<b>2.00%</b>	<b>2.00%</b>	
4165 Water Rates	381	512	900	388	388	56.90%	6 monthly bills received
4250 Repairs & Maintenance	71	54	515	462	462	10.40%	
4414 IT Software	169	0	172	172	172	0.00%	
<b>Allotment :- Indirect Expenditure</b>	<b>622</b>	<b>565</b>	<b>1,587</b>	<b>1022</b>	<b>1,022</b>	<b>35.60%</b>	
<b>Net Income over Expenditure</b>	<b>1,220</b>	<b>-525</b>	<b>413</b>	<b>938</b>			
<u>102</u> <u>Cemetery</u>							
1105 Cemetery Income	5,350	906	4,000	3,094	22.60%		
<b>Cemetery :- Income</b>	<b>5,350</b>	<b>906</b>	<b>4,000</b>	<b>3,094</b>	<b>22.60%</b>		
4150 Rates & Services	517	184	550	366	366	33.40%	
4165 Water Rates	81	0	125	125	125	0.00%	
4250 Repairs & Maintenance	149	0	200	200	200	0.00%	
4414 IT Software	290	0	290	290	290	0.00%	
Cemetery :- Indirect Expenditure	<b>1037</b>	<b>184</b>	<b>1165</b>	<b>981</b>	<b>981</b>	<b>15.80%</b>	
<b>Net Income over Expenditure</b>	<b>4,313</b>	<b>722</b>	<b>2,835</b>	<b>2,113</b>			
<u>103</u> <u>General Grounds</u>							
1102 Contribution to Services	1,683	0	1,600	1,600	0.00%		
1103 Rents	420	63	915	853	6.80%		
1300 Grass Cutting Income	6,023	0	6,023	6,023	0.00%		
1301 Miscellaneous Income	3,688	0	1,400	1,400	0.00%		
1302 Memorial Bench Income	1,899	0	1,000	1,000	0.00%		
<b>General Grounds :- Income</b>	<b>13,713</b>	<b>63</b>	<b>10,938</b>	<b>10,876</b>	<b>0.60%</b>		
4020 Sub Contract Labour	9,821	0	9,100	9,100	9,100	0.00%	
4150 Rates & Services	3,133	990	3,227	2,237	2,237	30.70%	
4155 Electricity	1,181	210	1,000	790	790	21.00%	
4165 Water Rates	1,978	18	2,369	2,351	2,351	0.80%	
4250 Repairs & Maintenance	2,535	69	2,500	2,431	2,431	2.80%	
4256 Treework	9,632	175	5,500	5,325	5,325	3.20%	
4257 Plants	991	383	800	417	417	47.90%	Summer plants purchased
4261 Refuse Collection	2,705	383	2,700	2,317	2,317	14.20%	
4265 General Supplies	208	0	0	0	0	0.00%	
4270 Equipment/Repairs/Hire	1,636	669	3,500	2,831	2,831	19.10%	
4271 Equipment Purchases	888	0	0	0	0	0.00%	
4272 Fuel for Equipment	2,026	179	2,000	1,821	1,821	8.90%	
4273 Memorial Bench	1,899	0	1,000	1,000	1,000	0.00%	
4274 Rent Unit 9C	7,572	3,786	7,572	3,786	3,786	50.00%	6 months rent paid
4275 Equipment Hire	152	0	0	0	0	0.00%	
4278 Alarm Costs	55	0	210	210	210	0.00%	
4280 Fuel for Vehicles	2,645	176	3,100	2,924	2,924	5.70%	
4281 Motor Expenses	3,627	935	3,000	2,065	2,065	31.20%	New clutch service HF56. Years Road Tax WD65 XAM

## Report 0720GEM5

4282	Hitachi Payments Mower	8,492	0	0	0	0.00%		
4285	PPE	710	16	1,000	984	984	1.60%	
4290	Playground Inspections	450	0	450	450	450	0.00%	
4291	Playground Repair/Maintenance	4,121	1,075	12,000	10,925	10,925	9.00%	
4299	SLA-Trinity Grounds Maintainan	1,495	748	1,500	752	752	49.80%	1st instalment paid
4410	Telephone	-62	0	0	0	0	0.00%	
	General Grounds :- Indirect Expenditure	<b>67,889</b>	<b>10</b>	<b>65,528</b>	<b>52716</b>	<b>52,716</b>	<b>15.70%</b>	
	<b>Net Income over Expenditure</b>	<b>-54,176</b>	<b>-9,750</b>	<b>-51,590</b>	<b>-41,840</b>			
<u>105</u>	<u>Local Delivery services</u>							
1501	Street Market Rents R'ved	6,441	190	7,500	7,310	2.50%	Market rents from 18th June only- Markets cancelled due to Covid-19	
	Local Delivery services :- Income	<b>6,441</b>	<b>190</b>	<b>7,500</b>	<b>7,310</b>	<b>2.50%</b>		
4150	Rates & Services	2,185	667	2,250	1,583	1,583	29.60%	
4155	Electricity	1,498	158	1,300	1,142	1,142	12.20%	
4165	Water Rates	1,382	0	1,900	1,900	1,900	0.00%	
4176	CCTV	1,273	312	300	-12	-12	103.90% %	Annual maintenance/service contract paid
4250	Repairs & Maintenance	1,859	873	1,300	427	427	67.20%	Annual Hand Drier maintenance contract paid
4260	Cleaning Supplies	1,024	120	1,200	1,080	1,080	10.00%	
	Local Delivery services :- Indirect Expenditure	<b>9,222</b>	<b>2,130</b>	<b>8,250</b>	<b>6,120</b>	<b>6,120</b>	<b>25.80%</b>	
	<b>Net Income over Expenditure</b>	<b>-1,940</b>	<b>-750</b>	<b>1,190</b>				
<u>201</u>	<u>Town Hall</u>							
1201	Hall Hire	24,036	96	26,000	25,904	0.40%	Forecourt hire only since July, all bookings cancelled due to Covid-19	
1203	Weddings	2,355	0	2,300	2,300	0.00%	No new bookings due to Covid-19	
1204	Shop Rents	20,828	0	22,162	22,162	0.00%	Lease payments suspended due to Covid-19	
1205	Sitting Out Licence	674	0	842	842	0.00%	Payments not due until November	
1220	Solar Panel Feed in Tariff	2,274	0	2,500	2,500	0.00%	Meter reading due	
	Town Hall :- Income	<b>50,166</b>	<b>96</b>	<b>53,804</b>	<b>53,708</b>	<b>0.20%</b>		
4150	Rates & Services	7,120	2,168	7,334	5,167	5,167	29.60%	
4155	Electricity	3,903	330	2,500	2,170	2,170	13.20%	
4160	Gas	1,375	554	2,000	1,446	1,446	27.70%	
4165	Water Rates	192	55	250	195	195	22.00%	
4200	Wedding Costs	505	348	500	152	152	69.70%	Annual licence prepaid
4230	Trinity Car Park Space	550	0	550	550	550	0.00%	
4250	Repairs & Maintenance	3,400	385	2,000	1,615	250	1,365	
4260	Cleaning Supplies	294	0	300	300	300	0.00%	Cleanng outsourced- previously in house
4271	Equipment Purchases	161	0	250	250	250	0.00%	
4278	Alarm Costs	432	0	550	550	550	0.00%	Servicing due July
4414	IT Software	290	0	296	296	296	0.00%	
	Town Hall :- Indirect Expenditure	<b>18,222</b>	<b>3,840</b>	<b>16,530</b>	<b>12,690</b>	<b>12,440</b>	<b>24.70%</b>	
	<b>Net Income over Expenditure</b>	<b>31,944</b>	<b>-3,744</b>	<b>37,274</b>	<b>41,018</b>			

Civic

## Report 0720GEM5

1400	Mayor's Charity Income	50	0	0	0	0.00%		
	Civic :- Income	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>			
4300	Civic/Ceremonial	1,506	65	3,000	2,935	2,935	2.20%	
4302	Councillor Allowances	3,510	1,300	5,200	3,900	3,900	25.00%	1st Quarters allowance paid
4305	Regalia	0	0	150	150	150	0.00%	
4310	Councillor Training	115	0	720	720	720	0.00%	
4311	Councillor Travel/Subsistence	21	0	150	150	150	0.00%	
4315	Hospitality	311	20	300	280	280	6.70%	
	Civic :- Indirect Expenditure	<b>5,462</b>	<b>1,385</b>	<b>9,520</b>	<b>8,135</b>	<b>8,135</b>	<b>14.50%</b>	
	<b>Net Income over Expenditure</b>	<b>-5,412</b>	<b>-1,385</b>	<b>-9,520</b>	<b>-8,135</b>			
<u>302</u>	<u>Legal and Professional</u>							
1301	Miscellaneous Income	48	0	0	0	0.00%		
	Legal and Professional :- Income	<b>48</b>	<b>0</b>	<b>0</b>	<b>0</b>			
4325	Audit	3,250	-2,042	2,950	4,992	4,992	69.20%	Invoices outstanding for 2 years- awaiting return from PKF
4326	Books & Subscriptions	1,752	1,157	2,000	843	843	57.90%	DAPTC annual subscription has been paid
4330	Insurance	9,783	11,018	12,000	982	982	91.80%	Insurance policies for the year have been paid
4341	Professional & Legal Fees	10,163	3,375	10,000	6,625	6,625	33.80%	
4342	Election Costs	7,961	0	4,000	4,000	4,000	0.00%	
	Legal and Professional :- Indirect Expenditure	<b>32,909</b>	<b>13,509</b>	<b>30,950</b>	<b>17,441</b>	<b>17,441</b>	<b>43.60%</b>	
	<b>Net Income over Expenditure</b>	<b>-32,862</b>	<b>-13,509</b>	<b>-30,950</b>	<b>-17,441</b>			
<u>303</u>	<u>Grants &amp; SLA</u>							
4350	Community Grants	26,946	0	20,000	20,000	20,000	0.00%	Grant Application forms not yet issued
4352	Service Level Agreements	12,000	0	22,000	22,000	22,000	0.00%	No SLA' s agreed as yet
	Grants & SLA :- Indirect Expenditure	<b>38946</b>	<b>0</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>	<b>0.00%</b>	
	<b>Net Expenditure</b>	<b>-38,946</b>	<b>0</b>	<b>-42,000</b>	<b>-42,000</b>			
<u>304</u>	<u>Finance</u>							
1340	Bank Interest Received	3,247	1,241	4,300	3,059		28.90%	
1342	CCLA Prop Fund Dividend Receiv	2,097	1,024	2,500	1,476		41.00%	Dividend received higher than anticipated
1376	Precept	500,996	252,526	505,052	252,526		50.00%	1st instalment received
	Finance :- Income	<b>506,340</b>	<b>254,791</b>	<b>511,852</b>	<b>257,061</b>		<b>49.80%</b>	
4380	Bank Charges	616	180	1,000	820	820	18	
4394	CCLA Property Fund	50,000	0	0	0	0	0	
	Finance :- Indirect Expenditure	<b>50,616</b>	<b>180</b>	<b>1000</b>	<b>820</b>	<b>18.00%</b>	<b>18.00%</b>	
	<b>Net Income over Expenditure</b>	<b>455,724</b>	<b>254,611</b>	<b>510,852</b>	<b>256,241</b>			
6001	less Transfer to EMR	0	94,705					Funds t/ferred to EMR's
	<b>Movement to/(from) Gen Reserve</b>	<b>455,724</b>	<b>159,906</b>					
<u>305</u>	<u>Swimming Pool (Opening delayed due to Covid)</u>							
1220	Solar Panel Feed in Tariff	1,384	0	1,200	1,200	0	0.00%	
1301	Miscellaneous Income	0	0	1,000	1,000	0	0.00%	
1365	Swimming Pool Income	26,133	0	24,000	24,000	0	0.00%	

## Report 0720GEM5

1367	Retail Income	0	0	2,000	2,000	0	0.00%	
	Swimming Pool :- Income	<b>27,517</b>	<b>0</b>	<b>28,200</b>	<b>28,200</b>	<b>0.00%</b>		
4008	Life Guard Salaries	35,747	0	33,000	33,000	33,000	0.00%	
4010	Staff Training	653	0	1,500	1,500	1,500	0.00%	
4150	Rates & Services	3,229	0	3,300	3,300	3,300	0.00%	
4155	Electricity	2,945	243	2,050	1,807	1,807	11.90%	
4160	Gas	10,018	129	4,700	4,571	4,571	2.70%	
4165	Water Rates	2,137	580	2,500	1,920	1,920	23.20%	
4250	Repairs & Maintenance	7,683	262	2,000	1,738	1,738	13.10%	
4260	Cleaning Supplies	384	0	450	450	450	0.00%	
4271	Equipment Purchases	1,223	0	1,250	1,250	1,250	0.00%	
4360	Chemicals	3,629	0	3,800	3,800	3,800	0.00%	
4362	Plant Servicing/Repairs	2,054	0	2,100	2,100	2,100	0.00%	
4363	DBS Checks	150	0	250	250	250	0.00%	
4364	Uniforms	316	0	400	400	400	0.00%	
4365	Music Licences	272	0	275	275	275	0.00%	
4366	Retail Sales	1,646	0	1,500	1,500	1,500	0.00%	
4369	Aqua Fit Instructors	875	0	1,680	1,680	1,680	0.00%	
4370	Swimming Pool Advertising	844	0	850	850	850	0.00%	
4373	ATC Renewal	0	0	140	140	140	0.00%	
4410	Telephone	113	0	100	100	100	0.00%	
	Swimming Pool :- Indirect Expenditure	<b>73,917</b>	<b>1,214</b>	<b>61,845</b>	<b>60,631</b>	<b>60,631</b>	<b>2.00%</b>	
	<b>Net Income over Expenditure</b>	<b>-46,400</b>	<b>-1,214</b>	<b>-33,645</b>	<b>-32,431</b>			
<u>306</u>	<u>Covid-19 New Cost Centre</u>							New cost centre to reflect expenditure as a result of Covid - 19
4260	Cleaning Supplies	0	229	0	-229	-229	0.00%	Disinfectant.santiser, specialised cleaning fluid
4265	General Supplies	0	14	0	-14	-14	0.00%	Hazzard tape, cable ties for additional posters/markings
4285	PPE	0	154	0	-154	-154	0.00%	Face masks, gloves, aprons
4414	IT Software	0	24	0	-24	-24	0.00%	Zoom for video communication
4421	Publicity - Covid	0	159	0	-159	-159	0.00%	Information banners
4422	Scrub Hub (PPE)	0	1,544	0	-1,544	-1,544	0.00%	Material for scrub hub
4423	Covid Support Group (vol)	0	350	0	-350	-350	0.00%	Petty Cash to support the Food Aid volunteers (to be returned)
4424	High Street Pedestrianisation Covid-19 :- Indirect Expenditure	0	138	0	-138	-138	0.00%	Hi-Viz Jackets for Marshalls
	<b>Net Expenditure</b>	<b>0</b>	<b>2611</b>	<b>0</b>	<b>-2,611</b>	<b>-2,611</b>		
<u>401</u>	<u>General Running Costs</u>							
4265	General Supplies	241	8	180	172	172	4.60%	
4345	Advertising	193	0	500	500	500	0.00%	
4348	Consultations	0	0	1,000	1,000	1,000	0.00%	
4400	Printing	1,294	122	1,300	1,178	1,178	9.40%	
4401	Stationery	1,116	180	1,200	1,020	1,020	15.00%	
4402	Postage	178	71	200	130	130	35.30%	
4410	Telephone	3,616	1,618	3,150	1,532	1,532	51.40%	Bill higher due to increase use of telephone, new deals on broadband, grounds mobiles and calls sourced andthese will come into effect as from the end of July.

## Report 0720GEM5

4414	IT Software	4,929	1,143	5,665	4,522	4,522	20.20%		
4415	IT Support	326	75	1,500	1,425	1,425	5.00%		
4417	Web Site	660	165	690	525	525	23.90%		
4420	Office Equipment	161	25	150	125	125	16.70%		
	General Running Costs :- Indirect Expenditure	<b>12,712</b>	<b>3,406</b>	<b>15,535</b>	<b>12,129</b>	<b>12,129</b>	<b>21.90%</b>		
	<b>Net Expenditure</b>	<b>-12,712</b>	<b>-3,406</b>	<b>-15,535</b>	<b>-12,129</b>				
<u>Staffing Costs</u>									
1360	Contribution Street Cleaning	10,085	0	10,085	10,085	0.00%		Invoice raised awaiting payment from DC	
	Staffing Costs :- Income	<b>10,085</b>	<b>0</b>	<b>10,085</b>	<b>10,085</b>	<b>0.00%</b>			
4000	Salaries	198,093	54,111	216,126	162,015	162,015	25.00%		
4005	Employers NI	18,604	4,597	17,341	12,744	12,744	26.50%		
4006	Employers Superann	38,894	10,577	42,597	32,020	32,020	24.80%		
4010	Staff Training	2,176	1,376	5,000	3,624	3,624	27.50%		
4015	Staff Travel & Subsistence	475	0	700	700	700	0.00%		
4018	Staff Recruitment	0	0	1,000	1,000	1,000	0.00%		
4020	Sub Contract Labour	10,887	0	1,000	1,000	1,000	0.00%		
	Staffing Costs :- Indirect Expenditure	<b>269,128</b>	<b>70,660</b>	<b>283,764</b>	<b>213,104</b>	<b>213,104</b>	<b>24.90%</b>		
	<b>Net Income over Expenditure</b>	<b>-259,043</b>	<b>-70,660</b>	<b>-273,679</b>	<b>-203,019</b>				
<u>901 Reserves &amp; Projects</u>									
1301	Miscellaneous Income	24,385	5,800	0	-5,800	0.00%		Grant for Covid Food Aid Support	
	Reserves & Projects :- Income	<b>24,385</b>	<b>5,800</b>	<b>0</b>	<b>-5,800</b>				
4903	Traffic Calming	2,495	660	656	-4	-4	100.60 %	Post for SID	
4906	Playground Equipment	0	0	25,000	25,000	25,000	0.00%		
4910	Street Furniture	2,485	0	21,826	21,826	21,826	0.00%		
4911	Castle Hill	8,082	0	0	0	0	0.00%		
4912	Town Branding/Signage	0	0	50,000	50,000	50,000	0.00%		
4915	Coppice Street Car Park	0	0	23,329	23,329	23,329	0.00%		
4921	Market Experience	0	0	20,000	20,000	20,000	0.00%		
4922	Vehicles	21,028	19,768	24,482	4,714	4,714	80.70%	New Mower purchased	
4926	Strategic Tree Works	0	0	16,795	16,795	16,795	0.00%		
4927	Climate Change	0	0	5,000	5,000	5,000	0.00%		
4928	Replacement IT Equipment	1,018	0	7,579	7,579	7,579	0.00%		
4929	Managing Congestion and Parkin	0	0	10,000	10,000	10,000	0.00%		
4930	Southern Slopes	0	0	28,000	28,000	28,000	0.00%		
4931	Swimming Pool	23,104	0	18,041	18,041	18,041	0.00%		
4932	Neighbourhood Planning Group	12,382	741	2,000	1,259	1,259	37.00%		
4933	A30 Allotment Site	1,611	0	23,389	23,389	23,389	0.00%		
4934	Explore viability of CLT	0	0	10,000	10,000	10,000	0.00%		
4937	Wild About Shaftesbury	1,000	1,324	2,402	1,078	1,078	55.10%	Wild Flower Seed Trial	
4941	Memorial Stone Maintenance ED	0	0	2,450	2,450	2,450	0.00%		
4942	Litter Free Dorset	76	0	424	424	424	0.00%		
4943	Comm. Infrast. Maltings Est.	0	0	15,000	15,000	15,000	0.00%		
4944	Footpath/Cycle path network	0	0	10,000	10,000	10,000	0.00%		
4945	Pop Up Shop/PB ml2/EDAC	0	0	40,000	40,000	40,000	0.00%		
4946	Covid Community Food Aid Grant	0	4,447	0	-4,447	-4,447	0.00%		
4950	Victory Celebrations 2020	2,175	0	3,825	3,825	3,825	0.00%		

## Report 0720GEM5

4951	Mayors Charity Account 2017/18	0	345	345	0	0	100.00 %
	Reserves & Projects :- Indirect Expenditure	<b>75,456</b>	<b>27,285</b>	<b>360,543</b>	<b>333,258</b>	<b>333,258</b>	<b>7.60%</b>
	<b>Net Income over Expenditure</b>	<b>-51,071</b>	<b>-21,484</b>	<b>-360,543</b>	<b>-339,059</b>		
6000	plus Transfer from EMR	0	29,509				
6001	less Transfer to EMR	0	5,800				
	<b>Movement to/(from) Gen Reserve</b>	<b>-51,071</b>	<b>2,225</b>				
<u>902</u>	<u>Capital Replacement Reserve</u>						
4905	Town Hall Building Fund	0	0	120,000	120,000	120,000	0.00%
4916	Bus Shelters	0	0	3,500	3,500	3,500	0.00%
4918	CCTV	0	0	5,000	5,000	5,000	0.00%
4949	Swimming Pool Capital Expendit	0	0	12,000	12,000	12,000	0.00%
	Capital Replacement Reserve :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>140,500</b>	<b>140,500</b>	<b>140,500</b>	<b>0.00%</b>
	<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>-140,500</b>	<b>-140,500</b>		
	Grand Totals:- Income	<b>645,937</b>	<b>261,886</b>	<b>628,379</b>	<b>366,493</b>		<b>41.70%</b>
	Expenditure	<b>656,139</b>	<b>136,779</b>	<b>1,035,717</b>	<b>898,938</b>	<b>898,688</b>	<b>13.20%</b>
	<b>Net Income over Expenditure</b>	<b>-10,202</b>	<b>125,107</b>	<b>-407,338</b>	<b>-532,445</b>		
	plus Transfer from EMR	<b>0</b>	<b>29,509</b>				
	less Transfer to EMR	<b>0</b>	<b>100,505</b>				
	<b>Movement to/(from) Gen Reserve</b>	<b>-10,202</b>	<b>54,111</b>				

## 6 **Payments**

To consider payments for authorisation

(5 min)

[\(Local Government Act, 1972 s.150\)](#)

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### 6.1 **Summary**

6.1.1 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. (Clayden, 2019), (Accounts and Audit Regulations, 2015)

6.1.2 A list of payments is provided for review and authorisation

### 6.2 **Scheme of Delegation**

6.2.1 The Town Clerk is the Responsible Finance Officer to the Council and is responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

6.2.2 The Town Clerk is delegated to authorise routine expenditure within the greed budget

### 6.3 **Financial Implications**

6.3.1 The RFO is required to prepare a schedule of payments requiring authorisation to be presented to the council or finance committee. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of contract of employment) may be summarised to remove public access to any personal information. (Shaftesbury Town Council, 2019)

### 6.4 **Legal Implications**

6.4.1 Every parish council shall keep such accounts as may be prescribed of the receipts and payments of the council. (Local Government Act, 1972 s.150)

6.4.2 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)

### 6.5 **Recommendation**

6.5.1 That the Council approves the payments from the Town Council's current account and minutes the resulting bank balance
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### 6.6 **Reason for Recommendation**

6.6.1 Members should be satisfied with the payments being drawn on the Council's account and that there are sufficient funds to meet those commitments.

### 6.7 **List of payments raised between 1<sup>st</sup> July and 14<sup>th</sup> July 2020**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2020	Dorset Council	Std Ord	724.00		Rates Town Hall
01/07/2020	Dorset Council	Std Ord	222.00		Business Rates Toilets
01/07/2020	Dorset Council	Std Ord	60.00		Rates Cemetery



## Report 0720GEM6

01/07/2020	Dorset Council	Std Ord	329.00	Rates Unit 9c
01/07/2020	Shaftesbury Trinity Trust	SO	275.00	Car Park Space
01/07/2020	Telefonica Uk Ltd	DD	76.75	Purchase Ledger Payment
07/07/2020	Zoom Video Communications	POS	14.39	Purchase Ledger Payment
07/07/2020	Land Registry	POS.	6.00	Land registry document
08/07/2020	Garden Machinery Direct	DebitCard	656.25	Purchase Ledger Payment
09/07/2020	Zoom Video Communications	Debitcard	13.46	Zoom
09/07/2020	British Telecommunications	DDebit	1,272.83	BT Phone services Mar-June
09/07/2020	Card Saver Ltd	dd	16.00	Card Payment services
13/07/2020	Opus Energy	d/d	57.30	Purchase Ledger Payment
13/07/2020	Fuel Genie	Directd	197.47	Fuel June
14/07/2020	Clarity Copiers Ltd	OL609	39.16	Printing June
14/07/2020	Shaftesbury in Bloom	OL610	80.00	Sponsorships Floral Barrels TH
14/07/2020	Mole Countrystores	OL611	49.97	Pressure Sprayer (x2)
14/07/2020	Wessex Water	OL612	511.73	Water Rates St James
14/07/2020	Wessex Water	OL613	580.31	Water Rates - Bell St Toilets
14/07/2020	Aqua cleaning Services	ol615	412.21	Covid related cleaning supplies
14/07/2020	Blackmore Vale Partnership	OL616	943.65	Volunteer Expenses Covid
14/07/2020	Lyreco	OL617	50.33	Laminating Pouches
14/07/2020	Angel Springs Ltd	ol618	12.00	Water Cooler Rental
14/07/2020	NDM Electrical	OL619	198.22	New Lights Disabled WC
14/07/2020	Society of Local Council Clerk	OL620	1,470.00	Community Governance 2nd Insta
14/07/2020	EG. Coles	OL621	22.88	Oil 5LTR
14/07/2020	Wessex Water	OL622	55.00	Water Rates Town Hall
14/07/2020	Wessex Water	OL623	18.32	Water Rates Rose Garden
14/07/2020	Prime cuts	OL614	273.00	Food Vouchers
<b>Total Payments</b>			<b>8,637.23</b>	

(End)

Report Author:

Claire Commons, Town Clerk and RFO

**7 Member Motion – Internal Controls**

To consider nomination of an Internal Controls working group and to look into the current Internal Auditor performance (20 min)

(Accounts and Audit Regulations, 2015)

To be referred to Committee (if yes, specify which committee)	No
Title of Motion	Internal Controls
Proposed by	Cllr K Tippins
Seconded by	Cllr P Yeo
Proposed Resolution	<ol style="list-style-type: none"> <li>1. Nomination of a Internal Controls Working Group to go through a checklist of Controls to report to Full Council twice a year.</li> <li>2. To look into the current Internal Auditor performance against being ‘independent and competent’ to effectively report on Shaftesbury Town Council. Recommend to Full Council on either staying with the existing Internal Auditor or changing to another company</li> </ol>
Background (provided by the proposer)	<p><b>Internal Control Working Party</b></p> <p><b>Those who are responsible for the conduct of public business and for spending public money are accountable for ensuring that public business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. In discharging this accountability, the Council (both members and officers) are responsible for putting in place proper arrangements for the governance of their affairs and the stewardship of the resources at their disposal as required by section 2 of the annual return.</b></p> <p>The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.</p> <p>Shaftesbury Town Council needs to appoint <u>3 members</u> from the Full Council <u>12 members</u> to form an ‘internal</p>

	<p>controls working group’ that is tasked to ensure that the internal control checks are carried out once every six months.</p> <p>A proposed checklist is attached.</p> <p><b>Internal Auditor Review</b></p> <p><b>The current Internal Auditor reports have been repetitions of findings. This may be because the Council has not carried out its duty to address the recommendation, or due to the Internal Auditor not really doing an ‘audit’ but copying and pasting the previous reports.</b></p> <p><b>Cllr Tippins and Cllr Yeo posed many questions to the current Internal Auditor which appears to have generated over 14 recommendations, compared with the usual reports only containing 2 or 3. Why were fundamental aspects like the Asset Register missed in previous audits? Especially when the Town Councils assets are worth over £1-2m.</b></p> <p><b>Any Town Council must review the performance of their Internal Auditor to validate that they are ‘Independent and Competent’ and providing valid recommendations to strengthen the Town Councils Internal and Financial Controls.</b></p> <p>Local councils are required to appoint an independent and competent internal auditor to review regularly systems of financial control and other controls over the activities of the council to ensure that they are adequate, effective, and in line with current regulations. Internal audit is a key component of the system of internal control. The Internal Auditor is independent of the operations (financial control/management) of the Council and competent in the understanding of the law as applicable to Local Councils, of simple accounting and basic PAYE and VAT requirements.</p> <p>The report produced by the internal auditor may contain recommendations in order to strengthen the internal control environment in which case the Council has a duty to ensure that they address the recommendations.</p>
<p>Background (provided by the Proper Officer)</p>	<p>The General Management Committee terms of reference provide delegation to the Committee to monitor all financial matters (2), carry out financial investigations and request supporting documents (3) and ensure that the Town Council’s financial practices comply with the Financial Regulations set out by the Audit Commission, Central Government and the Council’s Financial Regulations (5)</p>

Report 0720GEM7

Financial implication (anticipated by the proposer)	
Financial implications (anticipated by the Proper Officer)	
Legal implications	<p>Every parish council shall keep such accounts as may be prescribed of the receipts and payments of the council. (Local Government Act, 1972 s.150)</p> <p>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)</p>
Proposers signature	
Seconders signature	

Report 0720GEM7  
**Proposed Shaftesbury Town Council**

**REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL**

Internal Control	Suggested Testing	Yes	No	Town Council Controls / Comments
<b>Standing Orders &amp; Financial Regulations</b>	1) Has the Town Council formally adopted Standing Orders and Financial Regulations	Yes		
<b>Payment Controls &amp; Bookkeeping</b>	1) Has a Responsible Financial Officer been appointed with specific duties? 2) Have items or services been competitively purchased? 3) Is the cashbook maintained and up to date? 4) Is a bank reconciliation carried out regularly? 5) Are payments in the cashbook supported by invoices, authorised in accordance with a minute resolution or delegated authority within the Scheme of Delegation? 6) Has VAT on payments been identified, recorded and reclaimed? 7) Is s137 expenditure separately recorded and within statutory limits? If the Council has declared the General Power of Competence, this is no longer a requirement.	Yes  Yes ? ? ? ? ?		
<b>Receipts / Income Controls &amp; Petty Cash</b>	1) Is income properly recorded and banked? 2) Does the precept approved, agree to the Council Tax authority's notification? 3) Are the petty cash floats adequate in size to meet small expenditure and do not require reimbursement more frequently than a month? 4) Is all the petty cash recorded and supported by VAT invoices/receipts? 5) Is petty cash expenditure reported to a council meeting?	? ? ? ? ?		
<b>Debt Collection</b>	1) Does the Council have in place debt monitoring arrangements for the collection of sums of money owed to them for Allotments and other council activities, for example, room and hall hire?	?		
<b>Employment Payroll Controls</b>	1) Do all employees have contracts of employment with clear terms and conditions? 2) Do salaries paid agree with those approved by the Council? 3) Are other payments to employees reasonable and approved by the Council? 4) Have PAYE/NIC been properly and operated by the Council as an employer?	?	No No	

**REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL**

<b>Asset Controls</b>	1) Does the Council maintain an asset register of all material owned or in it's care? 2) Are the assets and investments registers up to date? 3) Do asset insurance valuations agree with those in the asset register?		No  No No	
<b>Risk Management Arrangements</b>	1) Does a review of the minutes identify any unusual financial activity? 2) Do minutes record the council carrying out an annual corporate risk assessment? 3) Is the insurance cover appropriate and adequate, including the arrangement for Fidelity Guarantee?	Yes Yes		Don't know
<b>Bank Accounts</b>	1) Is the bank mandate up to date and have the list of authorised signatories been approved by the Council?			
<b>Budget and Financial Statement</b>	1) Has the Council prepared an annual budget in support of it's precept? 2) Is actual expenditure against the budget regularly reported to the Council? 3) Are there any significant unexplained variances from budget?	Yes	No  No	
<b>Year End Controls</b>	1) Are year end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure) by the RFO or by a competent individual ie Accountant?	Yes		

**The effectiveness of internal control (underpinned by the internal controls checklist above) was carried out by:**

**Signed:** ..... **Print Name**                      **Dated:** .....  
**Signed:** ..... **Print Name**                      **Dated:** .....  
**Signed:** ..... **Print Name**                      **Dated:** .....

## **8 Service Level Agreements – CAB and Open House**

To consider Service Level Agreements – support for Shaftesbury residents (5 min)

[\(Localism Act , 2011 s.1\)](#)

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### **8.1 Summary**

- 8.1.1 Historically STC has awarded a grant and latterly a Service level Agreement to the Citizens Advice Bureau to the value of £4,000.
- 8.1.2 The CAB has an established support network in Shaftesbury and North Dorset and a weekly out-reach service that operates on Wednesdays from within the Library.
- 8.1.3 An annual impact report is produced for Shaftesbury specific service and a summary is appended to this report and a full report provided in the weekly digest of 17<sup>th</sup> July.
- 8.1.4 A new SLA request has been received to support Open House with their work to support Shaftesbury residents.
- 8.1.5 Both SLA applications are available to view via the weekly Digest on 17<sup>th</sup> July however summaries of both applications are as follows:

The **Open House** weekly service strategic objectives (as per SLA application) are:

- To serve the community in a practical way and deal with some of the effects of poverty.
- To offer Emergency Aid in the worst cases.
- To offer services that families would usually have to travel to access.
- To help families or individuals make the transition from state welfare to employment

**Open House Shaftesbury** delivers a service as follows:

- Emergency food aid
  - Benefit advice
  - Housing advice
  - Budgeting support
  - Assistance with letter writing, CV's and form filling
  - Furniture aid (Store House)
  - A coffee shop style environment with free refreshments, to combat isolation.
- 8.1.6 The Open House application is requesting funds of £10,000 for the year 2020/ 2021 to enable the organisation to employ a part time Project Manager. The aim is for the organisation to continue to offer the services above and ultimately look at expanding the services.
- Aspirational plans include;**
- Producing a range of basic recipe ideas and setting up cookery lessons for clients using the kitchen facilities at Fathers House.
  - Training opportunities to help clients get back to work.
  - More volunteers who are multi trained to deliver benefits and housing advice.
- 8.1.7 Part of the new PM's role will be to identify other areas where Open House can support Shaftesbury residents who are struggling or vulnerable, coming alongside and working with other agencies.

8.1.8 The Trustees of Open House feel that it is vital to have the funds available to employ a dynamic & energetic person who take on and run with the original vision, as well as developing Open House into new areas.

8.1.9 The **Citizens Advice Bureau** strategic objectives (as per SLA application) are:

- To contribute to the expenses of volunteer advisors and receptionists working in the Shaftesbury Outreach
- To provide supervision and management support for the Shaftesbury outreach volunteers
- Contribute towards the training of new volunteers and ongoing training of the existing team
- Contribute towards the maintenance and upkeep of the IT required to run the outreach, including laptops and remote access technology
- Contribute towards the wider North Dorset team to provide telephone and email advice to the residents of Shaftesbury

8.1.10 The North Dorset service is expected to help more than 300 local residents in the 2020/21 financial year using 33 volunteers and 5 paid staff in North Dorset. 17% of the population in Shaftesbury have a disability or illness which limits their day to day activities

## 8.2 **Scheme of Delegation**

8.2.1 The committee has delegated authority to liaise with local organisations in order to ascertain and make recommendations to Full Council on Service Level Agreements and Grant Aid (12)

## 8.3 **Financial Implications**

8.3.1 If both organisations are supported the total investment would equate to £14,000

8.3.2 The financial data for each organisation is available on request however is not in the public domain and as such must be treated as confidential.

## 8.4 **Legal Implications**

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

8.4.2 A local authority has the power to do anything that individuals may generally do. (Localism Act , 2011 s.1)

## 8.5 **Risk**

8.5.1 There is an element of duplication so to avoid this the recommendation provides clarity on the management approach to agreeing the content of each respective SLA.

## 8.6 **Recommendation**

8.6.1 To recommend to Full Council;  
to support the CAB with funding to manage the SLA as the true impact and outcomes of the support intervention is understood.

8.6.2 to support the Open House service with funding to manage a SLA agreement to cover the Services that are not covered by CAB.



and

8.6.3 that the management of the content of each SLA is delegated to the Town Clerk supported by 2 nominated councillors

8.7 **Reason for Recommendation**

8.7.1 It is important to avoid duplication of services and encourage groups with similar service aims and outcomes to work in collaboration for the greater good of the town.

8.7.2 The Citizens Advice Bureau is an established organisation and 247 Shaftesbury residents have been supported with advice on 955 issues.

8.7.3 Open House feel that it is vital to have the funds available to employ a dynamic & energetic person who can take on and run with the original vision, as well as developing Open House into new areas. Fathers House is determined to provide a place of support and safety for those who need it most.

(End)

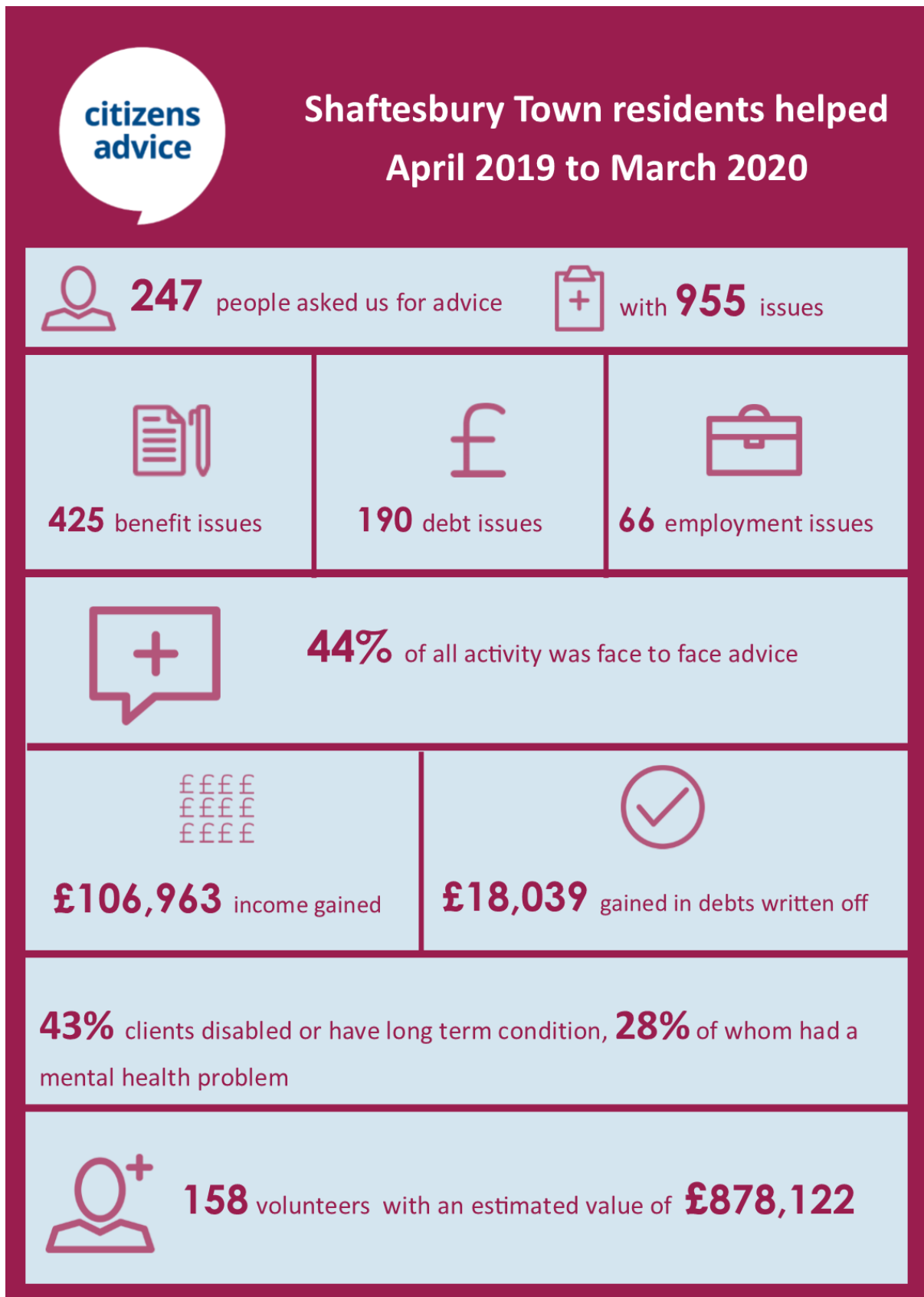
Report Author:

Brie Logan

Business Manager

Appendix A.

Click here for full [CAB Impact Report 2019 – 2020 to Shaftesbury Town Council](#)



## **9 Hire of Council Land and Premises – exceptions requests**

To consider requests outside Council policy for hire of land and premises (15 min)

(Localism Act , 2011 s.1)

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### **9.1 Summary**

9.1.1 The Council has received three requests which either fall outside of the current hire of council land or hall hire policies or need additional consideration due to social distancing restrictions for Covid-19

9.1.2 Tai Chi – a request to give classes outside while they are unable to hold indoor classes due to Covid-19. Preferred location is Castle Hill. The current policy is £250 per day, the Committee is asked to consider hourly rates for these smaller scale activities.

9.1.3 The Hire of Council Land policy is available <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2019/03/STC-Hire-of-Council-Land-policy-final.pdf>

9.1.4 Commercial sale – a request from a high street retailer to hire the hall at the end of August to help sell excess clothing stock. Under the existing policy as a commercial business there is no discount and the cost for 2 days is £472. They are requesting a discount due to Covid-19 and they consider the pedestrianisation has affected their sales.

9.1.5 Current Hall Hire rates are available <https://www.shaftesbury-tc.gov.uk/the-town-hall/>

9.1.6 Fun Fair – Coles fun would like to hire Barton Hill for 17<sup>th</sup> – 23<sup>rd</sup> August. They have received government guidance for reopening travelling fairs and would be providing covid risk assessment, insurances, test certificates and meeting all the requirements in the Council's hire of council land policy. The Committee is asked to consider whether to grant permission as although this falls within the existing policy, Covid-19 consideration must be given.

### **9.2 Scheme of Delegation**

9.2.1 The Clerk has delegated authority to manage all the Town Council's services and property in line with budgets and policies approved by members (Shaftesbury Town Council Scheme of Delegation, 2019)(2.4.1)

9.2.2 The General Management Committee has delegated authority to monitor fees and charges relating to use of Council owned buildings. (General Management Committee Terms of Reference, 2019)(22)

### **9.3 Financial Implications**

9.3.1 The financial implications depend on the levels set for hire of land on an hourly basis and the level of discount set for the request at 9.1.4. The Committee should note that income from hire of buildings and land is significantly reduced due to Covid-19

### **9.4 Legal Implications**

9.4.1 The Council has the General Power of Competence and this should be used as the power of first resort (Local Government Association, 2013). (Localism Act , 2011 s.1)

9.5 **Risk**

9.5.1 There is a risk that despite covid risk assessments and practices, that people will not socially distance at the events outlined.

9.6 **Recommendation**

9.6.1 That the committee resolves;  
an hourly rate for the hire of council land to be in place until the policy is next reviewed.

9.6.2 the cost of hire for the request by a high street retailer as a one-off decision

9.6.3 permission for Coles funfair to hire Barton Hill and delegates to the Town Clerk the management of obtaining all required documentation in accordance with the policy and government travelling fairs guidance

9.7 **Reason for Recommendation**

9.7.1 The Council should adjust its approach to hiring buildings and land during Covid-19 to balance the need for mitigating against loss of income and encouraging the local economy in a 'new normal'.

(End)

Report Author:

Claire Commons, Town Clerk and RFO

## **10 Coppice Street Project**

To consider options for the Coppice Street project

(5 min)

[\(Road Traffic Regulation Act, 1984 s.57\)](#)

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### **10.1 Summary**

- 10.1.1 In October 2019, the GEM committee RESOLVED to prepare business case and formally request transfer of land to Shaftesbury Town Council, reconfirming the decision made in July 2018. Subject to Dorset Council supporting this asset transfer request, a report would be provided to Shaftesbury Town Council.
- 10.1.2 Further research was undertaken and advice was sought from the Asset and Property Service Officer at Dorset Council. Confirmation was established that the Dorset Council role extends to granting a Tesco licence to sub-let part of the site. The transaction is between Tesco and Shaftesbury TC therefore it was advised that the STC Solicitor drafts the Heads of Terms.
- 10.1.3 The Dorset Council Property Management board has approved the licence. Tesco have made a verbal commitment however final decision is based on board approval.
- 10.1.4 Recommendation That Councillor Chase as lead Councillor, with the support of Councillors Brown and Hall, support the development of the Coppice Street Carpark project plan with the Business Manager. Delegated to the Town Clerk all aspects in developing this project plan, to be brought back to the Council or delegated Committee for adoption at the appropriate point.
- 10.1.5 Much has changed since this project was resolved by STC in October 2019. This report seeks clarity from STC as to whether this project is a priority for STC to deliver in 2020/2021. Officer time needs to be invested in drafting up a business case and therefore, it is prudent for STC to reaffirm this decision made in October 2019.

### **10.2 Scheme of Delegation**

- 10.2.1 The Town Clerk has delegated authority from the General Management Committee to prepare a business case to bring back for decision (General Management Committee Minutes, 28th October 2019 G56)
- 10.2.2 The General Management Committee has delegated authority to make recommendations on establishing the standard and type of new services which the town council wishes to provide and determine and report on the implications and financial resources necessary to sustain and develop them. (General Management Committee Terms of Reference, 2019)(10)

### **10.3 Financial Implications**

- 10.3.1 None at this time other than Officer hours attributed to the development of the project plan and business case.

### **10.4 Legal Implications**

- 10.4.1 Draft Heads of Terms has been prepared and on hold.

### **10.5 Risk**

10.5.1 None at this stage.

**10.6 Recommendation**

10.6.1 That the committee resolves to reaffirm the decision that was made in October 2019 and delegates to the Business Manager in consultation with Cllrs Brown and Hall to develop the project plan for decision by Council.

**10.7 Reason for Recommendation**

10.7.1 To seek clarification on the Council's objectives in light of the Covid-19 and the 'new normal'.

(End)

Report Author:

Brie Logan, Business Manager

## **11 Salt Cellar**

To consider rent in response to COVID-19 (This item may be required to go into confidential session. (15 min)

[\(Localism Act , 2011 s.1\)](#) possibly also [\(Public Bodies \[Admission to meetings\] Act , 1960\)](#)

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### **11.1 Summary**

- 11.1.1 At the start of Covid-19 restriction, the Town Clerk used emergency delegated authority to suspend the rent requested from the Salt Cellar. There was a period of 3 months where rent requests were suspended.
- 11.1.2 Following a series of conversations, a draft agreement has been reached which will support the Salt Cellar during the period of reopening and provide for the repayment of agreed arrears.
- 11.1.3 The draft agreement is to restart monthly rent payments in full starting in July 2020 and then, from October to repay the three month arrears over a period of 24 months.
- 11.1.4 This draft proposal provides a manageable rent level for the Salt Cellar while the business rebuilds following the period of lockdown and ensures that the Council does not lose rental income.
- 11.1.5 A rent review will take place during 2022 in line with the 5 year break clause in the 10 year lease.

### **11.2 Scheme of Delegation**

- 11.2.1 The Clerk has delegated authority to manage all the Town Council's services and property in line with budgets and policies approved by members (Shaftesbury Town Council Scheme of Delegation, 2019)(2.4.1)
- 11.2.2 The General Management Committee has delegated authority to monitor fees and charges relating to use of Council owned buildings. (General Management Committee Terms of Reference, 2019)(22)

### **11.3 Financial Implications**

- 11.3.1 A reduction in income for 2020/2021 which will be balanced by an increase in 2021/2022. Value not disclosed in public papers.

### **11.4 Legal Implications**

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

### **11.5 Risk**

- 11.5.1 There is a financial implication to the Council's income. The Council's General Reserves are sufficient to balance this loss until it is repaid in the following year.

11.6 <b>Recommendation</b>
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11.6.1 That the Council agrees to the Salt Cellar repayment plan of 3 months rent over 24 months starting from October 2020 and delegates management of the repayment to the Town Clerk.

11.7 **Reason for Recommendation**

11.7.1 To support the Council's tenant and local economy and protect the Council's rental income.

(End)

Report Author:

Claire Commons, Town Clerk and RFO