



To: All Town Councillors

For Information: Dorset Council Councillors, Members of the Public & Press

A G E N D A

ANNUAL FULL COUNCIL MEETING OF THE TOWN COUNCIL

You are summoned to a meeting of the council for the transaction of the business shown on the agenda below. To be held at **7 pm on Tuesday, 16th May 2023** in the **Council Chamber, Shaftesbury Town Hall**. The meeting will also be hosted online. Public, press and non-committee members, join on your computer or mobile app using [Microsoft Teams](#).

Mrs Brie Logan

Town Clerk, 10th May 2023

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.

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

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.

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

The 7 principles of public life

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

(Committee on Standards in Public Life, 1995)

1. [Election of the Town Mayor/Chairman and Deputy Mayor/Vice Chairman](#)
2. [Apologies – To receive and consider for acceptance](#)
3. [To receive any Declarations of Interests and Requests for Dispensation](#)
4. [Minutes of the Full Council meeting held on 18th April 2023](#)
5. [Adoption of Standing Orders and Financial Regulations](#)
6. [Adoption of Scheme of Delegation and Terms of Reference](#)
7. [Appointment of members to committees](#)
8. [To consider adopting a Mayoral Handbook](#)
9. [To consider delegation arrangements to sub-committees](#)
10. [To approve the accounts year ending 31st March 2023](#)
11. [To approve the monthly payments](#)
12. [To review the representatives to community and local organisations](#)
13. [S.137 and the General Power of Competence](#)
14. [Review of Assets and Land](#)
15. [Freedom of Information, Data Protection legislation and Website Accessibility Statement](#)
16. [To approve the Calendar of Meetings for 2023/24](#)
17. [To review the Bank Signatories](#)

18. [To approve the Town Hall Key Holders](#)
19. [Members' Allowance and Attendance](#)
20. [Clerk's Report](#)

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

To elect the Mayor/ Chairman for the council year 2023-2024 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 2023-2024 and formally ask the member elected to sign the Declaration of Office following the election.

The Civic Protocol, the process for Election of Mayor, is outlined in [Standing Order 27](#). Councillors have the option to ask the nominees questions as outlined on page 27.

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.

The Chairman/Vice Chairman must confirm his/her acceptance of this special office at the meeting at which he/she is elected or by a later date if this is agreed by the council. LGA 2003, Schedule 1, para 2 (4).

[Town Mayor/Chairman nomination form Cllr Edwyn-Jones](#)

[Deputy Mayor/Vice Chairman nomination form Cllr Hollingshead](#)

Agenda Item No. 2

Apologies – To receive and consider for acceptance

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 Councillors Hollingshead, Lewer and Proctor.

Agenda Item No. 3

To receive any Declarations of Interests and Requests for Dispensation

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct – adopted in July 2021. 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 adopted code of conduct. (Shaftesbury Town Council Code of Conduct, 2019)

Agenda Item No. 4

Minutes of the Full Council meeting held on 18th April 2023

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).

Recommendation

Confirm the accuracy of the Minutes of the Town Council meeting held on [18th April 2023](#).

Adoption of Standing Orders and Financial Regulations

Background

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

[The Standing Orders](#) were updated at the Full Council meeting held on 21st February 2023 and need to be formally adopted at this meeting.

Financial Regulations

In 2019 NALC published Model Financial Regulations, which were adopted by Shaftesbury Town Council. [The Financial Regulations](#) were updated at the Full Council meeting held on 21st February 2023 and need to be formally adopted at this meeting.

In January 2023 STC adopted the preferred supplier approach. It would be prudent to add the below preferred solicitor and contractors to the list. This would mean that time is saved obtaining quotes and a constructive and efficient working relationship can be built with contractors. This is invaluable for good service, prompt responses and reliability.

Preferred solicitor – Farnfields Solicitors

Preferred contractor for hard landscaping – R. Moore contractors

Preferred contractor for maintenance/facilities – A. Grant Master Builder

Recommendation

To consider the content of the report and make any changes prior to adopting the revised Standing Orders and Financial Regulations for the 2023/24 mayoral year, including the additional preferred solicitor and contractors.

Adoption of Scheme of Delegation and Terms of Reference

The Scheme of Delegation, including the Planning & Highways Term of Reference, was last adopted at the Full Council meeting held on the 24th May 2022. No changes have been made since then.

The simplified meeting schedule has worked well in the previous mayoral year and therefore no changes to the [Scheme of Delegation and Terms of Reference](#) are proposed.

Recommendation

To adopt the Scheme of Delegation including the Planning and Highways Terms of Reference for the mayoral year 2023/24.

Appointment of members to 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. The following councillors were appointed on to the Planning and Highways committee on 24th May 2022.

Cllr Edwyn-Jones (Chair)	Cllr Hall	Cllr Tippins	Cllr Yeo
Cllr Lewer (Vice)	Cllr Proctor	Cllr Wild	

All councillors will be invited to sit on this committee with an opt out option.

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 for the mayoral year 2023/24.

To consider adopting a Mayoral Protocol

Background

The [Mayoral Protocol](#) has been produced to provide information and guidance to incoming mayors, as well as fellow councillors. It also includes information lifted from the Town Council's Standing Orders.

Information

The protocol sets out certain standards and expectations and is a workbook for the mayor to refer to.

Items *to consider* for inclusion in the protocol:

1. The appointment of a Mayor's Chaplain

The Mayor has the option to select a Chaplain who will be appointed at the annual council meeting.

The role will include:

- To lead grace at the Mayor's charity ball
- To lead prayers at other mayoral events as required
- To lead the civic church service

2. The appointment of Mayor's Scout/Guide/Young Person

If they so wish, the mayor can appoint a Scout or Guide for their mayoral year. The appointment should take place in consultation with the Scout/Guide organisation who will provide a suitable young person. The Scout/Guide will be in attendance at civic events at the discretion of the mayor and can undertake duties like performing a reading at a Carol Service.

3. The appointment of a Macebearer

- Shaftesbury Town Council has not enjoyed the services of a Mace Bearer for a number of years. The Mace Bearer is responsible for carrying the maces at our civic events and the council may want to consider bringing back the tradition.
- The Mace Bearer plays a traditional and long-established role. Duties include representing the town by attendance at civic events, within and outside of the town, and providing support to the Mayor. A knowledge of the town's history, civic procedures and the safeguarding and condition of the mace and chains of office is a requirement of this role.
- The Mace Bearer will need to interact with courtesy and respect with a wide range of people including members of the public, councillors and dignitaries.

Costs to consider:

- Uniform cost expected to be in the region of £750 - TBC
- Cost of Membership to the Guild of Mace Bearers - £35 per annum
- An annual honorarium of £300 to the Mace Bearer



Recommendation

Councillors should consider if they wish to adopt the protocol, along with [Appendix A](#) the Mayoral Function Questionnaire. The options for the appointment of a Mayor's Chaplain and Scout/Guide should also be considered.

The council considers appointing a Mace Bearer allocating a budget of up to £1,250 from the Civic budget and delegates the appointment process to the Town Clerk in consultation with the Mayor and Deputy.

To consider delegation arrangements to sub-committees

The Town Council has two formal sub-committees, the Shaftesbury Swimming Advisory Committee and the Neighbourhood Plan 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)	Nigel Heritage
Janice Jackson (Vice)	Cllr Lorah Wild
Julie Jobling	Cllr Phil Proctor
Ryan Baker (Pool Manager)	Youth Council x 2

Neighbourhood Plan – [Terms of Reference](#)

Membership

Tim Edwyn – Jones (Chair)	Cllr Edwyn - Jones
Rachel Bodle	Cllr Lewer
Robin Miller	Lee Hennessy (resigned)
Stuart Edwards	Mick Hicks

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)

To approve the accounts for year ending 31st March 2023

Background

To report on the financial position of the Town Council's accounts for the year ending 31st March 2023 and to adopt the Internal Auditor's report, the Annual Governance Statement and the Statement of Accounts for the year ending 31st March 2023. (Local Government Act, 1972 s.151)

The Council must approve its Annual Return by 30th June 2023. 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.

The year-end [Internal Audit](#) was completed on 25th April 2023.

2022/ 2023 Year-end financial reports:

- [Balance Sheet](#)
- [Summary Income and Expenditure](#)
- [Detailed Income and Expenditure](#)

AGAR – Annual Governance and Accountability Return 2022/23 Form 3 ([Appendix A](#) pages 10-15)

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 2022/ 2023.

The council resolves to:

1. adopt the Internal Auditor's report and recommended actions for the year ending 31st March 2023.
2. adopt Part 1 of the AGAR: That the Annual Governance Statement for the year ending 31st March 2023 is approved and duly signed.
3. adopt Part 2 of the AGAR: That the Statement of Accounts for the year ending 31st March 2023 is approved and duly signed thereby approving the Council's Annual Return.
4. confirm the dates for exercise of public rights as 2nd June – 14th July.
5. confirm there are no conflicts of interest with BDO LLP.

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

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk*

Annual Internal Audit Report 2022/23

Shaftesbury Town Council

WWW.Shaftesbury-tc.gov.uk WEBSITE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick 'not covered')			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

8/11/2022 12/1/23 25/4/23 ELIZABETH S. GREENE ICPA

Signature of person who carried out the internal audit

 REQUIRED

Date 25/4/23

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Shaftesbury Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DDMMYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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(WEBPAGE ADDRESS)

Section 2 – Accounting Statements 2022/23 for

Shaftesbury Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	736,970	933,503	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	502,311	514,762	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	820,632	254,897	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	315,001	297,966	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	8,097	16,237	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	803,312	703,143	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	933,503	685,816	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	937,472	685,544	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,772,918	3,383,127	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings		337,630	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Shaftesbury Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

SIGNATURE OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DATE REQUIRED

To approve the monthly payments

Summary

The Council 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 is for the council to resolve upon.

[Payment list](#)

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

Recommendation

That the Council resolves to approve the payments list for this month and raises any queries it may have.

To review the Representatives to Community and Local Organisations

Summary

To determine the Appointments to other organisations and outside bodies.

Representatives to local community organisations have been listed below and the information is based on the most up to date records. To support 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.

Abbey Museum Trust	Cllr Proctor
Arts Centre	Cllrs Chase and Proctor
Carnival	Cllr Chase
Chamber of Commerce	Cllrs Brown and Edwyn-Jones
Shaftesbury Charitable Trust	Mayor and Deputy Mayor (ex-officio)
Cricket Club	Cllr Hall
Crime Prevention	Cllr Hollingshead
DAPTC Northern Area Committee*	Cllr Tippins
DAPTC Deputy	VACANCY
Fairtrade	Cllr Loader
Football Club	Cllrs Brown and Chase
HOPE	Cllr Cook
Municipal Almshouse	Cllr Cook and + ex-officio mayor
North Dorset Citizens Advise Bureau	Cllr Brown
Rural Town Networking	Mayor and Deputy
Shaftesbury in Bloom	Cllr Hollingshead
Silver Band Club	Mayor (ex-officio)
Snowdrops	Cllr Cook
Transport Forum	Planning and Highways committee
Trinity Centre	Mayor (ex-officio)
Town Twinning	Cllrs Proctor, Cook, Loader
William Williams	Cllr Chase (as resolved by STC in July 2021)** Note; Cllr Chase has resigned from this position and a replacement Trustee needs to be appointed as per the governing statement (as referenced below) and letter received
Youth Club	Cllrs Proctor and Cook

*[DAPTC Info Pack for Members - Roles](#)

[DAPTC Representatives & Area Committees](#)

** Note: excerpt from the Williams Williams charity governing statement:

Recruitment and appointment of trustees

The Board of Trustees comprises of three nominative Trustees who are appointed for a period of four years. One each is appointed by Blandford Forum Town Council, Shaftesbury Town Council and Sturminster Newton Town Council. Seven further "co-opted" Trustees are appointed for a fixed term of five years. All "co-opted" Trustees are eligible for re-appointment at the end of their term.

Recommendation

That the list for representatives to local organisations is agreed and resolved upon and the council resolves to appoint a replacement Trustee for Williams Williams to replace Cllr Chase.

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:

1. 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.
2. 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.
3. 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.

Review of Assets and Land

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.

If any Member would like to see the Land Registry titles, please contact the Town Clerk.

Inspection of the Town Council's Deeds and Trusts

A review of all deeds and documents was undertaken in July 2022 and an update was presented to STC in September 2022. All deeds and document records have been compiled and are now matched with the asset register. [This quick reference table has been produced for information.](#) Gaps have been found where a First Registration with the Land Registry is required and relevant applications are in the hands of the solicitor.

All deeds and trusts should be reviewed on an annual basis. This is considered valuable background for newer members as it provides an interesting background to the land and properties that the Town Council owns or manages.

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

[Asset Register](#)

[Land Inventory](#)

Recommendation

To receive and approve the Asset Register and Land Inventory for the mayoral year 2022/2023. The Mayor and Deputy Mayor undertake an annual review of the Land Registry Titles.

Freedom of Information, Data Protection legislation and Website Accessibility Statement

Summary

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 2022, the review of the council's website accessibility statement was added to this annual item due to its importance.

Further Information

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 the STC website.

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

The council's [General Data Protection Policy](#) and [Freedom of Information Policy](#) can be viewed on the website.

Recommendation

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

To approve the Calendar of Meetings 2023/24

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 2023/24.

CALENDAR OF MEETINGS 2023-2024

SHAFTESBURY TOWN COUNCIL

FULL COUNCIL (FC)	KEY DATES	
ANNUAL COUNCIL MEETING	ANNUAL TOWN MEETING - 25/04/23	BUDGET SETTING - 21/11/23
ANNUAL TOWN MEETING	ANNUAL COUNCIL MEETING - 16/05/23	BUDGET ADOPTED BY FC - 16/01/24
PLANNING AND HIGHWAYS (PH)	Q4 REPORT - 16/05/23	Q3 REPORT - 20/02/24
MAYOR MAKING	Q1 REPORT - 18/07/23	ANNUAL TOWN MEETING - 23/04/24
	Q2 REPORT - 17/10/23	ANNUAL COUNCIL MEETING - 21/05/24

MAY 2024						
M	T	W	T	F	S	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY 2023							JUNE 2023							JULY 2023							AUGUST 2023							SEPTEMBER 2023							OCTOBER 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	
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15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
29	30	31	26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29											
													31																						30	31						

NOVEMBER 2023							DECEMBER 2023							JANUARY 2024							FEBRUARY 2024							MARCH 2024							APRIL 2024								
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					1	2	3	1	2	3	4	5	6	7				1	2	3	4						1	2	3	1	2	3	4	5	6	7
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27	28	29	30	25	26	27	28	29	30	31	29	30	31	26	27	28	29	25	26	27	28	29	30	31	29	30																	

Further information

Councillors should consider if an additional meeting in May and January 2024 (budget setting) is required.

Recommendation

To consider any amendments and to adopt the calendar of meetings for the 2023/2024 municipal year.

To review the Bank Signatories

Background

In addition to the Clerk, the signatories for 2022/23 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 (2.2) (as resolved in February 2023) state - *On a monthly basis, including financial year end, a member shall be appointed, on a rota basis to include all twelve members, to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by Full Council.*

Proposed schedule for Councillors (in alphabetical order).

June Brown	July Chase	August Cook	September Edwyn-Jones	October Hall	November Hollingshead
December Lewer	January Loader	February Proctor	March Tippins	April Wild	May Yeo

Recommendation

To confirm the bank signatories for the municipal year 2023/24.

To approve the 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 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 key holders are Senior Groundsman, Councillors Proctor, Cook and Lewer.

Recommendation

To confirm the key holders for the municipal year 2023/24.

Members' Allowances and Attendance

Summary

To receive a report on members' allowances and expenses claimed in the year ending 31st March 2023 and their attendance at Council and Committee meetings for the municipal year ending 30th April 2023.

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
Brown	£1,040.00			93%
Chase	£520.00		£20.00	80%
Cook	£520.00			80%
Edwyn-Jones	£520.00		£141.00	100%
Hall	£520.00		£20.00	33%
Hollingshead	£520.00	£26.10		75%
Lewer	£520.00	£55.73	£20.00	74%
Loader	£520.00		£20.00	73%
Proctor	£520.00		£20.00	56%
Tippins	£520.00		£135.00	81%
Wild	£520.00		£20.00	65%
Yeo	£520.00			52%
Total	£6,760.00	£81.83	£376.00	

Recommendation

To receive and note the allowance and attendance report.

Clerk’s Report including correspondence and progress report on Full Council business

Report Content/Detail

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

5.1 Clerk’s Report

Mampitts Green – The [Preliminary Ecological Appraisal](#), [Tree Survey](#) and [Topographical Survey](#) have complete and have been submitted to the Architect.

Lido Inflatable – This is the latest update from the STC insurance company: *We are still looking for other markets but none of our current providers wish to provide cover – I see you managed to source a quote for around £5k last year & that is likely to be the minimum we’d expect for such a risk. Simply the risk of a claim is such that there are limited insurers who will offer cover and those who will offer it know they can charge a premium reflective of the risk involved. The current insurance market is still suffering with reduced capacity so the higher risk liabilities such as this are very difficult to place. Unless you can find a way to increase your revenue by having the inflatable it’s simply not cost effective to insure.*

Castle Hill Mound – Historic England is not in support of the pathway as an isolated project. A request for information has been submitted to Historic England asking what other options need to be considered as part of a wider project for inclusion into a revised SMC application.

Monthly Artisan Market – The road closure has been approved [Road closure confirmation](#). Parking arrangements for traders has been arranged at Shaftesbury Football Club (30 spaces) and at the Blackmore Vale Surgery (60 spaces).

Dorset Community Governance Review Orders – [The order has been signed and sealed](#) giving effect to the Community Governance Review changes agreed by Dorset Council. The changes take effect from 1st April 2024.

5.2 Delegated Decisions for Information (within the Clerk’s delegated spend)

Delegated Decision	Comments	Cost	Budget
Gold Hill vegetation management	The works, managed by Dorset Council Rangers are scheduled for 11 th May.	£1,750 (est)	103/4250 Grounds Repairs and maintenance £7,500
Christy’s Lane Ash Trees	Whilst undertaking tree works on the Christy’s Lane buffer strip the contractor advised fell on a further 7 trees identified as having Ash Die Back.	£2,985	103/4256 Tree work £12,000
A-Boards	Two new weather resistant A1 A-boards have been ordered. In the first instance they will be used to advertise the Lido, however, will also be used for other STC advertising.	£216	4345/401 Publicity £1,200

Recommendation

That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees and to **resolve** on any matters as referenced above.