



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

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

To members of Shaftesbury Town Council's General Management Committee (GEM), Councillors for GEM; Brown (Chair), Cook (Vice-Chair), Chase, Lewer, Welch, Hall and Proctor.
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 20 October 2020** [online at Zoom.us](https://www.zoom.us/j/85127946391).
Meeting ID: 851 2794 6391

All other recipients for information only

Claire Commons CertHE PSLCC, Town Clerk and Responsible Finance Officer (RFO)
14th October 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. ([The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations, 2020](#))

The 7 principles of public life

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

([Committee on Standards in Public Life, 1995](#))

Agenda

- | | |
|--|-----------|
| 1 APOLOGIES | 5 |
| To receive and consider for acceptance, apologies for absence
(Local Government Act, 1972 s.85) | (1 min) |
| 2 DECLARATIONS OF INTEREST | 5 |
| To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk.
(Shaftesbury Town Council Code of Conduct, 2019) | (1 min) |
| 3 MINUTES | 7 |
| To confirm the minutes of the previous meeting of the General Management Committee.
(Local Government Act, 1972 Sch 12) | (3 min) |
| 4 REPORTS FOR INFORMATION | 8 |
| To receive and note reports pertaining to the remit of the Committee
(Shaftesbury Town Council Scheme of Delegation, 2019) | (5 min) |
| 5 PAYMENTS | 10 |
| To consider payments for authorisation
(Local Government Act, 1972 s.150) | (5 min) |

6 FINANCES – QUARTER 2	15
To receive the Town Council’s accounts for the second quarter of the financial year 2020/21 <i>(Local Government Act, 1972 s.151)</i>	(10 min)
7 BUDGET	31
To consider the committee and Council budget requirements for 2021 - 2022 <i>(Shaftesbury Town Council Financial Regulations, 2019)</i>	(10 min)
8 FINANCE TRAINING	33
To consider bespoke finance training for councillors <i>(Local Government Act, 1972 s.111)</i>	(5 min)
9 COMMITTEE TERMS OF REFERENCE	35
To review the Committee’s Terms of Reference <i>(Local Government Act, 1972 s.111)</i>	(10 min)
10 POLICIES	42
To review the list of Council policies and determine how to review <i>(Localism Act , 2011 s.1)</i>	(15 min)

(End)

Anticipated meeting end time 8:15pm

References

Accounts and Audit Regulations, 2015. [Online].

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General Management Committee Terms of Reference, 2019. *General Management Terms of Reference*. [Online].

Local Government Act, 1972 s.100. *Admission of public and press to local authority committee meetings*. [Online].

Local Government Act, 1972 s.111. *Subsidiary powers of local authorities*. [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 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%20Code%20of%20Conduct%202012.pdf)

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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)

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

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.

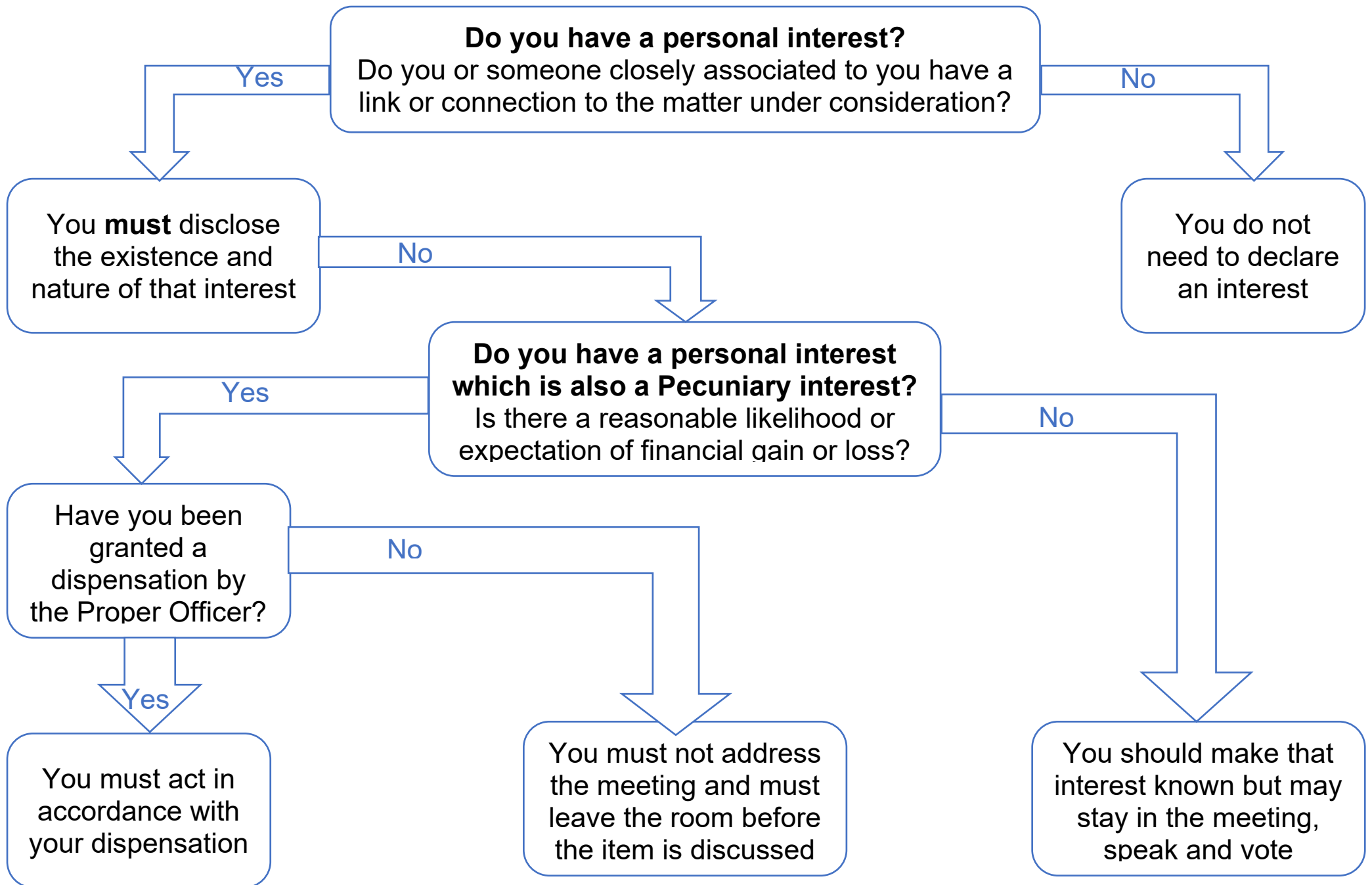
2 Declarations of Interest

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 Code of Conduct, 2019)



3 Minutes

To confirm the minutes of the previous meeting of the General Management Committee. (3 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 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 [15th September 2020](#)

4 Reports for Information

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

(5 min)

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

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 Actions from 15th September 2020

- 4.2.1 Budget adjustments - this is an agenda item later in this meeting.
- 4.2.2 Payments - all payments authorised have been made
- 4.2.3 Free Parking – Dorset Council has been advised of the requested dates for free parking in Shaftesbury
- 4.2.4 FOI – The Freedom of Information page of the website has been updated.
- 4.2.5 Community Grants –All community grants have been paid except for those waiting for cheques to be signed (rather than online payments). This will be completed this month.

4.3 Actions from previous meetings

- 4.3.1 Internal Controls – Committee members will be meeting shortly to review this action.

4.3.2 Property Portfolio – this is being worked on but has taken low priority against the covid response and subsequent budget setting process.

4.3.3 Band Hall – this has been put on hold temporarily for personal reasons.

4.4 Other updates

4.4.1 External Audit – response from PKF Littlejohn on chasing for the completion of the previous (and current) Annual Returns. They do not require any further information from the Council at this point and aim to complete shortly. A copy of the response in full is made available to members via the weekly digest.

4.5 Scheme of Delegation

4.5.1 There are no delegated decisions to report to the committee.

4.6 Recommendation

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

4.7 Reason for Recommendation

4.7.1 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 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. 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. (Shaftesbury Town Council Financial Regulations, 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 23rd September and 15th October 2020

- 5.7.1 For list of Payments raised between 23/09/2020 and 15/10/2020 see following page

(End)

Report Author:

Claire Commons, Town Clerk and RFO

Report 1020GEM5

NatWest Current A/c

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
23/09/2020	Reeves	POS	0.90	Milk
23/09/2020	Microsoft	DEBITCARD	7.20	Microsoft
24/09/2020	Peninsula	Std Ord	210.50	H & S Advice
24/09/2020	British Gas	dd	3,196.40	Gas Pool June to Aug
25/09/2020	Adobe Systems Software	dd	-9.15	adjustment
25/09/2020	Adobe Systems Software	debit card	-26.06	Correction to invoice
25/09/2020	Adobe Systems Software	debit card	13.53	Acrobat
25/09/2020	Adobe Systems Software	debit card	26.06	Acrobat/Photoshop
25/09/2020	Adobe Systems Software	DEBITCARD	20.80	Photoshop/acrobat
25/09/2020	Amazon Online Sales	debit card	8.45	Sand Bags for signs
28/09/2020	Eon	dd	261.26	Electric Pool
28/09/2020	Microsoft	debit card	84.48	Purchase Ledger Payment
30/09/2020	Salaries	ONLINE	19,731.94	Salaries
01/10/2020	Amazon Online Sales	Debit Card	13.58	Ethernet 15m extension cable

Report 1020GEM5

02/10/2020	Salaries	online	3,286.11	Salaries
02/10/2020	Ann Merrick	online	189.00	High Street Marshalling
07/10/2020	Salaries	online	422.50	Salaries
08/10/2020	Zoom Video Communications	dd	28.78	Zoom
08/10/2020	Amazon Online Sales	Debit card	49.00	Parchment Paper
08/10/2020	Southern Electric	dd	120.96	Electric Town Hall
09/10/2020	British Telecommunications	dd	1,812.29	Quarterly Phone/Broadband
12/10/2020	Card Saver Ltd	dd	16.00	Purchase Ledger Payment
13/10/2020	Opus Energy	dd	81.04	Electricity Bell Street
13/10/2020	Fuel Genie	dd	259.96	Fuel September
15/10/2020	Dorset Pension	ONLINE	5354.46	September contribution
15/10/2020	HMRC	ONLINE	7023.49	Tax/Ni Sept
15/10/2020	Aquacare	OL697	158.40	Water sampling inc legionella
15/10/2020	1st Call Training	OL714	375.00	Marshal Training
15/10/2020	Aqua cleaning Services	OL715	191.16	Toilet Rolls/Paper Towels
15/10/2020	Aqua cleaning Services	OL716	288.00	Cleaning of Town Hall

Report 1020GEM5

15/10/2020	Bauer Media Group	OL717	1,800.00	Radio Advert eat out scheme
15/10/2020	Clarity Copiers Ltd	OL718	30.67	Printing Sept
15/10/2020	Dorset Waste Partnership	OL719	459.40	Refuse Collecting Sept to Dec
15/10/2020	N D Hardiman Haulage Ltd	OL720	96.66	Cement/All In
15/10/2020	Herefordshire Assoc of Parish/	OL721	350.00	CilLCA Training
15/10/2020	Healthmatic Ltd	OL722	438.24	Locks for toilet doors
15/10/2020	The IT Department Solutions Lt	OL723	57.00	Spam Filtering September
15/10/2020	Mole Country stores	OL725	157.04	Headlight/,Pruner/saw
15/10/2020	NDM Electrical	OL726	135.62	Investigate loss of power pool
15/10/2020	Heather Sanger	OL727	468.00	High Street Marshalling
15/10/2020	Society of Local Council Clerk	OL728	425.00	CILCA Course
15/10/2020	Tincknell Fuels	OL729	319.03	Red Diesel
15/10/2020	Toogoods Property Co Ltd	OL730	450.38	Insurance Unit 9c
15/10/2020	Angel Springs Ltd	OL731	12.00	Watercooler rental
		Total Payments	48,464.61	

6 Finances – Quarter 2

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

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

6.1 Summary

6.1.1 The following pages provide the balance sheet and the summary Income and Expenditure including performance against budget.

6.2 Notes

6.2.1 The allotment income looks low because rents are due at the beginning of the calendar year and therefore will show in Quarter 4.

6.3 Scheme of Delegation

6.3.1 The General Management Committee has delegation to monitor all financial matters and the accounts responsibly and diligently (General Management Committee Terms of Reference, 2019)

6.4 Financial Implications

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

6.5 Legal Implications

- 6.5.1 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.

6.6 Recommendation

- 6.6.1 That the committee receives and notes the reports and makes any recommendations for virements to Full Council

6.7 Reason for Recommendation

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

(End)

Report Author:

Claire Commons, Town Clerk & RFO

13/10/2020

Shaftesbury Town Council

16:47

Balance Sheet as at 30/09/2020

31 March 2020

31 March 2021

Current Assets

871	Debtors	4,785
7,765	Vat Control	0
5,807	Prepayments	0
24,026	NatWest Current A/c	311,320
39	Petty Cash	7
107	Petty Cash- Swimming Pool	52
267,717	Public Sector Deposit A/c	267,717
153,548	Cambridge & Counties Bank	153,548
169,000	Nationwide Business Savings	169,000
628,880		906,428

628,880 Total Assets

906,428

Current Liabilities		
0	Vat Control	2,890
10,478	Creditors	12,103
2,750	Accruals	0
0	Wages	3,572
4,727	PAYE & NI Due	7,023
4,535	Superannuation Due	5,354
212	Holding Deposits	259
22,702		31,202
606,178	Total Assets Less Current Liabilities	875,227
Represented By		
278,546	General Reserve	399,073
327,632	Earmarked Reserves	476,154
606,178		875,227

The above statement represents fairly the financial position of the authority as at 30/09/2020 and reflects its Income and Expenditure during the year.

Signed :

Report 1020GEM6

Chairman

Date : _____

Signed :

Responsible Financial Officer

Date _____

13/10/2020

Shaftesbury Town Council

16:49

Summary Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Allotment	Income	1,841	55	2,000	1,945			2.8%
	Expenditure	622	631	1,587	956		956	39.8%
	Movement to/(from) Gen Reserve	1,220	(576)					
102 Cemetery	Income	5,350	1,755	4,000	2,245			43.9%
	Expenditure	1,037	364	1,165	801		801	31.2%
	Movement to/(from) Gen Reserve	4,313	1,391					
103 General Grounds	Income	13,713	2,017	10,938	8,921			18.4%
	Expenditure	67,889	18,270	62,528	44,258	495	43,763	30.0%

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		Actual Last	Actual Year	Current	Variance	Committed	Funds	% Spent
	Movement to/(from) Gen Reserve	(54,176)	(16,253)					
105 Local Delivery Services	Income	6,441	2,071	7,500	5,429			27.6%
	Expenditure	9,222	3,569	8,250	4,681		4,681	43.3%
	Movement to/(from) Gen Reserve	(2,781)	(1,498)					
201 Town Hall	Income	50,167	8,065	53,804	45,739			15.0%
	Expenditure	18,222	8,030	16,530	8,500		8,500	48.6%
	Movement to/(from) Gen Reserve	31,944	35					
301 Civic	Income	50	0	0	0			0.0%
	Expenditure	5,462	2,556	9,520	6,964	6,964		26.8%
	Movement to/(from) Gen Reserve	(5,412)	(2,556)					

Report 1020GEM6

		Actual Last	Actual Year	Current	Variance	Committed	Funds	% Spent
302 Legal and Professional	Income	48	0	0	0			0.0%
	Expenditure	32,909	14,739	30,950	16,211		16,211	47.6%
	Movement to/(from) Gen Reserve	(32,862)	(14,739)					
303 Grants & SLA	Expenditure	38,946	16,862	42,000	25,138		25,138	40.1%
304 Finance	Income	506,340	508,340	511,852	3,512			99.3%
	Expenditure	50,616	263	1,000	737		737	26.3%
	Net Income over Expenditure	455,724	508,077	510,852	2,775			
	less Transfer to EMR	0	94,705					
	0							
	Movement to/(from) Gen Reserve	455,724	413,372					
305 Swimming Pool	Income	27,517	24,865	28,200	3,335			88.2%

Report 1020GEM6

		Actual Last	Actual Year	Current	Variance	Committed	Funds	% Spent
	Expenditure	73,917	36,589	61,845	25,256		25,256	59.2%
	Movement to/(from) Gen Reserve	(46,400)	(11,724)					
306 Covid-19	Income	0	574	0	(574)			0.0%
	Expenditure	0	13,761	0	(13,761)		(13,761)	0.0%
	Movement to/(from) Gen Reserve	0	(13,187)					
401 General Running Costs	Expenditure	12,712	4,967	15,535	10,568		10,568	32.0%
402 Staffing	Income	10,085	10,105	10,085	(20)			100.2%
	Expenditure	269,128	143,305	283,764	140,459		140,459	50.5%
	Movement to/(from) Gen Reserve	(259,043)	(133,200)					
901 Reserves & Projects	Income	24,385	5,800	0	(5,800)			0.0%
	Expenditure	75,456	30,694	360,543	329,849	2,730	327,119	9.3%

Report 1020GEM6

		Actual Last	Actual Year	Current	Variance	Committed	Funds	% Spent
	Net Income over Expenditure	(51,071)	(24,893)	(360,543)	(335,650)			
	plus Transfer from EMR	0	32,918					
	less Transfer to EMR	0	5,800					
	Movement to/(from) Gen Reserve	(51,071)	2,225					
902 Capital Replacement Reserve	Expenditure	0	0	140,500	140,500		140,500	0.0%
	Grand Totals:- Income	645,937	563,647	628,379	64,732			89.7%
	Expenditure	656,139	294,598	1,035,717	741,119	3,225	737,894	28.8%
	Net Income over Expenditure	(10,202)	269,049	(407,338)	(676,387)			
	Plus Transfer from EMR	0	32,918					
	Less Transfer to EMR	0	100,505					
	Movement to/(from) Gen Reserve	(10,2020)	201462					

13/10/2020

**Shaftesbury Town Council
Earmarked Reserves**

16:50

Account	Opening Balance	Net Transfers	Closing Balance
EMR Capital Reserve	0.00		0.00
EMR Capital Replacement Fund	0.00		0.00
EMR CCTV	5,000.00		5,000.00
EMR Footpath/Cycle Path Networ	0.00	10,000.00	10,000.00
EMR Playground Equipment	16,812.00	8,188.00	25,000.00
EMR Toilet Capital Re-build	0.00		0.00
EMR Swimming Pool Capital Exp	0.00	12,000.00	12,000.00
EMR Town Hall Building Fund	74,988.92	45,011.00	119,999.92
EMR Yoga - Castle Green	0.00	-1,221.84	-1,221.84
EMR Town Hall Energy Fund	0.00		0.00
EMR Ground Works Equipment	0.00		0.00
EMR Grit Bins	3,600.00	-3,600.00	0.00
EMR Heritage Style Lanterns	10,000.00	-10,000.00	0.00

Report 1020GEM6

Account	Opening Balance	Net Transfers	Closing Balance
EMR Town Entrance Sign	0.00		0.00
EMR Tree Removal	0.00		0.00
EMR High St Pedest. Covid	0.00	0.00	0.00
EMR Street Furniture	21,825.84		21,825.84
EMR Strategic Tree Works	1,973.31	14,822.00	16,795.31
EMR Toilet Improvement Fund	0.00		0.00
EMR Swimming Pool	18,041.26	-425.00	17,616.26
EMR Neighbourhood Planning	0.00	1,259.00	1,259.00
EMR Community Chest Fund	0.00		0.00
EMR Traffic Calming	655.00	-655.00	0.00
EMR Town Centre Enhancement	0.00		0.00
EMR Cemetery Enhancement	0.00		0.00
EMR Jubilee Steps Enhancement	10,000.00	-10,000.00	0.00
EMR Community Hall Cockrams	13,000.00	-13,000.00	0.00
EMR Vehicles	20,494.00	-15,780.00	4,714.00

Report 1020GEM6

Account	Opening Balance	Net Transfers	Closing Balance
EMR Replacement IT Equipment	6,579.24	1,000.00	7,579.24
EMR A30 Allotment Site	23,388.60		23,388.60
EMR Shaftesbury Bee Friendly	0.00		0.00
EMR Cobbles	0.00		0.00
EMR Bus Shelters	3,500.00		3,500.00
EMR Mayors Charity Acc 2017/18	345.00	-345.00	0.00
EMR Project Belle	87,328.00	-87,328.00	0.00
EMR Ecology Competition	3,402.00	-2,324.00	1,078.00
EMR Memorial Stones Eastern De	2,450.00		2,450.00
ERM Castle Hill	0.00		0.00
EMR Commuted Sum King Alfreds	0.00	0.00	0.00
EMR Commuted Sum Little Shilling	0.00	0.00	0.00
EMR Litter Free Dorset	424.24		424.24
EMR Victory Celebrations 2020	3,825.00		3,825.00
EMR Southern Slopes	0.00	28,000.00	28,000.00

Report 1020GEM6

Account	Opening Balance	Net Transfers	Closing Balance
EMR Town Branding/Signage	0.00	50,000.00	50,000.00
EMR Coppice St Car Park	0.00	23,329.00	23,329.00
EMR Climate Change	0.00	5,000.00	5,000.00
EMR Viability of CLT	0.00	10,000.00	10,000.00
EMR Community Infrastructure Ma	0.00	15,000.00	15,000.00
EMR Pop up Shop/PB ml2/EDAC	0.00	40,000.00	40,000.00
EMR Managing Parking Congestion	0.00	10,000.00	10,000.00
EMR Market Experience	0.00	19,500.00	19,500.00
EMR Covid-19 Emer. Fund/PPE	0.00	0.00	0.00
EMR Shaftesbury Support Gr Covid	0.00	0.00	0.00
EMR Covid Food Aid Support Grant	0.00	91.58	91.58
	327,632.41	148,521.74	476,154.15

7 Budget

To consider the committee and Council budget requirements for 2021 - 2022

(10 min)

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

7.1 Summary

- 7.1.1 Following the previous meeting of the Committee, each committee has had the opportunity to review its budget.
- 7.1.2 Advice from SLCC and NALC is to leave budget setting as late as possible to gather as much firm information to inform the budget as possible.
- 7.1.3 Officers would also like to consider preparing two budgets for adoption, one being for continuing 'in normal times' and the other in the eventuality that restrictions around covid-19 continue for a significant period into the next financial year thereby impacting on the 2021/22 budget.
- 7.1.4 Furthermore, it is strongly recommended that the Council does not use percentages when calculating or publicising its budget, this can be very misleading as the proportion of the Council's precept within the Council tax is so small that actual figures are a truer reflection of the impact on individuals.
- 7.1.5 Dorset Council will be providing the tax base as soon as possible but it is not likely to be before December. It is warned that due to a number of factors, not least the number of people claiming benefits increasing, the tax base is unlikely to go up and may even drop.
- 7.1.6 In light of all these variables, officers recommend delaying phase 2 of the budget setting process while more work can be done in light of this advice.

7.2 Scheme of Delegation

- 7.2.1 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)

7.3 Legal Implications

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

7.4 Recommendation

- 7.4.1 That the Committee determines whether to set one or two budgets and any other parameters it wishes to consider for further consideration at a future meeting of the committee and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Committee resolution.

7.5 Reason for Recommendation

- 7.5.1 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

8 Finance Training

To consider bespoke finance training for councillors

(5 min)

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

8.1 Summary

- 8.1.1 It is of the utmost importance that Councillors have confidence in the Council's financial affairs. In part this is achieved through the role of the Responsible Finance Officer, but it is important too that councillors have the ability to understand the information that is provided to them and to ask appropriate questions if anything is unclear.
- 8.1.2 The accounts package that Shaftesbury Town Council use is bespoke to the Town and Parish sector and written by experts in the field. They are able to offer training to the Council via a Microsoft Teams training session lasting approximately 3 hours.
- 8.1.3 There is also the option for the accounts package to provide read only access for councillors. The cost is per user therefore if this is something that the Committee would like to consider, please let me know so that I can investigate costs either for a single councillor (likely chair of the GEM Committee) or all councillors (multiplying the cost by eleven).

8.2 Scheme of Delegation

- 8.2.1 The committee is delegated to monitor all financial matters and the accounts responsibly and diligently. (General Management Committee Terms of Reference, 2019)

8.3 Financial Implications

8.3.1 The cost to training is £200. The budget of £720 is currently unspent

8.4 Legal Implications

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

8.5 Recommendation

8.5.1 That the Committee commission Omega finance training for all councillors and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Committee resolution.

8.5.2 That the Committee resolve whether to purchase a councillor read only licence for the Council's finance software and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Committee resolution.

8.6 Reason for Recommendation

8.6.1 To ensure that Councillors are trained and knowledgeable on monitoring and scrutinising the Council's accounts.

(End)

Report Author:

Claire Commons, Town Clerk & RFO

9 Committee Terms of Reference

To review the Committee's Terms of Reference

(10 min)

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

9.1 Summary

- 9.1.1 The Council has resolved to refer the Terms of Reference to each committee for consideration and recommendation back to Full Council. (See minutes of Annual Meeting 29th September 2020)
- 9.1.2 The existing Terms of Reference are shown below
- 9.1.3 An alternative Terms of Reference for the Committee was proposed in February and may be considered as a replacement or to prepare a hybrid of both. Those can be viewed at <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/02/2020-02-18-FC-Agenda.pdf>

9.2 Scheme of Delegation

- 9.2.1 The Terms of Reference for each of the Council's Committees, Sub Committees, Advisory Committees and Joint Committees (as appropriate) shall be appended to the Scheme of Delegation and reviewed annually in their entirety.

9.3 Financial Implications

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

9.4 Legal Implications

9.4.1 The Council has the power to do anything which is calculated to facilitate, or is conducive to the discharge of any of its functions. (Local Government Act, 1972 s.111)

9.5 Recommendation

9.5.1 That the Committee reviews its existing terms of reference and recommends amendments and subsequent adoption to Full Council.

9.6 Reason for Recommendation

9.6.1 To provide accurate and appropriate terms of reference fitting with the work of the Council and clear delegation where appropriate from Council to Committee.

9.7 Existing Terms of Reference

GENERAL MANAGEMENT COMMITTEE

Mission Statement

The General Management Committee is committee to advise the Council on its corporate policies, strategies and level of resources and to ensure that the financial status of the Council is maintained within agreed budgets having due regard to both revenue and capital expenditure. It holds authority for the financial planning of the Town Council and monitors performance of the Council's Committees and services. It gives careful consideration to present and future tax payers.

Delegation

1. Shaftesbury Town Council has agreed to adopt the General Management Committee Terms of Reference at its meeting on 31st May 2016 and has recorded the decision under Minute FC13.
2. Shaftesbury Town Council will consider renewing these Terms of Reference each municipal year.

Procedures

1. The committee will operate within Shaftesbury Town Council's Standing Orders
2. At the first meeting of the Committee, if not already done at the Annual Meeting, it shall elect a chairman and vice-chairman for this Committee for the forthcoming year from amongst its members. The Chairman and Vice-Chairman may be re-elected.
3. The committee will submit its minutes of meetings for adoption at the next ordinary meeting of the Committee.
4. The Committee shall submit a draft budget and / or project considerations for the forthcoming financial year during September for inclusion in the budget setting process.
5. The Town Clerk will provide administrative support for the Committee.

Meetings

1. The schedule of meetings shall be agreed at the Annual Meeting.
2. The Town Council General Management Committee will meet at least once in each six week cycle of meetings, a total of eight meetings in the municipal year.
3. Additional meetings may be required.
4. A maximum of seven Councillors will be members of the Committee made up of the Chair and Vice Chair of the Planning and Highways Committee, Chair and Vice Chair of the Recreation, Open Spaces and

Environment Committee, Chair and Vice Chair of the Human Resources Committee, Deputy Mayor and other members as required to fill the satisfy the membership number. The quorum of the Committee shall be three.

5. There will be a public consultation period at each meeting.

Terms of Reference

1. To recommend the precept requirement to Shaftesbury Town Council for approval.
2. To monitor all financial matters and the accounts responsibly and diligently
3. To carry out financial investigations and request relevant supporting documents and evidence when appropriate
4. To review on an annual basis the Council's adopted Financial Regulations for managing all aspects of Council's finances and recommend any amendments as appropriate for adoption by Full Council.
5. To ensure that the Town Council's financial practices comply with the Financial Regulations set out by the Audit Commission, Central Government and Council's adopted Financial Regulations.
6. To overview the deliberations and actions of all the Council's committees and create coordination between committees; ensuring the efficient use of resources
7. To establish the needs of the community through liaison with residents, businesses, neighbouring councils and local organisations, and make recommendations to Full Council or to the appropriate committee
8. To consider and make recommendations on matters of policy relating to the Town Council

9. To receive reports on legislative changes from the Town Clerk, and where necessary make recommendations to Full Council or committees
10. To make recommendations on establishing the standard and type of new services which the town council wishes to provide and determine and report on the implications and financial resources necessary to sustain and develop them.
11. To create working groups to oversee & assist on development & delivery of council initiatives.
12. To liaise with local organisations in order to ascertain and make recommendations to Full Council on Service Level Agreements and Grant Aid.
13. To maintain and develop IT facilities, including a web presence.
14. To be responsible for authorising legal proceedings in relation to contentious matters (subject to the likely costs of such proceedings being included in the councils budget) and for making recommendations on proposals regarding the prosecution or defence of any legal proceedings. Such matters to be dealt with until the initial procedures have been concluded and any matter whereby such procedures have failed to achieve a satisfactory resolution should be referred thereafter to Full Council.
15. To exercise all the powers, duties and functions of the council and its committees where, in the interests of the town, it is essential for decisions to be taken notwithstanding the fact that ordinarily the matter would have been referred to another committee of the council for determination.
16. To be responsible for the management of the Councillor skills audit and make recommendations on best use of councillors' skills in the setting up of working groups.
17. To make recommendations for the Council's committee structure.
18. To be responsible for the management of the Council's Emergency Plan – its testing and annual review for appropriateness.

19. To receive any necessary reports from the Mayor and Deputy Mayor in relation to the management of and adherence to the Town Council's Standing Orders and to make appropriate recommendations to Full Council
20. To promote Council activity and invites by developing public relations through as many mediums as possible and to ensure the release of appropriate information to the press and the public in a timely manner in accordance with the Town Council's Standing Orders and Constitution.
21. To maintain Council owned buildings.
22. To monitor fees and charges relating to use of Council owned buildings.
23. Create, review and monitor performance of Strategic Plan.

Adopted 23rd July 2019

9.8 Alternative Terms of Reference

9.8.1 See following page

THE FINANCE AND GOVERNANCE COMMITTEE [Currently GEM]

- a) Membership and Frequency of Meeting
 - i) 7 members of the Council who will meet as committee at least 3 times per year
 - ii) Members to be appointed by Full Council each year
 - iii) Quorum 3
- b) Matters for consideration and determination
 - i) 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
 - ii) All matters relating to Grants and Donations
 - iii) All matters relating to Internal Audit
 - iv) Recommendations to Full Council on the proposed Capital and Revenue Budgets of all Council services and activities
 - v) Health and Safety
 - vi) Corporate Governance and Risk Management
 - vii) Approval of Leases and Licences
 - viii) Democratic Representation
 - ix) Any other matter which may be delegated to it by the Full Council from time to time

10 Policies

To review the list of Council policies and determine how to review

(15 min)

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

10.1 Summary

- 10.1.1 The Council has a total of 51 policies, 7 pool policies, 23 protocols and the Terms of Reference as it's governing documents. In the tables on the following pages, those highlighted yellow are in draft form or recommended but not yet adopted by the Council.
- 10.1.2 It is important to review these and ensure that they remain relevant, and effective and that the Council acts within their framework.
- 10.1.3 With such a volume, to review in a timely manner at meetings of the Committee is a large undertaking. The Committee is asked to consider frequency of review and how that review is carried out. The tables below show suggested committees that could carry out the review of policies.
- 10.1.4 Current scheme of delegation is that all polices are required to be adopted by Full Council. In order to reduce the burden on Full Council, it is suggested that the Committees share the detail work of reviewing the policies and then make recommendation to adoption once this has been carried out.

10.2 Scheme of Delegation

- 10.2.1 The committee is delegated to consider and make recommendations on matters of policy relating to the Town Council (General Management Committee Terms of Reference, 2019)

10.3 Financial Implications

10.3.1 There are no financial implications arising from this report

10.4 Legal Implications

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

10.5 Recommendation

10.5.1 That the Committee reviews the policy list and determines the frequency and how it wishes to carry out reviews of those documents.

10.6 Reason for Recommendation

10.6.1 To ensure all policies remain relevant and active documents in support of the work of the Council and the residents of Shaftesbury

(End)

Report Author:

Claire Commons, Town Clerk and RFO

Report 1020GEM10

Policy	Cttee	Date Adopted	Review Frequency	Date for Review	Comments
Acceptable Social Media Policy	GEM	09/05/2017	365	09/05/2018	Amend to 3 year after next review
Absence Policy	HR				
Alcohol, Drugs Policy					
Anti-Bribery Policy					
Bullying and Harassment Policy	HR	09/05/2017	800	18/07/2019	
Cash Handling Policy	GEM				
Code of Conduct for Employees	HR				
Communications and Media Policy	FC	11/04/2017	1095	10/04/2020	
Community Engagement Strategy	GEM	26/02/2019	1095	25/02/2022	
Compassionate Leave Policy	HR				
Consultation Policy	GEM				
Crime Disorder Policy	GEM				
Customer Service Standards Policy	GEM				
GDPR and Data Protection Policy	GEM	22/05/2018	730	21/05/2020	
Dealing with Violence Aggression Policy	GEM				

Report 1020GEM10

Policy	Cttee	Date Adopted	Review Frequency	Date for Review	Comments
Disclosure and Barring Service Policy	GEM				
Environmental Biodiversity Policy	GEM	26/02/2019	1095	25/02/2022	
Equality, Diversity and Human Rights Policy	GEM	26/02/2019	365	26/02/2020	
Financial Regulations	FC	14/05/2019	365	13/05/2020	
Grievance Policy	HR	26/02/2019	365	26/02/2020	
Freedom of Information Policy	As Required				
Grant Awarding Policy	FC	18/06/2019	365	17/06/2020	
Disciplinary Procedure	HR	26/02/2019			
Health and Safety Policy	GEM	29/01/2019			
Information Security Policy	GEM				Probably covered by GDPR Policy
Internal Audit	FC				
Internet, e-mail, Phone Policy	GEM	09/05/2017			
Mayor and Members Expenses Policy	FC				Amend to include staff expenses
Organisational Change Policy					CC to review
Pension Discretions Policy	HR	19/11/2019	1095	18/11/2022	As Required

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Policy	Cttee	Date Adopted	Review Frequency	Date for Review	Comments
Performance Management Policy	HR				
Petitions Policy	GEM				
Procurement Policy	GEM				
Publication Scheme	GEM	21/06/2016	As Required		
Redundancy Policy	HR	18/07/2017			
Retention of documents and Records Policy	GEM				
Risk Management Policy	FC	18/07/2017	365	18/07/2018	To EFC 18/7/17
Safeguarding Policy	GEM				
Smoke Free Policy	HR				
Snow and Ice Policy and Procedures	ROSE	27/03/2018	1095	26/03/2021	
Members Social Media Policy	GEM				Combine with Protocol
Standing Orders	FC	14/05/2019	365	13/05/2020	
Telephone monitoring Policy	FC	11/04/2017	1095	10/04/2020	
Staff and member Training Policy	GEM	29/01/2019	1095	28/01/2022	
Treasury Management Policy	GEM	06/03/2018	730	05/03/2020	
Abusive, Persistent or Vexatious Complaints	HR	04/07/2017	1095	03/07/2020	

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Policy	Cttee	Date Adopted	Review Frequency	Date for Review	Comments
Whistleblowing Policy	HR → FC	18/07/2017	1095	17/07/2020	
Tree Risk Management Plan	GEM	19/11/2019	1095	18/11/2022	
Recording of Decisions policy	GEM	24/07/2018	1095	23/07/2021	
Community Highways Request policy	PH	17/12/2019	1095	16/12/2022	

SWIMMING POOL POLICIES (RLSS)	Cttee	Date Adopted	Review Frequency	Date for Review	Comments
Appeals Policy	ROSE	05/04/2016		Needed	
Complaints Policy	ROSE	05/04/2016		Needed	
Equal Opportunities Policy	ROSE	05/04/2016		Needed	
Malpractice and Maladministration	ROSE	05/04/2016		Needed	
Reasonable Adjustment & Special Consideration Policy	ROSE	05/04/2016		Needed	
Safeguarding Policy	ROSE	05/04/2016		Needed	
Sanctions Policy	ROSE	05/04/2016		Needed	

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PROTOCOLS AND GUIDANCE NOTES	Cttee	Date Adopted	Review Frequency	Date for Review	Comments
Appraisal Scheme	HR				
Asset Management Plan	GEM				
Bias and Predetermination Guidance	GEM				
Comments, Compliments and Complaints Protocol	FC	11/04/2017	1095	10/04/2020	
Corporate Governance Statement					
General Power of Competence					
Guidance for safer working practices					
Guidance for the recording of public meetings					
Health and Safety Statement of Intent					
Hire of Council Land Protocol	GEM	26/06/2019	365	25/06/2020	
Mayoral Protocol	HR				
Member - Employee Protocol	HR				
Mourning Protocol	FC	07/03/2017	365	07/03/2018	
Preapplication meetings with Developers Protocol					
Principles of Good Practice	FC	07/03/2017	1095	06/03/2020	
Public Access to Meetings and Information					
Public Protocol - Planning & Licensing					

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PROTOCOLS AND GUIDANCE NOTES	Cttee	Date Adopted	Review Frequency	Date for Review	Comments
Public Question Time Guidance Notes					
Purdah' Guidance Notes for Councillors during election Periods					
Recording of Decisions					
RFO Protocol					
Scheme of Delegation	GEM	26/02/2019	365	26/02/2020	
Social Media Protocol for Members	GEM	09/05/2017	365	09/05/2018	Combine with Policy