



Shaftesbury Town Council

To: Members of Shaftesbury Town Council's General Management. GEM Councillors; Brown (Chair), Cook (Vice-Chair), Chase, Edwyn-Jones, Hall, Lower, Proctor.

You are summoned to a meeting of the General Management for the transaction of the business shown on the agenda below. To be held at 7 pm on Tuesday, 15 February 2022 **in the Council Chamber, Shaftesbury Town Hall.**

Members are reminded of their duty under the [Code of Conduct](#), [Scheme of Delegation](#) and [Standing Orders](#) are available to view here.

Mrs Brie Logan, Interim Town Clerk,
09 February 2022

Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions. The period of time designated for public participation shall not exceed twenty minutes. A member of the public shall not speak for more than three minutes. The meeting will also be hosted online. **Public, press and non-committee members, join on your computer or mobile app** [Click here to join the meeting](#)

The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership
(Committee on Standards in Public Life, 1995)

Agenda

- 1 **APOLOGIES**2
To receive and consider for acceptance, apologies for absence(1 min)
(Local Government Act, 1972 s.85)
- 2 **DECLARATIONS OF INTEREST**2
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk.(1 min)
(Shaftesbury Town Council Code of Conduct, 2019)
- 3 **MINUTES**2
To receive the minutes of the previous meeting of the General Management.....(1 min)
(Local Government Act, 1972 Sch 12) (Shaftesbury Town Council Scheme of Delegation, 2021)
- 4 **OFFICER REPORT TO THE COMMITTEE**3
To receive reports pertaining to the General Management(5 min)
(Local Government Act, 1972 Sch 12)
- 5 **ACCOUNTING REPORTS**4
To receive and note a summary of the balance sheet, income and expenditure and monthly payments
(Local Government Act, 1972 s.151)
- 6 **FINANCIAL RISK ASSESSMENT**5
To consider the Council's Financial Risk Assessment to recommend for adoption by Full Council.
(Shaftesbury Town Council Financial Regulations, 2020)
- 7 **RIFLES MONUMENT**10
To receive and note a report regarding the funds held for the maintenance of the Rifles Monument
(War Memorials (Local Authorities' Powers) , Act 1923)

1 Apologies

Report 0222GEM1

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.
- 1.1.2 Apologies from Cllr Proctor – personal reasons
- 1.1.3 Apologies from Cllrs Brown and Cook – conflicting meeting at Dorset Council

2 Declarations of Interest

Report 0222GEM2

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

Report 0222GEM3

To receive the minutes of the previous meeting of the General Management.

(1 min)

(Local Government Act, 1972 Sch 12) (Shaftesbury Town Council Scheme of Delegation, 2021)

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 inaccuracies then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).

Minutes to be adopted:

[16 November 2021 v2](#)

[18 January 2022 and 20 January 2022](#)

4 Officer Report to the Committee

Report 0222GEM4

To receive reports pertaining to the General Management

(5 min)

(Local Government Act, 1972 Sch 12)

4.1 Summary

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

4.2 Updates and Actions from 20/01/2022

- 4.2.1 **Mampitts Consultation Phase 1** – Business case and feasibility studies, for favoured options as evidenced in the consultation analysis, are being prepared for consideration by the General Management committee
- 4.2.2 Approach the Mampitts CLT/CIC to offer to work together to benefit Shaftesbury has been made on two occasions and a response is awaited.
- 4.2.3 **Blue Badge Car Park Charging Policy** – a written response to the new draft policy has been prepared and sent to Dorset Council. [Available to view here.](#)
- 4.2.4 **Planning Application Comments** – Submitted
- 4.2.5 **Community Grant to Carlink** – Completed
- 4.2.6 **Solar Farm application Virtual Planning Committee** – This was attended by Councillor Lewer on 24th January and the application was refused. [Link to decision notice here.](#)
- 4.2.7 **Budget Recommendations** – Presented to Full Council on January 25th and the budget and precept was approved.

4.3 Recommendation

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

4.4 Reason for Recommendation

- 4.4.1 To keep members updated on committee actions and information.

(End)

5 Accounting Reports

Report 0222GEM5

To receive and note a summary of the balance sheet, income and expenditure and monthly payments

(Local Government Act, 1972 s.151)

5.1 Summary

5.1.1 The Committee should have a clear understanding of the Council's financial position throughout the year. Every local council must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions.

5.1.2 The following summaries are for the committee to receive and note;

5.1.3 Balance Sheet

5.1.4 Income and Expenditure

5.1.5 Payments

5.1.6 If councillors would like to see any additional information, please let the office team know and this will be arranged.

5.2 Legal Implications

5.2.1 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)

5.3 Recommendation

5.3.1 That the Council receives and notes the income and expenditure records, general reserves balance and payments list for this month and raises any queries it may have.

5.4 Reason for Recommendation

5.4.1 Members should be kept up to date with the council's accounts to ensure that there are sufficient funds to meet commitments.

(End)

6 Financial Risk Assessment

Report 0222GEM6

To consider the Council's Financial Risk Assessment to recommend for adoption by Full Council.

(Shaftesbury Town Council Financial Regulations, 2020)

6.1 Summary

- 6.1.1 The external auditor requires that a financial risk assessment is considered by the Council (and not delegated to a committee) before the end of March 2022.
- 6.1.2 An initial Financial Risk Assessment has been carried out by the Interim Town Clerk and the Council is requested to review and amend that Financial Risk Assessment appended to this report ready to present to Full Council for adoption.
- 6.1.3 The Council should be able to demonstrate that it has considered the content of the Risk Assessment and make recommendations for amendments if required.
- 6.1.4 The level of risk is calculated by the impact of risk multiplied by the frequency/likelihood of risk, Low = 1, Medium = 2 and High = 3.

Highly likely (3)	Medium (3)	High (6)	High (9)
Possible (2)	Low (2)	Medium (4)	High (6)
Unlikely (1)	Low (1)	Low (2)	Medium (3)
	Negligible (1)	Moderate (2)	Severe (3)

Impact

6.2 Legal Implication

- 6.2.1 The Financial Risk assessment must be reviewed and adopted by Full Council annually during the financial year and before 31st March.

6.3 Risk

- 6.3.1 The risks are identified within the appended report.

6.4 Recommendation

- 6.4.1 That the Council reviews and agrees the 2021/2022 Financial Risk Assessment to be adopted by Full Council

6.5 Reason for Recommendation

- 6.5.1 To satisfy the external auditor's requirements that the Council has a sound system of risk management and internal controls.

6.6 Financial Risk Assessment and Management Report

Income

Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency/Likelihood of Risk 1-3 (L-H)	Level of Risk 1-9 (Impact x frequency)	Management of Risk	Action required	Review
Precept	Not submitted	3	1	3	Full TC Minute – RFO follow up with District Council (DC)	Diary	12 months
	Not paid by DC	3	1	3	Check & Report to Council	Diary	12 months
	Adequacy of precept	2	1	2	Quarterly review by RFO and Councillors - budget to actual. Major variances identified and reported Internal Audit (IA) Review	Diary	12 months
Charges – Leisure Pool	Cash emptying	1	2	2	Segregate duties. Check to bank rec.	Reconcile to takings	6 months
	Cash transport	1	1	1	Segregate duties. Check to bank rec.	Reconcile to takings	6 months
	Cash banking	1	1	1	Segregate duties. Check to bank rec.	Reconcile to takings	6 months
Charges – Cemetery	Grave allocation	1	1	1	Burial Register update with each change	Ensure	12 months
	Invoices to undertakers	1	1	1	Monthly check of burial register	Number issued	12 months
	Memorial fees	1	1	1	Monthly check of burial register	Number issued	12 months
Charges – Allotments	Rental invoices	1	1	1	Register to Invoice	Reconcile to register.	24 months
	Cash handling	1	1	1	Cash through receipt book and accounting software	Reconcile to bank.	12 months
	Cash banking	1	1	1	Segregate duties. Check to bank	Reconcile to bank	24 months
Charges – Other	Rental invoices	2	1	2	Bookings linked directly to account software	Reconcile to bookings	24 months
Hall Hire & Markets/ Rents	Cash handling	1	1	1	Cash through receipt book and accounting software	Reconcile to bank	12 months
	Cash banking	1	1	1	Segregate duties. Check to bank rec	Reconcile to bank	24 months
Grants – District	Claims procedure	3	1	3	Clerk/RFO check quarterly	RFO verify	12 months

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	Receipt of grant when due	2	1	2	Check & Report to General Management Committee	Diary	12 months
Grants – Other	Claims procedure	1	1	1	Clerk/RFO check quarterly	RFO verify	12 months
	Receipt of grant when due	2	1	2	Check & Report to General Management Committee	Diary	12 months
Expenditure				0			
Topic	Risk Identified	Impact of Risk 1-3 (L-H)	Frequency of Risk 1-3 (L-H)	Level of Risk 1-9 (Impact x frequency)	Management of Risk	Action required	Review
Salaries	Wrong salary paid	2	1	2	Check to minute & Councillors verify	RFO verify	12 months
	Wrong hours paid	1	1	1	Check to timesheet/contract	RFO verify	12 months
	Wrong rate of pay	2	1	2	Check to contract	RFO verify	12 months
	False employee	3	1	3	Check to PAYE Records & lists	RFO verify	12 months
	Wrong deductions – NI	1	1	1	Payroll software updates	RFO verify	12 months
	Wrong deductions	1	1	1	Payroll software updates	RFO verify	12 months
	Wrong deductions – Income tax	1	1	1	Payroll software updates	RFO verify	12 months
Direct Costs and overhead expenses	Goods not supplied to STC	1	1	1	Order system	Approval check	12 months
	Invoice incorrectly calculated	1	1	1	Check arithmetic	Approval check	12 months
	Cheque payable is excessive	2	1	2	Chairman signs off list	RFO and Member verify	6 months
	Cheque payable to wrong payee	2	1	2	Chairman signs off list	RFO and Member verify	6 months
	Stock loss	1	1	1	Point of sale info and control	Reconcile to Stock	6 months
Cllrs Allowances	Cllr overpaid	1	1	1	Claim form & minute reference	RFO verify	6 months
	Income tax deduction	1	1	1	Check to PAYE Records & lists	RFO verify	6 months
Grants & support	Power to pay	1	1	1	Minute power and GPC	Member verification	12 months
	Agreement of Council to pay	1	1	1	All grants based on approved form and supporting information, minuted and checked by IA	Member verification	12 months

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	Conditions agreed	1	1	1	Use reasonable conditions	RFO check	12 months
Election Costs	Invoice at agreed rate	1	1	1	RFO check and consider budget	RFO verify	Whenever
	Unexpected by-elections	3	2	6	Adequate budgetary provision. Manage councillor training and expectations	Town Clerk	24 months
VAT irrecoverable	VAT analysis	2	1	2	All items in cash book lists	RFO verify	12 months
	Charged on sales	1	2	2	Consider annually	RFO verify	12 months
	Charged on purchases	1	1	1	Consider all items per cash book lists	RFO verify	12 months
	Exemption properly applied	3	1	3	Consider annually – complex issue and on larger projects external advice sought	RFO verify	12 months
	Claimed within time limits	2	1	2	Agree returns submitted quarterly	RFO verify	12 months
Reserves - General	Adequacy	1	1	1	Consider at Budget setting	RFO opinion	12 months
Reserves – Earmarked	Adequacy	1	1	1	Consider at Budget setting and Final accounts	RFO opinion	12 months
	Earmarked or Contingent liability	1	1	1	Review minutes with Chair, General Management Committee	RFO/member view	12 months
Assets	Loss, Damage etc	2	1	2	Annual inspection by Council and IA, update insurance and asset registers.		24 months
	Risk or damage to third party property or individuals	2	1	2	Annual inspection, update insurance/review asset register and report to members	Diary	12 months
Staff	Loss of key personnel (Clerk)	3	3	9	Regular meetings / appraisals. Professional HR advisor	HR Committee	12 months
	Fraud by staff	1	1	1	Fidelity Guarantee Insurance	Council	12 months
Loss	Consequential loss due to critical damage or third-party performance	3	1	3	Annual review of cover taking account of new responsibilities	Diary	12 months
Cash	Loss through theft or dishonesty	1	1	1	Training, management and Fidelity Insurance	Diary	12 months

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Maintenance	Poor performance of assets or amenities loss of income or performance	2	1	2	Regular maintenance inspection	Diary	12 months
Borrowing / lending	Adequacy of finances to be able to repay loans	1	1	1	Financial review and cashflow forecasting monthly	Diary	
Legal Powers	Illegal activity or payment	3	1	3	Educate Council as to the legal powers	Diary	24 months
Financial Records	Inadequate records	1	1	1	RFO/clerk check quarterly + regular internal audit	Diary	12 months
Minutes	Accurate and legal	1	1	1	Review at following meeting	Diary	12 months
Members interests	Conflict of interest	1	2	2	Training on Code of Conduct including refresher training. Update declarations of interest	Diary	12 months

7 Rifles Monument

Report 0222GEM8

To consider a request to transfer funds held to The Friends of The Dorsetshire Regiment the Devon & Dorset Regiment and The Rifles Regiment Charity

(War Memorials (Local Authorities' Powers) , Act 1923)

7.1 Summary

7.1.1 Funds are held by Shaftesbury Town Council for the maintenance of the Rifles Monument, a group has been set up called *The Friends of The Dorsetshire Regiment the Devon & Dorset Regiment and The Rifles Regiment Charity* and a request has been made that the remaining funds be transferred.

7.1.2 To support this request an agreement has been set-up to confirm the Charity (Shaftesbury Charitable Trust) has agreed to transfer the transfer ownership of the Memorial to the Friends. The Council has agreed to grant the Friends the right to erect, repair and maintain The Rifles War Memorial at its cemetery at Mampitts Lane Shaftesbury.

7.1.3 Shaftesbury Charitable Trust is in the process of transferring ownership of the Monument in the Cemetery to the new charity. A copy of the agreement can be [viewed here](#)

7.1.4 Below is a brief history;

- 2011 - Persimmons donated the sum £5,000 for the creation of a memorial on Persimmon land at Meles Mead.
- 2011 - A memorial was created at a cost of £2,550.
A balance of £2,450 has been held in Reserves as a separate fund for the upkeep of the monument with the expectation these funds were held until a charity is set up.
- 2018 - Copy of email received from Persimmon confirming this:
'I believe the spirit of the Persimmon donation was to create a memorial on the Persimmon Land. I understand there is a group called "The Friends of the Rifles War Memorial". I feel the balance of monies not spent on the War Memorial on Persimmon's land (£ 2,450) should be passed to the Friends group for future maintenance /enhancements as they deem fit. I would be grateful if you would confirm this arrangement.'

It was agreed by the Clerk in 2018 followed up by a further email in June 2021 to transfer the funds once account details of 'The Friends' and a copy of their minutes had been received.

- 2022 - Email received from 'The Friends' group and a copy of their minutes including the following extract;

'A new charity has now been set up called The Friends of The Dorsetshire Regiment the Devon & Dorset Regiment and The Rifles Regiment Charity 1196692 and they have requested that the funds are transferred over to them for the upkeep.'

7.2 Legal Authority and Implication

7.2.1 Power to maintain, repair and protect war memorials in the Council's area

7.3 Financial Implication

Budget line name	Actual Year to Date	Current Annual Bud	Committed Expenditure	Funds Available
Memorial Stone Maintenance ED	0	0	0	2,450

7.4 Recommendation

- 7.4.1 To transfer funds held in reserve line 4941 Memorial Stone Maintenance to The Friends of The Dorsetshire Regiment the Devon & Dorset Regiment and The Rifles Regiment Charity and to nominate a member to sign the agreement on behalf of Shaftesbury Town Council . Delegate to the Interim Town Clerk all details in discharging this decision.

7.5 Reason for Recommendation

- 7.5.1 To fulfil Shaftesbury Town Council's role in supporting the maintenance of memorials and execute the agreement made in 2011 and subsequent proposed agreement as outlined in 7.1.3.