



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

Town Clerk: Mrs Claire Commons  
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VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council’s General Management Committee (GEM),  
Councillors. 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 26 January 2021**  
**online at Zoom.us**. Meeting ID: 898 7115 1990

All other recipients for information only

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk and RFO

### 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

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

<b>4</b>	<b>PAYMENTS</b> .....	<b>6</b>
	To consider payments for authorisation.....	(5 mins)
	<i>(Local Government Act, 1972 s.150)</i>	
<b>5</b>	<b>FINANCES – QUARTER 3</b> .....	<b>9</b>
	To receive the Town Council's accounts for the third quarter of the financial year 2020/21	
	.....	(10 mins)
	<i>(Local Government Act, 1972 s.151)</i>	
<b>6</b>	<b>BUDGET</b> .....	<b>16</b>
	To consider the committee and Council budget requirements for 2021 - 2022.....	(60 min)
	<i>(Shaftesbury Town Council Scheme of Delegation, 2020)</i>	

(End)

Anticipated meeting end time 8:30pm

## Bibliography

- Accounts and Audit Regulations, 2015. [Online].
- Clayden, P., 2019. *Arnold-Baker on Local Council Administration*. 11 ed. s.l.:Lexis Nexis.
- Committee on Standards in Public Life, 1995. *The seven principles of public life*. [Online]  
Available at: <https://www.gov.uk/government/publications/the-7-principles-of-public-life>
- Local Government Act, 1972 s.150. *Expenses of parish and community councils*. [Online].
- Local Government Act, 1972 s.151. *Financial Administration*. [Online]  
Available at: <http://www.legislation.gov.uk/ukpga/1972/70/section/151>
- Local Government Act, 1972 s.85. *Vacation of office by failure to attend meetings*. [Online].
- Local Government Act, 1972 Sch 12. *Meetings and Proceedings of Local Authorities*. [Online].
- Shaftesbury Town Council Code of Conduct, 2019. *Code of Conduct*. [Online]  
Available at: [https://www.shaftesbury-tc.gov.uk/images/STC\\_Code\\_of\\_Conduct\\_2012.pdf](https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf)
- Shaftesbury Town Council Financial Regulations, 2020. *Financial Regulations*. [Online].
- Shaftesbury Town Council Scheme of Delegation, 2020. *Scheme of Delegation*. [Online]  
Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/11/Scheme-of-Delegation-2020-11-03.pdf>
- Shaftesbury Town Council, 2019. *Code of Conduct*. [Online]  
Available at: [https://www.shaftesbury-tc.gov.uk/images/STC\\_Code\\_of\\_Conduct\\_2012.pdf](https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf)
- Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.

## 1 Apologies

To receive and consider for acceptance, apologies for absence

(1 min)

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

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### 1.1 **Background**

1.1.1 The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.

### 1.2 **Apologies received to date**

1.2.1 Councillor Proctor due to personal commitments.

## 2 Declarations of Interest

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

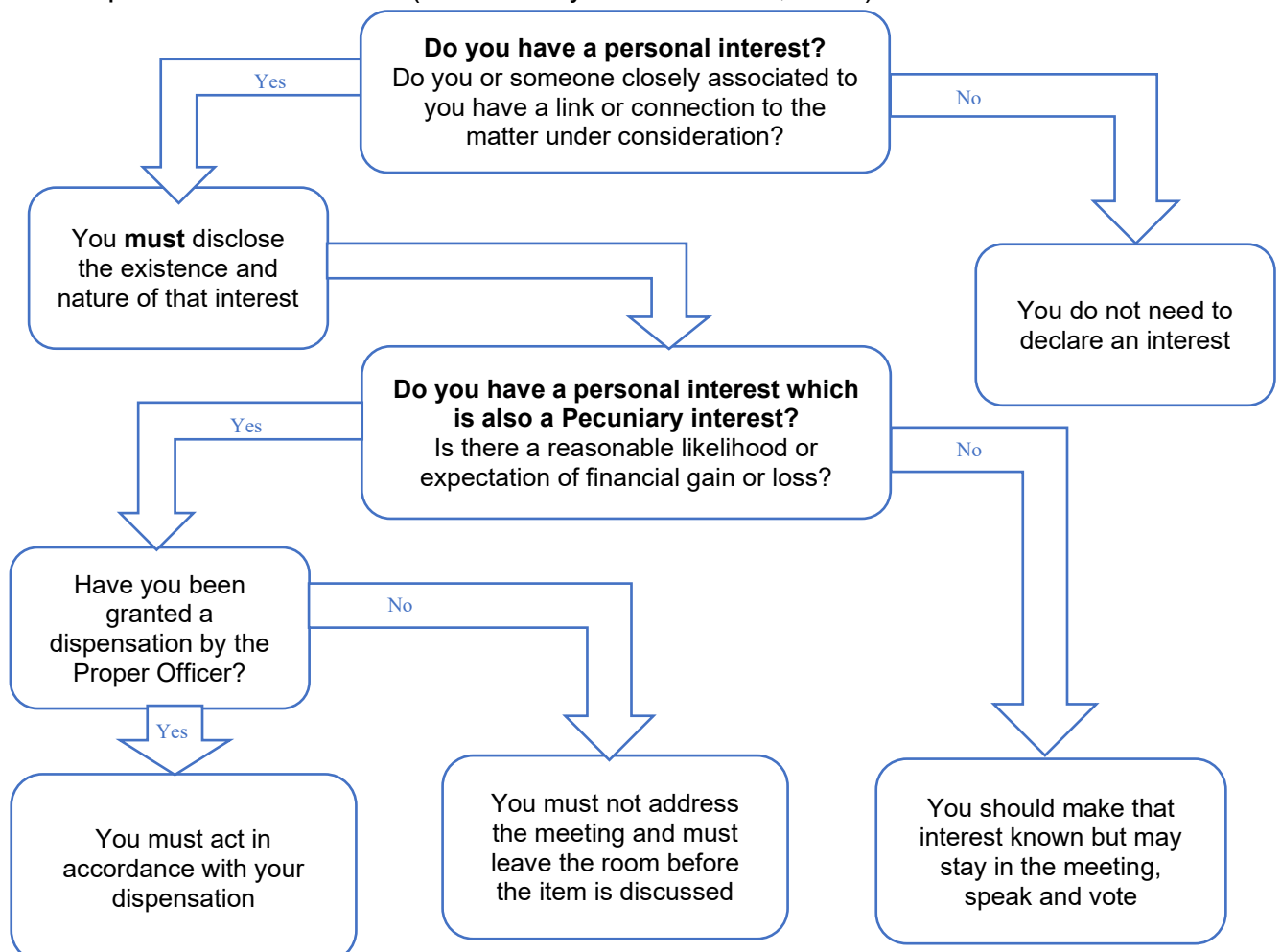
[\(Shaftesbury Town Council Code of Conduct, 2019\)](#)

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### 2.1 **Background**

2.1.1 Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2019. The Clerk will report any dispensation requests received

2.1.2 Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct. (Shaftesbury Town Council, 2019)



### **3 Minutes**

To confirm for signing, the minutes of the previous meeting of the General Management Committee. (1 min)

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

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#### **3.1 Background**

- 3.1.1 When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.
- 3.1.2 If it is necessary for the draft minutes of the previous meeting to be corrected because of an inaccuracy in them, then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154)

#### **3.2 Minutes to be adopted**

- 3.2.1 [24th November 2020](#)

## 4 Payments

To consider payments for authorisation

(5 mins)

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

### 4.1 Summary

4.1.1 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)

4.1.2 A list of payments is provided for review and authorisation

### 4.2 Scheme of Delegation

4.2.1 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.

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

### 4.3 Financial Implications

4.3.1 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)

### 4.4 Legal Implications

4.4.1 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)

4.4.2 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)

### 4.5 Recommendation

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

### 4.6 Reason for Recommendation

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

### 4.7 Standing Order and Direct Debit Payments made between in December 2020

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/12/2020	Dorset Council	Std Ord	724.00			4150	201	724.00	Rates Town Hall
01/12/2020	Dorset Council	Std Ord	222.00			4150	105	222.00	Business Rates Toilets
01/12/2020	Dorset Council	Std Ord	60.00			4150	102	60.00	Rates Cemetery
01/12/2020	Dorset Council	Std Ord	329.00			4150	103	329.00	Rates Unit 9c
07/12/2020	Zoom Video Communications	POS	28.78	28.78		500			Purchase Ledger DDR Payment
09/12/2020	Amazon Online Sales	POS	15.99	15.99		500			Keyboard & Mouse
09/12/2020	Amazon Online Sales	POS	12.99	12.99		500			Laptop Stand

## Report 0121GEM4

Date	Supplier	Account	Debit	Credit	Balance	Supplier	Amount
10/12/2020	Card Saver Ltd	DD	16.00	16.00	500	Card Machine Charges	
14/12/2020	Opus Energy	DD	110.17	110.17	500	Electric Bell St Nov	
14/12/2020	First Data	DD	32.98	32.98	500	Card Processing Charges Novemb	
15/12/2020	Fuel Genie	DD	240.31	240.31	500	Fuel November	
15/12/2020	Natwest Bank	DD	33.95	33.95	500	Charges Nov/Dec	
16/12/2020	Dorset Pension Fund	BACS	4,729.98		517	4,729.98 November Wages	
16/12/2020	Sage Uk Ltd	DD	84.00	84.00	500	Monthly Payroll	
16/12/2020	HMRC	ONLINE	5,147.18		516	5,147.18 Tax/Ni Nov	
17/12/2020	British Telecommunications	DD	18.00	18.00	500	Grounds Mobiles December	
17/12/2020	British Telecommunications	DD	18.00	18.00	500	Grounds Mobile	
17/12/2020	Leaflet Frog	POS	35.00	35.00	500	Leaflet Printing	
18/12/2020	BACS P/L Pymnt Page 1582	BACS Pymnt	5,246.72	5,246.72	500	BACS P/L Pymnt Page 1582	
20/12/2020	Peninsula	Std Ord	257.26		42.88	4341 302	214.38 HR Advice
24/12/2020	Southern Electric	DD	84.48	84.48	500	365 Microsoft subscription	
24/12/2020	Microsoft	POS	93.60	93.60	500	365 Monthly subscription	
24/12/2020	Peninsula	Std Ord	210.50		35.08	4341 302	175.42 H & S Advice
29/12/2020	BACS P/L Pymnt Page 1583	BACS Pymnt	3,276.00	3,276.00	500	BACS P/L Pymnt Page 1583	
29/12/2020	Adobe Systems Software	DD	13.53	13.53	500	Adobe software	
30/12/2020	Salaries	ONLINE	16,018.32		515	16,018.32 December Salaires/Cllr Allow	
31/12/2020	Cllr Allowance Q3	ONLINE	954.40		515	954.00 Cllr Allowance Q3	
<b>Total Payments:</b>			<b>38,142.89</b>	<b>9,490.25</b>	<b>77.96</b>		<b>28,574.68</b>

## 4.8 Invoices Due for Payment by 26th January 2021

### 4.8.1 The current account cleared balance at the date of this report is £183,799

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	To Claim	Amount due	
<b>Dorset Waste Partnership [DWP]</b>									
06/01/2021	2800255081		<i>Refuse collection Jan - Mar</i>		06/01/2021	464.90		464.90	
BACS No: DWP						<b>Total of Invoices Due (DWP)</b>	<b>464.90</b>	<b>0.00</b>	<b>464.90</b>
<b>Hawes Arborists [HAWES]</b>									
07/01/2021	002073		<i>Tree works as per manage. plan</i>		07/01/2021	597.60		597.60	
BACS No: HAWES Telephone : 01747 850253						<b>Total of Invoices Due (HAWES)</b>	<b>597.60</b>	<b>0.00</b>	<b>597.60</b>
<b>Lyreco</b>									
30/11/2020	6290263313		<i>Ink cartridges/postage</i>		30/12/2020	117.20		117.20	
BACS No: LYRECO Telephone : 08457676999						<b>Total of Invoices Due (LYRECO)</b>	<b>117.20</b>	<b>0.00</b>	<b>117.20</b>
<b>Motcombe Garage Ltd [MOTCOMBE]</b>									
05/01/2021	35041		<i>MOT WD65 XAM Cabstar</i>		05/01/2021	250.33		250.33	
BACS No: MOTCOMBE						<b>Total of Invoices Due (MOTCOMBE)</b>	<b>250.33</b>	<b>0.00</b>	<b>250.33</b>
<b>Perrie Hale Nursery Ltd [PERRIE]</b>									
07/01/2021	17122		<i>Tree planting consumables</i>		07/01/2021	1,734.00		1,734.00	
12/01/2021	17174		<i>Trees 5yr Tree Plan</i>		12/01/2021	879.96		879.96	

## Report 0121GEM4

BACS No: PERRIE		Total of Invoices Due (PERRIE)	<b>2,613.96</b>	<b>0.00</b>	<b>2,613.96</b>
Telephone : 01404 43344					
<b>RBS Software Solutions [RBS]</b>					
15/01/2021 28460	<i>Asset Inventory Software</i>	15/01/2021	541.20		541.20
BACS No: RBS		Total of Invoices Due (RBS)	<b>541.20</b>	<b>0.00</b>	<b>541.20</b>
Telephone : 01793 731296					
<b>Society of Local Council Clerks [SLCC]</b>					
04/01/2021 MEM233824	<i>Membership Fees</i>	03/02/2021	402.00		402.00
BACS No: SLCC		Total of Invoices Due (SLCC)	<b>402.00</b>	<b>0.00</b>	<b>402.00</b>
Telephone : 01823 253646					
<b>SLCC Enterprises Ltd [SLCCE]</b>					
13/01/2021 BK200169	<i>Practitioners Conference</i>	13/01/2021	54.00		54.00
BACS No: SLCCE		Total of Invoices Due (SLCCE)	<b>54.00</b>	<b>0.00</b>	<b>54.00</b>
<b>Wincombe MOT &amp; Repair Centre Ltd [WINCOMBEMO]</b>					
06/10/2020 5094	<i>Service/tyres/repairs Navara</i>	06/10/2020	865.95		865.95
22/11/2020 5183	<i>Repairs to Nissan Navara</i>	22/11/2020	691.06		691.06
BACS No: WINCOMBEMO		Total of Invoices Due (WINCOMBEMO)	<b>1,557.01</b>	<b>0.00</b>	<b>1,557.01</b>
Telephone : 01747 858612					
Total of Invoices Due (Purchase Ledger)			<b>6,598.20</b>	<b>0.00</b>	<b>6,598.20</b>
<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>			<b>6,598.20</b>	<b>0.00</b>	<b>6,598.20</b>

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO



## **5 Finances – Quarter 3**

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

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

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### **5.1 Summary**

5.1.1 Click on each of the underlined subheadings below to go to the detailed report appearing on the following pages.

5.1.2 [Bank – Cash and Investment Reconciliation at 31st December 2020](#)

The bank reconciliation has been reviewed by 2 councillors not including the chairman of the committee in accordance with Financial Regulation 2.2

5.1.3 [Purchase and Sales Ledger](#)

Purchase and Sales Ledger Balances give a snapshot of payments awaited either to be received by the Town Council or in the process of being paid by the Town Council.

5.1.4 [Earmarked Reserves](#)

This report shows expenditure from EMR. Members have already reviewed each of the Earmarked Reserves as part of its budget setting process. A final review and adjustment will be made at Year End.

5.1.5 [Summary Income & Expenditure by Budget Heading 31/12/2020](#)

This gives you a standstill progress against budget for  $\frac{3}{4}$  of the way through the year.

### **5.2 Scheme of Delegation**

5.2.1 The General Management Committee is delegated to consider all matters relating to Finance.

### **5.3 Financial Implications**

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

### **5.4 Legal Implications**

5.4.1 Every local authority is required to make arrangements for the proper administration of its affairs and to ensure that one of its officers has responsibility for those affairs (Local Government Act, 1972 s.151).

<h3><b>5.5 Recommendation</b></h3>
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5.5.1 That the committee receives and notes the reports.
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### **5.6 Reason for Recommendation**

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

(End)

Report Author:

Claire Commons, Town Clerk & RFO

## Bank Reconciliation Statement as at 18/01/2021 for Cashbook 1 - NatWest Current A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
NatWest Current A/c	31/12/2020	447	198,744.81
			198,744.81
<b>Unpresented Cheques (Minus)</b>			<b>Amount</b>
29/09/2020 013215	Shaftesbury District Guides	1,000.00	
17/11/2020 013217	Royal British Legion	25.00	
			1,025.00
			197,719.81
<b>Receipts not Banked/Cleared (Plus)</b>			
		0.00	
			0.00
			197,719.81
		<b>Balance per Cash Book is :-</b>	<b>197,719.81</b>
			<b>0.00</b>
		<b>Difference is :-</b>	



## BUSINESS CURRENT ACCOUNT

Account number: 05300940  
Sort code: 54-41-30  
BIC: NWBKGB2L  
IBAN: GB66 NWBK 5441 3005 3009 40

SHAFTESBURY TOWN COUNCIL

Branch Details	Your current details	Period	1 Dec 2020 to 31 Dec 2020
SHAFTESBURY THE COMMONS SHAFTESBURY DORSET	SHAFTESBURY TOWN COUNCIL THE TOWN HALL HIGH STREET SHAFTESBURY DORSET SP7 8JE	Previous Balance	£239,971.64
		Paid out	£44,048.01
		Paid in	£2,821.18
		<b>New Balance</b>	<b>£198,744.81</b>

SP7 8JY

## Purchase Ledger Aged Account Balances Outstanding Balances by Month as at 18/01/2021

A/C Code Pymnts	Supplier Name	Balance	Jan 2021	Dec 2020	Nov 2020	Prior Months	On A/c
<b>Ledger No 1, Purchase Ledger</b>							
AMAZON	AMAZON	0.01	0.00	0.01	0.00	0.00	0.00
BT	BT	1,300.79	0.00	1,296.23	0.00	4.56	0.00
FIRSTDATA	FIRSTDATA	32.98	0.00	32.98	0.00	0.00	0.00
GAS	BRIT GAS	1,765.21	0.00	1,789.30	0.00	0.00	-24.09
LYRECO	LYRECO	117.20	0.00	0.00	117.20	0.00	0.00
O2	O2	-63.11	0.00	0.00	0.00	-63.11	0.00
OPUS	OPUS ENERGY	121.04	0.00	121.04	0.00	0.00	0.00
PKF	PKF	3,480.00	0.00	0.00	0.00	3,480.00	0.00
PLUSNET	PLUSNET	-6.95	0.00	0.00	0.00	-6.95	0.00
SLCC	SLCC	402.00	402.00	0.00	0.00	0.00	0.00
WINCOMBE	WINCOMBEMO	1,557.01	0.00	0.00	691.06	865.95	0.00
ZOOM	ZOOM	-28.78	0.00	0.00	0.00	0.00	-28.78
<b>Total Purchase Ledger No 1</b>		<b>8,677.40</b>	<b>402.00</b>	<b>3,239.56</b>	<b>808.26</b>	<b>4,280.45</b>	<b>-52.87</b>
<b>TOTAL PURCHASE LEDGER BALANCES</b>		<b>8,677.40</b>	<b>402.00</b>	<b>3,239.56</b>	<b>808.26</b>	<b>4,280.45</b>	<b>-52.87</b>

## Sales Ledger Aged Account Balances Outstanding Balances by Month as at 18/01/2021

A/C Code Pymnts	Customer Name	Balance	Jan 2021	Dec 2020	Nov 2020	Prior Months	On A/c
<b>Ledger No 1, Sales Ledger</b>							
ANGEL	ANGEL	38.00	0.00	19.00	19.00	0.00	0.00
BROWNS	BROWNS	140.00	0.00	0.00	0.00	140.00	0.00
COOLS	COOLS	76.00	0.00	38.00	0.00	38.00	0.00
FARMM	FARMERS MARKET	118.00	0.00	0.00	118.00	0.00	0.00
FEAR	FEAR	38.00	0.00	38.00	0.00	0.00	0.00
FISH	FISH	114.00	0.00	114.00	0.00	0.00	0.00
HEDGEHOG	HEDGEHOG	133.00	0.00	57.00	76.00	0.00	0.00
KENSONS	KENSONS	133.00	0.00	57.00	76.00	0.00	0.00
MYRTLE	MYRTLE	76.00	0.00	76.00	0.00	0.00	0.00
NEWFORES	NEWFOREST	932.40	0.00	932.40	0.00	0.00	0.00
OCTOBERF	OCTOBERFES	480.00	0.00	0.00	0.00	480.00	0.00
PATERSON	PATERSON	15.00	0.00	15.00	0.00	0.00	0.00
PLANTLIFE	PLANTLIFE	19.00	0.00	19.00	0.00	0.00	0.00
SAUSAGE	SAUSAGE	38.00	0.00	38.00	0.00	0.00	0.00
ST PETERS	ST PETERS	59.00	0.00	59.00	0.00	0.00	0.00
TOJO	TOJO	57.00	0.00	57.00	0.00	0.00	0.00
TRUCKLE	TRUCKLE	119.00	0.00	119.00	0.00	0.00	0.00
WELDMAR	WELDMAR	128.00	0.00	128.00	0.00	0.00	0.00
<b>Total Sales Ledger No 1</b>		<b>2,713.40</b>	<b>0.00</b>	<b>1,766.40</b>	<b>289.00</b>	<b>658.00</b>	<b>0.00</b>
<b>TOTAL SALES LEDGER BALANCES</b>		<b>2,713.40</b>	<b>0.00</b>	<b>1,766.40</b>	<b>289.00</b>	<b>658.00</b>	<b>0.00</b>

Report 0121GEM5

**Earmarked Reserves**

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Capital Reserve	0.00		0.00
321 EMR Capital Replacement Fund	0.00		0.00
322 EMR CCTV	5,000.00		5,000.00
323 EMR Footpath/Cycle Path Networ	0.00	9,416.12	9,416.12
324 EMR Playground Equipment	16,812.00	8,188.00	25,000.00
325 EMR Toilet Capital Re-build	0.00		0.00
326 EMR Swimming Pool Capital Exp	0.00	12,000.00	12,000.00
327 EMR Town Hall Building Fund	74,988.92	45,011.00	119,999.92
328 EMR Yoga - Castle Green	0.00	2,680.00	2,680.00
329 EMR Town Hall Energy Fund	0.00		0.00
330 EMR Ground Works Equipment	0.00		0.00
331 EMR Grit Bins	3,600.00	-3,600.00	0.00
332 EMR Heritage Style Lanterns	10,000.00	-10,000.00	0.00
333 EMR Barton Hill Trust	0.00	1,102.98	1,102.98
334 EMR Tree Removal	0.00		0.00
335 EMR High St Pedest. Covid	0.00	0.00	0.00
336 EMR Street Furniture	21,825.84		21,825.84
337 EMR 5year Tree Plan 2020-2025	1,973.31	14,822.00	16,795.31
338 EMR Toilet Improvement Fund	0.00		0.00
339 EMR Swimming Pool- Plant Room	18,041.26	-3,155.00	14,886.26
340 EMR Neighbourhood Planning	0.00	1,259.00	1,259.00
341 EMR Community Chest Fund	0.00		0.00
342 EMR Traffic Calming	655.00	-655.00	0.00
343 EMR Town Centre Enhancement	0.00		0.00
344 EMR Cemetery Enhancement	0.00		0.00
345 EMR Jubilee Steps Enhancement	10,000.00	-10,000.00	0.00
346 EMR Community Hall Cockrams	13,000.00	-13,000.00	0.00
347 EMR Vehicles	20,494.00	-15,780.00	4,714.00
348 EMR Replacement IT Equipment	6,579.24	-1,932.80	4,646.44
349 EMR A30 Allotment Site	23,388.60		23,388.60
350 EMR Shaftesbury Bee Friendly	0.00		0.00
351 EMR Cobbles	0.00		0.00
352 EMR Bus Shelters	3,500.00	-365.93	3,134.07
353 EMR Mayors Charity Acc 2017/18	345.00	-345.00	0.00
354 EMR Project Belle	87,328.00	-87,328.00	0.00
355 EMR Ecology Competition	3,402.00	-2,324.00	1,078.00
356 EMR Memorial Stones Eastern De	2,450.00		2,450.00
357 ERM Castle Hill	0.00		0.00
358 EMR Commuted Sum King Alfreds	0.00	0.00	0.00
359 RMR Commuted Sum Little Shilli	0.00	0.00	0.00
360 EMR Litter Free Dorst	424.24		424.24
361 EMR Victory Celebrations 2020	3,825.00		3,825.00
362 EMR Southern Slopes	0.00	28,000.00	28,000.00
363 EMR Town Branding/Signage	0.00	49,000.00	49,000.00
364 EMR Coppice St Car Park	0.00	47,649.00	47,649.00
365 EMR Climate Change	0.00	5,000.00	5,000.00
366 EMR Viability of CLT	0.00	10,000.00	10,000.00
367 EMR Community Infastructure Ma	0.00	15,000.00	15,000.00
368 EMR Pop up Shop/PB ml2/EDAC	0.00	40,000.00	40,000.00
369 EMR Managing Parking Congestio	0.00	54,112.00	54,112.00
370 EMR Market Experience	0.00	19,500.00	19,500.00
371 EMR Covid-19 Emer. Fund/PPE	0.00	0.00	0.00
372 EMR Shaftesbury Support Gr Cov	0.00	0.00	0.00
373 EMR Covid Food Aid Support Gra	0.00	0.00	0.00
	<b>327,632.41</b>	<b>214,254.37</b>	<b>541,886.78</b>

**Report 0121GEM5**  
**Summary Income & Expenditure by Budget Heading 31/12/2020**

**Month No: 9**

**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	403	2,000	1,597			20.2%
	Expenditure	622	803	1,587	784		784	50.6%
	Movement to/(from) Gen Reserve	1,220	(400)					
102	Cemetery							
	Income	5,350	3,229	4,000	771			80.7%
	Expenditure	1,037	837	1,165	328		328	71.8%
	Movement to/(from) Gen Reserve	4,313	2,392					
103	General Grounds							
	Income	13,713	2,080	10,938	8,858			19.0%
	Expenditure	67,889	26,106	62,528	36,422	1,359	35,064	43.9%
	Movement to/(from) Gen Reserve	(54,176)	(24,026)					
105	Local Delivery services							
	Income	6,441	4,094	7,500	3,406			54.6%
	Expenditure	9,222	5,795	8,250	2,455		2,455	70.2%
	Movement to/(from) Gen Reserve	(2,781)	(1,701)					
201	Town Hall							
	Income	50,167	14,694	53,804	39,110			27.3%
	Expenditure	18,222	12,233	16,530	4,297		4,297	74.0%
	Movement to/(from) Gen Reserve	31,944	2,461					
301	Civic							
	Income	50	0	0	0			0.0%
	Expenditure	5,462	4,083	9,520	5,437		5,437	42.9%
	Movement to/(from) Gen Reserve	(5,412)	(4,083)					
302	Legal and Professional							
	Income	48	0	0	0			0.0%
	Expenditure	32,909	17,454	30,950	13,496	4,225	9,271	70.0%
	Movement to/(from) Gen Reserve	(32,862)	(17,454)					
303	Grants & SLA							
	Expenditure	38,946	16,862	42,000	25,138		25,138	40.1%
304	Finance							
	Income	506,340	509,381	511,852	2,471			99.5%
	Expenditure	50,616	394	1,000	606		606	39.4%
	Net Income over Expenditure	455,724	508,987	510,852	1,865			
	less Transfer to EMR	0	94,705					
	Movement to/(from) Gen Reserve	455,724	414,282					
305	Swimming Pool							
	Income	27,517	24,898	28,200	3,302			88.3%
	Expenditure	73,917	41,311	61,845	20,534		20,534	66.8%
	Movement to/(from) Gen Reserve	(46,400)	(16,413)					
306	Covid-19							
	Income	0	640	0	(640)			0.0%
	Expenditure	0	20,599	0	(20,599)		(20,599)	0.0%
	Net Income over Expenditure	0	(19,959)	0	19,959			
	plus Transfer from EMR	0	92					
	Movement to/(from) Gen Reserve	0	(19,868)					
401	General Running Costs							
	Expenditure	12,712	9,341	15,535	6,194	460	5,734	63.1%

## Report 0121GEM5

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
402	Staffing Costs							
	Income	10,085	10,105	10,085	(20)			100.2%
	Expenditure	269,128	215,938	283,764	67,826		67,826	76.1%
	Movement to/(from) Gen Reserve	(259,043)	(205,834)					
901	Reserves & Projects							
	Income	24,385	10,805	0	(10,805)			0.0%
	Expenditure	75,456	38,032	360,543	322,511	8,052	314,459	12.8%
	Net Income over Expenditure	(51,071)	(27,227)	(360,543)	(333,316)			
	plus Transfer from EMR	0	38,439					
	less Transfer to EMR	0	10,805					
	Movement to/(from) Gen Reserve	(51,071)	407					
902	Capital Replacement Reserve							
	Expenditure	0	366	140,500	140,134		140,134	0.3%
	<b>Grand Totals:- Income</b>	<b>645,937</b>	<b>580,327</b>	<b>628,379</b>	<b>48,052</b>			<b>92.4%</b>
	<b>Expenditure</b>	<b>656,139</b>	<b>410,153</b>	<b>1,035,717</b>	<b>625,564</b>	<b>14,096</b>	<b>611,468</b>	<b>41.0%</b>
	<b>Net Income over Expenditure</b>	<b>(10,202)</b>	<b>170,174</b>	<b>(407,338)</b>	<b>(577,512)</b>			
	plus Transfer from EMR	0	38,530					
	less Transfer to EMR	0	105,510					
	Movement to/(from) Gen Reserve	(10,202)	103,195					

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	2,713	
105	Vat Control	5,262	
200	NatWest Current A/c	195,239	
203	Petty Cash	7	
204	Petty Cash- Swimming Pool	52	
206	Public Sector Deposit A/c	267,717	
207	Cambridge & Counties Bank	153,548	
208	Nationwide Business Savings	169,000	
<b>Total Current Assets</b>			<b>793,539</b>
<u>Current Liabilities</u>			
500	Creditors	6,729	
516	PAYE & NI Due	5,400	
517	Superannuation Due	4,705	
565	Holding Deposits	352	
<b>Total Current Liabilities</b>			<b>17,187</b>
<b>Net Current Assets</b>			<b>776,352</b>
<b>Total Assets less Current Liabilities</b>			<b>776,352</b>
<u>Represented by :-</u>			
300	Current Year Fund	172,266	
310	General Reserve	62,199	
322	EMR CCTV	5,000	
323	EMR Footpath/Cycle Path Networ	9,416	
324	EMR Playground Equipment	25,000	
326	EMR Swimming Pool Capital Exp	12,000	
327	EMR Town Hall Building Fund	120,000	
328	EMR Yoga - Castle Green	2,680	
333	EMR Barton Hill Trust	1,103	
336	EMR Street Furniture	21,826	
337	EMR 5year Tree Plan 2020-2025	16,795	
339	EMR Swimming Pool- Plant Room	14,886	
340	EMR Neighbourhood Planning	1,259	
347	EMR Vehicles	4,714	
348	EMR Replacement IT Equipment	4,646	
349	EMR A30 Allotment Site	23,389	
352	EMR Bus Shelters	3,134	
355	EMR Ecology Competition	1,078	
356	EMR Memorial Stones Eastern De	2,450	
360	EMR Litter Free Dorst	424	
361	EMR Victory Celebrations 2020	3,825	
362	EMR Southern Slopes	28,000	
363	EMR Town Branding/Signage	49,000	
364	EMR Coppice St Car Park	47,649	
365	EMR Climate Change	5,000	
366	EMR Viability of CLT	10,000	
367	EMR Community Infastructure Ma	15,000	
368	EMR Pop up Shop/PB ml2/EDAC	40,000	
369	EMR Managing Parking Congestio	54,112	
370	EMR Market Experience	19,500	
<b>Total Equity</b>			<b>776,352</b>

## **6 Budget**

To consider the committee and Council budget requirements for 2021 - 2022 (60 min)

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

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### **6.1 Summary**

- 6.1.1 Following the previous meeting of the Committee, each committee has had the opportunity to review its budget.
- 6.1.2 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.

### **6.2 Scheme of Delegation**

- 6.2.1 The General Management Committee is delegated to consider and determine recommendations to Full Council on the proposed Capital and Revenue Budgets of all Council services and activities.

### **6.3 Legal Implications**

- 6.3.1 The budget and precept must be complete before 31<sup>st</sup> March 2021. The Principal Authority requires that the precept demand is submitted before the end of January 2021

### **6.4 Recommendation**

- 6.4.1 That the committee considers and recommends to Full Council the budget for 2021 / 2022.

### **6.5 Reason for Recommendation**

- 6.5.1 The Committee demonstrates a sound understanding of the Council's financial requirements and commitments and recommends an appropriate budget for the coming financial year to Full Council in advance of the precept demand being resolved and issued before 31<sup>st</sup> January 2021.

(End)

Report Author:

Claire Commons, Town Clerk & RFO



## Annual Budget - By Centre (Actual YTD Month 9)

Note: Cttee Budget 2021/2022 v2

	<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>101 Allotment</b>											
1104 Allotment Rent Income	1,700	1,841	0	0	2,000	0	2,000	403	2,000	0	0
<b>Total Income</b>	<b>1,700</b>	<b>1,841</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>403</b>	<b>2,000</b>	<b>0</b>	<b>0</b>
4165 Water Rates	675	381	0	0	900	0	900	578	800	0	0
4250 Repairs & Maintenance	500	71	0	0	515	0	515	54	0	0	0
4414 IT Software	169	169	0	0	172	0	172	172	397	0	0
<b>Overhead Expenditure</b>	<b>1,344</b>	<b>622</b>	<b>0</b>	<b>0</b>	<b>1,587</b>	<b>0</b>	<b>1,587</b>	<b>803</b>	<b>1,197</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>356</b>	<b>1,220</b>			<b>413</b>		<b>413</b>	<b>(400)</b>	<b>803</b>		
<b>102 Cemetery</b>											
1105 Cemetery Income	3,722	5,350	0	0	4,000	0	4,000	3,229	3,800	0	0
<b>Total Income</b>	<b>3,722</b>	<b>5,350</b>	<b>0</b>	<b>0</b>	<b>4,000</b>	<b>0</b>	<b>4,000</b>	<b>3,229</b>	<b>3,800</b>	<b>0</b>	<b>0</b>
4150 Rates & Services	588	517	0	0	550	0	550	547	622	0	0
4165 Water Rates	95	81	0	0	125	0	125	0	100	0	0
4250 Repairs & Maintenance	200	149	0	0	200	0	200	0	150	0	0
4414 IT Software	290	290	0	0	290	0	290	290	290	0	0
<b>Overhead Expenditure</b>	<b>1,173</b>	<b>1,037</b>	<b>0</b>	<b>0</b>	<b>1,165</b>	<b>0</b>	<b>1,165</b>	<b>837</b>	<b>1,162</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>2,549</b>	<b>4,313</b>			<b>2,835</b>		<b>2,835</b>	<b>2,392</b>	<b>2,638</b>		
<b>103 General Grounds</b>											
1102 Contribution to Services	1,000	1,683	0	0	1,600	0	1,600	0	0	0	0
1103 Rents	915	420	0	0	915	0	915	318	420	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Cttee Budget 2021/2022 v2

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1300	Grass Cutting Income	6,023	6,023	0	0	6,023	0	6,023	0	6,023	0	0
1301	Miscellaneous Income	2,174	3,688	0	0	1,400	0	1,400	1,762	2,000	0	0
1302	Memorial Bench Income	0	1,899	0	0	1,000	0	1,000	0	1,000	0	0
	<b>Total Income</b>	10,112	13,713	0	0	10,938	0	10,938	2,080	9,443	0	0
4149	Castle Hill - SLA	0	0	0	0	0	0	0	0	8,300	0	0
	<b>Direct Expenditure</b>	0	0	0	0	0	0	0	0	8,300	0	0
4020	Sub Contract Labour	10,500	9,821	0	0	9,100	0	9,100	400	450	0	0
4150	Rates & Services	3,168	3,133	0	0	3,227	0	3,227	2,967	3,390	0	0
4155	Electricity	891	1,181	0	0	1,000	0	1,000	727	1,000	0	0
4165	Water Rates	2,300	1,978	0	0	2,369	0	2,369	678	2,000	0	0
4250	Repairs & Maintenance	3,050	2,535	0	0	2,500	0	2,500	652	3,000	0	0
4256	Treework	9,000	9,632	0	0	5,500	0	5,500	175	5,500	0	0
4257	Plants	1,000	991	0	0	800	0	800	428	800	0	0
4261	Refuse Collection	2,500	2,705	0	0	2,700	0	2,700	2,061	2,750	0	0
4265	General Supplies	420	208	0	0	0	0	0	0	0	0	0
4270	Equipment/Repairs/Hire	1,500	1,636	0	0	3,500	0	3,500	2,204	4,250	0	0
4271	Equipment Purchases	2,500	888	0	0	0	0	0	0	0	0	0
4272	Fuel for Equipment	2,300	2,026	0	0	2,000	0	2,000	993	2,000	0	0
4273	Memorial Bench	0	1,899	0	0	1,000	0	1,000	0	1,000	0	0
4274	Rent Unit 9C	7,572	7,572	0	0	7,572	0	7,572	7,572	7,572	0	0
4275	Equipment Hire	500	152	0	0	0	0	0	0	0	0	0
4278	Alarm Costs	200	55	0	0	210	0	210	0	150	0	0
4280	Fuel for Vehicles	3,000	2,645	0	0	3,100	0	3,100	1,243	2,500	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Cttee Budget 2021/2022 v2

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4281	Motor Expenses	3,060	3,627	0	0	3,000	0	3,000	1,400	3,000	0	0
4282	Hitachi Payments Mower	8,492	8,492	0	0	0	0	0	0	0	0	0
4285	PPE	1,000	710	0	0	1,000	0	1,000	120	1,000	0	0
4290	Playground Inspections	400	450	0	0	450	0	450	473	473	0	0
4291	Playground Repair/Maintenance	5,500	4,121	0	0	12,000	0	12,000	1,220	5,000	0	0
4299	SLA-Trinity Grounds Maintainan	1,500	1,495	0	0	1,500	0	1,500	1,495	1,500	0	0
4410	Telephone	0	-62	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>70,353</b>	<b>67,889</b>	<b>0</b>	<b>0</b>	<b>62,528</b>	<b>0</b>	<b>62,528</b>	<b>24,808</b>	<b>47,335</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(60,241)</b>	<b>(54,176)</b>			<b>(51,590)</b>		<b>(51,590)</b>	<b>(22,729)</b>	<b>(46,192)</b>		
<b>105</b>	<b><u>Local Delivery services</u></b>											
1501	Street Market Rents R'ved	8,500	6,441	0	0	7,500	0	7,500	4,094	4,444	0	0
	<b>Total Income</b>	<b>8,500</b>	<b>6,441</b>	<b>0</b>	<b>0</b>	<b>7,500</b>	<b>0</b>	<b>7,500</b>	<b>4,094</b>	<b>4,444</b>	<b>0</b>	<b>0</b>
4020	Sub Contract Labour	4,266	0	0	0	0	0	0	0	0	0	0
4150	Rates & Services	2,180	2,185	0	0	2,250	0	2,250	1,993	2,266	0	0
4155	Electricity	1,114	1,498	0	0	1,300	0	1,300	789	1,200	0	0
4165	Water Rates	2,200	1,382	0	0	1,900	0	1,900	580	1,900	0	0
4176	CCTV	2,000	1,273	0	0	300	0	300	312	320	0	0
4250	Repairs & Maintenance	1,650	1,859	0	0	1,300	0	1,300	1,503	2,000	0	0
4260	Cleaning Supplies	850	1,024	0	0	1,200	0	1,200	618	1,200	0	0
	<b>Overhead Expenditure</b>	<b>14,260</b>	<b>9,222</b>	<b>0</b>	<b>0</b>	<b>8,250</b>	<b>0</b>	<b>8,250</b>	<b>5,795</b>	<b>8,886</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(5,760)</b>	<b>(2,781)</b>			<b>(750)</b>		<b>(750)</b>	<b>(1,701)</b>	<b>(4,442)</b>		
<b>201</b>	<b><u>Town Hall</u></b>											

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Cttee Budget 2021/2022 v2

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1201	Hall Hire	25,500	24,036	0	0	26,000	0	26,000	4,226	12,540	0	0
1203	Weddings	2,000	2,355	0	0	2,300	0	2,300	825	2,070	0	0
1204	Shop Rents	20,430	20,828	0	0	22,162	0	22,162	9,623	25,908	0	0
1205	Sitting Out Licence	504	674	0	0	842	0	842	0	0	0	0
1220	Solar Panel Feed in Tariff	2,000	2,274	0	0	2,500	0	2,500	0	2,274	0	0
1301	Miscellaneous Income	0	0	0	0	0	0	0	20	0	0	0
<b>Total Income</b>		<b>50,434</b>	<b>50,167</b>	<b>0</b>	<b>0</b>	<b>53,804</b>	<b>0</b>	<b>53,804</b>	<b>14,694</b>	<b>42,792</b>	<b>0</b>	<b>0</b>
4150	Rates & Services	7,169	7,120	0	0	7,334	0	7,334	6,512	7,469	0	0
4155	Electricity	2,362	3,903	0	0	2,500	0	2,500	981	2,000	0	0
4160	Gas	2,575	1,375	0	0	2,000	0	2,000	752	2,000	0	0
4165	Water Rates	250	192	0	0	250	0	250	55	150	0	0
4200	Wedding Costs	565	505	0	0	500	0	500	348	500	0	0
4230	Trinity Car Park Space	550	550	0	0	550	0	550	275	550	0	0
4250	Repairs & Maintenance	3,838	3,400	0	0	2,000	0	2,000	1,363	750	0	0
4260	Cleaning Supplies	250	294	0	0	300	0	300	1,281	5,300	0	0
4265	General Supplies	0	0	0	0	0	0	0	40	0	0	0
4271	Equipment Purchases	3,500	161	0	0	250	0	250	0	150	0	0
4278	Alarm Costs	500	432	0	0	550	0	550	330	500	0	0
4414	IT Software	290	290	0	0	296	0	296	296	372	0	0
<b>Overhead Expenditure</b>		<b>21,849</b>	<b>18,222</b>	<b>0</b>	<b>0</b>	<b>16,530</b>	<b>0</b>	<b>16,530</b>	<b>12,233</b>	<b>19,741</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>28,585</b>	<b>31,944</b>			<b>37,274</b>		<b>37,274</b>	<b>2,461</b>	<b>23,051</b>		
<b>301</b>	<b>Civic</b>											

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Cttee Budget 2021/2022 v2

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1400	Mayor's Charity Income	0	50	0	0	0	0	0	0	0	0	0
	<b>Total Income</b>	0	50	0	0	0	0	0	0	0	0	0
4300	Civic/Ceremonial	3,000	1,506	0	0	3,000	0	3,000	413	3,000	0	0
4302	Councillor Allowances	4,320	3,510	0	0	5,200	0	5,200	3,640	6,760	0	0
4305	Regalia	350	0	0	0	150	0	150	0	0	0	0
4310	Councillor Training	1,000	115	0	0	720	0	720	0	1,080	0	0
4311	Councillor Travel/Subsistence	300	21	0	0	150	0	150	0	100	0	0
4315	Hospitality	300	311	0	0	300	0	300	31	100	0	0
	<b>Overhead Expenditure</b>	9,270	5,462	0	0	9,520	0	9,520	4,084	11,040	0	0
	<b>Movement to/(from) Gen Reserve</b>	(9,270)	(5,412)			(9,520)		(9,520)	(4,084)	(11,040)		
<b>302</b>	<b><u>Legal and Professional</u></b>											
1301	Miscellaneous Income	0	48	0	0	0	0	0	0	0	0	0
	<b>Total Income</b>	0	48	0	0	0	0	0	0	0	0	0
4325	Audit	2,850	3,250	0	0	2,950	0	2,950	-2,042	3,250	0	0
4326	Books & Subscriptions	2,000	1,752	0	0	2,000	0	2,000	1,212	1,800	0	0
4330	Insurance	16,000	9,783	0	0	12,000	0	12,000	11,507	12,000	0	0
4340	Legal Fees	0	0	0	0	0	0	0	0	0	0	0
4341	Professional & Legal Fees	13,000	10,163	0	0	10,000	0	10,000	6,776	40,000	0	0
4342	Election Costs	7,000	7,961	0	0	4,000	0	4,000	0	0	0	4,000
	<b>Overhead Expenditure</b>	40,850	32,909	0	0	30,950	0	30,950	17,454	57,050	0	4,000
	<b>Movement to/(from) Gen Reserve</b>	(40,850)	(32,862)			(30,950)		(30,950)	(17,454)	(57,050)		

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Cttee Budget 2021/2022 v2

	<u>2019/20</u>		<u>2020/21</u>							<u>2021/22</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
<b>303 Grants &amp; SLA</b>												
4350 Community Grants	25,400	26,946	0	0	20,000	0	20,000	12,862	20,000	0	0	
4352 Service Level Agreements	12,000	12,000	0	0	22,000	0	22,000	4,000	12,000	0	0	
<b>Overhead Expenditure</b>	<b>37,400</b>	<b>38,946</b>	<b>0</b>	<b>0</b>	<b>42,000</b>	<b>0</b>	<b>42,000</b>	<b>16,862</b>	<b>32,000</b>	<b>0</b>	<b>0</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(37,400)</b>	<b>(38,946)</b>			<b>(42,000)</b>		<b>(42,000)</b>	<b>(16,862)</b>	<b>(32,000)</b>			
<b>304 Finance</b>												
1340 Bank Interest Received	2,000	3,247	0	0	4,300	0	4,300	1,445	1,600	0	0	
1342 CCLA Prop Fund Dividend Receiv	2,000	2,097	0	0	2,500	0	2,500	2,884	3,734	0	0	
1376 Precept	500,996	500,996	0	0	505,052	0	505,052	505,052	0	0	0	
<b>Total Income</b>	<b>504,996</b>	<b>506,340</b>	<b>0</b>	<b>0</b>	<b>511,852</b>	<b>0</b>	<b>511,852</b>	<b>509,381</b>	<b>5,334</b>	<b>0</b>	<b>0</b>	
4380 Bank Charges	500	616	0	0	1,000	0	1,000	394	500	0	0	
4394 CCLA Property Fund	0	50,000	0	0	0	0	0	0	0	0	0	
<b>Overhead Expenditure</b>	<b>500</b>	<b>50,616</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>394</b>	<b>500</b>	<b>0</b>	<b>0</b>	
<b>304 Net Income over Expenditure</b>	<b>504,496</b>	<b>455,724</b>	<b>0</b>	<b>0</b>	<b>510,852</b>	<b>0</b>	<b>510,852</b>	<b>508,987</b>	<b>4,834</b>	<b>0</b>	<b>0</b>	
6001 less Transfer to EMR	0	0	0	0	0	0	0	94,705	0	0	0	
<b>Movement to/(from) Gen Reserve</b>	<b>504,496</b>	<b>455,724</b>			<b>510,852</b>		<b>510,852</b>	<b>414,282</b>	<b>4,834</b>			
<b>305 Swimming Pool</b>												
1220 Solar Panel Feed in Tariff	1,200	1,384	0	0	1,200	0	1,200	0	1,400	0	0	
1301 Miscellaneous Income	0	0	0	0	1,000	0	1,000	0	0	0	0	
1365 Swimming Pool Income	23,000	26,133	0	0	24,000	0	24,000	24,898	24,800	0	0	

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Cttee Budget 2021/2022 v2

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1366	Income Life Guards Course	0	0	0	0	0	0	0	0	900	0	0
1367	Retail Income	2,000	0	0	0	2,000	0	2,000	0	0	0	0
<b>Total Income</b>		<b>26,200</b>	<b>27,517</b>	<b>0</b>	<b>0</b>	<b>28,200</b>	<b>0</b>	<b>28,200</b>	<b>24,898</b>	<b>27,100</b>	<b>0</b>	<b>0</b>
4008	Life Guard Salaries	35,400	35,747	0	0	33,000	0	33,000	20,927	35,000	0	0
4010	Staff Training	1,250	653	0	0	1,500	0	1,500	92	1,500	0	0
4020	Sub Contract Labour	0	0	0	0	0	0	0	0	0	0	0
4150	Rates & Services	3,155	3,229	0	0	3,300	0	3,300	0	3,400	0	0
4155	Electricity	1,950	2,945	0	0	2,050	0	2,050	1,295	2,000	0	0
4160	Gas	3,235	10,018	0	0	4,700	0	4,700	4,283	4,700	0	0
4165	Water Rates	1,500	2,137	0	0	2,500	0	2,500	802	2,500	0	0
4176	CCTV	0	0	0	0	0	0	0	459	500	0	0
4250	Repairs & Maintenance	7,500	7,683	0	0	2,000	0	2,000	1,914	2,200	0	0
4260	Cleaning Supplies	300	384	0	0	450	0	450	375	600	0	0
4271	Equipment Purchases	1,000	1,223	0	0	1,250	0	1,250	723	1,250	0	0
4278	Alarm Costs	0	0	0	0	0	0	0	385	385	0	0
4360	Chemicals	5,100	3,629	0	0	3,800	0	3,800	2,748	3,800	0	0
4362	Plant Servicing/Repairs	2,000	2,054	0	0	2,100	0	2,100	1,659	2,000	0	0
4363	DBS Checks	250	150	0	0	250	0	250	0	250	0	0
4364	Uniforms	500	316	0	0	400	0	400	141	350	0	0
4365	Music Licences	275	272	0	0	275	0	275	203	275	0	0
4366	Retail Sales	1,000	1,646	0	0	1,500	0	1,500	0	0	0	0
4369	Aqua Fit Instructors	0	875	0	0	1,680	0	1,680	665	900	0	0
4370	Swimming Pool Advertising	1,000	844	0	0	850	0	850	0	850	0	0
4373	ATC Renewal	0	0	0	0	140	0	140	0	140	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Cttee Budget 2021/2022 v2

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4375	Covid-19 PPE/Cleaning/Misc	0	0	0	0	0	0	0	871	1,400	0	0
4376	Card Machine Charges	0	0	0	0	0	0	0	932	1,300	0	0
4410	Telephone	250	113	0	0	100	0	100	115	150	0	0
	<b>Overhead Expenditure</b>	65,665	73,917	0	0	61,845	0	61,845	38,589	65,450	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(39,465)</u>	<u>(46,400)</u>			<u>(33,645)</u>		<u>(33,645)</u>	<u>(13,692)</u>	<u>(38,350)</u>		
<b>306</b>	<b><u>Covid-19</u></b>											
1301	Miscellaneous Income	0	0	0	0	0	0	0	640	0	0	0
	<b>Total Income</b>	0	0	0	0	0	0	0	640	0	0	0
4260	Cleaning Supplies	0	0	0	0	0	0	0	598	800	0	0
4265	General Supplies	0	0	0	0	0	0	0	14	100	0	0
4285	PPE	0	0	0	0	0	0	0	154	300	0	0
4345	Publicity	0	0	0	0	0	0	0	0	2,000	0	0
4375	Covid-19 PPE/Cleaning/Misc	0	0	0	0	0	0	0	557	0	0	0
4414	IT Software	0	0	0	0	0	0	0	47	0	0	0
4421	Publicity - Covid	0	0	0	0	0	0	0	1,775	0	0	0
4422	Scrub Hub (PPE)	0	0	0	0	0	0	0	2,618	0	0	0
4424	High Street Pedestrianisation	0	0	0	0	0	0	0	9,931	20,100	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	0	0	0	15,694	23,300	0	0
	<b>306 Net Income over Expenditure</b>	0	0	0	0	0	0	0	-15,054	-23,300	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	92	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>(14,963)</u>	<u>(23,300)</u>		

Continued on next page



## Annual Budget - By Centre (Actual YTD Month 9)

Note: Cttee Budget 2021/2022 v2

	<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
<b>401</b>	<b><u>General Running Costs</u></b>											
4265	General Supplies	160	241	0	0	180	0	180	8	0	0	0
4345	Publicity	500	193	0	0	500	0	500	0	500	0	0
4348	Consultations	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4400	Printing	1,300	1,294	0	0	1,300	0	1,300	308	500	0	0
4401	Stationery	1,300	1,116	0	0	1,200	0	1,200	344	700	0	0
4402	Postage	250	178	0	0	200	0	200	105	150	0	0
4410	Telephone	2,900	3,616	0	0	3,150	0	3,150	4,296	5,956	0	0
4414	IT Software	4,050	4,929	0	0	5,665	0	5,665	2,928	4,700	0	0
4415	IT Support	1,000	326	0	0	1,500	0	1,500	600	600	0	0
4417	Web Site	660	660	0	0	690	0	690	495	660	0	0
4420	Office Equipment/General Suppl	300	161	0	0	150	0	150	148	250	0	0
	<b>Overhead Expenditure</b>	<b>13,420</b>	<b>12,712</b>	<b>0</b>	<b>0</b>	<b>15,535</b>	<b>0</b>	<b>15,535</b>	<b>9,233</b>	<b>14,016</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(13,420)</b>	<b>(12,712)</b>			<b>(15,535)</b>		<b>(15,535)</b>	<b>(9,233)</b>	<b>(14,016)</b>		
<b>402</b>	<b><u>Staffing Costs</u></b>											
1360	Contribution Street Cleaning	9,776	10,085	0	0	10,085	0	10,085	10,105	10,105	0	0
	<b>Total Income</b>	<b>9,776</b>	<b>10,085</b>	<b>0</b>	<b>0</b>	<b>10,085</b>	<b>0</b>	<b>10,085</b>	<b>10,105</b>	<b>10,105</b>	<b>0</b>	<b>0</b>
4000	Salaries	205,796	198,093	0	0	216,126	0	216,126	170,941	222,802	0	0
4005	Employers NI	18,806	18,604	0	0	17,341	0	17,341	15,291	20,075	0	0
4006	Employers Superann	38,107	38,894	0	0	42,597	0	42,597	32,954	49,017	0	0
4010	Staff Training	5,000	2,176	0	0	5,000	0	5,000	4,378	5,650	0	0
4015	Staff Travel & Subsistance	500	475	0	0	700	0	700	0	150	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Cttee Budget 2021/2022 v2

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4018	Staff Recruitment	1,000	0	1,000	0	0	0	1,000	0	0	0	0
4020	Sub Contract Labour	7,800	10,887	0	0	1,000	0	1,000	0	0	0	0
	<b>Overhead Expenditure</b>	<b>277,009</b>	<b>269,128</b>	<b>1,000</b>	<b>0</b>	<b>282,764</b>	<b>0</b>	<b>283,764</b>	<b>223,565</b>	<b>297,694</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(267,233)</b>	<b>(259,043)</b>			<b>(272,679)</b>		<b>(273,679)</b>	<b>(213,461)</b>	<b>(287,589)</b>		
<b>901</b>	<b><u>Reserves &amp; Projects</u></b>											
1301	Miscellaneous Income	0	24,385	0	0	0	0	0	10,805	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>24,385</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,805</b>	<b>0</b>	<b>0</b>	<b>0</b>
4902	Community Hall Cockrams	13,000	0	0	0	0	0	0	0	0	0	0
4903	Traffic Calming	3,150	2,495	0	0	0	656	656	660	0	0	0
4904	Yoga In the Park	0	0	0	0	0	0	0	0	2,000	0	0
4906	Playground Equipment	16,812	0	0	0	8,188	16,812	25,000	0	0	25,000	0
4909	Yoga Castle Green	0	0	0	0	0	0	0	1,222	0	0	0
4910	Street Furniture	24,311	2,485	0	0	0	21,826	21,826	0	0	7,000	0
4911	Castle Hill	8,082	8,082	0	0	0	0	0	0	0	0	0
4912	Town Branding/Signage	0	0	0	0	0	50,000	50,000	1,000	0	49,000	0
4913	Barton Hill Trust	0	0	0	0	0	0	0	0	0	1,103	0
4915	Coppice Street Car Park	0	0	0	0	2,470	20,859	23,329	0	0	47,649	0
4916	Bus Shelters	0	0	0	0	0	0	0	0	0	0	0
4921	Market Experience	0	0	0	0	4,000	16,000	20,000	500	0	0	0
4922	Vehicles	22,272	21,028	0	0	3,988	20,494	24,482	19,768	0	14,229	0
4923	Grit Bins	3,600	0	0	0	0	0	0	0	0	0	0
4924	Heritage Lanterns	10,000	0	0	0	0	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Cttee Budget 2021/2022 v2

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4926	5 Year Tree Plan 2020-2025	1,973	0	1,973	0	11,000	3,822	16,795	0	0	3,000	0
4927	Climate Change	0	0	0	0	0	5,000	5,000	0	0	5,000	0
4928	Replacement IT Equipment	7,597	1,018	0	0	1,000	6,579	7,579	2,933	0	4,646	0
4929	Managing Congestion and Parkin	0	0	0	0	0	10,000	10,000	0	0	54,112	0
4930	Southern Slopes	10,000	0	10,000	0	2,100	15,900	28,000	0	0	2,000	0
4931	Swimming Pool- Plant Room	41,145	23,104	0	0	0	18,041	18,041	3,155	20,399	24,871	0
4932	Neighbourhood Planning Group	7,663	12,382	0	0	2,000	0	2,000	741	0	1,259	0
4933	A30 Allotment Site	25,000	1,611	0	0	0	23,389	23,389	0	0	23,389	0
4934	Explore viability of CLT	0	0	0	0	0	10,000	10,000	0	0	0	0
4936	EMR Project Belle	88,328	0	0	0	0	0	0	0	0	0	0
4937	Wild About Shaftesbury	3,402	1,000	0	0	0	2,402	2,402	1,324	0	0	0
4939	Commuted Sum King Alfred's Way	70,444	0	0	0	0	0	0	0	0	0	0
4940	Commuted Sum Little Shilling	12,500	0	0	0	0	0	0	0	0	0	0
4941	Memorial Stone Maintenance ED	2,450	0	0	0	0	2,450	2,450	0	0	2,450	0
4942	Litter Free Dorset	0	76	0	0	0	424	424	0	0	424	0
4943	Comm. Infrast. Maltings Est.	0	0	0	0	5,000	10,000	15,000	0	0	15,000	0
4944	Footpath/Cycle path network	0	0	0	0	0	10,000	10,000	584	0	9,416	0
4945	Pop Up Shop/PB ml2/EDAC	0	0	0	0	0	40,000	40,000	0	0	25,000	0
4946	Covid Community Food Aid Grant	0	0	0	0	0	0	0	5,800	0	0	0
4950	Victory Celebrations 2020	6,000	2,175	0	0	0	3,825	3,825	0	0	0	0
4951	Mayors Charity Account 2017/18	345	0	0	0	0	345	345	345	0	0	0
	<b>Overhead Expenditure</b>	378,074	75,456	11,973	0	39,746	308,824	360,543	38,032	22,399	314,548	0
	<b>901 Net Income over Expenditure</b>	-378,074	-51,071	-11,973	0	-39,746	-308,824	-360,543	-27,227	-22,399	-314,548	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	38,439	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Cttee Budget 2021/2022 v2

		<u>2019/20</u>		<u>2020/21</u>						<u>2021/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6001	less Transfer to EMR	0	0	0	0	0	0	0	10,805	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(378,074)</u>	<u>(51,071)</u>			<u>(39,746)</u>		<u>(360,543)</u>	<u>407</u>	<u>(22,399)</u>		
<b>902</b>	<b><u>Capital Replacement Reserve</u></b>											
4905	Town Hall	74,989	0	74,989	0	43,000	2,011	120,000	0	0	120,000	0
4916	Bus Shelters	3,500	0	0	0	0	3,500	3,500	366	0	1,000	0
4918	CCTV	5,000	0	0	0	0	5,000	5,000	0	0	5,000	0
4949	Swimming Pool Capital Expendit	0	0	0	0	11,959	41	12,000	0	0	12,000	0
	<b>Overhead Expenditure</b>	<u>83,489</u>	<u>0</u>	<u>74,989</u>	<u>0</u>	<u>54,959</u>	<u>10,552</u>	<u>140,500</u>	<u>366</u>	<u>0</u>	<u>138,000</u>	<u>0</u>
	<b>Movement to/(from) Gen Reserve</b>	<u>(83,489)</u>	<u>0</u>			<u>(54,959)</u>		<u>(140,500)</u>	<u>(366)</u>	<u>0</u>		
	<b>Total Budget Income</b>	<u>615,440</u>	<u>645,937</u>	<u>0</u>	<u>0</u>	<u>628,379</u>	<u>0</u>	<u>628,379</u>	<u>580,327</u>	<u>105,018</u>	<u>0</u>	<u>0</u>
	<b>Expenditure</b>	<u>1,014,656</u>	<u>656,139</u>	<u>87,962</u>	<u>0</u>	<u>628,379</u>	<u>319,376</u>	<u>1,035,717</u>	<u>408,748</u>	<u>610,070</u>	<u>452,548</u>	<u>4,000</u>
	<b>Net Income over Expenditure</b>	<u>-399,216</u>	<u>-10,202</u>	<u>-87,962</u>	<u>0</u>	<u>0</u>	<u>-319,376</u>	<u>-407,338</u>	<u>171,580</u>	<u>-505,052</u>	<u>-452,548</u>	<u>-4,000</u>
	plus Transfer from EMR	0	0	0	0	0	0	0	38,530	0	0	0
	less Transfer to EMR	0	0	0	0	0	0	0	105,510	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(399,216)</u>	<u>(10,202)</u>			<u>0</u>		<u>(407,338)</u>	<u>104,600</u>	<u>(505,052)</u>		