



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 (AM), Councillors Cook (Chair), Brown (Vice Chair), Chase, Hall, Hollingshead, Lewer, Loader, Proctor, Tippins, Welch and Yeo.
You are summoned to the Annual Council Meeting for the transaction of the business shown on the agenda below. To be held at 7.00pm on **Tuesday 04 May 2021** [online at Zoom.us](https://www.zoom.us).
Meeting ID: 824 8352 8214

All other recipients for information only

Claire Commons CerTHE PSLCC, Town Clerk and Responsible Finance Officer (RFO)
27th April 2021

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 | ELECTION OF CHAIRMAN AND VICE CHAIRMAN | 3 |
| | To elect a Chairman and Town Mayor, to receive the Chairman and Town Mayor's Declaration of Acceptance of Office and to elect a Vice Chairman and Deputy Town Mayor | (10 min) |
| | <i>(Local Government Act, 1972 s.15)</i> | |
| 2 | APOLOGIES | 5 |
| | To receive and consider for acceptance, apologies for absence | (2 min) |
| | <i>(Local Government Act, 1972 s.85)</i> | |
| 3 | DECLARATIONS OF INTEREST | 5 |
| | To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. | (1 min) |
| | <i>(Shaftesbury Town Council Code of Conduct, 2019)</i> | |
| 4 | MINUTES | 6 |
| | To confirm the minutes of the previous meeting of the Full Council. | (5 min) |
| | <i>(Local Government Act, 1972 Sch 12)</i> | |

5	PAYMENTS.....	7
	To consider payments for authorisation.....(5 min) <i>(Local Government Act, 1972 s.150)</i>	
6	ACCOUNTS YEAR ENDING 31ST MARCH 2021.....	9
	To report on the financial position of the Town Council’s accounts for the year ending 31st March 2021 and to adopt the Internal Auditor’s report, the Annual Governance Statement and the Statement of Accounts for the year ending 31st March 2021(20 min) <i>(Local Government Act , 1972 s.14)</i>	
7	CALENDAR OF MEETINGS.....	19
	To adopt the calendar of meeting for municipal year 2021- 2022.....(5 min) <i>(Shaftesbury Town Council Scheme of Delegation, 2020)</i>	

(End)

Anticipated meeting end time 8:10pm

References

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 Clayden, P., 2019. *Arnold-Baker on Local Council Administration*. 11 ed. s.l.:Lexis Nexis.
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 Local Government Act, 1972 s.150. *Expenses of parish and community councils*. [Online].
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 Local Government Act, 1972 s.85. *Vacation of office by failure to attend meetings*. [Online].
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 Shaftesbury Town Council Scheme of Delegation, 2020. *Scheme of Delegation*. [Online]
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 Shaftesbury Town Council, 2019. *Financial Regulations*. [Online].
 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 Election of Chairman and Vice Chairman

To elect a Chairman and Town Mayor, to receive the Chairman and Town Mayor's Declaration of Acceptance of Office and to elect a Vice Chairman and Deputy Town Mayor (10 min)

[\(Local Government Act, 1972 s.15\)](#)

1.1 Summary

- 1.1.1 The retiring Chairman will call for nominations for the position of Town Mayor and Chairman of the Council, upon appointment, the newly elected chairman will take the seat and then call for nominations for Deputy Mayor and Vice Chairman. Details for this procedure are set out in the detail below.
- 1.1.2 The Chairman is also the Town Mayor, these roles cannot be carried out by two individuals. Likewise, the Vice Chairman is also the Deputy Mayor and this role also cannot be split.
- 1.1.3 The newly elected Mayor may choose to hold a Mayor Making ceremony and will make such arrangements with the Town Clerk and Mayor's Secretary accordingly.
- 1.1.4 Standing Orders requires for election of Mayor to be carried out by secret ballot. As we are not currently able to meet in person and this is not bound by legislation, the Council should resolve to either hold the vote by written ballot using the chat function to the Clerk only within the Zoom platform or by verbal ballot which will be in public.
- 1.1.5 The Clerk has already received a nomination for Cllr Hollingshead to be Mayor and Cllr Chase to be Deputy Mayor. Any other member wishing to nominate either themselves or another Councillor for either the position of Mayor or Deputy Mayor should make this known to the Clerk before midday on Tuesday 4th May so that confirmation of acceptance of the nomination can be sought prior to the meeting.

1.2 Criteria for voting

- 1.2.1 The criteria for the vote will be as follows:
 - A successful candidate must have received an absolute majority vote of those present and voting.
 - It follows that if there are more than two candidates and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again.
- 1.2.2 This process must, if necessary, be repeated until an absolute majority is obtained. The Proper Officer will formally announce the elected Mayor at the end of the process.
- 1.2.3 At this point the newly elected Mayor will take the place of the retiring Mayor. Due to the meeting being held on a virtual platform, the Chain of Office will not be handed to the newly elected Mayor as part of the meeting.
- 1.2.4 The new Mayor will make their Declaration of Acceptance of Office and thanks to the retiring Mayor who may then give their retiring speech for the municipal year 2020/2021.
- 1.2.5 The above procedure will be repeated for the selection of Deputy Mayor

- 1.2.6 The newly elected Deputy Mayor will then take the place of the retiring Deputy Mayor but the badge of office will not be handed over as part of the meeting.

1.3 Financial Implications

- 1.3.1 The Council provides a civic budget for the Town Mayor to undertake civic duties. This is *not* an additional allowance.

1.4 Legal Implication

- 1.4.1 The election of a chairman shall be the first business transacted at the annual meeting of the Parish Council; The Chairman of a parish Council shall be elected annually by the Council from among the councillors; The Parish Council may appoint a member of the Council to be vice-chairman of the Council. (Local Government Act, 1972 s.15)

1.5 Recommendation

- 1.5.1 That the Town Council selects its Chairman and Town Mayor for the municipal year 2021 – 2022 and the Chairman makes their Declaration of Acceptance of Office.
- 1.5.2 That the Town Council selects its Vice Chairman and Deputy Mayor for the municipal year 2021 – 2022 and the Vice Chairman makes their Declaration of Acceptance of Office.

1.6 Reason for Recommendation

- 1.6.1 To comply with the Local Government Act 1972 s.15

2 Apologies

To receive and consider for acceptance, apologies for absence

(2 min)

(Local Government Act, 1972 s.85)

2.1 Background

- 2.1.1 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

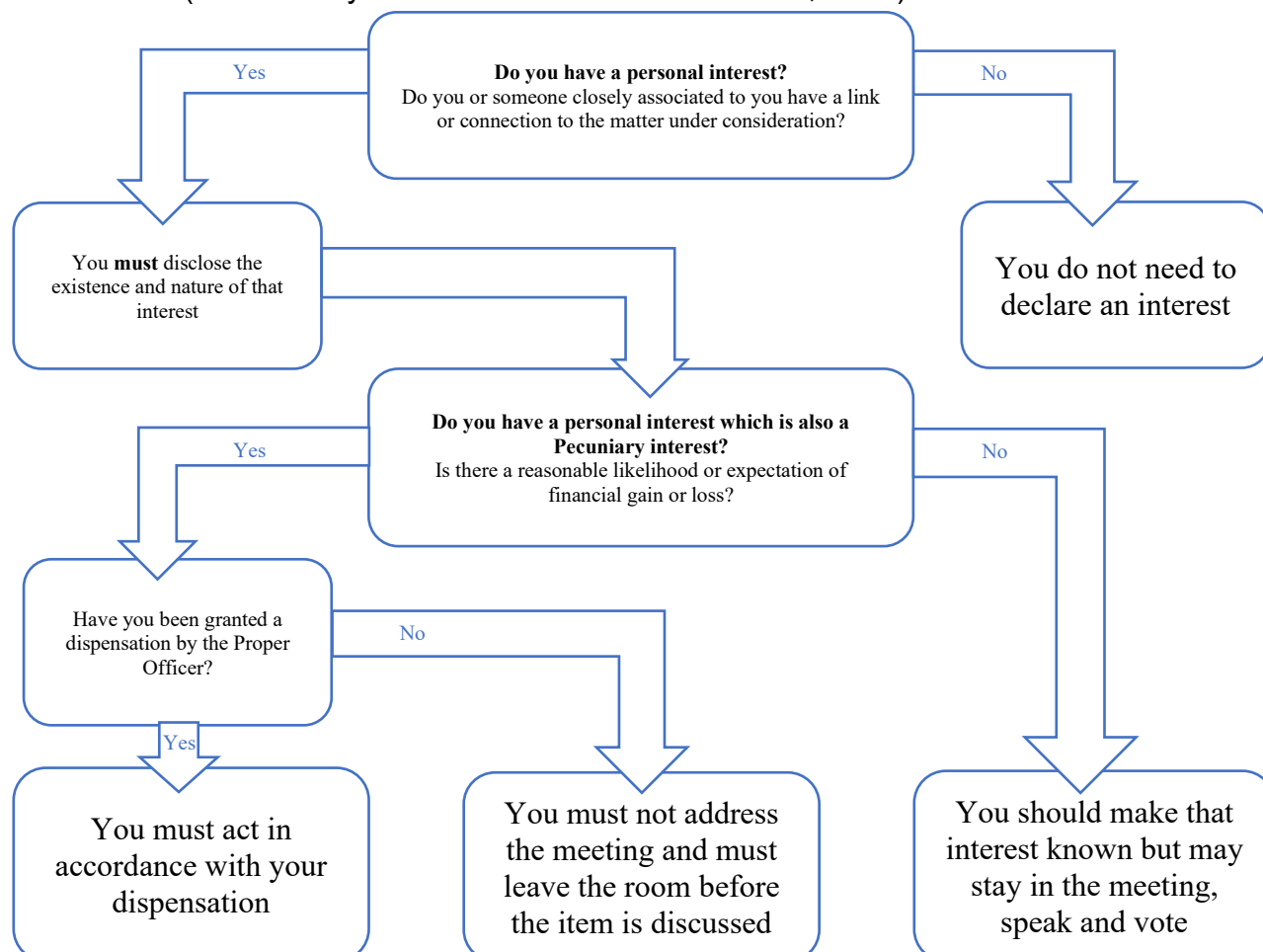
3 Declarations of Interest

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)

3.1 Background

- 3.1.1 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
- 3.1.2 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)



4 Minutes

To confirm the minutes of the previous meeting of the Full Council.

(5 min)

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

4.1 Background

- 4.1.1 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.
- 4.1.2 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)

4.2 Minutes to be adopted

- 4.2.1 Minutes to be adopted are provided through the hyperlink below. Members should read them in advance of the meeting and satisfy themselves that they are a true record of the decisions taken.
- 4.2.2 [20th April 2021](#)
- 4.2.3 [27th April 2021](#)

5 Payments

To consider payments for authorisation

(5 min)

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

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

5.1.2 A list of payments is provided for review and authorisation

5.2 Scheme of Delegation

5.2.1 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.

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

5.3 Financial Implications

5.3.1 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)

5.4 Legal Implications

5.4.1 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)

5.4.2 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)

5.5 Recommendation

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

5.6 Reason for Recommendation

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

5.7 List of payments raised between 06/04/2021 and 23/04/2021

(see following page)

Report 0521AM7

NatWest Current A/c

Date	Supplier	Invoice	Amount	Detail
06/04/2021	Aqua	CL5671	£ 96.00	Town Hall Cleaning
12/04/2021	Aqua	CL5679	£ 48.00	Town Hall Cleaning
19/04/2021	Aqua	CL5684	£ 48.00	Town Hall Cleaning
12/04/2021	Aqua Supplies	S30712	£ 147.82	Cleaning Supplies Toilets
27/04/2021	Aqua Supplies	S30830	£ 50.33	Cleaning Supplies Toilets
13/04/2021	R Baker	Adverts	£ 140.85	Face book advertising last season
31/03/2021	N D Hardiman	71861	£ 64.20	Top soil
31/03/2021	GCS Agricentre	52108	£ 16.33	Cable Ties
14/04/2021	JPLennard	102314	£ 2,407.33	Equipment for pool and resale items
20/04/2021	RLSS	472222	£ 140.00	ATC Membership
21/04/2021	Glasdon	S1814422	£ 595.36	Bench for Park Walk
26/04/2021	Quiller	5939	£ 215.04	Lifeguard Uniforms
23/04/2021	Microshade	14395	£ 76.20	Rialtas Hosting
25/04/2021	Mole Valley	200903994	£ 153.12	Tools, compost
17/03/2021	SLCC	13166	£ 1,575.00	Yr 1 Community Governance
22/04/2021	MJ HPPS Ltd	6552	£ 1,463.25	Boiler service, pipework repairs
23/04/2021	Richard Moore	8231	£ 24,000.00	1st stage installment A30
08/04/2021	Sure PC	4969	£ 176.40	IT Support
31/03/2021	Waterlogic	6164415	£ 12.36	Water Cooler
23/04/2021	Water2Business	28925304	£ 1,070.82	Revised water bill pool
			£ 32,496.41	

(End)

Report Author:

Claire Commons, Town Clerk and RFO

6 Accounts Year Ending 31st March 2021

To report on the financial position of the Town Council's accounts for the year ending 31st March 2021 and to adopt the Internal Auditor's report, the Annual Governance Statement and the Statement of Accounts for the year ending 31st March 2021 (20 min)

[\(Local Government Act , 1972 s.14\)](#)

6.1 Summary

- 6.1.1 The following items are appended to this report
- 6.1.2 The Council must approve its Annual Return by 30th June 2021. Part of the Annual Return is to approve the Annual Governance Statement at Section 1 of the AGAR. The Council must confirm for each of the nine points in Section 1 whether it agrees or not with the statement.
- 6.1.3 After approving Section 1, the Council must approve the Accounting Statements as shown at section 2 of the Annual Return. The bottom line of the balance sheet corresponds to line 7 of the accounting statements balances carried forward. The total value of cash and short-term investments corresponds to the bank reconciliation.
- 6.1.4 All smaller authorities must include the first 10 working days of July within the 30 working day period they set for the exercise of public rights for 2020/21; this requirement was removed for 2019/20.

6.2 Scheme of Delegation

- 6.2.1 Approval of End of Year Accounts and Annual Return must only be resolved by Full Council (2019, p. 4)

6.3 Financial Implications

- 6.3.1 There are no financial implications arising from this report. The public will have the right to ask any questions of the External Auditor. This may incur charges from the External Auditor which the Council is required to pay from the public purse.

6.4 Legal Implications

- 6.4.1 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.

6.5 Risk

- 6.5.1 Failure to resolve the end of year accounts could lead to a qualified audit.

6.6 Recommendations

- 6.6.1 That the Annual Governance Statement for the year ending 31st March 2021 is adopted
- 6.6.2 That the Statement of Accounts for the year ending 31st March 2020 is approved and duly signed thereby approving the Council's Annual Return
- 6.6.3 That the dates for exercise of public rights are confirmed as 2nd June – 14th July

6.7 Reason for Recommendation

6.7.1 The recommendations should be taking individually and in the order set out to satisfy the requirements of the External Audit.

(End)

Report Author: Claire Commons, Town Clerk & RFO

Internal Audit Report

The Internal Auditor will carry out an additional visit on 6th May which will be reported to Full Council on 25th May. This does not prevent the completion of the current year's annual return.

Do the Numbers Limited

Southampton
15th March 2021

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

Dear Claire,

Subject: Matters arising from interim Internal Audit year ending 31 March 2021

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

Control area	Issue	Recommended Action
Fixed asset register	The council has brought into use the asset register module of the accounting software which is a significant improvement on previous spreadsheets.	In advance of the year end, please ensure that fixed asset investments are included on the register at cost, as are any new assets.
External Audit	The 2017/18 and 2018/19 and 2019/20 External audits are still with PKF awaiting completion following extensive elector queries.	It is understood that no amendments to the accounts will be needed but the investigation fees should be considered as a contingent liability.
Wages for marshals	At present all of the costs associated with the high street pedestrianisation are included in box 6 of the AGAR.	In advance of the year end, please ensure that all payroll costs are separate out into a nominal code that will be linked to box 4
VAT allocations	In one instance, VAT was claimed on a bill where the supplier was not in fact VAT registered.	Care should be taken to ensure that this does not recur and that items such as IPT are not accidentally included as VAT.
General reserve	As a result of unavoidable COVID delays, some projects have been delayed resulting in reserves rising.	Once lockdowns ease, projects should be brought forward.

I will return after the year end to complete my review. If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

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

023 8077 2341
Director: Eleanor S Greene

Shaftesbury Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2021

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
31/03/2021	NatWest Current A/c	167,115.78
31/07/2020	NatWest Reserve a/c	0.00
31/03/2020	Nat West Credit Card	0.00
31/03/2021	Cash in Hand	6.89
31/03/2021	Petty Cash -Swimming Pool	51.89
31/03/2021	Public Sector Deposit A/c	267,717.00
31/03/2021	Cambridge & Counties Bank	155,625.52
31/03/2021	Nationwide Business Savings	169,000.00
		759,516.88
<u>Other Cash & Bank Balances</u>		
		0.00
		759,516.88
<u>Unpresented Payments</u>		
		21,284.91
		738,231.97
<u>Receipts not on Bank Statement</u>		
		0.00
		738,231.97
<u>Closing Balance</u>		
		738,231.97
<u>All Cash & Bank Accounts</u>		
1	NatWest Current A/c	145,830.87
2	NatWest Reserve A/c	0.00
3	Nat West Credit Card	0.00
4	Petty Cash	6.89
5	Petty Cash- Swimming Pool	51.89
6	Local Authorites PropertyFund	0.00
7	Public Sector Deposit A/c	267,717.00
8	Cambridge & Counties Bank	155,625.52
9	Nationwide Business Savings	169,000.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	738,231.97

Report 0521AM7

A/C Code	Supplier Name	Balance	Mar 2021	Feb 2021	Jan 2021	Prior Months	On A/c Pymnts
Ledger No 1, Purchase Ledger							
ANGEL	ANGEL	22.66	10.30	12.36	0.00	0.00	0.00
BAKER	BAKER	140.85	140.85	0.00	0.00	0.00	0.00
BT	BT	1,362.00	1,362.00	0.00	0.00	0.00	0.00
CLARITY	CLARITY	18.00	18.00	0.00	0.00	0.00	0.00
DAPTC	DAPTC	14.00	14.00	0.00	0.00	0.00	0.00
EON	EON	412.08	412.08	0.00	0.00	0.00	0.00
FENLAND	FENLAND LEISURE	41.40	41.40	0.00	0.00	0.00	0.00
FIRSTDATA	FIRSTDATA	67.98	67.98	0.00	0.00	0.00	0.00
GCS	GCS	16.33	16.33	0.00	0.00	0.00	0.00
HARDIMAN	HARDIMAN	64.20	64.20	0.00	0.00	0.00	0.00
JRB ENTERP	JRB ENTERP	133.14	133.14	0.00	0.00	0.00	0.00
PKF	PKF	3,480.00	0.00	0.00	0.00	3,480.00	0.00
PROPRINT	PROPRINT	63.00	63.00	0.00	0.00	0.00	0.00
SCATS	SCATS	153.12	153.12	0.00	0.00	0.00	0.00
SKEY	SKEY	300.00	300.00	0.00	0.00	0.00	0.00
SLCC	SLCC	1,575.00	1,575.00	0.00	0.00	0.00	0.00
TRAVPERK	TRAV PERK	247.26	247.26	0.00	0.00	0.00	0.00
VALE	VALE	5,464.80	5,464.80	0.00	0.00	0.00	0.00
WATER	WESSEX WATER	-1,471.92	82.42	0.00	0.00	0.00	-1,554.34
Total Purchase Ledger No 1		12,103.90	10,165.88	12.36	0.00	3,480.00	-1,554.34
TOTAL PURCHASE LEDGER BALANCES		12,103.90	10,165.88	12.36	0.00	3,480.00	-1,554.34

26/04/2021

Shaftesbury Town Council

Page 1

15:28

Sales Ledger Aged Account Balances

User: TM

Outstanding Balances by Month as at 31/03/2021

A/C Code	Customer Name	Balance	Mar 2021	Feb 2021	Jan 2021	Prior Months	On A/c Pymnts
Ledger No 1, Sales Ledger							
ANGEL	ANGEL	19.00	19.00	0.00	0.00	0.00	0.00
BROWNS	BROWNS	140.00	0.00	0.00	0.00	140.00	0.00
CHAD	CHAD	76.00	76.00	0.00	0.00	0.00	0.00
COOLS	COOLS	38.00	38.00	0.00	0.00	0.00	0.00
FARMM	FARMERS MARKET	83.00	0.00	83.00	0.00	0.00	0.00
FISH	FISH	152.00	152.00	0.00	0.00	0.00	0.00
HEDGEHOG	HEDGEHOG	133.00	133.00	0.00	0.00	0.00	0.00
KENSONS	KENSONS	209.00	76.00	57.00	0.00	76.00	0.00
MOTCOMBE	MOTCOMBE	360.00	360.00	0.00	0.00	0.00	0.00
OCTOBERFE	OCTOBERFES	480.00	0.00	0.00	0.00	480.00	0.00
POOCH	POOCH	38.00	38.00	0.00	0.00	0.00	0.00
SAUSAGE	SAUSAGE	76.00	76.00	0.00	0.00	0.00	0.00
TRUCK	TRUCK	133.00	76.00	0.00	57.00	0.00	0.00
VALE	VALE	76.00	76.00	0.00	0.00	0.00	0.00
Total Sales Ledger No 1		2,013.00	1,120.00	140.00	57.00	696.00	0.00
TOTAL SALES LEDGER BALANCES		2,013.00	1,120.00	140.00	57.00	696.00	0.00

Shaftesbury Town Council		
Income and Expenditure Account for Year Ended 31 March 2021		
31 March 2020		31 March 2021
	Income Summary	
500,996	Precept	505,052
<u>500,996</u>	Sub Total	<u>505,052</u>
	Operating Income	
1,841	Allotment	1,708
5,350	Cemetery	4,344
13,713	General Grounds	8,757
6,441	Local Delivery services	5,602
50,167	Town Hall	21,208
50	Civic	0
48	Legal and Professional	0
5,344	Finance	86,559
27,517	Swimming Pool	26,054
0	Covid-19	640
10,085	Staffing Costs	10,105
24,385	Reserves & Projects	11,055
<u>645,937</u>	Total Income	<u>681,083</u>
	Running Costs	
622	Allotment	1,572
1,037	Cemetery	979
67,889	General Grounds	47,991
9,222	Local Delivery services	7,325
18,222	Town Hall	14,600
5,462	Civic	5,741
32,909	Legal and Professional	26,916
38,946	Grants & SLA	21,612
50,616	Finance	522
73,917	Swimming Pool	48,701
0	Covid-19	26,174
12,712	General Running Costs	11,740
269,128	Staffing Costs	286,348
75,456	Reserves & Projects	49,704
0	Capital Replacement Reserve	366
<u>656,139</u>	Total Expenditure	<u>550,290</u>
	General Fund Analysis	
203,879	Opening Balance	278,546
645,937	Plus : Income for Year	681,083
<u>849,816</u>		<u>959,629</u>
656,139	Less : Expenditure for Year	550,290
<u>193,677</u>		<u>409,338</u>
(84,868)	Transfers TO / FROM Reserves	183,556
<u>278,545</u>	Closing Balance	<u>225,782</u>

Shaftesbury Town Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2021

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	606,177.94	736,970.46
100	Debtors	871.00	2,013.00
105	Vat Control	7,765.38	8,961.39
110	Prepayments	5,808.60	7,052.82
	Less Total Debtors	14,442.96	16,027.21
500	Creditors	10,477.72	12,103.90
510	Accruals	2,750.00	4,670.82
516	PAYE & NI Due	4,726.71	0.00
517	Superannuation Due	4,535.42	0.00
565	Holding Deposits	212.00	514.00
	Plus Total Creditors	22,701.85	17,288.72
	Equals Total Cash and Bank Accounts	614,436.83	738,231.97
200	NatWest Current A/c	24,026.27	145,830.87
203	Petty Cash	38.58	6.89
204	Petty Cash- Swimming Pool	106.89	51.89
206	Public Sector Deposit A/c	267,717.00	267,717.00
207	Cambridge & Counties Bank	153,548.09	155,625.52
208	Nationwide Business Savings	169,000.00	169,000.00
	Total Cash and Bank Accounts	614,436.83	738,231.97

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Shafesbury Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that

	Agreed		Yes means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements			prepared its accounting statements in accordance with the Accounts and Audit Regulations
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of directors' rights in accordance with the requirements of the Accounts and Audit Regulations			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds (including charitable). In our capacity as the sole managing trustee we discharged our accountability responsibilities for the funds/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given

Chairman: SIGNATURE REQUIRED

Clerk: SIGNATURE REQUIRED

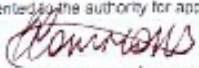
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Section 2 – Accounting Statements 2020/21 for

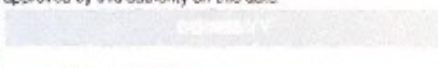

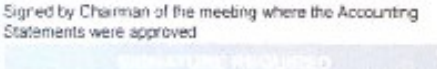
Shaftesbury Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	616,380	606,178	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	500,996	505,052	Total amount of precept (or fee (DBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	144,941	176,031	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	291,337	316,749	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	364,802	233,542	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	606,178	736,970	Total balances and reserves at the end of the year. Must equal 1+2+3 - (4+5+6).
8. Total value of cash and short term investments	614,437	738,232	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March. To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,769,613	2,789,561	The value of all the property the authority owns. It is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority
Signed by Responsible Financial Officer before being presented to the authority for approval


Date 30/04/21

I confirm that these Accounting Statements were approved by this authority on this date


as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved


7 Calendar of Meetings

To adopt the calendar of meeting for municipal year 2021- 2022

(5 min)

[\(Shaftesbury Town Council Scheme of Delegation, 2020\)](#)

7.1 Summary

- 7.1.1 The Council adopts a calendar of meetings for the year to help manage the business of the Council and provide ease of planning for councillors.
- 7.1.2 The Council has traditionally always held its routine meetings on Tuesday evenings, there is no proposal to change this for Full Council and standing committees.
- 7.1.3 The Human Resources Committee does not have regular business to conduct and so, as in the previous few years, it is recommended that it meets on an 'as needed' basis as determined by the clerk or HR committee members.
- 7.1.4 A copy of the proposed schedule is appended to this report. This year, rather than a cycle of committee meeting, one week off then Full Council, the proposal is that the first week in the month will always be Planning, the second Recreation, Open Spaces and Environment etc. This should make it easier to plan which evenings need to be reserved to Council business for each Councillor.
- 7.1.5 There are implications in relation to Coronavirus legislation which the Clerk will speak to at the meeting.

7.2 Financial Implications

- 7.2.1 There are no financial implications arising from this report

7.3 Legal Implications

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

7.4 Recommendation

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

(End)

Report Author: Zoe Moxham, Officer Administrator

Report 0521AM12 to a meeting of the Full Council
 Tuesday 04 May 2021 **online at Zoom.us.**

CALENDAR OF MEETINGS 2021-2022

SHAFTESBURY TOWN COUNCIL



COUNCIL MEETING CATEGORY BY COMMITTEE

FULL COUNCIL (FC)	KEY DATES	
ANNUAL COUNCIL MEETING <input type="checkbox"/>	ANNUAL PARISH MEETING - 27/04/21	BUDGET SETTING - 16/11/21
GENERAL MANAGEMENT (GEM)	ANNUAL COUNCIL MEETING - 04/05/21	Q3 REPORT - 18/01/22
PLANNING AND HIGHWAYS (PH)	Q4 REPORT - 4/05/21	BUDGET ADOPTED BY FC - 25/01/22
RECREATION OPEN SPACES AND ENVIRONMENT (ROSE)	Q1 REPORT - 20/07/21	ANNUAL PARISH MEETING - 29/03/22
ANNUAL PARISH MEETING	Q2 REPORT - 19/10/21	ANNUAL COUNCIL MEETING - 24/05/22

MAY 2021						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2021							JULY 2021							AUGUST 2021							SEPTEMBER 2021							OCTOBER 2021							NOVEMBER 2021						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
										1	2	3	4							1			1	2	3	4	5					1	2	3							
	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7
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14	15	16	17	18	19	20	19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21
21	22	23	24	25	26	27	26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	22	23	24	25	26	27	28				
28	29	30					30	31																			29	30													
DECEMBER 2021							JANUARY 2022							FEBRUARY 2022							MARCH 2022							APRIL 2022							MAY 2022						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
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6	7	8	9	10	11	12	3	4	5	6	7	8	9		1	2	3	4	5	6		1	2	3	4	5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8
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