



SHAFTESBURY TOWN COUNCIL

A G E N D A

ANNUAL MEETING OF THE TOWN COUNCIL

All members of Shaftesbury Town Council are summoned to a meeting of the for the transaction of the business shown on the agenda below. To be held at 7 pm on Tuesday, 24 May 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, Town Clerk, 16 May 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.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

The meeting will also be hosted online. Public and press may join the meeting via MS Teams [click here to join the meeting](#).

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available.

The 7 principles of public life

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

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1 Election of the Town Mayor/ Chairman and Deputy Mayor/ Vice Chairman

To elect the Mayor/ Chairman for the council year 2022-2023 and formally ask the member elected to sign the Declaration of Office following the election.

To elect the Deputy Mayor/ Vice Chairman for the council year 2022-2023 and formally ask the member elected to sign the Declaration of Office following the election.

The Civic Protocol process is outlined in Standing Order 27 – [view here](#).

The Mayor of the Town Council must, under law, be proposed, seconded and elected as the first item of business of the annual council meeting, from amongst the members by the members.

(Local Government Act, 1972 s.15)

2 Apologies

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.

Apologies received from Councillor Chase due to personal reasons

(Local Government Act, 1972 s.85) Vacation of office by failure to attend meetings.

3 Declarations of Interest and Requests for Dispensations

Members and Officers are reminded of their obligations to declare disclosable pecuniary interests in accordance with the requirements of the Localism Act 2011. The Clerk will report any dispensation requests received.

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 Localism Act 2011 and adopted code of conduct (2021).

(Shaftesbury Town Council Code of Conduct, 2021) Declaring interests

4 Confirm the accuracy of the Minutes

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.

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).

To approve the minutes as a true and accurate record of the meeting as follows:

- a) Full Council minutes of [24th April 2022](#) and [EFC 10th May 2022](#) to be adopted.

Due to the change in committee structure the following minutes need to be approved by Full Council.

- b) Recreation, Open Spaces and Environment Committee – [8th March 2022](#)
- c) General Management Committee – 17th May 2022 (to follow)

5 Adoption of Standing Orders and Financial Regulations

Introduction

In 2018, The National Association of Local Councils (NALC) published revised Model Standing Orders. The Town Council adopted the Standing Orders and numerous amendments have since been made.

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review and adopt appropriate Standing Orders and Financial Regulations.

Standing Orders

Shaftesbury Town Council last updated the Standing Orders in September 2021.

The Standing orders were reviewed and agreed at the Full Council meeting held on the 24th April 2022 and need to be adopted at this meeting.

[Proposed Standing Orders view here.](#)

Financial Regulations

In 2019 NALC published Model Financial Regulations, which were adopted by full Council and most recently updated in September 2021.

The Financial Regulations were reviewed and agreed at the Full Council meeting held on the 24th April 2022 and need to be adopted at this meeting.

[Proposed Financial Regulations view here](#)

Recommendation

To review and agree the revised Standing Orders and Financial Regulations for the 2022/3 Mayoral year.

(Local Government Act, 1972 s.151) Every local authority shall make arrangements for the proper administration of their financial affairs.

(Accounts and Audit Regulations, 2015) 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.

6 Scheme of Delegation & Terms of Reference

The Scheme of Delegation was discussed at the Full Council meeting held on the 24th April 2022 and has since been revised to reflect the changes to the committee structure.

The [Proposed Scheme of Delegation can be viewed here.](#)

The meeting schedule for 2022/2023 has been simplified. Full Council meetings and Planning and Highways committee meetings will be held monthly. Therefore, the revised Scheme of Delegation refers to the Planning and Highways committee and removes reference to all other standing committees.

Recommendation

To adopt the Scheme of Delegation including the Planning and Highways Terms of Reference for the FY 2022/ 2023

(Local Government Act, 1972 s.101) a local authority may arrange for the discharge of any of their functions by a committee

7 Appointment of members to existing committees

Planning and Highways - Election of Chairman and Vice Chairman and membership of this committee agreed.

All councillors are invited to be members of the Planning and Highways committee however there is the option to opt out – please inform the Clerk if you wish to opt out of being on the committee by Monday 23rd May 2022.

Nominations for Chair and Vice Chair of Planning and Highways committee will need to be proposed and seconded at the meeting as part of the election process.

The following criteria will apply to the selection of Committee Chairs and Vice-Chairs and nominees should be able to demonstrate;

- Leadership and Chairmanship skills
- Good communication and interpersonal skills
- Good presentation skills
- The ability to effectively address and resolve conflict
- The ability to work well with members, officers, the public and outside organisations
- The willingness to actively encourage the involvement of others
- The willingness to be open to new ideas and new ways of doing things

Recommendation

To elect the Chairman and Vice Chairman for the Planning and Highways committee and resolve on the committee membership.

(Local Government Act, 1972 s.101) a local authority may arrange for the discharge of any of their functions by a committee

8 Delegation Arrangements to Sub-Committees

The Town Council has two formal sub-committees, the Shaftesbury Swimming Advisory Committee, and the Mampitts Advisory Committee.

A review of the Terms of Reference and membership needs to be undertaken on an annual basis.

- Shaftesbury Swimming Advisory Committee – [Terms of Reference](#)

Membership

| | | |
|-----------------------|---------------|---------------|
| Stuart Edwards Chair) | Laura Langley | David Mitcham |
| Janice Jackson (Vice) | Ryan Baker | Julie Jobling |
| Youth Council x 2 | | |

- Mampitts Advisory Committee – [Terms of Reference](#)

Membership

| | | |
|---------------------|---------------|-------------|
| Piers Brown (Chair) | Laura Langley | Zoe Webster |
| Rebekah Paine | Craig Webster | |

Recommendation: To approve the membership and adopt Terms of Reference for both Advisory Committees

*(Local Government Act, 1972 s.101) a local authority may arrange for the discharge of any of their functions by a committee
Local Government Act 1972, s.102(3) Power to appoint non-councillors to council committees and sub-committees*

9 Accounts Year Ending 31st March 2022

To report on the financial position of the Town Council's accounts for the year ending 31st March 2022 and to adopt the Internal Auditor's report, the Annual Governance Statement and the Statement of Accounts for the year ending 31st March 2022.
(Local Government Act, 1972 s.151)

The Council must approve its Annual Return by 30th June 2022. Part of the Annual Return is to approve the Annual Governance Statement at Section 1 of the AGAR. The Council must confirm for each of the nine points in Section 1 whether it agrees or not with the statement.

[AGAR -View here](#)

[Internal Audit – View here](#)

Year end financial reports:

[Balance Sheet – view here](#)

Summary [Income and Expenditure - view here](#)

Detailed [Income and Expenditure – view here](#)

After approving Section 1, the Council must approve the Accounting Statements as shown at section 2 of the Annual Return. The bottom line of the balance sheet corresponds to line 7 of the accounting statements balances carried forward. The total value of cash and short-term investments corresponds to the bank reconciliation.

All smaller authorities must include the first 10 working days of July within the 30 working day period they set for the exercise of public rights for 2022/23.

Recommendation

That the accounts be considered and noted as per the Annual Internal Audit Report 2021/2022.

The council resolves to:

1. adopt the Internal Auditor's report and the Town Clerk's associated action plan for the year ending 31st March 2022.
2. adopt Part 1 of the AGAR: That the **Annual Governance Statement** for the year ending 31st March 2022 is approved and duly signed.
3. adopt Part 2 of the AGAR: That the **Statement of Accounts** for the year ending 31st March 2022 is approved and duly signed thereby approving the Council's Annual Return.

That the dates for exercise of public rights are confirmed as 2nd June – 14th July.

(Local Government Act, 1972 s.151) Every local authority shall make arrangements for the proper administration of their financial affairs

10 **Payments**

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. (Local Government Act, 1972 s.151)

The following payment summary including invoices is for the council to receive and note:

[Payments](#)

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

Recommendation

That the Council receives and notes the payments list for this month and raises any queries it may have.

(Local Government Act, 1972 s.151) Every local authority shall make arrangements for the proper administration of their financial affairs (Local Government Act, 1972 s.150) Expenses of parish and community councils.

11 Representatives to Community and Local Organisations

To determine the Appointments to other organisations and outside bodies.

Representatives to local community organisations have been listed below based on the most up to date records.

To help with the meeting efficiency please inform the clerk of any amendments beforehand including those members wanting to be a representative and those who may want to step aside.

DRAFT DOCUMENT – to be agreed

| | Current Representatives | Members Interest / Trustee |
|------------------------|-------------------------------------|-----------------------------------|
| Abbey Museum Trust | Proctor | Proctor |
| Arts Centre* | Chase | Chase, Proctor |
| Carnival* | Chase | |
| Chamber of Commerce | Brown | Edwyn-Jones |
| Charitable Trust | Mayor and Deputy Mayor (ex-officio) | |
| Compton Abbas Airfield | Mayor and Deputy Mayor | |
| Cricket Club* | Hall | |
| Crime Prevention | Hollingshead | |
| DAPTC | Mayor and Deputy Mayor | |
| Fairtrade | Mayor and Deputy Mayor | |
| Football Club | Lead Councillors, Brown and Chase | |
| HOPE | Cook | |
| Municipal Almshouse | Cook | Cook |
| NDCAB* | | |
| Open Spaces | | Tippins |
| Rural Town Networking | | |
| SCA (Lindlar Hall)* | | |
| Shaftesbury in Bloom* | Hollingshead | |
| Silver Band | Mayor (ex-officio) | |
| Snowdrops* | Mayor | Cook |
| Swans Trust | Lewer | |
| Tourist Association | Hall | |
| Transport Forum | P&H committee | |
| Trinity Centre | Mayor (ex-officio) | Brown (Tricuro) |
| Town Twinning | Mayor (ex-officio) | Proctor, Cook |
| Wrightson Allotment | Mayor | |
| William Williams | | Chase |
| Youth Club | Lead Councillors, Proctor and Cook | |

Recommendation

That the list for representatives to local Organisations is agreed and resolved.

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

12 s.137 and the General Power of Competence

This item of business is to review the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the General Power of Competence and confirm that the Town Council still meets the criteria of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

This agenda item is two items combined because they are so closely linked.

Expenditure

The Town Council used to apply s137 for its expenditure authority prior to the General Power of Competence and Councillors will be aware that s137 has not been applied for some time.

During the last financial year, the Town Council has only used the General Power of Competence.

Eligibility

Section 28 of the Town Council's Standing Orders confirms the eligibility requirements, which this council has been approving on an annual basis to avoid it being missed from the agenda on an election year (!), which are as follows:

The General Power of Competence (GPC) is a power of first resort, giving a local authority "the power to do anything that individuals generally may do" where permitted by the Localism Act 2011 s1-8.

Before exercising the General Power of Competence, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.

To be eligible, the number of councillors elected at the last election (or subsequent by-election) must equal or exceed two thirds of the total numbers of seats on the council and the council must have a qualified clerk. It must confirm it remains eligible at every annual meeting of the council after ordinary elections and can use the GPC as long as it does not break other laws.

Recommendation

To resolve that Shaftesbury Town Council continues to meet the criteria of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

13 **Review of Assets**

Summary

The Town Council has responsibility for various parcels of land and buildings in Shaftesbury and these are all included in the assets register. If any Member would like to see the Land Registry titles, please contact the Town Clerk.

The Asset Register and all the items listed have an asset code description, original cost, current value, and insurance value (where appropriate).

[View Asset Register here.](#)

A recent inspection of land related documents was undertaken. It was noted that not all documents were available to view at the time of the inspection. A further update relating to the inventory of documents for which the Council has custody will be provided by the end of Q2.

Recommendation

To receive and approve the list of assets for FY 2021/ 2022

*(Local Government Act, 1972 s.151) Every local authority shall make arrangements for the proper administration of their financial affairs.
(Accounts and Audit Regulations, 2015) 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.*

14 Freedom of Information, Data Protection legislation and Website Accessibility Statement

Introduction

Review of the Council's policies, procedures and practices in respect of its obligations under Freedom of Information, Data Protection legislation and Website Accessibility Statement

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review the procedure for handling requests under the General Data Protection Regulations 2018 and the Data Protection Act 2018.

In 2021, the review of the council's website accessibility statement was added to this annual item due to its importance.

Detail

All Councils should produce a paper that details the information it holds and where the information can be located under the Model Publication Scheme.

The Model Publication Scheme can be viewed on our website [here](#).

All information that is required is available to view on our website [here](#).

The council's website accessibility and privacy statement is also available to view on the council's website: [Website Accessibility and Privacy Statement](#)

The council's General Data Protection Policy can be viewed [here](#).

Recommendation

That the Town Council's Privacy Policy, including Freedom of Information Policy, and its Website Accessibility Statement are approved for the 2022/2023 Mayoral year.

(Accounts and Audit Regulations, 2015) 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.

15 Calendar of Meetings

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review and adopt the Council Diary for 2022/23.

Council Diary

At the Full Council Meeting held on 24th April 2022 Full Council agreed the calendar of meetings for May 2022 – May 2023. [View here](#)

CALENDAR OF MEETINGS 2022-2023

SHAFTESBURY TOWN COUNCIL

| FULL COUNCIL (FC) | | KEY DATES | | MAY 2023 | | | | | | |
|---|--|-----------------------------------|-----------------------------------|----------|----|----|----|----|----|----|
| ANNUAL COUNCIL MEETING <input type="checkbox"/> | | ANNUAL COUNCIL MEETING - 24/05/22 | BUDGET SETTING - 15/11/22 | M | T | W | T | F | S | S |
| ANNUAL TOWN MEETING | | Q4 REPORT- 24/05/22 | Q3 REPORT - 17/01/23 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| PLANNING AND HIGHWAYS (PH) ¹ | AGAR - 24/05/22 (PUB INSPECTION FROM 01/07/22 - 30 DAYS) | | BUDGET ADOPTED BY FC - 17/01/23 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| GENERAL MANAGEMENT (GEM)* | Q1 REPORT - 19/07/22 | | ANNUAL TOWN MEETING - 23/05/23 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | Q2 REPORT - 18/10/22 | | ANNUAL COUNCIL MEETING - 30/05/23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | | | 29 | 30 | 31 | | | | |

| MAY 2022 | | | | | | | JUNE 2022 | | | | | | | JULY 2022 | | | | | | | AUGUST 2022 | | | | | | | SEPTEMBER 2022 | | | | | | | OCTOBER 2022 | | | | | | | |
|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | |
| | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | 3 | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 31 | | | | | | | |

| NOVEMBER 2022 | | | | | | | DECEMBER 2022 | | | | | | | JANUARY 2023 | | | | | | | FEBRUARY 2023 | | | | | | | MARCH 2023 | | | | | | | APRIL 2023 | | | | | | | | |
|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|---|---|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | 4 | | | | | | 1 | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | 3 | 4 | 5 | | | | | | | 1 | 2 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | |
| 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | | | | | | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | |
| | | | | | | | | | | | | | | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

¹ Planning Applications will be assessed by the Planning & Highways committee on a monthly via a virtual meeting. Comments to be agreed via Teams and then ratified at the next Full Council meeting prior to submission. In the event of a major or controversial planning application then a public in person meeting will take place. This will be managed by the Clerk in consultation with the Planning and highways chair.

*Last meetings of this committees as resolved in the Calendar of meetings for 2021 - 2022

Recommendation

To adopt the calendar of meetings for the 2022/2023 municipal year.

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

16 Bank Signatories

Background

In addition to the Clerk, the signatories for 2021/22 were Councillors Brown, Hollingshead, Lewer and Proctor. These can remain the same for the forthcoming year if agreed.

The Council is required to appoint at least three signatories for the coming municipal year. The signatories will be responsible for signing cheques and online payment authorisation.

The Council's financial regulations require a cheque signatory to sign the bank reconciliation quarterly, in addition the Internal Auditor recommends that each member in rotation agrees the bank reconciliation each month.

Recommendation

To confirm the Bank Signatories for the municipal year 2022/23

(Local Government Act, 1972 s.151) Every local authority shall make arrangements for the proper administration of their financial affairs.

17 Town Hall Key Holders

Background

The Town Council is obliged to appoint four key holders for the Town Hall. Details of the Key Holders are lodged with the intruder and fire alarm monitoring service and key holders are contacted in the order listed in the event of an out of hours event.

Key Holders are expected to attend the site, training will be provided for any new members appointed as Key Holders at which the exact duties and procedures will be explained.

The Senior Groundsman holds responsibility for being the emergency caretaker contact and is thereby listed as first contact. Three additional appointments should be made to ensure someone is always able to be reached in the event of an emergency.

It is helpful if the key holders are local to the Town Hall.

Current Keyholders are Senior Groundsman, Councillors Proctor, Cook and Lewer.

Recommendation

To confirm the Key Holders for the municipal year 2022/23

*(Local Government Act, 1972 s.111)
(Accounts and Audit Regulations, 2015) 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.*

18 Members Allowances and Attendance

To receive a report on members' allowances and expenses claimed in the year ending 31st March 2022 and their attendance at Council and Committee meetings for the municipal year ending 30th April 2022.

Members allowances, expenses and attendance is provided below.

Provided that the expenses have been necessarily incurred or losses suffered, payments may be made for approved duties, and official and courtesy visits in the following cases;

Travelling expenses outside the community

Attendance allowance to councillors for performing any approved duty

Expenses incurred by Councillors acting in the capacity of Mayor are allocated to the civic budget.

Members attendance relates to formally convened Council meetings and meetings of its committees. Informal meetings, workshops and training are not shown.

| Councillor | Allowance | Travel/Subsistence | Training | Attendance % |
|-------------------------|------------------|---------------------------|-----------------|---------------------|
| Alex Chase | £ 520.00 | | | 61% |
| Philip Proctor | £ 520.00 | | | 63% |
| John Lewer | £ 520.00 | | | 84% |
| Piers Brown | £ 520.00 | | | 89% |
| Jeanne Loader | £ 520.00 | | | 82% |
| Andy Hollingshead | £ 1040.00 | | | 75% |
| Karen Tippins | £ 520.00 | | £ 20.00 | 95% |
| Peter Yeo | £ 520.00 | | | 90% |
| Tim Cook | £ 520.00 | | | 93% |
| Mathew Welch | | | £ 90.00 | 80% |
| Virginia Edwyn-Jones | | | £ 152.00 | 90% |
| George Hall | | | | 54% |
| Mayor civic duties | £ 161.84 | | | |
| Dep. Mayor civic duties | | | | |
| Total | £ 5361.84 | | £ 262.00 | |

Recommendation

To receive and note the allowance and attendance report

(Local Government Act, 1972 s.151) Every local authority shall make arrangements for the proper administration of their financial affairs.

Local Authorities (Members' Allowances) (England) Regulations 2003 - England
