



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

You are summoned to a meeting of the General Management Committee (GEM) for the transaction of the business shown on the agenda below. To be held at **7pm on Tuesday 20 July 2021 in the Guildhall, Shaftesbury Town Hall**

All other recipients for information only

14th July 2021

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk and RFO
Members are reminded of their duty under the Code of Conduct

Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions. The period of time designated for public participation shall not exceed twenty minutes. A member of the public shall not speak for more than three minutes. The meeting will also be hosted on [online at Zoom.us](https://us.zoom.us/j/83697446958). Meeting ID: 836 9744 6958
Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business. Out of courtesy to those present, the Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

The 7 principles of public life

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

(Committee on Standards in Public Life, 1995)

Agenda

- 1 APOLOGIES4**
To receive and consider for acceptance, apologies for absence (1 min)
(Local Government Act, 1972 s.85)
- 2 DECLARATIONS OF INTEREST4**
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 MINUTES5**
To receive the minutes of the previous meeting of the General Management Committee ahead of formally adopting the minutes at the next convened meeting of the committee. (1 min)
(Local Government Act, 1972 Sch 12)
- 4 REPORTS6**

Report 0721GEM12 to a meeting of the General Management Committee

To receive and note reports pertaining to the remit of this committee. (5 mins)

(Shaftesbury Town Council Scheme of Delegation, 2021)

- 5 FINANCIAL REPORT - QUARTER 17**
To receive the Town Council's accounts for the first quarter of the financial year 2021 / 22 (10 min)
(Local Government Act, 1972 s.151)
- 6 PAYMENTS.....15**
To consider payments for authorisation (5 mins)
(Local Government Act, 1972 s.150)
- 7 PLANNING APPLICATIONS18**
To consider responses to planning applications to include but not be limited to; 20 Daisy House Long Cross, 4 Well Lane and Land at Littledown (15 min)
(Town and Country Planning Act, 1990 sch.1 para.8)
- 8 A30 ALLOTMENTS20**
To consider the allotment policy and the plot distribution for the A30 Allotments(5 minutes)
(Small Holdings and Allotments Act, 1908 s.26)
- 9 GRANTS REQUEST22**
To consider applications for Community Grants (10 mins)
(Shaftesbury Town Council Scheme of Delegation, 2021)
- 10 MAMPITTS ADVISORY COMMITTEE UPDATE23**
To consider the applications against the skills matrix for the Mampitts Advisory Committee (10 mins)
(Local Government Act, 1972 s.111)
- 11 TEMPORARY PEDESTRIANISATION FOR THURSDAY MARKET - TRO.....26**
To consider the financial impact with the Temporary Event Licence to keep the High Street pedestrianised on market day (Thursdays only) (10 mins)
(Shaftesbury Town Council Scheme of Delegation, 2021)
- 12 YOUTH CLUB LEASE28**
To consider awarding a one year lease for the Youth Club. (10 mins)
(Shaftesbury Town Council Scheme of Delegation, 2021)
- 13 S106 CONTRIBUTIONS FOR WINCOMBE LANE DEVELOPMENT.....30**
To consider future projects that could be linked to S106 developer contributions arising from the Wincombe Lane development. (10 mins)
(Shaftesbury Town Council Scheme of Delegation, 2021)

(End)

Anticipated meeting end time 8:30pm

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- Town and Country Planning Act, 190 sch.1 para.8. *LPA notify parish of Planning Applications*. [Online]
Available at: <https://www.legislation.gov.uk/ukpga/1990/8/schedule/1/paragraph/8>

1 Apologies

To receive and consider for acceptance, apologies for absence

(1 min)

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

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

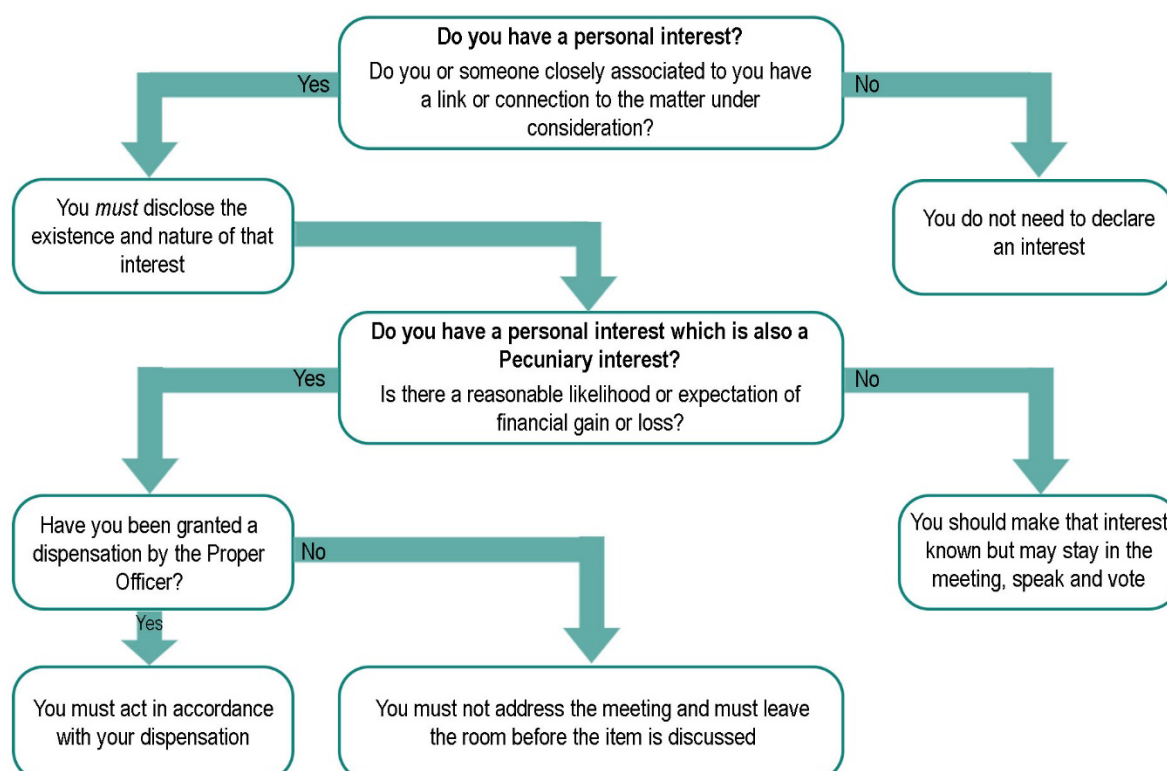
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk.

(1 min)

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

2.1 Background

- 2.1.1 Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2019. The Clerk will report any dispensation requests received
- 2.1.2 Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct. (Shaftesbury Town Council, 2019)



3 Minutes

To receive the minutes of the previous meeting of the General Management Committee ahead of formally adopting the minutes at the next convened meeting of the committee. (1 min)

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

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 Shaftesbury Town Council resolved that all powers related to the carrying out of council business be temporarily delegated to the town clerk until such time as the UK government roadmap reaches step 4 or the law changes to enable formal council meetings to convene online. Following the government announcement on 12th July 2021 all restrictions end on 19th July 2021 therefore normal council business is resumed from that point onwards.
- 3.1.3 The draft minutes cannot be resolved under the scheme of delegation.
- 3.1.4 If it is necessary for the draft minutes of the previous meeting to be corrected because of inaccuracies then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).
- 3.1.5 If inaccuracies are found in the minutes dated 30/3/2021, then the committee must resolve the amendments at the next formally convened meeting of the committee.
- 3.1.6 [15th July 2021](#)

3.2 Minutes from informal General Management Meetings to adopt that have had the accuracy agreed at previous committee meetings.

- 3.2.1 [Tues 30/03/2021](#)
- 3.2.2 [Tues 11/05/2021](#)

4 Reports

To receive and note reports pertaining to the remit of this committee.

(5 mins)

[\(Shaftesbury Town Council Scheme of Delegation, 2021\)](#)

4.1 Summary

4.1.1 Reports provided within this item are to receive and note only, they provide updates on decisions already taken by the Committee and actions taken under the Scheme of Delegation (where not previously reported).

4.2 Updates and Actions from 15th June 2020

4.2.1 CCTV Extension – Discussions are underway with the current provider.

4.2.2 Citizens Advice Bureau – Service Level Agreement – *Issued for signature*

4.2.3 Swimming Pool Discretionary Rate - *Complete*

4.2.4 Mampitts Square – *See Item 10*

4.2.5 Data Protection Support Services for Shaftesbury – Discussions are underway with an alternative provider and a verbal report will be provided to the committee.

4.2.6 Community Grants – *Complete*

4.2.7 Planning Applications - *Submitted*

4.2.8 Youth Club Lease – *See item 11*

4.3 Recommendation

4.3.1 That the Council receives and notes the reports.

4.4 Reason for Recommendation

4.4.1 To ensure members are kept aware of progress on matters relating to this committee and make decisions as appropriate.

(End)

Report Author: Zoe Moxham, Office Administrator

5 Financial Report - Quarter 1

To receive the Town Council's accounts for the first quarter of the financial year 2021 / 22 (10 min)

[\(Local Government Act, 1972 s.151\)](#)

5.1 Summary

- 5.1.1 Every local council must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions and the achievement of its aims and objectives. The council must likewise ensure that its financial, operational and risk management is effective. (Clayden, 2016, p. 178)

5.2 Balances

- 5.2.1 Cleared bank balances and earmarked reserves are shown on the detailed balance sheet appended to this report.
- 5.2.2 Financial Regulation 2.2 requires that on a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the General Management Committee. [Please view signed bank reconciliation here.](#)

5.3 Performance against Budget

- 5.3.1 Financial Regulation 4.8 states that the RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget.
- 5.3.2 Detailed lists of payments are provided at each General Management Committee and Full Council meeting. A detailed Income and expenditure report showing progress against budget is appended to this report. The overall position of the accounts is healthy as the following summary position shows:

Cost Centre	Actual Year to Date	Annual Budget	Funds Available	% Spent	Material Variances
Allotment Income	100	2,000		5.0%	Income is due in January so will not show until Q3
Expenditure	0	1,197	1,197	0.0%	No expenditure required yet
Cemetery Income	1,674	3,800		44.0%	No direct link to Covid-19
Grounds Income	323	9,443		3.4%	SLA income awaited
Local Delivery Services Income	3,477	4,444		78.2%	Street Market income has exceeded expectations
Legal and Professional Expenditure	14,589	31,050	16,461	47.0%	Higher costs due to current project work. Not at risk of overspend but careful watch needed.
Finance Income	252,224	507,645		49.7%	Precept in for the first two quarters
Swimming Pool Income	31,563	27,841		113.4%	Exceptional income

Report 0721GEM5 to a meeting of the General Management Committee

Cost Centre	Actual Year to Date	Annual Budget	Funds Available	% Spent	Material Variances
Expenditure	27,821	65,959	38,138	42.2%	Higher costs due to opening earlier in May and the additional cost of heating in cooler weather
Staffing Income	0	10,105		0.0%	Invoice raised for Street Cleaning contribution

5.4 Scheme of Delegation

- 5.4.1 The General Management Committee is delegated to consider and determine all matters relating to Finance, including the recommendation of the approval of the Year End Accounts & approval of the Annual Return (Statement of Accounts) to Full Council. (Shaftesbury Town Council Scheme of Delegation, 2021)

5.5 Legal Implications

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

5.6 Recommendation

- 5.6.1 That the Committee receives and notes the reports and makes any recommendations for virements to Full Council
- 5.6.2 That the Committee appoints a member other than the Chairman to sign the bank reconciliation for Quarter 2 in October 2021

5.7 Reason for Recommendation

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

(End)

Report Author: Claire Commons, Town Clerk & RFO

Report 0721GEM5 to a meeting of the General Management Committee

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Shaftesbury Town Council

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Balance Sheet as at 31/06/2021

31 March 2020

31 June 2021

31 March 2020		31 June 2021	
Current Assets			
2,013	Debtors	17,086	
6,961	Vat Control	30,943	
7,053	Prepayments	0	
145,831	NatWest Current A/c	549,810	
7	Petty Cash	7	
52	Petty Cash- Swimming Pool	52	
267,717	Public Sector Deposit A/c	267,717	
155,626	Cambridge & Counties Bank	155,626	
169,000	Nationwide Business Savings	169,000	
754,259		1,190,240	
754,259	Total Assets	1,190,240	
Current Liabilities			
12,104	Creditors	3,383	
4,671	Accruals	0	
0	PAYE & NI Due	5,804	
0	Superannuation Due	4,836	
514	Holding Deposits	501	
17,289		14,525	
736,970	Total Assets Less Current Liabilities	1,175,715	
Represented By			
225,782	General Reserve	300,713	
511,189	Earmarked Reserves	875,002	
736,970		1,175,715	

The above statement represents fairly the financial position of the authority as at 31/06/2021 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial

_____ Date : _____

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Detailed Income & Expenditure by Budget Heading 09/07/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Allotment</u>						
Allotment Rent Income	100	2,000	1,900			5.0%
Water Rates	0	(800)	800		800	0.0%
IT Software	0	(397)	397		397	0.0%
<u>Cemetery</u>						
Cemetery Income	1,674	3,800	2,126			44.0%
Rates & Services	(184)	(622)	438		438	29.6%
Water Rates	0	(100)	100		100	0.0%
Repairs & Maintenance	0	(150)	150		150	0.0%
IT Software	0	(290)	290		290	0.0%
<u>General Grounds</u>						
Rents	83	420	338			19.6%
Out door Fitness Instruction	240	0	(240)			0.0%
Grass Cutting Income	0	6,023	6,023			0.0%
Miscellaneous Income	0	2,000	2,000			0.0%
Memorial Bench Income	0	1,000	1,000			0.0%
Castle Hill - SLA	0	(8,300)	8,300		8,300	0.0%
Sub Contract Labour	0	(450)	450		450	0.0%
Rates & Services	(987)	(3,390)	2,403		2,403	29.1%
Electricity	(201)	(1,000)	799		799	20.1%
Water Rates	0	(2,000)	2,000		2,000	0.0%
Repairs & Maintenance	(1,371)	(3,000)	1,629		1,629	45.7%
Treework	(595)	(5,500)	4,905	(350)	4,555	17.2%
Plants	0	(800)	800		800	0.0%
Refuse Collection	(708)	(2,750)	2,042		2,042	25.8%
Equipment/Repairs/Hire	(731)	(4,250)	3,519		3,519	17.2%
Fuel for Equipment	(292)	(2,000)	1,708		1,708	14.6%
Memorial Bench	0	(1,000)	1,000	(521)	479	52.1%
Rent Unit 9C	(3,786)	(7,572)	3,786		3,786	50.0%
Alarm Costs	(55)	(150)	95		95	36.7%
Fuel for Vehicles	(734)	(2,500)	1,766		1,766	29.4%
Motor Expenses	(131)	(3,000)	2,869		2,869	4.4%
PPE	(80)	(1,000)	920		920	8.0%
Playground Inspections	0	(473)	473		473	0.0%
Playground Repair/Maintenance	(778)	(5,000)	4,222	(1,176)	3,046	39.1%
SLA-Trinity Grounds Maintenance	0	(1,500)	1,500		1,500	0.0%
<u>Coppice Street</u>						
Government Works Loan (GWL)	349,878	350,000	123			100.0%
S106 Income	39,814	0	(39,814)			0.0%
Grants Received	30,000	120,000	90,000			25.0%

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Detailed Income & Expenditure by Budget Heading 09/07/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Carpark 1	0	10,452	10,452			0.0%
Football Club Rent	0	14,526	14,526			0.0%
Sub Contract Labour	(103,230)	(470,000)	366,770		366,770	22.0%
Rates & Services	0	(2,016)	2,016		2,016	0.0%
SLA Carpark 1 (DC admin costs)	0	(1,045)	1,045		1,045	0.0%
SLA Carpark 2 (DC admin costs)	0	(249)	249		249	0.0%
Repairs & Maintenance	0	(1,294)	1,294		1,294	0.0%
Professional & Legal Fees	0	(5,848)	5,848		5,848	0.0%
Government Works Loan Repay	0	(14,526)	14,526		14,526	0.0%
<u>Local Delivery services</u>						
Street Market Rents R'ved	3,477	4,444	967			78.2%
Rates & Services	(669)	(2,266)	1,597		1,597	29.5%
Electricity	(301)	(1,200)	899		899	25.1%
Water Rates	0	(1,900)	1,900		1,900	0.0%
CCTV	(300)	(320)	20		20	93.8%
Repairs & Maintenance	(1,132)	(2,000)	868		868	56.6%
Cleaning	(165)	(1,200)	1,035		1,035	13.8%
<u>Town Hall</u>						
Hall Hire	4,053	12,540	8,487			32.3%
Weddings	1,125	2,070	945			54.3%
Shop Rents	6,435	25,908	19,473			24.8%
Solar Panel Feed in Tariff	0	2,274	2,274			0.0%
Sub Contract Labour	(40)	0	(40)		(40)	0.0%
Rates & Services	(2,168)	(7,469)	5,301		5,301	29.0%
Electricity	(577)	(2,000)	1,423		1,423	28.8%
Gas	(188)	(2,000)	1,812		1,812	9.4%
Water Rates	0	(150)	150		150	0.0%
Wedding Costs	(1,143)	(500)	(643)		(643)	228.7%
Trinity Car Park Space	0	(550)	550		550	0.0%
Repairs & Maintenance	(715)	(750)	35		35	95.3%
Cleaning	(600)	(5,300)	4,700		4,700	11.3%
Equipment Purchases	0	(150)	150		150	0.0%
Alarm Costs	(375)	(500)	125		125	75.0%
IT Software	0	(372)	372		372	0.0%
<u>Civic</u>						
Civic/Ceremonial	(149)	(1,000)	851		851	14.9%
Councillor Allowances	(1,300)	(6,760)	5,460		5,460	19.2%
Regalia	0	(150)	150		150	0.0%
Councillor Training	(60)	(1,080)	1,020		1,020	5.6%
Councillor Travel/Subsistence	0	(100)	100		100	0.0%

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Detailed Income & Expenditure by Budget Heading 09/07/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Hospitality	0	(100)	100		100	0.0%
<u>Legal and Professional</u>						
Audit (75.4%)	2,450	(3,250)	5,700		5,700	
Books & Subscriptions	(1,191)	(1,800)	609		609	66.2%
Insurance	(8,772)	(12,000)	3,228		3,228	73.1%
Professional & Legal Fees	(7,075)	(10,000)	2,925		2,925	70.8%
Election Costs	0	(4,000)	4,000		4,000	0.0%
<u>Grants & SLA</u>						
Community Grants	0	(20,000)	20,000		20,000	0.0%
Service Level Agreements	(4,000)	(12,000)	8,000		8,000	33.3%
<u>Finance</u>						
Bank Interest Received	131	1,600	1,469			8.2%
CCLA Prop Fund Dividend Receiv	938	3,734	2,796			25.1%
Precept	251,156	502,311	251,156			50.0%
Bank Charges	(118)	(500)	382		382	23.6%
<u>Swimming Pool</u>						
Solar Panel Feed in Tariff	0	1,400	1,400			0.0%
Swimming Pool Income	14,991	25,700	10,709			58.3%
Income Life Guards Course	2,915	0	(2,915)			0.0%
Retail Income	520	741	221			70.2%
Pool Income from Schools/Clubs	5,570	0	(5,570)			0.0%
Swimming Lessons	6,343	0	(6,343)			0.0%
Aqua Fit Income	1,224	0	(1,224)			0.0%
Swimming Instructors	(650)	0	(650)		(650)	0.0%
Life Guard Salaries	(13,900)	(35,000)	21,100		21,100	39.7%
Staff Training	0	(1,500)	1,500		1,500	0.0%
Rates & Services	0	(3,400)	3,400		3,400	0.0%
Electricity	(397)	(2,000)	1,603		1,603	19.8%
Gas	(2,973)	(4,700)	1,727		1,727	63.3%
Water Rates	(481)	(2,500)	2,019		2,019	19.2%
CCTV	0	(500)	500		500	0.0%
Repairs & Maintenance	(2,312)	(2,200)	(112)		(112)	105.1%
Cleaning	(197)	(600)	403		403	32.8%
Equipment Purchases	(1,378)	(1,250)	(128)		(128)	110.2%
Alarm Costs	(580)	(385)	(195)		(195)	150.5%
Chemicals	(761)	(3,800)	3,039		3,039	20.0%
Plant Servicing/Repairs	(1,771)	(2,000)	229		229	88.5%
DBS Checks	0	(500)	500		500	0.0%
Uniforms	(179)	(609)	430		430	29.4%
Music Licences	0	(275)	275		275	0.0%

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Detailed Income & Expenditure by Budget Heading 09/07/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Retail Sales	(605)	0	(605)		(605)	0.0%
Aqua Fit Instructors	(345)	(900)	555		555	38.3%
Swimming Pool Advertising	(183)	(850)	667		667	21.6%
On line Booking System	(207)	0	(207)		(207)	0.0%
ATC Renewal	(140)	(140)	0			100.0%
Life Guard Training Course	(635)	0	(635)		(635)	0.0%
Covid-19 PPE/Cleaning/Misc	0	(1,400)	1,400		1,400	0.0%
Card Machine Charges	(129)	(1,300)	1,171		1,171	9.9%
Telephone	0	(150)	150		150	0.0%
<u>Covid-19</u>						
High Street Marshalls	(3,096)	0	(3,096)		(3,096)	0.0%
Cleaning	0	(800)	800		800	0.0%
General Supplies	(57)	(100)	43		43	57.3%
PPE	(6)	(300)	294		294	1.9%
Publicity	0	(2,000)	2,000		2,000	0.0%
High Street Pedestrianisation	(294)	(20,100)	19,806		19,806	1.5%
<u>General Running Costs</u>						
Publicity	0	(500)	500		500	0.0%
Printing	(80)	(500)	420		420	16.0%
Stationery	(228)	(700)	472		472	32.6%
Postage	0	(150)	150		150	0.0%
Telephone	(852)	(5,956)	5,104		5,104	14.3%
IT Software	(1,636)	(4,700)	3,064	(44)	3,020	35.7%
IT Support	(261)	(600)	340		340	43.4%
Web Site	(50)	(660)	610		610	7.6%
Office Equipment/General Suppl	(33)	(250)	217		217	13.2%
<u>Staffing Costs</u>						
Contribution Street Cleaning	0	10,105	10,105			0.0%
Salaries	(55,924)	(222,802)	166,878		166,878	25.1%
Employers NI	(5,484)	(20,075)	14,591		14,591	27.3%
Employers Superann	(11,509)	(49,017)	37,508		37,508	23.5%
Staff Training	0	(5,650)	5,650		5,650	0.0%
Staff Travel & Subsistence	0	(150)	150		150	0.0%
Staff Recruitment	0	(1,000)	1,000		1,000	0.0%
Sub Contract Labour	0	(1,000)	1,000		1,000	0.0%
<u>Reserves & Projects</u>						
Miscellaneous Income	12,910	0	(12,910)			0.0%
Yoga In the Park	0	(2,000)	2,000		2,000	0.0%
Playground Equipment	0	(25,000)	25,000		25,000	0.0%
Street Furniture	(1,675)	(7,000)	5,325		5,325	23.9%

Continued over page

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09/07/2021
11:27

Shaftesbury Town Council

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Detailed Income & Expenditure by Budget Heading 09/07/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Town Branding/Signage	(3,068)	(49,000)	45,933		45,933	6.3%
Barton Hill Trust	0	(1,103)	1,103		1,103	0.0%
Coppice Street Car Park	0	(47,649)	47,649		47,649	0.0%
Vehicles	0	(14,229)	14,229		14,229	0.0%
5 Year Tree Plan 2020-2025	0	(3,000)	3,000	(44)	2,956	1.5%
Climate Change	0	(5,000)	5,000		5,000	0.0%
Replacement IT Equipment	0	(2,796)	2,796		2,796	0.0%
Managing Congestion and Parkin	0	(54,112)	54,112		54,112	0.0%
Southern Slopes	0	(2,000)	2,000		2,000	0.0%
Swimming Pool- Plant Room	0	(45,270)	45,270		45,270	0.0%
Neighbourhood Planning Group	0	(1,259)	1,259		1,259	0.0%
A30 Allotment Site	(39,300)	(102,335)	63,035		63,035	38.4%
Shaftesbury Civic Society	0	(250)	250		250	0.0%
Wild About Shaftesbury	(1,000)	(1,000)	0			0100.0%
Memorial Stone Maintenance ED	0	(2,450)	2,450		2,450	0.0%
Litter Free Dorset	0	(424)	424		424	0.0%
Comm. Infrast. Maltings Est.	0	(45,000)	45,000		45,000	0.0%
Footpath/Cycle path network	0	(9,210)	9,210		9,210	0.0%
Pop Up Shop/PB ml2/EDAC	0	(25,000)	25,000		25,000	0.0%
<u>Capital Replacement Reserve</u>						
Town Hall	0	(120,000)	120,000		120,000	0.0%
Bus Shelters	0	(1,000)	1,000		1,000	0.0%
CCTV	0	(5,000)	5,000		5,000	0.0%
Swimming Pool Capital Expendit	0	(12,000)	12,000		12,000	0.0%
Grand Totals:- Income	733,575	1,103,048	369,473			66.5%
Expenditure	294,831	1,640,395	1,345,564	2,135	1,343,429	18.1%
Net Income over Expenditure	438,745	(537,347)	(976,092)			
plus Transfer from EMR	127,777					
less Transfer to EMR	419,691					
Movement to/(from) Gen Reserve	146,83					

6 Payments

To consider payments for authorisation

(5 mins)

(Local Government Act, 1972 s.150)

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. 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 agreed 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. (Shaftesbury Town Council Financial Regulations, 2020)

6.4 Legal Implications

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

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

6.5 Recommendation

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

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 Invoices Due for Payment for approval 20th July 2021 GEM

13/07/2021		Shaftesbury Town Council				Page 1	
15:56		Invoices Due for Approval GEM 20 th July 2021					
Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	
Angel Springs Ltd [ANGEL]							
30/06/2021	6266329		Water Cooler Rental		30/06/2021	12.36	
30/06/2021	6317703		Cooler Rental		30/06/2021	12.36	
BACS No: ANGEL				Total of Invoices Due (ANGEL)		24.72	

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Aqua cleaning Services [AQUA]

16/06/2021	CL5850	Town Hall Cleaning	16/06/2021	48.00
21/06/2021	CL5866	Town Hall Clean	21/06/2021	48.00
01/07/2021	CL5927	Town Hall Cleaning	01/07/2021	96.00
01/07/2021	CL5912	Town Hall Clean	01/07/2021	48.00
12/07/2021	CL5939	Town Hall Clean	12/07/2021	48.00

BACS No: AQUA

Total of Invoices Due (AQUA) **288.00**

Aquacare

17/06/2021	304109	Water sampling pool	17/06/2021	163.20
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Aqua Supplies Ltd [AQUAS]

15/06/2021	S31226	Cleaning supplies toilets	15/06/2021	225.24
17/06/2021	S31245	PPE Pool	17/06/2021	36.00

BACS No:

AQUAS Total of Invoices Due (AQUAS) **261.24**

Ryan Baker [BAKER]

03/06/2021	FACEBOOKRB	Facebook ads May	03/06/2021	28.78
30/06/2021	FACEBOOK	face book advertising	30/06/2021	47.70

BACS No: BAKER

Total of Invoices Due (BAKER) **76.48**

Derek Beer [BEER]

03/07/2021	40	Town Marshal	03/07/2021	63.00
11/07/2021	16	Marshal Cover	11/07/2021	252.00

BACS No: BEER

Total of Invoices Due (BEER) **315.00**

Ella Bowden [BOWDEN]

25/06/2021	ERB002	Swimming Teaching	25/06/2021	178.50
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The Blackmore Vale [BV]

09/07/2021	2473	Staff Recruitment	09/07/2021	311.88
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Shuna Cameron [CAMERON]

30/06/2021	2	Swimming Teaching	30/06/2021	140.00
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N T Surveying [CASTLE]

02/07/2021	1438	JCT Contract 3G Pitch	02/07/2021	2,184.00
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Clarity Copiers Ltd [CLARITY]

30/06/2021	122932	Printing June	30/06/2021	26.27
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DAPTC

02/07/2021	0323	Clir Training VJ	02/07/2021	35.00
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Dorset Hire Services [DHS]

30/06/2021	21878	Electric Breaker	30/06/2021	50.40
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Essential Pool [ESSENTIAL]

14/06/2021	18	Chemicals	14/06/2021	602.75
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Hawes Arborists [HAWES]

08/07/2021	2240	Emergency Tree Work Tout Hill	08/07/2021	570.00
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F L Hill [HILL]

28/06/2021	2	Swimming teaching	28/06/2021	380.00
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Jane Wyncoll [JANE]				
06/07/2021	02	<i>Swimming Teaching</i>	06/07/2021	180.00
JP Lennard Ltd [JPL]				
21/06/2021	107174	<i>Retail sales</i>	21/06/2021	935.28
Wellness Shark (Laura Langley) [LANGLEY]				
30/06/2021	14	<i>Swimming teaching</i>	30/06/2021	765.00
Micorshade VSM [MICROSHADE]				
23/07/2021	14793	<i>Rialtas hosting</i>	23/07/2021	76.20
Sure PC Help Ltd [SURE]				
16/06/2021	4999	<i>IT Support</i>	16/06/2021	58.80
Surrey Hills Solicitors [SURREY]				
18/06/2021	5289	<i>3G Valuation</i>	18/06/2021	540.00
Vanessa Swanton [SWANTON]				
01/07/2021	2	<i>Swimming Teaching</i>	01/07/2021	390.00
Tree Management [TREE]				
25/06/2021	620	<i>Report Maple Tree Coppice St</i>	25/06/2021	250.00
WPS Insurance Brokers [WPS]				
25/06/2021	507888164	<i>Vehicle Insurance</i>	25/06/2021	2,117.16
Zoe Moxham [ZOE]				
01/07/2021	EYETEST	<i>Eye Test</i>	01/07/2021	40.00
TOTAL OF INVOICES DUE (ALL LEDGERS)				10,959.88

(End)

Report Author: Tracy Moxham, Finance and Services Officer

7 Planning Applications

To consider responses to planning applications to include but not be limited to; 20 Daisy House Long Cross, 4 Well Lane and Land at Littledown (15 min)

(Town and Country Planning Act, 1990 sch.1 para.8)

7.1 Summary

- 7.1.1 The planning applications listed below have been received and require comments to be submitted to the Local Planning Authority. Prior to the meeting members are urged to view the planning applications using the link below and visit the site (with appropriate social distancing) to understand the local context.

7.2 Planning Applications

7.2.1 [P/FUL/2021/01302](#)

Proposal: Erection of agricultural storage barn

Location: 20 Daisy House Long Cross, Shaftesbury, Dorset, SP7 8QP

7.2.2 [P/HOU/2021/01540](#)

Proposal: Erect single storey extension (demolish conservatory)

Location: 4 Well Lane, Shaftesbury, Dorset, SP7 8LP

7.2.3 [PL/2021/05018](#)

Site Address: LAND AT LITTLEDOWN, SHAFTESBURY, SP7 9HD (easting 387000, Northing 142850)

Proposal: Change of use of agricultural land to use as an electric motorbike, electric quad bike and electric bicycle riding park.

7.3 Scheme of Delegation

- 7.3.1 Planning applications are delegated to the Planning and Highways Committee for consideration (Planning and Highways Committee Terms of Reference, 2019, p. 2) but may be considered by the Full Council or the General Management Committee where time constraints apply.

7.4 Legal Implication

- 7.4.1 The Town Council is a consultee but does not have the authority to determine planning applications. The Council has the power to be notified of planning applications affecting the Council's area and to comment (Town and Country Planning Act, 1990 sch.1 para.8)

7.5 Recommendation

- 7.5.1 That the Council provides a response on the listed planning application and considers responses to applications received without notice, in the form of Support, No Objection or Objection.

7.6 Reason for Recommendation

- 7.6.1 To fulfil the Council's responsibility and exercise its views as a Statutory Consultee.

Additional Information

As part of Shaftesbury Town Council's response to planning proposals it needs to give material planning reason for its comments, be they of support or objection. Simply stating

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'No Objection' or 'Support' is insufficient as there is a requirement to give the reasons for that decision.

Biodiversity	Design
Economic Benefits	Effect on the Appearance of Area
Flooding Issues	Height
Heritage	Impact on Access
Impact on Light	Landscape
Local or Government Policy	Noise/Disturbance
Other	Overlooking/Loss of Privacy
Parking	Residential Amenity
Road Safety	Traffic or Highways
Trees	Financial Implication

To assist here are a few examples as to how you might word something to give a material planning reason for your thoughts;

- House Extension – no objection as limited impact on amenity of neighbouring property/ object – will have detrimental impact on neighbouring property
- New dwelling – support, design is in keeping with locality/ object – design not in keeping with local area
- Vehicular access – support, will have no impact on road safety given proposed visibility splays/ object – visibility is poor in this location and traffic speeds are high.

(End)

Report Author: Zoe Moxham, Officer Administrator

8 A30 Allotments

To consider the allotment policy and the plot distribution for the A30 Allotments (5 minutes)

[\(Small Holdings and Allotments Act, 1908 s.26\)](#)

8.1 Summary

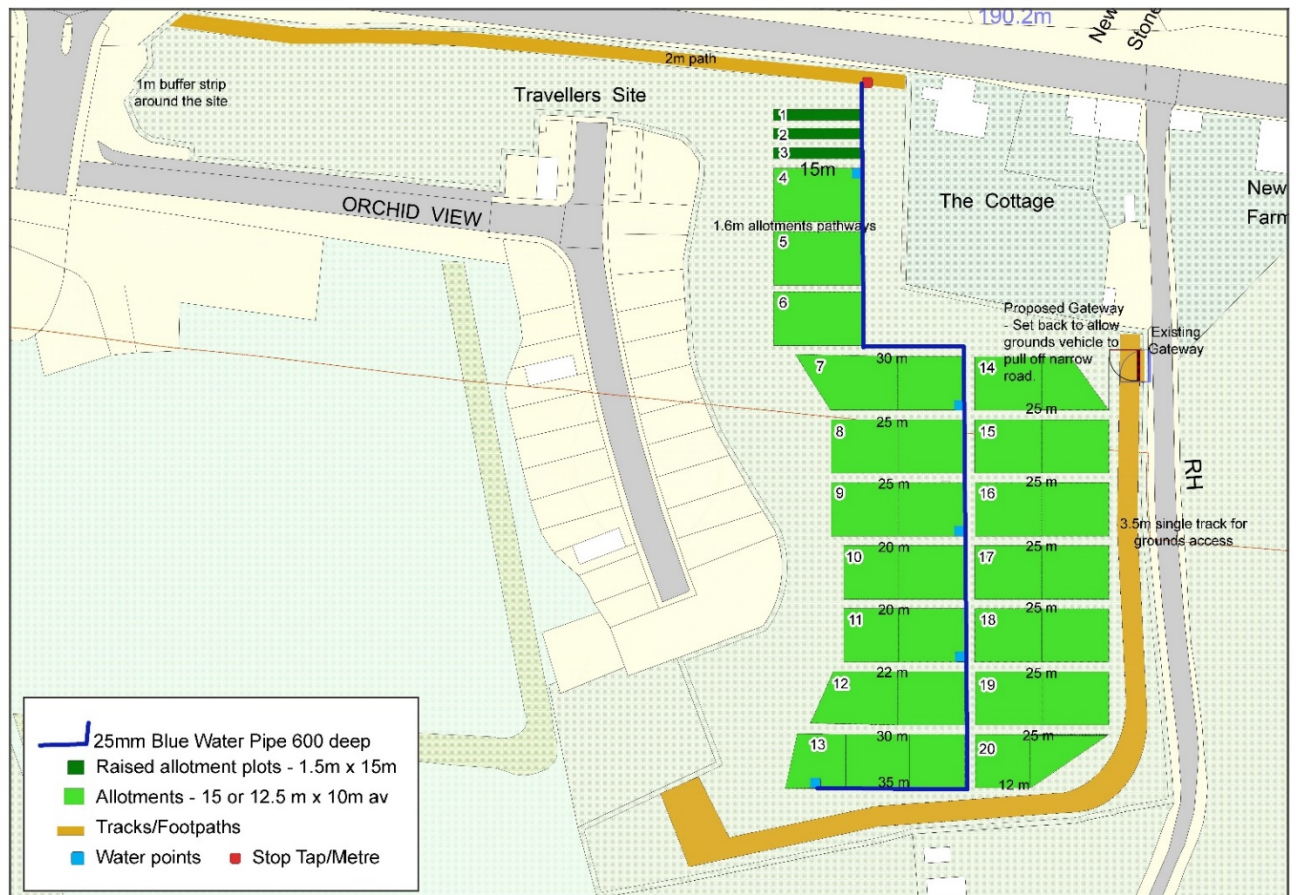
- 8.1.1 The A30 allotment site has been completed and the plots are ready to let.
- 8.1.2 There are currently 26 people on the waiting list for the site and another 34 on the waiting list where no site preference was expressed. In addition, there are 12 on the waiting list for St James, 13 for Mampitts and 2 for Bray.
- 8.1.3 The A30 site has some plots allocated for disabled / wheelchair use. The Committee is asked to consider how it wishes to allocate the plots available on the new site. Please see map below.
- 8.1.4 In preparation of the tenancy agreements for the new site, a general allotment policy has been prepared. [Please click here to view.](#)
- 8.1.5 Changes to tenancy agreements already in place must be given 12 months' notice so any requirements in the policy that change existing agreements will be on notice for the following year.
- 8.1.6 A proposed plot allocation plan is provided for members' consideration here. A cost of 80p per square metre has been calculated to ensure that all plot holders pay proportionately the same amount for their plots.
- 8.1.7 It is intended that on resolving this item, offers of the new plots can be issued prior to the coming weekend.

8.2 Recommendation

- 8.2.1 That the Committee resolves to recommend the allotment policy to Full Council for adoption and bases the new tenancy agreements on the policy.
- 8.2.2 That the Committee agrees the plot allocation plan and rent per square metre on the A30 site. Delegate to the Clerk the delivery and management of this site.

(End)

Report Author: Tracy Moxham, Finance and Services Officer



9 **Grants Request**

To consider applications for Community Grants (10 mins)

(Shaftesbury Town Council Scheme of Delegation, 2021)

9.1 **Summary**

- 9.1.1 At the General Management Committee meeting in June 2021 the full list of Community Grants were discussed and agreed.
- 9.1.2 More detail was requested for the application from the Shaftesbury and District Dementia Friendly Community group (SDDFC). This has now been received and [can be viewed here](#).
- 9.1.3 At the Planning and Highways meeting held on the 6th July it was recommended that funds be awarded to Abbey Primary School to cover the cost of printing 4 x A0 Corex Signs that have been designed by students to encourage drivers to slow down. Estimated cost for this amounts to £100.

9.2 **Scheme of Delegation**

- 9.2.1 The committee has delegation for all matters relating to Grants and Donations (Shaftesbury Town Council Scheme of Delegation, 2021, p. 8) up to a value of £5,000 (Shaftesbury Town Council Financial Regulations, 2021, p. 8)

9.3 **Legal Implications**

- 9.3.1 The Council has the power to do anything that will facilitate the discharge of its duties. (Local Government Act, 1972 s.111)

9.4 **Financial Implications**

Grants & SLA	Actual Year Current To Date	Annual Budget	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grants	15,041	20,000	4,959	15591.40	4408.60	78%
SLA	4,000	12,000		8,000	0	100%
General Running Costs :- Cost Centre	3,435	14,016	10,581	44	10,537	24.8%

9.5 **Recommendation**

- 9.5.1 That the Committee resolves to authorise a grant payment to the Abbey Primary School for signs as per the recommendation from Planning and Highways Committee and that the Committee reconsiders the grant application from the Shaftesbury and District Dementia Friendly Community group.

9.6 **Reason for Recommendation**

- 9.6.1 To support community initiatives in improving the lives of Shaftesbury residents.

(End)

Report Author: Zoe Moxham, Officer Administrator

10 Mampitts Advisory Committee Update

To consider the applications against the skills matrix for the Mampitts Advisory Committee (10 mins)

[\(Local Government Act, 1972 s.111\)](#)

10.1 Summary

- 10.1.1 At the General Management Committee meeting in June 2021, it was AGREED to recommend the Mampitts Advisory Committee recruitment process and that this be managed via the Scheme of Delegation and Full Council resolution dated 20/4/2021.
- 10.1.2 At the Mampitts public information session held on 29th June 2021 five members of the public completed an Expression of Interest form and a further person registered their interest on 1st July. [Click here](#) to see presentation from the public information session
- 10.1.3 On 1st and 5th July contact was made with each person who registered an expression of interest. A skills survey was undertaken by phone on a one-to-one basis. Please refer to **appendix A**
- 10.1.4 Six candidates participated in the skills assessment. Each candidate demonstrated the required skills competence in each area assessed. Due to the number of applications and the requirement being six members there is no further action required at this stage.
- 10.1.5 The Advisory Committee will report to the General Management and will operate under a specific Terms of Reference. [Click here](#) to view the Terms of Reference for the Mampitts Advisory Committee

10.2 Scheme of Delegation

- 10.2.1 Under the Scheme of Delegation policy - Committee Terms of Reference section 5.1 the Terms of Reference for each of the Council's Committees, Sub-Committees, **Advisory Committees** and Joint Committees (as appropriate) shall be appended to this scheme of delegation and reviewed annually in their entirety.

10.3 Financial Implications

- 10.3.1 None arising from this report. There will be a requirement to invest in future consultation material and marketing.

10.4 Legal Implications

- 10.4.1 A local authority may arrange for the discharge of any of their functions by a committee (Local government Act, 1972 s.101)
- 10.4.2 A local authority may appoint a committee to advise the appointing authority (Local Government Act, 1972 s.102)

10.5 Recommendation

- 10.5.1 That the Committee RESOLVES to confirm the membership of the Mampitts Advisory Committee and adopts the Terms of Reference that defines the governance.
- 10.5.2 Delegated to Town Clerk and Business Manager in consultation with the lead councillor. That the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Council resolutions.

10.6 Reason for Recommendation.

10.6.1 The membership of the Advisory Committee will drive the community-led approach which is critical in order to set this project up for success.

(End)

Report Author: Brie Logan Business Manager

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Appendix A – anonymised skills matrix

Mampitts Square - Advisory Committee - skills matrix													
	General				Commitment to the Advisory Committee					Technical experience			
ID	Lives in the Mampitts Square vicinity	Is supportive of the Town Council and the Strategic plan	Is passionate about the Shaftesbury community and community-led development	Can remain calm when under pressure	Interpersonal capability with an approachable style	Is confident in operating as a community champion?	Has spare time to commit to undertake research and engage with the community?	Enjoys working as part of a collaborative team	Understands the commitment to being an Advisory Committee of the council (bound by regulations)	Data compilation and analysis	Market research skills	Social media skills	SCORE
	Yes = 20 points	Yes = 10 points	Yes = 10 points	Yes = 10 points	Yes = 10 points	Yes = 10 points	Yes = 10 points	Yes = 10 points	Yes = 10 points	Yes = 10 points	Yes = 10 points	Yes = 10 points	130 maximum
A	20	10	10	10	10	10	5	10	10	10	5	5	115
B	20	10	10	10	10	5	5	10	10	10	10	10	120
C	20	10	10	10	10	10	10	10	10	10	10	10	130
D	20	10	10	10	10	5	5	10	10	10	5	5	110
E	20	10	10	10	10	5	5	10	10	10	10	10	120
F	20	10	10	10	10	10	5	10	10	10	10	10	125

11 Temporary Pedestrianisation for Thursday Market - TRO

To consider the financial impact with the Temporary Event Licence to keep the High Street pedestrianised on market day (Thursdays only) (10 mins)

(Shaftesbury Town Council Scheme of Delegation, 2021)

11.1 Summary

11.1.1 Shaftesbury Town Council AGREED to allocate funds to support the temporary pedestrianisation (as referenced in the table below) and that this is managed via the Scheme of Delegation and Full Council resolution dated 20/4/2021.

F109B	28/5/2020	£5,000	To allocate funds to support this project up to a maximum of £5,000 from its General Reserves to include the cost of the Traffic Regulation Order (TRO) application which is £1,350.
F145c	20/7/2020	£13,000	F145c To allocate further funds to support an extension to this project, including local marketing campaign to support the Eat out to help out scheme throughout August, up to a maximum of £13,000 from its General Reserves as specified in the financial section of the report received.
F27C	3/11/2020	£5,500	It was RESOLVED to support the Covid-19 phase 4 - Temporary Pedestrianisation plan including support for the Thursday market selling essential items only. To allocate further funds to support an extension to this project up to a maximum of £5,500 from its General reserves as specified in the financial section of this report
Total sum resolved		£23,500	

11.1.2 Up to the end of the financial year 2020/ 21 a total of £23,281.87 was spent. A claim via Dorset Council from the RHSS (re-opening High Streets Safely Fund) is underway as shown in the table below.

Spend to date	£18,770.87	Up to the end of financial year 2021/21
April spend	£1,484.00	MS and AM (marshal costs)
May spend	£1,470.00	MS and AM (marshal costs)
June spend	£1,557.00	MS and DB contact (marshal costs)
Actual spend to date	£23,281.87	
Claim from RHSS via DC	£10,591.00	Credit due
Sub total	£12,690.87	
July predicted spend	£1,288.00	
August predicted spend	£336.00	4 x Thursdays (based on agency costs @ 6 hours)
September predicted spend	£420.00	5 x Thursdays (based on agency costs@ 6 hours)
Predicted spend up to end Q2	£25,325.87	Excluding RHSS claim

11.1.3 The government has confirmed that ALL Covid related measures, including social distancing, will be relaxed on 19th July. At that point, the High Street will re-open to traffic and return to the pre-covid experience.

- 11.1.4 Through dialogue with the 'High Street' working group, listening to market traders and reviewing shopper feedback it was deemed critical to protect and continue to improve the Thursday market experience.
- 11.1.5 The Temporary Event Licence submitted to Dorset Council requesting a weekly road closure for the Thursday market has been authorised and will take effect from Thursday 22nd July.
- 11.1.6 Due to the resignation of the full-time marshal in June 2021 it has become necessary to enlist the support of agency staff to marshal the High Street. It is expected that agency staff/ casual staff will be required to marshal on Thursday's from 9am until 3pm.
- 11.1.7 The grounds team (those who are chapter 8 trained) will continue to erect the signage on a weekly basis at the entry and exit points however will also be responsible for periphery Highway's signage on the main roads.

11.2 Scheme of Delegation

- 11.2.1 The General Management Committee is delegated to consider and determine all matters relating to Finance. (Shaftesbury Town Council Scheme of Delegation, 2021)

11.3 Financial Implications

- 11.3.1 Total funding resolved £23,500 to date
- 11.3.2 Spend to date (up to end June) £23,281.87
- 11.3.3 Expected spend for Q2 £2,044 + internal grounds team costs for signage erection
- 11.3.4 There will be a requirement to review the future costs pending the decision to extend the Thursday market pedestrianisation from Q3 onwards.

11.4 Legal Implications

- 11.4.1 There is a requirement to have a marshal on duty between 9 and 4 (up to 17th July) and from 9 to 3 on Thursdays only thereafter.

11.5 Recommendation

- 11.5.1 That the Committee RESOLVES to spend £2,500 including £456 contingency to manage the marshal operation on Thursdays up until the end of Q2 and that this additional funding to be drawn from General Reserves
- 11.5.2 Delegated to Town Clerk and Business Manager and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Council resolutions

11.6 Reason for Recommendation

- 11.6.1 There is a requirement to have a marshal on duty between 9 and 4 (up to 17th July) and from 9 to 3 on Thursdays only thereafter to manage the restricted access

(End)

Report Author: Brie Logan Business Manager

12 Youth Club Lease

To consider awarding a one year lease for the Youth Club.

(10 mins)

[\(Shaftesbury Town Council Scheme of Delegation, 2021\)](#)

12.1 Summary

- 12.1.1 In June 2021 the GEM committee received Officer report 0621GEM13 in a confidential session and it was AGREED that Councillors Cook and Proctor work in collaboration with the Business manager to liaise with the Youth Club to ensure all required measures are in place for an up-to-date lease within the next 4 months
- 12.1.2 An up-to-date Youth Club constitution [can be viewed here](#). The constitution provides clarity on the Youth Club aims and objectives.
- 12.1.3 On 6th July 2021 a trustee meeting was held with Cllrs Proctor and Cook present. A summary of the meeting and actions including next steps [can be viewed here](#)
- 12.1.4 It appears that historically the building was owned by the Boys Club Association which is no longer active and folded in 2011. This means the building defaulted back to STC/ Youth Club trustees. The Youth Club currently takes responsibility for all aspects of insurance and management of the building.
- 12.1.5 It has been suggested that Shaftesbury Town Council takes on the management of the building as the landlord however it is prudent to define ownership and this needs to be validated and evidenced accordingly.
- 12.1.6 There is a lot for the GEM committee to consider, specifically with recommendations around the management around the building and the associated maintenance and the practical support that will be needed to get the organisation fully compliant.
- 12.1.7 As part of the due diligence, it will be important for the council to understand the condition of the building through a structural survey.
- 12.1.8 The building operates as a community centre and not just the Youth Club. There is a longer-term plan to develop an 'umbrella organisation' and rebrand the club to make the community aware that many different groups operate from within the building. The rebranding is important to raise the profile of the 'community centre' and not just the Youth Club (as important as it is)
- 12.1.9 Therefore, in light of the volume of research needed, it may be prudent to make arrangements for a one year holding lease from August 2021 to July 2022. This gives more time to enable the umbrella organisation to develop over the coming 12 months and time to define the building ownership.

12.2 Scheme of Delegation

- 12.2.1 Matters for consideration and determination by the General Management Committee include; Approval of Leases and Licences (Shaftesbury Town Council Scheme of Delegation, 2020 9.2 vii)

12.3 Financial Implications

12.3.1 The cost of a commercial survey will cost in the region of £2,000

12.3.2 The cost of annual buildings insurance is expected to be £1,600 per annum. This has not been accounted for in the 2021/2022 budget setting process.

12.3.3 The current annual operating cost for the Youth Club are circa £12,500

12.4 Legal Implications

12.4.1 Further research to validate ownership will need to be taken

12.4.2 A new constitution needs to be formed with new Trustees appointed to support the function

12.5 Recommendation

12.5.1 That Committee RESOLVES to recommend to Full Council to approve a one year holding lease using the current arrangements - Shaftesbury Town Council as the Landlord and Shaftesbury Youth Club as the tenant (of the building and the land)

12.6 Reason for Recommendation:

12.6.1 All council owned land and buildings must operate with a valid and compliant lease.

12.6.2 To work towards an umbrella organisation/ the 'building management team' the Trustees will need time, support and guidance.

12.6.3 The council is a responsible landlord and as such needs to work in partnership with the team to develop a long term, sustainable and compliant organisation for future generations of residents to enjoy.

(End)

Report Author: Brie Logan Business Manager

13 S106 Contributions for Wincombe Lane Development

To consider future projects that could be linked to S106 developer contributions arising from the Wincombe Lane development. (10 mins)

(Shaftesbury Town Council Scheme of Delegation, 2021)

13.1 Summary

13.1.1 Recently the Senior Planning Officer for Economic Growth and Infrastructure was sent the council Strategic Plan outlining the adopted projects due to be delivered by 2024. This request was made in relation to the S106 Developer Contribution funding linked to the Wincombe Lane development. [Click here to access the 5-year Strategic Plan](#)

13.1.2 Dorset Council is requesting suitable projects that could be considered that fulfil the criteria for S106. Any projects put forward by the council need to be costed and also meet the Government regulations as follows:

- necessary to make the development acceptable in planning terms
- directly related to the development and
- fairly and reasonably related in scale and kind to the development.

13.1.3 As a key site in Shaftesbury and with such a large amount of development taking place, the provision of appropriate infrastructure is vitally important to be able to blend the new communities into the town.

13.1.4 The following project options are featured within the council 5-year strategic plan and are options the GEM committee may want to consider as the criteria laid out above would be met. The committee may want to consider other options however note the requirement to meet the Government regulations as outlined above.

Skate Park improvements - Build in to Mampitts consultation (TBC)	Work with the young people of Shaftesbury to develop this leisure facility	The Skate Park is heavily used however would benefit from significant investment to develop the facility further (such as the Ferndown/ Blandford scheme)/ potential new facility at Mampitts
Redevelop Wincombe Recreation ground play facilities	Explore the potential to upgrade Wincombe play equipment and design a scheme that benefits the community	These recreational facilities are heavily used however would benefit from significant investment to develop the facility further
Outdoor Sports provision project - netball/ tennis court 2022/ 2023	Potential to redevelop the area at the back of the Youth Club (currently redundant basketball court) > Netball/ Tennis court	Netball and Tennis teams have relocated out of Shaftesbury due to the lack of community facilities. There is an option to develop the land at the rear of the Youth Club
Community facilities development - await outcome of Mampitts consultation	Investigate the potential for improving existing community Halls - STC owned assets (this could link in with CLT)	Youth Club/Community Centre – potential redevelopment to improve the current widely used facility

13.2 Scheme of Delegation

- 13.2.1 Matters delegated to the GEM committee, excerpt from Scheme of Delegation states:
9.2.1 All matters relating to Finance, including the recommendation of the approval of the Year End Accounts & approval of the Annual Return (Statement of Accounts) to Full Council

13.3 Financial Implications

- 13.3.1 Section 106 Developer Contribution future funding for land off Wincombe Lane is expected to be in the region of £144,000
- 13.3.2 None of the projects listed above have been fully costed. Once the committee provide a steer on the projects that are selected for consideration by Dorset Council these will need to be costed as part of the submission process.

13.4 Legal Implications

- 13.4.1 Any person interested in land in the area of a local planning authority may, by agreement or otherwise, enter into an obligation as “a planning obligation” (Town and Country Planning Act 1990 s106)

13.5 Recommendation

- 13.5.1 The Committee RESOLVES to recommend to Full Council the project(s) that are selected to be submitted to Dorset Council for consideration by S106 officers.

13.6 Reason for Recommendation:

- 13.6.1 Dorset Council will be undertaking negotiations with the applicant in due course. As such it is important for Dorset Council to seek local knowledge to support future decision by involving Shaftesbury Town Council in identifying potential projects for consideration.