



# Shaftesbury Town Council

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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, 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 15 September  
2020 [online at Zoom.us](https://www.zoom.us/j/83366229070)**. Meeting ID: 833 6622 9070

All other recipients for information only

Claire Commons CertHE PSLCC, Town Clerk and Responsible Finance Officer (RFO)  
9<sup>th</sup> September 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

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

Administration for a meeting of the General Management Committee  
Tuesday 15 September 2020

*(Shaftesbury Town Council Scheme of Delegation, 2019)*

<b>5</b>	<b>BUDGET .....</b>	<b>6</b>
	To consider the committee and Council budget requirements for 2021 - 2022 .....(30 min) <i>(Shaftesbury Town Council Financial Regulations, 2019)</i>	
<b>6</b>	<b>PAYMENTS.....</b>	<b>23</b>
	To consider payments for authorisation.....(5 min) <i>(Local Government Act, 1972 s.150)</i>	
<b>7</b>	<b>FREE PARKING .....</b>	<b>25</b>
	To consider allocation of Free Parking dates in 2020.....(5 min)	
<b>8</b>	<b>FREEDOM OF INFORMATION REQUESTS - REPORT.....</b>	<b>26</b>
	To receive report on Freedom of Information Requests received and agree any actions arising.....(5 min) <i>(Localism Act , 2011 s.1)</i>	
<b>9</b>	<b>COMMUNITY GRANTS .....</b>	<b>28</b>
	To consider awarding community grants for 2020 - 2021 .....(15 min) <i>(Localism Act , 2011 s.1)</i>	
<b>10</b>	<b>OPEN HOUSE.....</b>	<b>31</b>
	To receive report on the Open House Service Level Agreement and make any recommendation to Full Council .....(15 min) <i>(Localism Act , 2011 s.1)</i>	

(End)

Anticipated meeting end time 8:30pm

**References**

- Accounts and Audit Regulations, 2015. [Online].  
Clayden, P., 2019. *Arnold-Baker on Local Council Administration*. 11 ed. s.l.:Lexis Nexis.  
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 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].  
Localism Act , 2011 s.1. *General Power of Competence*. [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 Financial Regulations, 2019. *Financial Regulations*. [Online].  
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>  
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)

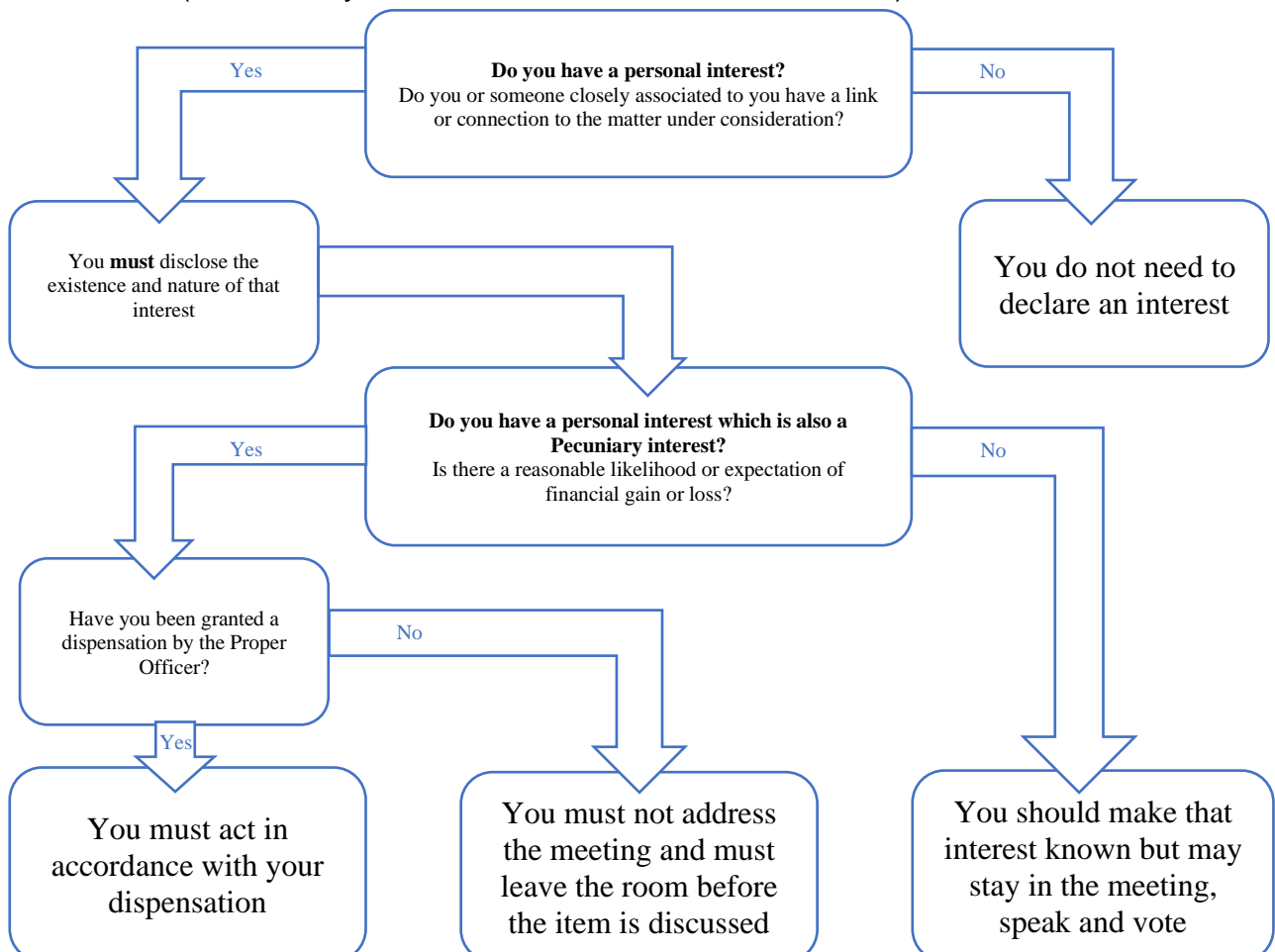
[\(Shaftesbury Town Council Code of Conduct, 2019\)](#)

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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 [21<sup>st</sup> July 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 Grants policy amended and grant process implemented for current year, award of grants included as an agenda item for this meeting.
- 4.1.2 Internal Controls – no thoughts or concerns about the current Internal Audit have, to date, been submitted to the Town Clerk following the meeting of 21<sup>st</sup> July. This item will be held over to the October meeting to provide opportunity for further consideration by members.
- 4.1.3 Service Level Agreements – Citizen’s Advice Bureau issued, Open House as agenda item for this meeting.
- 4.1.4 Coppice Street projects progressing and will be an agenda item at Full Council 29<sup>th</sup> September 2020.
- 4.1.5 Salt Cellar notified of Covid-19 rent agreement adjustment.

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

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

<h5><b>4.3 Recommendation</b></h5>
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- |   |
|---|
| <ul style="list-style-type: none"><li>4.3.1 That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees</li></ul> |
|---|

##### **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 Budget**

To consider the committee and Council budget requirements for 2021 - 2022 (30 min)

[\(Shaftesbury Town Council Financial Regulations, 2019\)](#)

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### **5.1 Summary**

- 5.1.1 Good financial control is required to protect the public purse. To aid in this, forward planning of required projects ensures that adequate financial provision is made for the Council to carry out its duties and any powers it wishes to exercise.
- 5.1.2 The Committee should consider any projects for the forthcoming year and identify any financial implications for inclusion in the budget setting process for 2021 – 2022.
- 5.1.3 Reference to the Strategic Plan and the Committee's Terms of Reference may help identify areas for projects to be carried out by the Committee.
- 5.1.4 The Committee has a standing revenue budget. It is also delegated to recommend the precept requirement to Shaftesbury Town Council. To do this it must have a sound understanding of the Council's entire budget and recommendations from other committees. The budget is provided on the following pages or by using this link [[Budget 2021 – 2022 v1](#)].

### **5.2 Scheme of Delegation**

- 5.2.1 The Committee is delegated to submit a draft budget and / or project considerations for the forthcoming financial year. It is also delegated to recommend the precept requirement for approval. (General Management Committee Terms of Reference, 2019)

### **5.3 Legal Implications**

- 5.3.1 There are no legal implications arising from this report. The budget recommendations will be considered in several stages before adoption by the Full Council.

<h3><b>5.4 Recommendation</b></h3>
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- |   |
|---|
| <ul style="list-style-type: none"><li>5.4.1 That the Committee identifies Hall Hire charges and any budgetary requirement for the coming year recommending all committee budgets to a second round of committee discussion and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Committee resolution.</li></ul> |
|---|

### **5.5 Reason for Recommendation**

- 5.5.1 To demonstrate public engagement and robust budget setting process to deliver the Council's requirements for the forthcoming financial year.

(End)

Report Author: Claire Commons, Town Clerk & RFO

## Annual Budget - By Committee

Note: Full Budget to GEM 2021/2022 v1

		2019/20		2020/21						2021/22		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b><u>Personnel</u></b>												
<b><u>402 Staffing Costs</u></b>												
1360	Contribution Street Cleaning	9,776	10,085	0	0	10,085	0	10,085	10,105	10,171	0	0
<b>Total Income</b>		9,776	10,085	0	0	10,085	0	10,085	10,105	10,171	0	0
4000	Salaries	205,796	198,093	0	0	216,126	0	216,126	73,048	219,148	0	0
4005	Employers NI	18,806	18,604	0	0	17,341	0	17,341	6,311	20,140	0	0
4006	Employers Superann	38,107	38,894	0	0	42,597	0	42,597	14,196	41,676	0	0
4010	Staff Training	5,000	2,176	0	0	5,000	0	5,000	2,931	5,000	0	0
4015	Staff Travel & Subsistence	500	475	0	0	700	0	700	0	500	0	0
4018	Staff Recruitment	1,000	0	1,000	0	0	0	1,000	0	1,000	0	0
4020	Sub Contract Labour	7,800	10,887	0	0	1,000	0	1,000	0	0	0	0
<b>Overhead Expenditure</b>		277,009	269,128	1,000	0	282,764	0	283,764	96,485	287,464	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(267,233)</u>	<u>(259,043)</u>			<u>(272,679)</u>		<u>(273,679)</u>	<u>(86,380)</u>	<u>(277,293)</u>		
<b>Personnel - Income</b>		9,776	10,085	0	0	10,085	0	10,085	10,105	10,171	0	0
<b>Expenditure</b>		277,009	269,128	1,000	0	282,764	0	283,764	96,485	287,464	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(267,233)</u>	<u>(259,043)</u>			<u>(272,679)</u>		<u>(273,679)</u>	<u>(86,380)</u>	<u>(277,293)</u>		

## Annual Budget - By Committee

Note: Full Budget to GEM 2021/2022 v1

		2019/20		2020/21						2021/22		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>General Management</b>												
<b>201 Town Hall</b>												
1201	Hall Hire	25,500	24,036	0	0	26,000	0	26,000	1,438	27,053	0	0
1203	Weddings	2,000	2,355	0	0	2,300	0	2,300	192	2,122	0	0
1204	Shop Rents	20,430	20,828	0	0	22,162	0	22,162	1,833	23,000	0	0
1205	Sitting Out Licence	504	674	0	0	842	0	842	0	504	0	0
1220	Solar Panel Feed in Tariff	2,000	2,274	0	0	2,500	0	2,500	0	2,122	0	0
<b>Total Income</b>		<b>50,434</b>	<b>50,166</b>	<b>0</b>	<b>0</b>	<b>53,804</b>	<b>0</b>	<b>53,804</b>	<b>3,463</b>	<b>54,801</b>	<b>0</b>	<b>0</b>
4150	Rates & Services	7,169	7,120	0	0	7,334	0	7,334	2,892	7,605	0	0
4155	Electricity	2,362	3,903	0	0	2,500	0	2,500	510	2,362	0	0
4160	Gas	2,575	1,375	0	0	2,000	0	2,000	894	2,732	0	0
4165	Water Rates	250	192	0	0	250	0	250	55	260	0	0
4200	Wedding Costs	565	505	0	0	500	0	500	348	590	0	0
4230	Trinity Car Park Space	550	550	0	0	550	0	550	275	575	0	0
4250	Repairs & Maintenance	3,838	3,400	0	0	2,000	0	2,000	1,480	4,000	0	0
4260	Cleaning Supplies	250	294	0	0	300	0	300	0	260	0	0
4271	Equipment Purchases	3,500	161	0	0	250	0	250	0	260	0	0
4278	Alarm Costs	500	432	0	0	550	0	550	330	530	0	0
4414	IT Software	290	290	0	0	296	0	296	0	308	0	0
<b>Overhead Expenditure</b>		<b>21,849</b>	<b>18,222</b>	<b>0</b>	<b>0</b>	<b>16,530</b>	<b>0</b>	<b>16,530</b>	<b>6,784</b>	<b>19,482</b>	<b>0</b>	<b>0</b>



## Annual Budget - By Committee

Note: Full Budget to GEM 2021/2022 v1

		<u>28,585</u> <u>31,944</u>				<u>37,274</u>		<u>37,274</u> <u>(3,322)</u>		<u>35,319</u>		
<b>Movement to/(from) Gen Reserve</b>												
<b>301</b>	<b>Civic</b>											
		<b>2019/20</b>		<b>2020/21</b>						<b>2021/22</b>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1400	Mayor's Charity Income	0	50	0	0	0	0	0	0	0	0	0
	<b>Total Income</b>	0	50	0	0	0	0	0	0	0	0	0
4300	Civic/Ceremonial	3,000	1,506	0	0	3,000	0	3,000	65	3,000	0	0
4302	Councillor Allowances	4,320	3,510	0	0	5,200	0	5,200	1,300	4,320	0	0
4305	Regalia	350	0	0	0	150	0	150	0	350	0	0
4310	Councillor Training	1,000	115	0	0	720	0	720	0	720	0	0
4311	Councillor Travel/Subsistence	300	21	0	0	150	0	150	0	300	0	0
4315	Hospitality	300	311	0	0	300	0	300	20	300	0	0
	<b>Overhead Expenditure</b>	9,270	5,462	0	0	9,520	0	9,520	1,385	8,990	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(9,270)</u>	<u>(5,412)</u>			<u>(9,520)</u>		<u>(9,520)</u>	<u>(1,385)</u>	<u>(8,990)</u>		
<b>302</b>	<b>Legal and Professional</b>											
1301	Miscellaneous Income	0	48	0	0	0	0	0	0	0	0	0
	<b>Total Income</b>	0	48	0	0	0	0	0	0	0	0	0
4325	Audit	2,850	3,250	0	0	2,950	0	2,950	-2,042	2,907	0	0
4326	Books & Subscriptions	2,000	1,752	0	0	2,000	0	2,000	1,212	2,000	0	0
4330	Insurance	16,000	9,783	0	0	12,000	0	12,000	11,018	16,000	0	0

Annual Budget - By Committee

Note: Full Budget to GEM 2021/2022 v1

4341	Professional & Legal Fees	13,000	10,163	0	0	10,000	0	10,000	4,161	13,000	0	0
4342	Election Costs	7,000	7,961	0	0	4,000	0	4,000	0	0	0	0
	<b>Overhead Expenditure</b>	<b>40,850</b>	<b>32,909</b>	<b>0</b>	<b>0</b>	<b>30,950</b>	<b>0</b>	<b>30,950</b>	<b>14,349</b>	<b>33,907</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(40,850)</b>	<b>(32,862)</b>			<b>(30,950)</b>		<b>(30,950)</b>	<b>(14,349)</b>	<b>(33,907)</b>		
<b>303</b>	<b>Grants &amp; SLA</b>											

	2019/20		2020/21						2021/22			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
4350	Community Grants	25,400	26,946	0	0	20,000	0	20,000	0	25,000	0	0
4352	Service Level Agreements	12,000	12,000	0	0	22,000	0	22,000	0	12,000	0	0
	<b>Overhead Expenditure</b>	<b>37,400</b>	<b>38,946</b>	<b>0</b>	<b>0</b>	<b>42,000</b>	<b>0</b>	<b>42,000</b>	<b>0</b>	<b>37,000</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(37,400)</b>	<b>(38,946)</b>			<b>(42,000)</b>		<b>(42,000)</b>	<b>0</b>	<b>(37,000)</b>		
<b>304</b>	<b>Finance</b>											
1340	Bank Interest Received	2,000	3,247	0	0	4,300	0	4,300	1,351	2,000	0	0
1342	CCLA Prop Fund Dividend Receiv	2,000	2,097	0	0	2,500	0	2,500	1,907	2,000	0	0
1376	Precept	500,996	500,996	0	0	505,052	0	505,052	252,526	0	0	0
	<b>Total Income</b>	<b>504,996</b>	<b>506,340</b>	<b>0</b>	<b>0</b>	<b>511,852</b>	<b>0</b>	<b>511,852</b>	<b>255,784</b>	<b>4,000</b>	<b>0</b>	<b>0</b>
4380	Bank Charges	500	616	0	0	1,000	0	1,000	538	500	0	0
4394	CCLA Property Fund	0	50,000	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>500</b>	<b>50,616</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>538</b>	<b>500</b>	<b>0</b>	<b>0</b>

Annual Budget - By Committee

Note: Full Budget to GEM 2021/2022 v1

<b>304 Net Income over Expenditure</b>	<del>504,496</del>	455,724	0	0	<del>510,852</del>	0	510,852	255,246	3,500	0	0
6001 less Transfer to EMR	0	0	0	0	0	0	0	94,705	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>504,496</u>	<u>455,724</u>			<u>510,852</u>		<u>510,852</u>	<u>160,541</u>	<u>3,500</u>		
<b>306 Covid-19</b>											
1301 Miscellaneous Income	0	0	0	0	0	0	0	574	0	0	0
<b>Total Income</b>	0	0	0	0	0	0	0	574	0	0	0
4250 Repairs & Maintenance	0	0	0	0	0	0	0	200	0	0	0
4260 Cleaning Supplies	0	0	0	0	0	0	0	380	0	0	0

	2019/20		2020/21						2021/22		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4265 General Supplies	0	0	0	0	0	0	0	14	0	0	0
4285 PPE	0	0	0	0	0	0	0	154	0	0	0
4400 Printing	0	0	0	0	0	0	0	116	0	0	0
4414 IT Software	0	0	0	0	0	0	0	47	0	0	0
4421 Publicity - Covid	0	0	0	0	0	0	0	159	0	0	0
4422 Scrub Hub (PPE)	0	0	0	0	0	0	0	1,544	0	0	0
4423 Covid Support Group (vol)	0	0	0	0	0	0	0	350	0	0	0
4424 High Street Pedestrianisation	0	0	0	0	0	0	0	6,025	0	0	0
<b>Overhead Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,988</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>(8,414)</u>	<u>0</u>		

Annual Budget - By Committee

Note: Full Budget to GEM 2021/2022 v1

<b>401 General Running Costs</b>												
4265 General Supplies	160	241	0	0	180	0	180	8	170	0	0	
4345 Advertising	500	193	0	0	500	0	500	0	500	0	0	
4348 Consultations	1,000	0	0	0	1,000	0	1,000	0	1,000	0	0	
4400 Printing	1,300	1,294	0	0	1,300	0	1,300	173	1,379	0	0	
4401 Stationery	1,300	1,116	0	0	1,200	0	1,200	288	1,300	0	0	
4402 Postage	250	178	0	0	200	0	200	71	250	0	0	
4410 Telephone	2,900	3,616	0	0	3,150	0	3,150	1,704	2,900	0	0	
4414 IT Software	4,050	4,929	0	0	5,665	0	5,665	1,622	4,223	0	0	
4415 IT Support	1,000	326	0	0	1,500	0	1,500	300	1,000	0	0	
4417 Web Site	660	660	0	0	690	0	690	165	660	0	0	
4420 Office Equipment	300	161	0	0	150	0	150	81	300	0	0	
<b>Overhead Expenditure</b>	<b>13,420</b>	<b>12,712</b>	<b>0</b>	<b>0</b>	<b>15,535</b>	<b>0</b>	<b>15,535</b>	<b>4,412</b>	<b>13,682</b>	<b>0</b>	<b>0</b>	

	2019/20		2020/21						2021/22		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>	<b>(13,420)</b>	<b>(12,712)</b>			<b>(15,535)</b>		<b>(15,535)</b>	<b>(4,412)</b>	<b>(13,682)</b>		
<b>General Management - Income</b>	555,430	556,604	0	0	565,656	0	565,656	259,820	58,801	0	0
<b>Expenditure</b>	123,289	158,868	0	0	115,535	0	115,535	36,456	113,561	0	0
<b>Net Income over Expenditure</b>	<b>432,141</b>	<b>397,736</b>	0	0	450,121	0	450,121	223,364	-54,760	0	0
less Transfer to EMR	0	0	0	0	0	0	0	94,705	0	0	0

Annual Budget - By Committee

Note: Full Budget to GEM 2021/2022 v1

Movement to/(from) Gen Reserve		432,141	397,736			450,121	450,121	128,659	(54,760)			
		2019/20		2020/21					2021/22			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>ROSE</b>												
<b>101 Allotment</b>												
1104	Allotment Rent Income	1,700	1,841	0	0	2,000	0	2,000	55	2,140	0	0
<b>Total Income</b>		<b>1,700</b>	<b>1,841</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>55</b>	<b>2,140</b>	<b>0</b>	<b>0</b>
4165	Water Rates	675	381	0	0	900	0	900	578	716	0	0
4250	Repairs & Maintenance	500	71	0	0	515	0	515	54	530	0	0
4414	IT Software	169	169	0	0	172	0	172	0	179	0	0
<b>Overhead Expenditure</b>		<b>1,344</b>	<b>622</b>	<b>0</b>	<b>0</b>	<b>1,587</b>	<b>0</b>	<b>1,587</b>	<b>631</b>	<b>1,425</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>356</b>	<b>1,220</b>			<b>413</b>		<b>413</b>	<b>(576)</b>	<b>715</b>		
<b>102 Cemetery</b>												
1105	Cemetery Income	3,722	5,350	0	0	4,000	0	4,000	1,175	3,722	0	0
<b>Total Income</b>		<b>3,722</b>	<b>5,350</b>	<b>0</b>	<b>0</b>	<b>4,000</b>	<b>0</b>	<b>4,000</b>	<b>1,175</b>	<b>3,722</b>	<b>0</b>	<b>0</b>
4150	Rates & Services	588	517	0	0	550	0	550	304	608	0	0
4165	Water Rates	95	81	0	0	125	0	125	0	105	0	0
4250	Repairs & Maintenance	200	149	0	0	200	0	200	0	200	0	0
4414	IT Software	290	290	0	0	290	0	290	0	308	0	0

Annual Budget - By Committee

Note: Full Budget to GEM 2021/2022 v1

	<b>Overhead Expenditure</b>	<u>1,173</u>	<u>1,037</u>	0	0	<u>1,165</u>	0	<u>1,165</u>	<u>304</u>	<u>1,221</u>	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>2,549</u>	<u>4,313</u>			<u>2,835</u>		<u>2,835</u>	<u>871</u>	<u>2,501</u>		
<b>103</b>	<b><u>General Grounds</u></b>											
1102	Contribution to Services	1,000	1,683	0	0	1,600	0	1,600	0	1,000	0	0

## Annual Budget - By Committee

Note: Full Budget to GEM 2021/2022 v1

		2019/20		2020/21						2021/22		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1103	Rents	915	420	0	0	915	0	915	125	915	0	0
1300	Grass Cutting Income	6,023	6,023	0	0	6,023	0	6,023	0	6,023	0	0
1301	Miscellaneous Income	2,174	3,688	0	0	1,400	0	1,400	1,762	2,174	0	0
1302	Memorial Bench Income	0	1,899	0	0	1,000	0	1,000	0	0	0	0
<b>Total Income</b>		10,112	13,713	0	0	10,938	0	10,938	1,887	10,112	0	0
4020	Sub Contract Labour	10,500	9,821	0	0	9,100	0	9,100	0	11,139	0	0
4150	Rates & Services	3,168	3,133	0	0	3,227	0	3,227	1,648	3,361	0	0
4155	Electricity	891	1,181	0	0	1,000	0	1,000	407	891	0	0
4165	Water Rates	2,300	1,978	0	0	2,369	0	2,369	678	2,440	0	0
4250	Repairs & Maintenance	3,050	2,535	0	0	2,500	0	2,500	249	3,218	0	0
4256	Treework	9,000	9,632	0	0	5,500	0	5,500	175	4,000	0	0
4257	Plants	1,000	991	0	0	800	0	800	383	1,000	0	0
4261	Refuse Collection	2,500	2,705	0	0	2,700	0	2,700	848	2,646	0	0
4265	General Supplies	420	208	0	0	0	0	0	0	440	0	0
4270	Equipment/Repairs/Hire	1,500	1,636	0	0	3,500	0	3,500	2,047	2,000	0	0
4271	Equipment Purchases	2,500	888	0	0	0	0	0	0	2,652	0	0
4272	Fuel for Equipment	2,300	2,026	0	0	2,000	0	2,000	635	2,440	0	0
4273	Memorial Bench	0	1,899	0	0	1,000	0	1,000	0	0	0	0

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## Annual Budget - By Committee

Note: Full Budget to GEM 2021/2022 v1

4274	Rent Unit 9C	7,572	7,572	0	0	7,572	0	7,572	3,786	7,572	0	0
4275	Equipment Hire	500	152	0	0	0	0	0	0	520	0	0
4278	Alarm Costs	200	55	0	0	210	0	210	0	212	0	0
4280	Fuel for Vehicles	3,000	2,645	0	0	3,100	0	3,100	501	3,183	0	0
4281	Motor Expenses	3,060	3,627	0	0	3,000	0	3,000	1,400	3,246	0	0
4282	Hitachi Payments Mower	8,492	8,492	0	0	0	0	0	0	0	0	0

	2019/20		2020/21						2021/22			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
4285	PPE	1,000	710	0	0	1,000	0	1,000	28	1,000	0	0
4290	Playground Inspections	400	450	0	0	450	0	450	0	424	0	0
4291	Playground Repair/Maintenance	5,500	4,121	0	0	12,000	0	12,000	1,147	5,500	0	0
4299	SLA-Trinity Grounds Maintainan	1,500	1,495	0	0	1,500	0	1,500	748	1,550	0	0
4410	Telephone	0	-62	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>70,353</b>	<b>67,889</b>	<b>0</b>	<b>0</b>	<b>62,528</b>	<b>0</b>	<b>62,528</b>	<b>14,679</b>	<b>59,434</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(60,241)</b>	<b>(54,176)</b>			<b>(51,590)</b>		<b>(51,590)</b>	<b>(12,792)</b>	<b>(49,322)</b>		
<b>105</b>	<b>Local Delivery services</b>											
1501	Street Market Rents R'ved	8,500	6,441	0	0	7,500	0	7,500	1,273	9,018	0	0
	<b>Total Income</b>	<b>8,500</b>	<b>6,441</b>	<b>0</b>	<b>0</b>	<b>7,500</b>	<b>0</b>	<b>7,500</b>	<b>1,273</b>	<b>9,018</b>	<b>0</b>	<b>0</b>
4020	Sub Contract Labour	4,266	0	0	0	0	0	0	0	4,526	0	0
4150	Rates & Services	2,180	2,185	0	0	2,250	0	2,250	1,111	2,266	0	0



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## Annual Budget - By Committee

Note: Full Budget to GEM 2021/2022 v1

4155	Electricity	1,114	1,498	0	0	1,300	0	1,300	329	1,114	0	0
4165	Water Rates	2,200	1,382	0	0	1,900	0	1,900	0	2,334	0	0
4176	CCTV	2,000	1,273	0	0	300	0	300	312	2,000	0	0
4250	Repairs & Maintenance	1,650	1,859	0	0	1,300	0	1,300	1,039	1,750	0	0
4260	Cleaning Supplies	850	1,024	0	0	1,200	0	1,200	303	902	0	0
	<b>Overhead Expenditure</b>	<b>14,260</b>	<b>9,222</b>	<b>0</b>	<b>0</b>	<b>8,250</b>	<b>0</b>	<b>8,250</b>	<b>3,093</b>	<b>14,892</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(5,760)</b>	<b>(2,781)</b>			<b>(750)</b>		<b>(750)</b>	<b>(1,820)</b>	<b>(5,874)</b>		
<b>305</b>	<b>Swimming Pool</b>											
1220	Solar Panel Feed in Tariff	1,200	1,384	0	0	1,200	0	1,200	0	1,200	0	0

	2019/20		2020/21						2021/22			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
1301	Miscellaneous Income	0	0	0	0	1,000	0	1,000	0	2,000	0	0
1365	Swimming Pool Income	23,000	26,133	0	0	24,000	0	24,000	18,125	23,000	0	0
1367	Retail Income	2,000	0	0	0	2,000	0	2,000	0	2,000	0	0
	<b>Total Income</b>	<b>26,200</b>	<b>27,517</b>	<b>0</b>	<b>0</b>	<b>28,200</b>	<b>0</b>	<b>28,200</b>	<b>18,125</b>	<b>28,200</b>	<b>0</b>	<b>0</b>
4008	Life Guard Salaries	35,400	35,747	0	0	33,000	0	33,000	3,702	36,830	0	0
4010	Staff Training	1,250	653	0	0	1,500	0	1,500	0	1,250	0	0
4150	Rates & Services	3,155	3,229	0	0	3,300	0	3,300	0	3,794	0	0
4155	Electricity	1,950	2,945	0	0	2,050	0	2,050	572	2,068	0	0
4160	Gas	3,235	10,018	0	0	4,700	0	4,700	129	3,432	0	0
4165	Water Rates	1,500	2,137	0	0	2,500	0	2,500	1,383	1,591	0	0

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## Annual Budget - By Committee

Note: Full Budget to GEM 2021/2022 v1

4176	CCTV	0	0	0	0	0	0	0	459	0	0	0
4250	Repairs & Maintenance	7,500	7,683	0	0	2,000	0	2,000	1,469	2,652	0	0
4260	Cleaning Supplies	300	384	0	0	450	0	450	375	300	0	0
4271	Equipment Purchases	1,000	1,223	0	0	1,250	0	1,250	723	1,000	0	0
4278	Alarm Costs	0	0	0	0	0	0	0	385	0	0	0
4360	Chemicals	5,100	3,629	0	0	3,800	0	3,800	2,142	4,000	0	0
4362	Plant Servicing/Repairs	2,000	2,054	0	0	2,100	0	2,100	1,459	2,000	0	0
4363	DBS Checks	250	150	0	0	250	0	250	0	250	0	0
4364	Uniforms	500	316	0	0	400	0	400	141	400	0	0
4365	Music Licences	275	272	0	0	275	0	275	0	280	0	0
4366	Retail Sales	1,000	1,646	0	0	1,500	0	1,500	0	1,000	0	0
4369	Aqua Fit Instructors	0	875	0	0	1,680	0	1,680	505	0	0	0
4370	Swimming Pool Advertising	1,000	844	0	0	850	0	850	0	750	0	0
4373	ATC Renewal	0	0	0	0	140	0	140	0	0	0	0

		2019/20		2020/21					2021/22			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4375	Covid-19 PPE/Cleaning/Misc	0	0	0	0	0	0	0	808	0	0	0
4410	Telephone	250	113	0	0	100	0	100	0	200	0	0
<b>Overhead Expenditure</b>		65,665	73,917	0	0	61,845	0	61,845	14,250	61,797	0	0
<b>Movement to/(from) Gen Reserve</b>		<b>(39,465)</b>	<b>(46,400)</b>			<b>(33,645)</b>		<b>(33,645)</b>	<b>3,875</b>	<b>(33,597)</b>		

## Annual Budget - By Committee

Note: Full Budget to GEM 2021/2022 v1

<b>ROSE - Income</b>	50,234	54,862	0	0	52,638	0	52,638	22,514	53,192	0	0
<b>Expenditure</b>	152,795	152,686	0	0	135,375	0	135,375	32,956	138,769	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(102,561)</u>	<u>(97,824)</u>			<u>(82,737)</u>		<u>(82,737)</u>	<u>(10,442)</u>	<u>(85,577)</u>		

		2019/20		2020/21						2021/22		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Reserves &amp; Projects</b>												
<b>901 Reserves &amp; Projects</b>												
1301	Miscellaneous Income	0	24,385	0	0	0	0	0	5,800	0	0	0
	<b>Total Income</b>	0	24,385	0	0	0	0	0	5,800	0	0	0
4902	Community Hall Cockrams	13,000	0	0	0	0	0	0	0	0	0	0
4903	Traffic Calming	3,150	2,495	656	0	0	0	656	660	0	0	0
4906	Playground Equipment	16,812	0	16,812	0	8,188	0	25,000	0	15,000	0	0
4909	Yoga Castle Green	0	0	0	0	0	0	0	1,222	0	0	0
4910	Street Furniture	24,311	2,485	21,826	0	0	0	21,826	0	0	0	0
4911	Castle Hill	8,082	8,082	0	0	0	0	0	0	0	0	0
4912	Town Branding/Signage	0	0	0	0	0	50,000	50,000	0	0	0	0
4915	Coppice Street Car Park	0	0	0	0	2,470	20,859	23,329	0	0	0	0
4921	Market Experience	0	0	0	0	4,000	16,000	20,000	500	12,000	0	0
4922	Vehicles	22,272	21,028	20,494	0	3,988	0	24,482	19,768	14,267	0	0
4923	Grit Bins	3,600	0	0	0	0	0	0	0	0	0	0

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## Annual Budget - By Committee

Note: Full Budget to GEM 2021/2022 v1

4924	Heritage Lanterns	10,000	0	0	0	0	0	0	0	0	0	0
4926	Strategic Tree Works	1,973	0	1,973	0	11,000	3,822	16,795	0	0	0	0
4927	Climate Change	0	0	0	0	0	5,000	5,000	0	0	0	0
4928	Replacement IT Equipment	7,597	1,018	6,579	0	1,000	0	7,579	0	4,000	0	0
4929	Managing Congestion and Parkin	0	0	0	0	0	10,000	10,000	0	0	0	0
4930	Southern Slopes	10,000	0	10,000	0	2,100	15,900	28,000	0	0	0	0
4931	Swimming Pool	41,145	23,104	18,041	0	0	0	18,041	425	0	0	0
4932	Neighbourhood Planning Group	7,663	12,382	0	0	2,000	0	2,000	741	0	0	0

	2019/20		2020/21						2021/22			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
4933	A30 Allotment Site	25,000	1,611	23,389	0	0	0	23,389	0	0	0	0
4934	Explore viability of CLT	0	0	0	0	0	10,000	10,000	0	0	0	0
4936	EMR Project Belle	88,328	0	0	0	0	0	0	0	33,605	0	0
4937	Wild About Shaftesbury	3,402	1,000	2,402	0	0	0	2,402	1,324	0	0	0
4939	Commuted Sum King Alfred's Way	70,444	0	0	0	0	0	0	0	0	0	0
4940	Commuted Sum Little Shilling	12,500	0	0	0	0	0	0	0	0	0	0
4941	Memorial Stone Maintenance ED	2,450	0	2,450	0	0	0	2,450	0	0	0	0
4942	Litter Free Dorset	0	76	424	0	0	0	424	0	0	0	0
4943	Comm. Infrast. Maltings Est.	0	0	0	0	5,000	10,000	15,000	0	0	0	0
4944	Footpath/Cycle path network	0	0	0	0	0	10,000	10,000	0	0	0	0
4945	Pop Up Shop/PB ml2/EDAC	0	0	0	0	0	40,000	40,000	0	0	0	0
4946	Covid Community Food Aid Grant	0	0	0	0	0	0	0	5,709	0	0	0

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## Annual Budget - By Committee

Note: Full Budget to GEM 2021/2022 v1

4950	Victory Celebrations 2020	6,000	2,175	3,825	0	0	0	3,825	0	0	0	0
4951	Mayors Charity Account 2017/18	345	0	345	0	0	0	345	345	0	0	0
	<b>Overhead Expenditure</b>	378,074	75,456	129,216	0	39,746	191,581	360,543	30,694	78,872	0	0
	<b>901 Net Income over Expenditure</b>	-378,074	-51,071	-129,216	0	-39,746	-191,581	-360,543	-24,893	-78,872	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	32,918	0	0	0
6001	less Transfer to EMR	0	0	0	0	0	0	0	5,800	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(378,074)</u>	<u>(51,071)</u>			<u>(39,746)</u>		<u>(360,543)</u>	<u>2,225</u>	<u>(78,872)</u>		
<b>902</b>	<b>Capital Replacement Reserve</b>											
4905	Town Hall Building Fund	74,989	0	74,989	0	43,000	2,011	120,000	0	14,058	0	0
4916	Bus Shelters	3,500	0	3,500	0	0	0	3,500	0	0	0	0
4918	CCTV	5,000	0	5,000	0	0	0	5,000	0	0	0	0

## Annual Budget - By Committee

Note: Full Budget to GEM 2021/2022 v1

	2019/20		2020/21						2021/22		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4949 Swimming Pool Capital Expendit	0	0	0	0	11,959	41	12,000	0	0	0	0
<b>Overhead Expenditure</b>	83,489	0	83,489	0	54,959	2,052	140,500	0	14,058	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(83,489)</u>	<u>0</u>			<u>(54,959)</u>		<u>(140,500)</u>	<u>0</u>	<u>(14,058)</u>		
<b>Reserves &amp; Projects - Income</b>	0	24,385	0	0	0	0	0	5,800	0	0	0
<b>Expenditure</b>	461,563	75,456	212,705	0	94,705	193,633	501,043	30,694	92,930	0	0
<b>Net Income over Expenditure</b>	<u>-461,563</u>	<u>-51,071</u>	<u>-212,705</u>	<u>0</u>	<u>-94,705</u>	<u>-193,633</u>	<u>-501,043</u>	<u>-24,893</u>	<u>-92,930</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	0	0	0	0	32,918	0	0	0
less Transfer to EMR	0	0	0	0	0	0	0	5,800	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(461,563)</u>	<u>(51,071)</u>			<u>(94,705)</u>		<u>(501,043)</u>	<u>2,225</u>	<u>(92,930)</u>		
<b>Total Budget Income</b>	615,440	645,937	0	0	628,379	0	628,379	298,240	122,164	0	0
<b>Expenditure</b>	1,014,656	656,139	213,705	0	628,379	193,633	1,035,717	196,591	632,724	0	0
<b>Net Income over Expenditure</b>	<u>-399,216</u>	<u>-10,202</u>	<u>-213,705</u>	<u>0</u>	<u>0</u>	<u>-193,633</u>	<u>-407,338</u>	<u>101,649</u>	<u>-510,560</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	0	0	0	0	32,918	0	0	0
less Transfer to EMR	0	0	0	0	0	0	0	100,505	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(399,216)</u>	<u>(10,202)</u>			<u>0</u>		<u>(407,338)</u>	<u>34,062</u>	<u>(510,560)</u>		

## **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 Financial Regulations, 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)

<h3><b>6.5 Recommendation</b></h3>
------------------------------------

- |   |
|---|
| <ul style="list-style-type: none"><li>6.5.1 That the Council approves the payments from the Town Council's current account and minutes the resulting bank balance</li></ul> |
|---|

### **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 29<sup>th</sup> August and 7<sup>th</sup> September 2020**

- 6.7.1 See following page

## 6.7.2

Date:07/09/2020

## Shaftesbury Town Council

Page 1

Time: 16:30

## NatWest Current A/c

## List of Payments made between 29/08/2020 and 07/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/09/2020	CAB	OL690	4,000.00		CAB SLA
07/09/2020	Aqua cleaning Services	OL684	48.00		Town Hall Clean
07/09/2020	DCM Tyres	OL685	240.79		Tyres Nisan Truck
07/09/2020	The IT Department Solutions Lt	OL686	205.07		IT Support
07/09/2020	Clarity Copiers Ltd	OL687	18.00		Printing August
07/09/2020	N D Hardiman Haulage Ltd	OL688	21.00		sand
07/09/2020	Society of Local Council Clerk	OL689	180.00		Webinar x 2
		<b>Total Payments</b>	4,712.86		

(End)

Report Author:

Claire Commons, Town Clerk and RFO



## **7 Free Parking**

To consider allocation of Free Parking dates in 2020

(5 min)

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### **7.1 Summary**

- 7.1.1 Dorset Council provide 5 free parking days per annum upon request from the respective Town Council. The cost of this lost revenue is covered by Dorset Council.
- 7.1.2 The free parking is recognised as a boost to the economy as shoppers take advantage of the zero cost of parking in the Dorset Owned car parks usually over the festive period.
- 7.1.3 The time limits in the car parks still apply and if cars are parked for longer than the length of stay restrictions then the offence is enforceable. Likewise, on-street parking is still limited in terms of time restricted parking zones.
- 7.1.4 The Chamber of Commerce has been consulted and the preference for the days to be proposed are outlined in the recommendation
- 7.1.5 Shaftesbury Town Council ground staff will be required to cover each pay machine with a durable bin liner with clear signage to inform motorists the parking is free and making reference to the time limits.

### **7.2 Scheme of Delegation**

- 7.2.1 The Committee is delegated to establish the needs of the community through liaison with residents, businesses, neighbouring councils and local organisations. This recommendation will be to Dorset Council as the owners of the carparks.

### **7.3 Financial Implications**

- 7.3.1 There are no financial implications to Shaftesbury Town Council arising from this report.

### **7.4 Legal Implications**

- 7.4.1 There are no legal implications for the Town Council arising from this report.

### **7.5 Recommendation**

- 7.5.1 That the Committee recommends to Dorset Council that 21<sup>st</sup> and 28<sup>th</sup> November, 5<sup>th</sup> (Small Business Saturday), 12<sup>th</sup> and 19<sup>th</sup> December 2020 are identified as free parking days in Shaftesbury and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Committee resolution.

### **7.6 Reason for Recommendation**

- 7.6.1 The Chamber has made the recommendations based on the experience of the traders and the busiest trading days or those days with the biggest opportunity to drive incremental sales

(End)

Report Author: Brie Logan, Business Manager

## **8 Freedom of Information Requests - report**

To receive report on Freedom of Information Requests received and agree any actions arising  
(5 min)

(Localism Act , 2011 s.1)

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### **8.1 Summary**

- 8.1.1 The General Management Committee receives Freedom of Information reports for regular review, the last report was received by the Committee in February 2020. The table below provides information on the last 12 months activity for FOI, SAR and Internal Reviews.
- 8.1.2 The Committee has no authority to determine which FOI requests are responded to as this is set out in law.
- 8.1.3 Personal data within the FOI requests is not released to the Committee unless there is a demonstrable 'need to know' to assist with delivering a decision of the Council.

### **8.2 Financial Implications**

- 8.2.1 There are no financial implications arising from this report. Financial implications to the Council in responding to these requests is provided within the table below

### **8.3 Legal Implications**

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

### **8.4 Recommendation**

- 8.4.1 That the Committee notes the report and considers any actions arising.

### **8.5 Reason for Recommendation**

- 8.5.1 To provide members with the subject matter and frequency of requests so that adjustments can be considered to the information available via the Council's website.

### **8.6 Additional Information**

Subject	Requester	No of Q's	Date Received	Type	Cost
Confidential Information	lv	1	11 Nov 19	FOI	£226.29
SLCC Presentation Given by Ms Logan and Mrs Commons 27th Nov 2019	v	5	21 Jan 20	FOI	£898.96
Shaftesbury Town Council Spinal Column Point Increases from November 2016	v	1	30 Jan 20	FOI	£89.66

Report 0920GEM9

Shaftesbury Town Council Spinal Column Point Increases to Account for £10,000 2020 increase	v	1	30 Jan 20	FOI	£31.97
Electronic copy of all Weekly Digests issued by Mrs Commons from May 2019 to present date	v	1	30 Jan 20	FOI	£1.56
Full and complete communications to all parties that relate to a 'zoom' online vote that took place on or about 31st March 2020 involving variously £5,000 and £20,000 amounts of public money	ii	31	26 Apr 20	FOI	£116.55
Please provide the entire documentation of the campaign from start to finish? this must include the official, voted on, [list of 11 points]	i	11	11 May 20	FOI	£3.90
All of the full and un-edited Zoom meeting video recordings of all the Shaftesbury Town Council Meetings that are listed in the table below, from 24 March 2020 to the end of August 2020	vi	1	14 Sep 20	FOI	£135.75
Internal Review of FOI 202001302 requesting Spinal Column Point Increases to Account for £10,000 2020 increase	v	1	06 Sep 20	Internal Review	£135.75
					<b>£1,640.38</b>

(End)

## **9 Community Grants**

To consider awarding community grants for 2020 - 2021

(15 min)

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

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### **9.1 Summary**

- 9.1.1 The application and award schedule for community grants was delayed this year due to coronavirus. As a result, it was resolved that an emphasis on Covid-19 recovery should be applied to grants awarded this year and the application process was begun.
- 9.1.2 A table of the applications received is shown below and members have been provided with the full unredacted applications separately.
- 9.1.3 The Committee is recommended to consider awarding a financial grant for the requests for 'in kind' grants from which the organisations will then pay for the services thereby providing a more accurate reflection of the hall hire.

### **9.2 Scheme of Delegation**

- 9.2.1 The committee is delegated the award of any grants under £5000 (Full Council, 2020 minute reference F129)

### **9.3 Financial Implications**

- 9.3.1 Grants budget £20,000
- 9.3.2 Value of grant requests including 'in kind' £23,514
- 9.3.3 Budget remaining if 100% awarded **-£3,514**

### **9.4 Legal Implications**

- 9.4.1 The legal power to provide financial support to an organisation is within the various pieces of legislation the Town and Parish Council sector works within. The Council has the General Power of Competence which is the power of first resource.

### **9.5 Recommendation**

- 9.5.1 That the Council provides grants to local organisations in accordance with its grants awarding policy and scoring matrix, not exceeding the budget of £20,000 and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Committee resolution.

### **9.6 Reason for Recommendation**

- 9.6.1 To provide support to local organisations in covid-19 recovery

(End)

Report Author:

Claire Commons, Town Clerk and RFO

Report 0920GEM9

Organisation	Purpose	Cost of Project	Amount Requested	Effect of Covid
<b>Friends of Breach Common</b>	Enhance the biodiversity of Breach Common, the funds would go towards hiring in a contractor with a digger and dumper to dig out two ponds, purchase of brush cutters and a habitat survey	£ 2,626.00	£ 1,300.00	
<b>Donhead Community Tennis Club &amp; Shaftesbury Community Tennis Club</b>	Both clubs are merging, funds required toward floodlighting of two courts.	£ 14,000.00	£ 1,000.00	Shaftesbury Tennis Club has lost its home at St Mary's and Donhead lose of income from membership fees.
<b>In Jolly Good Company</b>	To set up 'Step Outside' a Shaftesbury Dementia Friendly' gardening project	£ 2,580.00	£ 860.00	Due to covid no indoor meetings can be arranged
<b>North Dorset Club Visually Impaired</b>	Contribution to summer outing	£ 1,300.00	£ 300.00	
<b>North Dorset Rugby Club</b>	Continuing nourishment and development of new pitches	£ 3,000.00	£ 1,000.00	
<b>Planet Shaftesbury</b>	Grant in Kind- monthly hire of the Guild Hall for meetings	£ 354.00	£ 354.00	
<b>Read Easy Gillingham and Shaftesbury</b>	Contribution towards running costs e.g. Affiliation fee, training, reading resources, travel, publicity and photocopying	£ 277.00	£ 277.00	Face to face meetings not allowed.
<b>Shaftesbury Abbey Museum</b>	Renovation of Abbey Lodge which has been recently re-acquired. To enable the building to be used by Shaftesbury's communities, particularly school , family and local interest groups.	£ 6,000.00	£ 5,000.00	Unable to open
<b>Shaftesbury Country Market</b>	Free use of Guild Hall for 15 weeks	£ 855.00	£ 855.00	Unable to trade for 15weeks
<b>Shaftesbury Community Choir</b>	Use of the Guild Hall on a weekly basis.	£ 2,907.00	£ 2,907.00	Cannot not

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				current meet
<b>Shaftesbury Cricket Club</b>	Contribution towards a towed gang mower	£ 2,120.00	£ 1,000.00	Income reduced by 80% and no sponsorship
<b>Shaftesbury District Guides</b>	To purchase fire retardant blinds and curtains for new hall	£ 1,367.00	£ 1,000.00	Unable to fund raise
<b>Shaftesbury Football Club</b>	Training equipment for all 20 teams including ladies, storage container for equipment, washing machine and new fence	£ 4,000.00	£ 3,500.00	Stalbridge Linen can no longer wash kit. Loss of revenue due to covid closure.
<b>Shaftesbury Orchestra</b>	Use of the Guild Hall Monday evenings from 21st Sept to 13th Dec to rehearse for their annual Charity Concert raising funds for local charities.	£ 236.00	£ 236.00	Unable to use usual venue as not suitable
<b>Shaftesbury Primary School PTA</b>	Contribution towards annual firework display or class support.	£ 500.00	£ 500.00	
<b>Shaftesbury Youth Club</b>	To cover additional cleaning cost due to Covid inline with public health guidelines. Extra £60 per week ( 6hrs)	£ 3,000.00	£ 3,000.00	Extra cleaning required to enable Youth Club to be used
<b>Shaftesbury and District Carers</b>	2 garden strimmers	£ 850.00	£ 425.00	
	<b>Amount Requested</b>		<b>£ 23,514.00</b>	

## **10 Open House**

To receive report on the Open House Service Level Agreement and make any recommendation to Full Council (15 min)

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

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### **10.1 Summary**

- 10.1.1 At the Full Council meeting on 28<sup>th</sup> July 2020 it was resolved to request that Open House return with an *amended [Service Level Agreement] proposal featuring clearer costs for services offered.*
- 10.1.2 Since this decision was made an online meeting was held with one of the trustees of Open House. Further discussions were held to request further clarity on the costs involved to enhance the Open House services.
- 10.1.3 An appendix to the SLA application has been produced which follows this report and outlines a revised proposal to enhance the services offered by Open House.

### **10.2 Scheme of Delegation**

- 10.2.1 Financial Regulations require that expenditure on revenue items must be determined by the Full Council for all items over £5,000. (Shaftesbury Town Council, 2019, p. 6)

### **10.3 Financial Implications**

- 10.3.1 The financial data for the organisation is available on request however is not in the public domain and as such must be treated as confidential.
- 10.3.2 The budget line 4352 Grants and SLA's has funds of £22k allocated for SLA provision for 2020/ 2021

### **10.4 Legal Implications**

- 10.4.1 The Council has the General Power of Competence and this should be used as the power of first resort (Localism Act , 2011 s.1)

### **10.5 Risk**

- 10.5.1 If a new Open House Project Manager is not appointed then the risk is that the enhanced services will not be delivered. To mitigate the risk to STC funding the SLA documentation outlines the process for managing the organisation's performance and this is described in section 6 of the SLA document – performance and annual monitoring review

### **10.6 Recommendation**

- 10.6.1 to recommend to Full Council to support the Open House service with funding to manage an SLA agreement to cover the Services that are not covered by CAB.
- 10.6.2 to recommend to Full Council that the management of the content and half-yearly review of each SLA is delegated to the Town Clerk supported by 2 nominated councillors

**10.7 Reason for Recommendation**

- 10.7.1 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
- 10.7.2 Over the past two years Open House has supported 1660 individuals or Shaftesbury families with advice and practical support. The Open House team feel it is time to grow their services and reach out to support more local people in need.

(End)

Report Author:

Brie Logan, Business Manager



APPENDIX



**Appendix to support the Open House SLA proposal**

**Background and Ethos**

Open House was launched in May 2015 as an outreach of the Churches in Shaftesbury.

**The vision** for the project was conceived out of a belief that everyone is created and loved by God and from a desire to help those in and around Shaftesbury suffering from the results of poverty.

The aim has always been to provide an accessible, friendly and safe community drop-in service, and which also has fully trained advisors who can offer the most up to date advice. Set within a 'coffee shop' environment, Open House offers a number of different services – including emergency aid, housing support, benefit support, furniture aid, budgeting advice and more. It has always been important that these services are **free and confidential** and are **accessible to anyone who needs them**.

**The key objectives for Open House are:**

- To deal with some of the effects of poverty in our community
- To offer emergency aid for those in the most need
- To make ourselves available to the most vulnerable in the community
- To offer services that families will usually have to travel (by limited public transport) to access
- To help families change negative behavioural patterns
- To provide a safe relaxing environment for people to access essential support or just for company if necessary

**Current services provided**

**In addition to the services mentioned above there are many other ways that Open House supports our local community, most of which cannot be accessed anywhere else within a 20 mile radius. For example:**

1. Advisors fully trained using the excellent training resources offered by Shelter.
2. Advisors support clients by spending as much time as is needed to work through and help them complete online benefits and housing applications. Often this can take many hours.
3. Advisors support clients:
  - a) to appeal against benefits and housing decisions.
  - b) who do not have access to the internet, by making laptops and a phone available. This is particularly helpful for those who are homeless and enables them to access services, which many of us take for granted.
  - c) to access small grants from local trusts for essential items like carpets and appliances.
  - d) who need help to complete a form, write a letter or produce a CV.
  - e) to budget their finances more effectively. This may seem a basic skill but is often lacking and can mean the difference between 'sinking and swimming'
4. Our Store House furniture project has a van and a team of volunteers that collect good quality second hand furniture donations. These donations are then available to anyone in need who

fulfils our eligibility criteria and will be delivered free of charge within a 5-mile radius. There is an exception to this 5-mile radius for any family moving out of the Women's Refuge.

5. As well as issuing food parcels, supplied by the Trussell Trust, we also fund and make up our own household and toiletries packs. These contain basic cleaning and toiletries items and are available to anyone who is struggling financially. We also provide baby packs for struggling mums, which contain nappies as well as essential care items.
6. In partnership with Tesco, through the company FareShare, we are able to collect surplus food each week and offer this to our clients. This provides them with fresh bread and vegetables to supplement the tins and packets included in a standard emergency aid food parcel.
7. For those struggling financially we can top up their electricity or gas key to a maximum of £10. We also work in partnership with the Blackmore Vale Filling Station to provide vouchers for filling a gas canister – this means that those living in a caravan can still access help with fuel costs. Eligibility criteria applies to these services.
8. Our team of volunteers work closely with the women's refuge and EDP (drug and alcohol services) to ensure that the most vulnerable are able to get all the help they need.
9. Helping to build community by organising regular client events - this includes a Christmas event catering for 100+ people and providing each family with a hamper of food and children's presents.
10. Identify specific needs and seek to address them. For example, during the recent full lockdown members of our team organised activity packs to be made up and delivered to families with children.
11. Our coffee shop style environment lends itself to be being a safe and welcoming space for the lonely and isolated to come and meet others, talk and make new connections.
12. Our aim is to provide a holistic approach to every person that visits our drop in service, by recognizing that an initial request for a particular service will often uncover other deeper needs. We are committed to supporting the whole person in whatever way we can, and if this is not possible we will signpost them to another agency or organisation for the help they need.

***A hand up, not a hand out***

## **Statistics & Costs**

To give you an idea of the numbers of people that Open House supports, these statistics represent the support given over the **last 2 years** of the project:

Emergency Aid (Food, toiletries, household, electricity etc)	538
Housing Advice	154
Benefits Advice	335
Furniture Aid	187
Support Service (small grants, CV's & letters)	96
Other (coffee, chat & making connections)	350
<b>Number of individuals or families helped</b>	<b>1660</b>

### **Our regular costs include:**

Administrator wages (per annum)	£4152
Maintenance of Store House van	£1200
Training costs - including travel, accommodation and food	£2000
<i>The cost of training a benefits advisor through Shelter costs £620 and a Housing Advisor £700, plus additional training in appeals procedures and updates when legislation changes</i>	
Gas & electricity top up for clients	£350
Emergency aid (food, toiletries, household, baby products)	£3600
<i>1 household cleaning pack costs</i>	<i>£8</i>
<i>1 toiletries pack costs</i>	<i>£7</i>
<i>1 baby pack (including nappies) costs</i>	<i>£8.50</i>
Client events	£700
Project manager wages (projected per annum)	£10,000

### **Additional costs associated with the pandemic**

During the period of lockdown, we also made up our own food parcels. This is because The Trussell has strict eligibility criteria that we are asked to follow, but we realised that in a many cases this could result in people not being eligible but struggling none the less.

We were able to support around 75 individuals or families with food in this way, at a cost of £5 per bag. These food parcels were funded partly through donations and the remaining £300 from Open House funds.

We were also able to make up and deliver over 100 children's activity packs during this lockdown period. Again, we received many kind donations towards this project, with the remaining £200 from Open House funds.

## **Going forward**

The last 2 years, since our founder and project manager Helen Croud moved on to take up a new role, have at times been very challenging but we are both proud and humbled to see all that Open House has been able to achieve, and the help it has been able to give to this community, with its team of wonderful volunteers.

The trustees recognize however that it is vital for the continued success and longevity of the charity to appoint a new Project Manager. We are currently looking for an energetic and committed applicant who can carry on the ethos and vision of Open House, manage and motivate it's volunteer team, promote it's services to reach more people in need, collaborate more effectively with other agencies and look at new ways that we can help, support and encourage those in our community who need it the most.

These are some of the ways in which we feel we could expand, given extra funding, and with a Project Manager in place:

1. Accessibility - Make our support accessible to as many people as possible by translating our literature into various European languages and seeking translators to become part of the team. Especially with Brexit many people may feel particularly vulnerable and may need to access our services.
2. School Holidays – During the school holidays a known problem is children missing meals. Open House could develop a program to offer a hot meal to school children and their families during holidays, particularly focusing on children who would normally receive free school meals. This could be done in conjunction with TLG a national program that works with churches to provide this <https://www.tlg.org.uk/> and with Bell Street United Church who during normal times would run a session on a Wednesday and provide lunch.
3. Baby Bank - Similar to Store House, the Baby Bank provides the essential items needed for new families. Items are donated, new or second hand, and the project works in conjunction with Health Visitors, Midwives etc, who refer clients. The following link is how the Baby Bank works in Bristol. <https://www.babybanknetwork.com/>
4. Providing more drop in sessions - Thursday mornings or one evening. We have seen a need in this area, eg clients who are working part time but who still need to access help & support.
5. Run various courses including 'cooking on a budget, IT, parenting.
6. Continue the 'Activity Packs 'for children at the beginning of the summer holidays
7. Improve links with other local organisations so we can share ideas, reduce duplicate services and support each other.

## **Case Studies and Testimonials**

**M** has been a client of Open House since November 2018 and originally visited us, with his support worker, for help with emergency food aid. It soon became apparent that there were other deeper needs – the most fundamental being a need to combat the deep sense of isolation and loneliness that he felt, which was leading to depression and suicidal thoughts. It has been a joy over the last year 2 years to see M gain confidence, talk freely to volunteers and now always enters with a smile on his face. He loves to sit and people watch, and even asks if he can help with any small tasks!

*“This place is badly needed. It helps in dealing with all sorts of things, which make life possible for people (and therefore they are not excluded from). Not everyone is young, healthy and strong and can find such a place.*

*The help that is offered here is of a high standard. I would not like to skip the nice warm atmosphere!”*

**C** has been a client of Open House since March 2016 and originally visited us for help from our Store House furniture project. In the 4 years since then C has been a regular visitor to Open House, often with his daughters, and we have been able to support him through several difficult times, including the breakdown of his marriage. C has accessed emergency food aid, household & toiletries, gas & electricity as well as housing, benefits and debt advice. We have also been able to support him in writing a CV and point him in the direction of possible work opportunities.

*“I had problems with bills and understanding how to claim benefits and [I needed] food supplies to help me, and my daughters, to seriously survive, and cleaning products and girl things. It was hard to come to terms [with], I had shame to ask, but the welcome they give me was overwhelming. I still go back to get stuff off the table on Tuesdays [surplus food from Tesco] as life is still a bit hard to be honest but their love and passion helps us all through hard times. If it wasn't for Open House a lot of people will be going through a bad time.....we all need help so helping them will benefit us all x”*