



SHAFTESBURY TOWN COUNCIL

ANNUAL GENERAL MEETING, Mayor Making

You are summoned to attend the Annual General Meeting, The Mayor Making Ceremony of Shaftesbury Town Council which will be held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Tuesday 27th May 2014 commencing at 7:00pm at which your attendance is required.

Tuesday 20th May 2014

TO ALL MEMBERS OF SHAFTESBURY TOWN COUNCIL: Councillors S Pritchard (Mayor), W Harvey (Deputy Mayor), S Clinch, L Dibben, M Hicks, J Lewer, M Madgwick, J Pestell, P Proctor, K Tippins and R Tippins.

ALSO TO: All Ward Councillors

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: the three aims of the general duty of the Public Sector Equality Duty (eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, advance equality of opportunity between people from different groups and foster good relations between people from different groups), Crime and Disorder, Health and Safety and Human Rights.

Arrival of the Mayor:

AGENDA

- 2014/01 Election of Chairman and Town Mayor**
To elect Chairman and Town Mayor for the municipal year 2014/2015
- 2014/02 Declaration of acceptance of office**
To receive the Mayor's Declaration of Acceptance of Office
- 2014/03 Mayoral Address**
To receive Mayoral Address for 2014/2015
- 2014/04 Election of Vice-Chairman and Deputy Mayor**
To elect Vice-Chairman and Deputy Mayor for the municipal year 2014/2015

Paul Russell
Temporary Clerk to the Council

At this point the meeting will be adjourned and the remainder of the Annual General Meeting will take place on Wednesday 28th May 2014 at 7:00pm in the Council Chamber.

Members of the public are welcome to attend meetings of the Council and Committees, unless specifically excluded due to the confidential nature of the business. Enquiries to Paul Russell on 01747 852420 or email townclerk@shaftesburytowncouncil.co.uk



SHAFTESBURY TOWN COUNCIL
ANNUAL GENERAL MEETING, Part II

You are summoned to attend Part II of the Council's Annual General Meeting of Shaftesbury Town Council which will be held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Wednesday 28th May 2014 commencing at 7:00pm at which your attendance is required.

Tuesday 20th May 2014

TO ALL MEMBERS OF SHAFTESBURY TOWN COUNCIL: Councillors S Pritchard (Mayor), W Harvey (Deputy Mayor), S Clinch, L Dibben, M Hicks, J Lewer, M Madgwick, J Pestell, P Proctor, K Tippins and R Tippins.

ALSO TO: All Ward Councillors

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: the three aims of the general duty of the Public Sector Equality Duty (eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, advance equality of opportunity between people from different groups and foster good relations between people from different groups), Crime and Disorder, Health and Safety and Human Rights.

Arrival of the Mayor:

AGENDA

PART 1 (PUBLIC ITEMS)

2014/05 Apologies for Absence

To receive and accept, if appropriate, apologies from those who are unable to attend the meeting.

2014/06 Declaration of Interests

Members & Officers are reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed. (LGA 1972 and Localism Act 2011)

2014/07 Receipt of Dispensation Requests

To receive any dispensation requests received by the Clerk and not previously considered.

2014/08 Public Recess

Members of the public are invited to make representations to the Shaftesbury Town Council on any matters relating to the work of the Council or to raise any issues of concern. (Public Bodies (admission to meetings) Act 1960)

Members of the public are welcome to attend meetings of the Council and Committees, unless specifically excluded due to the confidential nature of the business. Enquiries to Paul Russell on 01747 852420 or email townclerk@shaftesburytowncouncil.co.uk



SHAFTESBURY TOWN COUNCIL

2014/09 Exempt Items – Exclusion of Press & Public

Certain items are expected to include the consideration of exempt information and Shaftesbury Town Council is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

Item Number	Appendix
2014/27	n/a

2014/10 Minutes (previously circulated)

To approve the below listed minutes for:

Part 1) Accuracy

Part 2) Adoption and

Part 3) Consider recommendations and referrals: *(Appendix one)*

Full Council 22nd April 2014

Reconvened Full Council 29th April 2014

Planning and Highways Committee 29th April 2014

Recreation, Open Spaces and Environment Committee 6th May 2014

General Management Committee 13th May 2014

2014/11 Chairman's Announcements

To receive Chairman's announcements, if any.

2014/12 Clerk's Report

To receive the Clerk's Report updating Council on previous items discussed by the Council that do not appear on the agenda and any items that have been received in the office between the publication of the agenda and the day of the meeting.

2014/13 Standing Committees *(Appendix two)*

To appoint standing committees for the municipal year 2013/2014

2014/14 Local Organisations *(Appendix three)*

To appoint representatives to local organisations

2014/15 Asset Register *(Appendix four)*

To receive inventory of land and assets including buildings and office equipment

2014/16 Inspection of Deeds

To confirm that the Mayor and Deputy Mayor 2014/2015 have inspected the Town Council's Deeds

2014/17 Annual Subscriptions *(Appendix five)*

To resolve annual subscriptions for the municipal year 2014/2015

2014/18 Bank Signatories *(Appendix six)*

To confirm bank signatories for the municipal year 2014/2015



SHAFTESBURY TOWN COUNCIL

- 2014/19** **Calendar of Meetings** (*Appendix seven*)
To adopt the calendar of meetings for 2013/2014
- 2014/20** **Member Allowances / Expenses** (*Appendix eight*)
To receive report on members' allowances and expenses claimed year ending 31st March 2014
- 2014/21** **Members Record of Attendance** (*Appendix nine*)
To receive report on members attendance at council and committee meetings for the municipal year ending 13th May 2014
- 2014/22** **Town Hall Keyholders** (*Appendix ten*)
To appoint keyholders for 2014/2015
- 2014/23** **Town Council Insurance** (*Appendix eleven*)
To resolve insurance for 2014/2015
- 2014/24** **Standing Orders and Financial Regulations**
To note review of Standing Orders and Financial Regulations by the working group nominated by the General Management Committee. (*Meeting 13th May 2014 refers*)
- 2014/25** **Football Club Lease** (*Appendix twelve*)
To consider proposals as outlined in the attached report.
- 2014/26** **Grounds Unit** (*Appendix thirteen*)
To consider options for provision of accommodation for the grounds team

PART 2 (TO BE CONSIDERED WITHOUT THE PUBLIC AND PRESS PRESENT)

- 2014/27** **Human Resources**
To adopt the minutes of the Human Resources Committee meeting of the 19th May 2014.

Paul Russell
Temporary Clerk to the Council

RECOMMENDATIONS FROM COMMITTEESAuthor: Acting Committee Services Officer

1. RECOMMENDATIONS FROM COMMITTEES:1.1. Full Council of the 22nd April 2014

There were no recommendations arising.

1.2. Reconvened Full Council of the 29th April 2014

BACKGROUND:

Minutes of the 29th April 2014 refer: That the Council give consideration to forming a Finance & Performance Review Committee to undertake budget monitoring and the responsibility to develop and monitor a new corporate strategy.

RECOMMENDATION:

That Council considers forming the aforementioned committee at agenda item 2014/13

1.3. Planning and Highways Committee of the 29th April 2014

There were no recommendations arising.

1.4. Recreation, Open Spaces and Environment Committee of the 6th May 2014

There were no recommendations arising.

1.5. General Management Committee of the 13th May 2014

BACKGROUND:

Minutes of the 13th May 2014 refer to the proposed Draft Lease to Shaftesbury Sports Club Ltd for the football pitch and clubhouse used by Shaftesbury Town Football Club.

RECOMMENDATION:

That this item to be discussed under agenda item 2014/25

STANDING COMMITTEESAuthor: Acting Committee Services Officer

1. PURPOSE

- 1.1 To select committees and committee membership for the forthcoming municipal year

2. BACKGROUND:

- 2.1 To consider delegated function for the work of the council to be passed to committees.

The proposal made by the incoming Mayor is:

2.2 Planning and Highways Committee

John Lewer

Phil Proctor

Simon Pritchard

Richard Tippins

Win Harvey

Vacancy to be filled following Christy's Ward election on 26th June 2014

2.3 Recreation, Open Spaces and Environment Committee

Mick Hicks

Steve Clinch

Mike Madgwick

Karen Tippins

Win Harvey

Lester Dibben

2.4 General Management Committee

Deputy Mayor

Chair of ROSE

Vice of ROSE

Chair of P&H

Vice of P&H

Independent member (to be voted by Full Council, can also be CHAIR should Council wish)

2.5 Finance & Performance Review Committee

Minutes of 29th April 2014 refer: *That the Council give consideration to forming a Finance & Performance Review Committee to undertake budget monitoring and the responsibility to develop and monitor a new corporate strategy.* Membership of six is recommended, it is proposed that the committee would meet quarterly.

2.6 Human Resources Committee

Mike Madgwick

John Lewer

Richard Tippins

Mick Hicks

Win Harvey

- 2.7 Members should consider the proposed membership as identified above. Chairs and Vice Chairs of the aforementioned committees will be chosen at the inaugural meeting of each committee for the municipal year.

LOCAL ORGANISATIONS

Author: Acting Committee Services Officer

1. BACKGROUND:

1.1 The Town Council currently has the following representations:

Abbey Museum Trust	Cllr Pestell
Barton Hill Trust	Cllr Hicks & Cllr R Tippins
Community Land Trust	Town Clerk (ex officio)
Compton Abbas Airfield	Cllr Proctor
Dorset Association of Parish and Town Councils	Cllrs Pestell, Madgwick & K Tippins
Motcombe United Charities	Cllr Lewer
Neighbourhood Plan	Cllrs R Tippins and K Tippins
North Dorset Citizens Advice Bureau	<i>Vacancy</i>
North Dorset Crime Prevention	Cllr R Tippins
North of Dorset Parish Group	Cllr Clinch
Open Spaces Group	Cllr Hicks
Police & Communities Together	Cllrs Harvey, Hicks, Pestell & R Tippins
Shaftesbury & District Chamber of Commerce	Cllr Pritchard
Shaftesbury & District Task Force	Cllr Harvey
Shaftesbury & District Tourism Association	Cllr Pritchard
Shaftesbury & Gillingham Area Transport Forum	Cllr Pestell
Shaftesbury and District Carers (HOPE)	Cllr Harvey
Shaftesbury Carnival Committee	Cllr Clinch
Shaftesbury Charitable Trust	Mayor & Deputy (ex-officio)
Shaftesbury Community Association	<i>Vacancy</i>
Shaftesbury Community Swimming Pool	Cllr Harvey
Shaftesbury Cricket Club	Cllr Pestell
Shaftesbury Fairtrade	Cllr Madgwick
Shaftesbury Football Club	Cllr Clinch
Shaftesbury In Bloom	Cllr Hicks, Madgwick & K Tippins
Shaftesbury Municipal Almshouse	<i>Vacancy</i>
Shaftesbury Town Silver Band	Mayor (ex-officio)
Shaftesbury Town Twinning Association	Mayor (ex-officio)
Shaftesbury Town Website	Cllrs Lewer, Pestell & Town Clerk
Shaftesbury Trinity Centre Trust	Mayor (ex-officio)
Shaftesbury Young People's Project (Toby's)	Cllr Pritchard
Shaftesbury Youth Club	Cllr Clinch
Swans Trust	Cllr Lewer
Wessex Cross Border Working Group	Cllr Hicks
Wrightson Allotments	Cllr Clinch

2. RECOMMENDATION

2.1 That members consider representation to the aforementioned organisations and any others considered for joint working in the town and appoint representatives accordingly.

SHAFTESBURY TOWN COUNCIL						
Fixed Asset Register to 31 March 2014						
Date of Acquisition	Item	Location	Act/Ins Value	Due for Replacement	Insurance Value	Value
	Park Walk 7.32 acre)			
	St James 1.68 acre)			
	Castle Hill 1.87 acre)			
	Coppice St 1.85 acre)			
	Barton Hill 3 acre)			
	Ash Close .67 acre)			
	Legg Allotments 2.3 acre)			
	Mampitts Allotments .74 acre)			NIL
	Ivy Cross (Bray) Allotments .23 acre)			
	Enmore Green Allotments 1.3 acre)			
	Enmore Green Play Area 55ft x 50ft		}			
	Donkey Field .83 acre	Enmore Green)			
	Mampitts Cemetery 2.03 acre)			
Jan-07	Wincombe Lane recreation area - 6 acres)			
Jun-12	Land on the south side of Love Lane	Love Lane				
	Leases - Band Hall 1.46 acre)			
	Boys Club)			
	Cricket Field 2.46 acre)			
	Cricket Field St James - 10 acre)			
	Enmore Green Playing Field 100yds x 60yds		}			
	Football Club 4.25 acre)			
	Town Hall incl Shop Units		Ins Value		2,238,122.00	1,563,879.00
	Groundsmans Hut	Barton Hill	Ins Value		20,635.00	14,911.00
	Street Furniture				83,014.00	
	Lamp Posts/Street Furniture		Ins Value			21,975.00
	Covered Shelter	Park Walk	Ins Value			2,269.00
	Seats & Benches (18 no.)		Ins Value			9,491.00

Oct-97	Clifton Cantilever Shelter	Lower B'ford Rd	Ins Value			1,798.00
	Bus shelters Sweetmans Road	Sweetmans Road	Act Cost			8,124.00
	Gates, Fences & Barriers				46,424.00	
Jun-99	Gates & fencing	Enmore Green				
Aug-00	Gates & fencing	Castle Hill				
	Gates & fencing	Ash Close				
Jun-01	Swimming pool fencing	Barton Hill				29,949.24
Jun-01	Swimming Pool cover	Barton Hill				4,508.00
May-97	Speed Restriction Signs (Longcross)					1,326.00
Mar-98	Park Walk Irrigation System		Act Cost		1,085.00	1,000.00
Jul-98	3 Litter Bins	Park Walk	Act Cost			1,686.00
Sep-02	Swing Barriers	Ash Close				1,349.00
Oct-02	CCTV System, Mel Secure System	Various	Ins Value		31,000.00	15,433.00
Oct-03	Additions to CCTV System	Ivy Cross	Act Cost			7,600.00
Feb-04	Digitilise CCTV system	Various	Act Cost			4,000.00
2002-3	3 no. Victorian Lighting Columns	Park Walk				3,000.00
	War Memorials				44,038.00	
	War Memorial	Park Walk	Historical value			16,536.00
	War Memorial	Enmore Green	Historical value			7,488.00
	War Memorial	Cann	Historical value			7,800.00
2013	Monument	In Storage	Act Cost			11,683.50
Aug-13	Memorial Stones	Eastern Development	Act Cost			2,750.59
Oct-08	Bell Str Public Convenience	Bell St Shaftesbury	Replacement		99,823.00	86,800
Mar-11	Bench	Brionne Garden	Act Cost			385.00
Jun-11	Steel shutters for public conveniences	Bell St Shaftesbury	Act Cost			1,800.00
Jul-11	Bench	Wincombe Rec	Act Cost			244.00
Jul-13	3 Litter Bins	Park Walk x 2 ??? X1	Act Cost			698.64
			Total		2,564,141.00	1,828,483.97
PLAYGROUND EQUIPMENT						
	Playgrounds Equipment & Surfaces				317,853.00	

Jul-06	Balance beam and stepping stones	Cockrams	Act Cost		499.00
Jul-06	Roundabout	Cockrams	Act Cost		930.00
Jul-06	Freestanding slide	Cockrams	Act Cost		2,269.00
	Skatepark 3000 wide large quarter pipe	Barton Hill	Ins Value}		
	Skatepark 3000 wide jump box	Barton Hill	Ins Value}		11,694.00
	Skatepark 3000 small quarter pipe	Barton Hill	Ins Value}		
	Skatepark Fun Box FB4	Barton Hill	Act Cost		6,995.00
	21ft Slide	Barton Hill	Ins Value		2,797.25
	Junior/Toddler 4 seat Swing	Barton Hill	Ins Value		2,189.00
	Junior 2 Seat Swing	Barton Hill	Ins Value		1,216.00
Jun-01	Funtrail	Barton Hill	Act Cost		5,622.00
	Junior 2 Seat Swing	Ash Close	Ins Value		1,216.00
	Toddler 2 seat Swing	Ash Close	Ins Value		1,216.00
	Activity Unit	Ash Close	Ins Value		9,729.00
May-01	Jupiter Roplay Unit	Ash Close	Act Cost		14,389.00
Feb-08	Cargo Net	Ash Close	Act Cost		400.00
	Timber & Chain Fitness Course	St James	Ins Value		5,516.00
	Motorbike Rocker	St James	Ins Value		875.00
	Cockerel Rocker	St James	Ins Value		875.00
	Igloo Climbing Frame	St James	Ins Value		1,945.00
	Gull Wing See Saw	St James	Ins Value		1,459.00
	Junior 4 seat Swing	St James	Ins Value		1,854.00
	Toddler 2 seat Swing	St James	Ins Value		1,216.00
	Double Slide	St James	Ins Value		20,404.00
	Junior 2 seat Swing	Enmore Green	Ins Value		1,216.00
	Toddler 4 seat Swing	Enmore Green	Ins Value		1,824.00
	Motorbike Spring Toy	Enmore Green	Ins Value		875.00
	Dog Spring Toy	Enmore Green	Ins Value		875.00
Jun-00	Multi-Unit	Enmore Green	Act Cost		12,931.00
	Safety Surfacing-Section 2	Enmore Green	Act Cost		56,845.00
Jan-07	Terma Aquatica Multi Play	Wincombe Lane	Act Cost		4,883.00
	Calypso Boat	Wincombe Lane	Act Cost		2,424.00
	Speed Gyro	Wincombe Lane	Act Cost		1,687.00

	Duckling springer	Wincombe Lane	Act Cost			1,079.00
	Baby seal springer	Wincombe Lane	Act Cost			435.00
	Cradle seat swings	Wincombe Lane	Act Cost			1,042.00
	Multiplay unit	Wincombe Lane	Act Cost			6,566.00
	Aerospeed	Wincombe Lane	Act Cost			4,954.00
	Pod swings	Wincombe Lane	Act Cost			2,678.00
	Stamina course	Wincombe Lane	Act Cost			5,825.00
	Kanope Bridge	Wincombe Lane	Act Cost			5,043.00
May-07	Wooden bench x 2	Wincombe Lane	Act Cost			244.00
	Gyrospiral	Wincombe Lane	Act Cost			1,443.00
	Balancing circuit	Wincombe Lane	Act Cost			1,163.00
	Twinfly	Wincombe Lane	Act Cost			4,720.00
	Rodeoboard	Wincombe Lane	Act Cost			2,131.00
	Cableway x 2	Wincombe Lane	Act Cost			10,076.00
	Aeroskate with metal posts	Wincombe Lane	Act Cost			3,756.00
Jun-11	Cradle seat	Wincombe Lane	Act Cost			139.00
Mar-12	Springer	Cockrams	Act Cost			620.00
Mar-12	Access whirl	Cockrams	Act Cost			2,995.00
Mar-12	Swing	Cockrams	Act Cost			5,079.00
Mar-12	Grass matting	Cockrams	Act Cost			3,502.00
Mar-12	Acquito Q	Cockrams	Act Cost			9250.00
			Total			317,853.00
						251,605.25
GROUNDWORK EQUIPMENT						
	Garden Machinery					57,312.00
Apr-00	Generator 2.8kVa	Barton Hill	Act Cost	2017		289.00
May-00	SDS Hammer Drill & Bits	Barton Hill	Act Cost	2019		250.00
Aug-03	John Deere Mower JS63	Barton Hill	Act Cost			Scrapped 12/13
May-05	Husqvana Brushcutter 240R	Barton Hill	Act Cost	2015		427.00
Jul-05	Masport Mower	Barton Hill	Act Cost	2015		500.00
Dec-05	Aluminium ladders	Barton Hill	Act Cost			721.00
Oct-06	Echo blower	Barton Hill	Act Cost	2015		209.00

Mar-07	John Deere 5563 JS63 X 2	Barton Hill	Act Cost			Scrapped 12/13
Mar-07	Husqvana 240R	Barton Hill	Act Cost	2015		412.00
Nov-07	Husqvana 235R	Barton Hill	Act Cost	2015		276.00
Nov-07	Stihl power washer	Barton Hill	Act Cost	2019		136.00
Nov-09	Sealey jack	Barton Hill	Act Cost	2019		70.00
Jan-10	Sealey compressor	Barton Hill	Act Cost	2017		200.00
Jan-10	Stihl blower	Barton Hill	Act Cost	2015		400.00
Jan-10	Fire proof cabinets	Barton Hill	Act Cost			340.00
Jan-10	Assorted hand tools	Barton Hill	Act Cost	2014		1,500.00
Dec-09	Kubota ride on mower	Barton Hill	Act Cost	2014		13,795.00
Jan-10	Grinder	Barton Hill	Act Cost	2014		80.00
Jan-10	Bench vice	Barton Hill	Act Cost			50.00
Sep-09	Long reach hedgetrimmer	Barton Hill	Act Cost	2015		400.00
Sep-09	Echo hedgecutter	Barton Hill	Act Cost	2015		400.00
Sep-09	Mito hedgecutter	Barton Hill	Act Cost			Stolen 12/13
Jan-10	Back pack sprayer	Barton Hill	Act Cost			Scrapped 12/13
Dec-09	Filing cabinet x 2	Barton Hill	Act Cost			150.00
Mar-11	Stihl strimmer	Barton Hill	Act Cost	2015		856.00
Dec-11	Pedestrian Gritter	Barton Hill	Act Cost	2015		500.00
	Grit Bins	Various	Act Cost			2,000.00
	Rat Bins	Various				640.00
	KFC Bins x 3	Barton Hill				
Dec-11	Pedestrian Hoover	Bell St Toilets	Act Cost			750.00
Oct-12	Ford Ranger HC04 AAV	Barton Hill	Part-Exchanged - No Addl cost	2017		
Oct-12	Ford Ranger HC04 AAV	Barton Hill				2,415.00
Jul-12	Knap Sack Sprayer (2)	Barton Hill	Act Cost			53.62
Jan-12	Echo Combi Pole saw	Barton Hill	Act Cost			664.17
Jan-12	Husqvarna Chain Saw	Barton Hill	Act Cost			165.83
Jan-12	Stihl Blower	Barton Hill	Act Cost			162.50
Feb-12	Compact Battery Drill	Barton Hill	Act Cost			125.00

Jan-12	Rover Lawn Mowers	Barton Hill	Act Cost		1,168.00
Apr-12	HD Aluminium Step Ladder	Barton Hill	Act Cost		314.00
Apr-12	Step Ladder		Act Cost		71.84
Jul-13	Toyota Hilux Pick-up	Barton Hill	Act Cost		3,999.00
Audit of Equipment Apr 14	Ryobi STC5 Strimmer	Barton Hill	Est Cost		200.00
Audit of Equipment Apr 14	Killer Spray 8ltr - Old not used	Barton Hill	Est Cost		0.00
Audit of Equipment Apr 14	Chemical Safe	Bell St Toilets	Est replacement Cost		175.00
Audit of Equipment Apr 14	Wheeled DR Strimmer	Barton Hill	Act Cost		
Audit of Equipment Apr 14	Trailer	Barton Hill	Est replacement Cost		500.00
Audit of Equipment Apr 14	Wheelbarrow	Barton Hill	Act Cost		35.82
Audit of Equipment Apr 14	Black & Decker Workmate	Barton Hill	Est replacement Cost		90.00
Audit of Equipment Apr 14	Bolt Croppers 24"	Barton Hill	Est replacement Cost		115.00
Audit of Equipment Apr 14	Tape Measure	Barton Hill	Est Cost		Negligible
Audit of Equipment Apr 14	Road Sweepers Barrow	Bell St Toilets	Est replacement Cost		650.00
			Total	57,312.00	36,255.78
TOWN HALL & OFFICE EQUIPMENT					
	Chairs (102)	Town Hall			
	Tables - 29	Town Hall			
	97 glasses	Town Hall Kitchen			
	41 cups	Town Hall Kitchen			
	238 Plates and Bowls	Town Hall Kitchen			
	30 Spoons	Town Hall Kitchen			

	60 forks	Town Hall Kitchen				
	47 knives	Town Hall Kitchen				
	8 tea spoons	Town Hall Kitchen				
Jun-09	Hot water boiler	Town Hall Kitchen	Actual Cost			673.75
Apr-99	Flagpole	T/Hall	Actual Cost			706.00
May-03	Flagpole	T/Hall	Actual Cost			877.00
Jul-98	Loop System	T/Hall	Actual Cost			2,318.60
Jul-00	Stair Lift	T/Hall	Act Cost			5,590.00
Jul-00	Wall mounted Projection Screen	Guildhall	Act Cost			300.00
	34 cups	Council Chamber				
	43 glasses	Council Chamber				
	57 plates and bowls	Council Chamber				
	16 teaspoons	Council Chamber				
	12 spoons	Council Chamber				
	2 forks	Council Chamber				
	1 knife	Council Chamber				
Mar-98	Heaters	Council Chamber	Actual Cost			Removed 12/13
	Ladders x 2	Balcony	Est Cost			350.00
May-96	Overhead Projector	Office				
	4 desks, 4 Office Chairs	Office				
	Stock (less £250)	Office				
	Photocopier (Leased)	Office				
	New Computer Screen	Office	Actual Cost			122.10
Mar-98	Sage A/C Software	Office	Actual Cost			500.00
Jun-10	Cemetery software	Office	Actual Cost			1,490.00
Jun-98	Computer P233MMX	Office	Actual Cost			835.40
Jun-98	Laser Printer	Office	Actual Cost			246.00
Jun-99	Planning Ord Survey Maps	Office	Actual Cost			680.00
May-00	6 no. Decorated Pillars	Council Chamber	Act Cost			170.00
Oct-01	4 x 2 Drawer Filing Cabinets	Office	Act Cost			No longer in office 12/13

Oct-01	3 desks, 4 drawer units, 6 wall units	Office	Act Cost			1,218.00
Oct-01	Fire & Security Safe	Office	Act Cost			895.00
Jun-01	Carpet	Mayors Parlour	Act Cost			555.00
Sep-01	Office Carpet	Office	Act Cost			711.00
Oct-02	Laminating Machine	Office	Act Cosr			93.00
Mar-03	Olympus Digital Camera	Safe	Act Cost			265.00
Dec-05	Acer computers x 4	Office	Act Cost			1,924.00
Dec-05	Scanner	Office	Act Cost			69.00
Dec-05	Data projector	Office	Act Cost			456.00
Dec-05	Laptop computer	Office	Act Cost			493.00
Dec-06	HP PSC 1410 printer	Office	Act Cost			69.99
Jan-08	Vista computer and printer Zoostorm ST85705 / Viewsonic VS11353	Office	Act Cost			964.00
Jan-09	2 x oil filled heaters	Office	Act Cost			150.00
Oct-09	Zoostorm base unit	Office	Act Cost			300.00
	Acer Aspire T135-S870	Fireproof Safe				
Apr-11	(NW) Zoostorm ST664053 / Samsung E1720NR	Office	Act Cost			500.00
Apr-11	(CC) Zoostorm ST169032 / Dell 1907FPT	Office	Act Cost			500.00
Nov-11	Server	Office	Act Cost			2,780.00
	Solar Panels					12,600.00
Feb-13	UPS 1000/1500VA	Office	Act Cost			390.00
	New Boiler and Heating System (inc Airforce Heat Pumps	Office	Act Cost			35,758.00
	Laptop computer				530.00	
Jul-13	Lenovo ThinkPad Laptop T1010591 incl Office 2013 Home & Business	Office - ND	Act Cost			712.00
Jul-13	Lenovo Docking Station x 2	Office - ND	Act Cost			178.00
Jul-13	Phillips 23.5" LED TFT Screen	Office - ND	Act Cost			102.00
Nov-13	Nobo Projector/Multi-media Trolley	Office - ND	Act Cost			149.00
Nov-13	Samsung 23.5" Monitor - Model S24B150BL S/No. 0254H4MDA02842N	Office - CC	Act Cost			125.00
Nov-13	Samsung 23.5" Monitor - Model S24B150BL S/No. 0254H4MDA0284Z	Office - BC	Act Cost			125.00
Nov-13	Samsung 23.5" Monitor - Model S24B150BL S/No.	Office - TM	Act Cost			125.00

COUNCIL CHAMBER/MAYORS PARLOUR						
	Contents of Mayors Parlour & Council Chamber				20,205.00	
Dec-99	Hand crafted display cabinet	Council Chamber	Act Cost			6,228.00
	Council Benches	Council Chamber	}			
	Mayors Parlour Table	Mayors Parlour	}			10,000.00
	Mayor & Cllrs Chairs (16)	Mayors Parlour	}			
	Banqueting chairs (79)	Council Chamber	Act Cost			1,999.00
Feb-10	Honours board	Council Chamber	Act Cost			557.50
Jul-12	6 collectors plates of Shaftesbury	Council Chamber	Gift			0.00
OTHER PROPERTY						
	Clocks	Council Chamber	Ins Value			1,300.00
	Portraits and Paintings	Stairs/Guildhall	Ins Value		8,969.00	7,820.00
	BR Locomotive Shaft Sign	Stairs	Ins Value			10,000.00
	Robes	Office	Ins Value			867.00
	Guildhall Window Crest	Above Main Doors	Ins Value			1,000.00
	Regalia				653,651.00	
	Mayor & Mayoresses Chains	Safe	Ins Value			50,000.00
	Mace No. 1	Bank vault	Ins Value			250,000.00
	Mace No. 2	Bank vault	Ins Value			2,000.00
	One Loving Cup	Safe	Ins Value			3,500.00
Jan-03	Print on loan from Mansbridge family	Council Chamber	Nom Value Only			25.00
Jan-03	Map on loan from Mansbridge family	loft above ladies	Nom Value Only			25.00
Apr-07	Buckingham Palace model (gift)	Council Chamber	Nom Value Only			100.00
Dec-07	Shaftesbury locomotive (gift)	Mayor Parlour	Nom Value Only			100.00
Feb-10	Cycle stands x 8	Park Walk	Act Cost			443.00
Sep-10	Bins x 5	Barton Hill	Act Cost			1,055.35
Feb-12	Notice boards	Various	Act Cost			3,920.00

			Total		683,355.00	428,005.69
					3,622,661.00	2,544,350.69
	FIXED ASSET REGISTER TOTALS					
		Ins Cover	FAR			
	Community Assets	£2,564,141.00	£1,828,483.97			
	Playground Equipment	£317,853.00	£251,605.25			
	Groundwork Equipment	£57,312.00	£36,255.78			
	Town Hall and Office	£683,355.00	£428,005.69			
	Fixed Asset Register Total 13/14	£3,622,661.00	£2,544,350.69			
	Addition of loans at £15,000 as per external auditor (Artwork on Loan??)		£15,000.00			
	Total FAR 2013-2014	£3,622,661.00	£2,559,350.69			

ANNUAL SUBSCRIPTIONS

Author: Acting Committee Services Officer

1. INTRODUCTION

- 1.1 The Town Council subscriptions are renewed annually at the Annual General Meeting.
- 1.2 The subscriptions as listed below are within budgetary provision of £1,700 at a total of £1,437

2. SUBSCRIPTION LIST

- 2.1 The current list of annual subscriptions is as follows, together with the expected cost for 2014/2015. Where a figure appears in bold that amount has been paid from the previous year's budget for the forthcoming municipal year.

	13/14	14/15
Dorset Association of Parish and Town Councils (DAPTC)	£976.28	£1003
Society of Local Council Clerks (SLCC)	£275.00	£279
National Association of Allotments	£66.00	£55
Local Councils Direct	£100	£100
		£1,437

Members are asked to note that the subscription to DAPTC is inclusive of membership of NALC.

3. RECOMMENDATION

- 3.1 To discontinue subscription to Local Councils Direct providing a saving of £100.
- 3.2 To continue with the remaining listed subscriptions for the municipal year 2014/15 at a cost of £1,337.

BANK SIGNATORIES

Author: Acting Committee Services Officer

1. INTRODUCTION

- 1.1 At a meeting of the Council on 22nd April 2014 it was resolved that the Bank Signatories for the remainder of the municipal year be Mr Paul Russell, Mrs Barbara Carter, Cllr Win Harvey, Cllr Richard Tippins and Cllr Steve Clinch.

2. RECOMMENDATION

- 2.1 That the bank signatories for the current and reserve account are resolved for the municipal year 2014/2015.
- 2.2 That the bank signatories for the Mayors Charity Account be Cllr Win Harvey and Mrs Tracy Moxham.

CALENDAR OF MEETINGS

Author: Acting Committee Services Officer

1. INTRODUCTION

- 1.1 Two calendars are provided for consideration, the first being for a committee structure in line with the previous municipal year (minus the Community Services Committee) and the second in line with the proposal for an additional committee. Council should consider the appropriate calendar in accordance with its decision under agenda item 2014/13.
- 1.2 The Calendar has been adjusted to remove a separate meeting for a public meeting to discuss the budget, this instead can be taken within the Full Council meeting as the majority of the detail work will have taken place at the committee meetings leading up to that point.

<u>Existing Committee Structure</u>			
	<u>Meeting date</u>	<u>Meeting</u>	<u>Tasks</u>
7pm	Tue 03 Jun 14	Planning	
7pm	Tue 10 Jun 14	ROSE	
7pm	Tue 17 Jun 14	GEM	
7pm	Tue 24 Jun 14	Full Council	To adopt end of year accounts in readiness for external audit
7pm	Tue 01 Jul 14	Planning	
7pm	Tue 08 Jul 14	ROSE	
7pm	Tue 15 Jul 14	GEM	
7pm	Tue 22 Jul 14	Free	
7pm	Tue 29 Jul 14	Full Council	
7pm	Tue 05 Aug 14	Recess	
7pm	Tue 12 Aug 14	Planning	
7pm	Tue 19 Aug 14	Recess	
7pm	Tue 26 Aug 14	Recess	
7pm	Tue 02 Sep 14	Full Council	
7pm	Tue 09 Sep 14	Planning	Committee Reviews for budget
7pm	Tue 16 Sep 14	ROSE	Committee Reviews for budget
7pm	Tue 23 Sep 14	GEM	Committee Reviews for budget
7pm	Tue 30 Sep 14	Workshop	First Council Budget Workshop
7pm	Tue 07 Oct 14	Full Council	First Public Budget Meeting
7pm	Tue 14 Oct 14	Planning	
7pm	Tue 21 Oct 14	ROSE	
7pm	Tue 28 Oct 14	GEM	Input from public meeting
7pm	Tue 04 Nov 14	Free	
10am	Sun 09 Nov 14	Event	Remembrance Parade and Service
11am	Tue 11 Nov 14	Event	Remembrance silence outside Town Hall

7pm	Tue 11 Nov 14	Full Council	2nd Public meeting if required. Receive risk assessments in order for any financial implications to be fed into the budget.
7pm	Tue 18 Nov 14	Planning	
7pm	Tue 25 Nov 14	ROSE	
7pm	Tue 02 Dec 14	GEM	Final alterations through Finance committee
7pm	Tue 09 Dec 14	Recess	
7pm	Tue 16 Dec 14	Planning	
7pm	Tue 23 Dec 14	Recess	
7pm	Tue 30 Dec 14	Recess	
7pm	Tue 06 Jan 15	Full Council	Set precept
7pm	Tue 13 Jan 15	Planning	
7pm	Tue 20 Jan 15	ROSE	
7pm	Tue 27 Jan 15	GEM	
7pm	Tue 03 Feb 15	Free	
7pm	Tue 10 Feb 15	Full Council	
7pm	Tue 17 Feb 15	Planning	
7pm	Tue 24 Feb 15	ROSE	
7pm	Tue 03 Mar 15	GEM	
7pm	Tue 10 Mar 15	Free	
7pm	Tue 17 Mar 15	Full Council	
7pm	Tue 24 Mar 15	Planning	
7pm	Tue 31 Mar 15	ROSE	
7pm	Tue 07 Apr 15	GEM	Consideration of Community Grants
7pm	Tue 14 Apr 15	Free	
7pm	Tue 21 Apr 15	Annual Assembly	
7pm	Tue 28 Apr 15	Planning	
7pm	Tue 05 May 15	Free	
7pm	Wed 07 May 15	General Election	
7pm	Tue 12 May 15	Free	
7pm	Tue 19 May 15	AGM 1	Mayor Making
7pm	Tue 26 May 15	AGM 2	Setting of committees, representatives, review of asset register, inspection of deeds, check / change bank sigs, calendar of meetings, report of record of attendance, check key holders, Award of Community Grants
	Full Council	8	
	Planning	11	
	ROSE	8	
	GEM	8	
	Free Tuesday	7	
	Recess	6	

Additional Committee			
	<u>Meeting date</u>	<u>Meeting</u>	<u>Tasks</u>
7pm	Tue 03 Jun 14	Planning	
7pm	Tue 10 Jun 14	ROSE	
7pm	Tue 17 Jun 14	GEM	
7pm	Tue 24 Jun 14	Full Council	To adopt end of year accounts in readiness for external audit
7pm	Tue 01 Jul 14	Planning	
7pm	Tue 08 Jul 14	FPR	
7pm	Tue 15 Jul 14	ROSE	
7pm	Tue 22 Jul 14	GEM	
7pm	Tue 29 Jul 14	Planning	
7pm	Tue 05 Aug 14	Recess	
7pm	Tue 12 Aug 14	Planning	
7pm	Tue 19 Aug 14	Recess	
7pm	Tue 26 Aug 14	Recess	
7pm	Tue 02 Sep 14	Full Council	
7pm	Tue 09 Sep 14	Planning	Committee Reviews for budget
7pm	Tue 16 Sep 14	FPR	Committee Reviews for budget
7pm	Tue 23 Sep 14	ROSE	Committee Reviews for budget
7pm	Tue 30 Sep 14	GEM	Committee Reviews for budget
7pm	Tue 07 Oct 14	Workshop	First Council Budget Workshop
7pm	Tue 14 Oct 14	Full Council	First Public Budget Meeting
7pm	Tue 21 Oct 14	Planning	
7pm	Tue 28 Oct 14	ROSE	
7pm	Tue 04 Nov 14	GEM	Input from public meeting
10am	Sun 09 Nov 14	Event	Remembrance Parade and Service
11am	Tue 11 Nov 14	Event	Remembrance silence outside Town Hall
7pm	Tue 11 Nov 14	Free	
7pm	Tue 18 Nov 14	Full Council	2nd Public meeting if required. Receive risk assessments in order for any financial implications to be fed into the budget.
7pm	Tue 25 Nov 14	Planning	
7pm	Tue 02 Dec 14	ROSE	
7pm	Tue 09 Dec 14	GEM	Final alterations through Finance committee
7pm	Tue 16 Dec 14	Planning	
7pm	Tue 23 Dec 14	Recess	
7pm	Tue 30 Dec 14	Recess	
7pm	Tue 06 Jan 15	Full Council	Set precept
7pm	Tue 13 Jan 15	Planning	
7pm	Tue 20 Jan 15	FPR	
7pm	Tue 27 Jan 15	ROSE	

7pm	Tue 03 Feb 15	GEM	
7pm	Tue 10 Feb 15	Planning	
7pm	Tue 17 Feb 15	Full Council	
7pm	Tue 24 Feb 15	Planning	
7pm	Tue 03 Mar 15	ROSE	
7pm	Tue 10 Mar 15	GEM	Consideration of Community Grants
7pm	Tue 17 Mar 15	FPR	
7pm	Tue 24 Mar 15	Free	
7pm	Tue 31 Mar 15	Full Council	Award of Community Grants
7pm	Tue 07 Apr 15	Planning	
7pm	Tue 14 Apr 15	ROSE	
7pm	Tue 21 Apr 15	GEM	
7pm	Tue 28 Apr 15	Free	
7pm	Tue 05 May 15	Annual Assembly	
7pm	Wed 07 May 15	General Election	
7pm	Tue 12 May 15	Free	
7pm	Tue 19 May 15	AGM 1	Mayor Making
7pm	Tue 26 May 15	AGM 2	Setting of committees, representatives, review of asset register, inspection of deeds, check / change bank sigs, calendar of meetings, report of record of attendance, check key holders
	Full Council	7	
	Planning	12	
	Finance & Performance Review Committee	4	
	ROSE	8	
	GEM	8	
	Free Tuesday	4	
	Recess	5	

MEMBER ALLOWANCES / EXPENSES

Author: Acting Deputy Town Clerk

**SHAFTESBURY TOWN COUNCIL
COUNCILLOR ALLOWANCES AND EXPENSES**

Councillor	2013-2014 Civic	2013-2014 Travel/Subs	2013- 2014 Allowance	2013- 2014 Training	2013- 2014 TOTAL
Cllr Alabaster			£60.00		£60.00
Cllr Pritchard *	£508.95		£360.00		£868.95
Cllr Clinch			£360.00		£360.00
Cllr Cook			£360.00		£360.00
Cllr Dibben		£104.80	£360.00		£464.80
Cllr Hicks			£360.00		£360.00
Cllr Harvey *	£83.70	£78.75	£360.00		£522.45
Cllr Lewer		£70.20	£270.00		£340.20
Cllr Madgwick			£150.00		£150.00
Cllr Pestell			£360.00		£360.00
Cllr Proctor			£0.00		£0.00
Cllr Thompson			£150.00		£150.00
Cllr Toms			£150.00		£150.00
Cllr K Tippins			£0.00		£0.00
Cllr R Tippins		£76.40	£270.00	£38.50	£384.90
					£0.00
Totals	£592.65	£330.15	£3,570.00	£38.50	£4,471.30

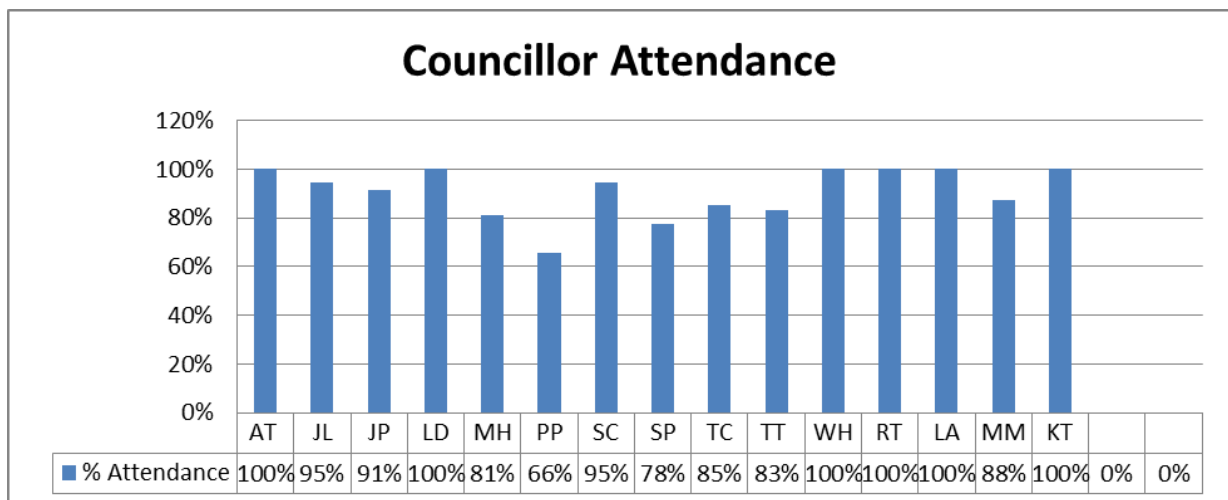
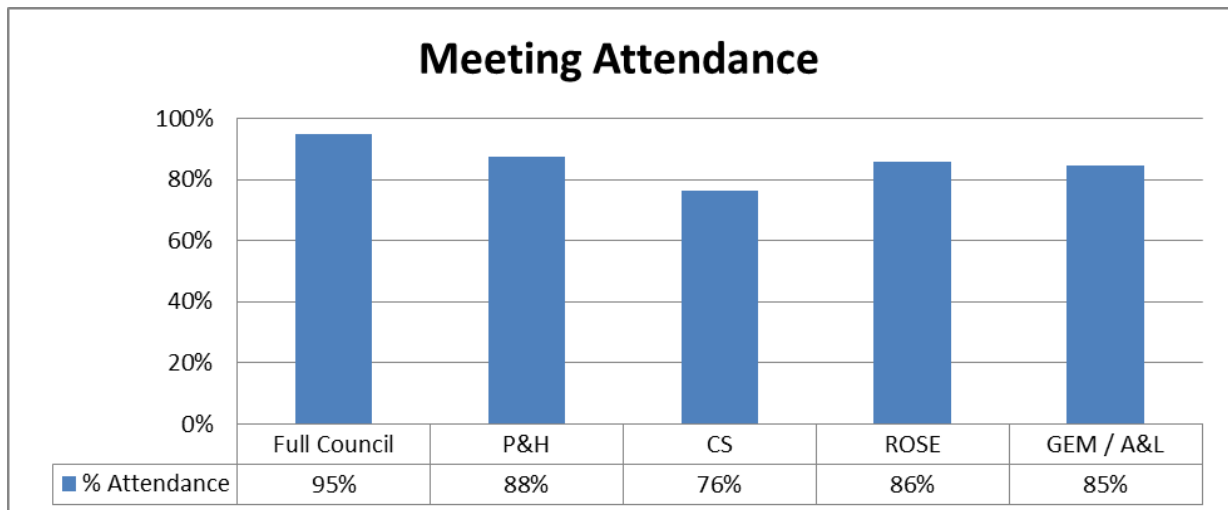
*Travel cost and expenses, incurred during Mayoral year

MEMBER RECORD OF ATTENDANCE

Author: Acting Deputy Town Clerk

1. INTRODUCTION

1.1 Member attendance at meetings is recorded and provided below for your information. Members who did not serve for the full municipal year are ‘adjusted’ to show the percentage appropriate to their time in office.



KEY HOLDERS

Author: Acting Committee Services Officer

1. INTRODUCTION

- 1.1 The town council is obliged to appoint four key holders for the town hall. Details of the key holders are posted 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 site. Training will be provided for any new members appointed as key holders at which the exact duties and procedures will be explained.
- 1.2 It is helpful if key holders are local to the town hall.
- 1.3 The current list of key holders for the town hall resolved at the beginning of 2013 is:
Key holder no 1 – Michael Wakely (position being covered by Claire Commons during his absence)
Key holder no 2 – Simon Pritchard
Key holder no 3 – Joseph Pestell
Key holder no 4 – Win Harvey

2. RECOMMENDATION

- 2.1 To resolve the keyholders for the municipal year 2014/2015.

INSURANCE

Author: Acting Committee Services Officer

1. INTRODUCTION

- 1.1 The Town Council is currently in a contract with its existing provider. General Management agreed to allocate funding to obtain quotes to value the Council's properties, its civic regalia and artwork to ensure that adequate insurance cover was in place.
- 1.2 If required, a report will be brought back to Council for its consideration to adjust the insurance provision.

2. RECOMMENDATION

- 2.1 To approve the Town Council's insurance provision for 2014/2015

FOOTBALL CLUB LEASE
DRAFT PROPOSALS

Author: Temporary Town Clerk

1. UPDATE

- 1.1 At the GEM Committee meeting the Clerk was directed to move forward with finalising the draft lease to be signed with Shaftesbury Sports Club Ltd for the senior football pitch and clubhouse.
- 1.2 The resolution agreed was as follows:
- That a 15 year lease be entered into with Shaftesbury Sports Club Ltd with break clauses included at 3 months then every 5 years;
 - That a clause be included in the draft lease to identify an operator for the clubhouse acceptable to both Shaftesbury Sports Club Ltd and Shaftesbury Town Council who will produce a business plan and an investment plan regarding the investment and running of the clubhouse within 3 months of the signing of the lease;
 - That the Town Council and the Operator enter into negotiations to agree the level of depreciation related to the investment. An agreement to be reached within 3 months of the signing of the lease;
 - That Shaftesbury Sports Club Ltd put in place a proper level of governance to ensure the viability and sustainability of Shaftesbury Football Club within 3 months of the signing of the lease;
 - That within 3 months of the signing of the lease Shaftesbury Sports Ltd be properly constituted with a written constitution and an AGM held at which a board of directors are elected.
 - If all the parties are unable to meet the conditions as set out above within 3 months of the signing of the lease then Shaftesbury Town Council reserved the right to invoke the 3 month break clause.
- (Proposed by Cllr Harvey, Seconded by Cllr Hicks) (Statutory Authority – OSA 1906 s.10)*
- 1.3 A meeting was held with Derek Rowntree, Town Council Solicitor, to discuss the Council's requirements on 16th May 2014.
- 1.4 A final version of the lease is awaited but during the discussions advice was given to draw up two documents. The first would be an Agreement to enter into the lease between the two parties provided that over the next three months, from the starting date of the agreement, the conditions as set put in the GEM resolution were met.
- 1.5 Following the conditions being met then the lease would be signed by both parties putting a formal arrangement in place. During the initial three months covered by the first agreement the licence to utilise the football pitch would be extended whilst all parties work towards meeting the conditions.

- 1.6 Currently the Deeds for the site are trying to be located. It appears they may be with NDDC and a search is currently being undertaken.
- 1.7 It is also possible that the site is not registered. If registration is required this would delay the completion of the draft lease so the interim agreement will at least start the ball rolling with commitments on all sides.

2. ALTERNATIVE PROPOSAL

- 2.1 An alternative proposal has been put forward for Council to consider instead of entering into the 15 year lease with Shaftesbury Sports Club Ltd.
- 2.2 The proposal is as follows:
- Shaftesbury Town Council does up the Football Clubhouse
 - A licence be given to elected members of the Football Club
 - Rescind the lease
 - Offer a one year licence;
 - Review lack of governance with the Clerk at the GEM meeting
- 2.3 The current licence runs until 30th June 2014.

COUNCIL WORKS DEPOT
DRAFT PROPOSAL

Author: Temporary Town Clerk

1. INTRODUCTION

- 1.1 At the GEM Committee meeting the Clerk was directed to further investigate the available unit on the Semley Industrial Estate that had recently been identified as being vacant and suitable to house the Grounds Team.
- 1.2 The existing Works Depot based at Barton Hill had been condemned by the Council's Health & Safety Advisor in the 2013 report due to the electrical supply and the failure to obtain a NICEIC certificate confirming it was in good operational condition. The need to find a new home as a matter of urgency had been recognised by Council.
- 1.3 The existing welfare situation – the Council has been advised that as employers they are required to provide the following welfare conditions;
- Toilet facilities - enough for those expected to use them. They should be kept clean. Lockable doors. They should be tiles or have a wipe clean surface. Toilet paper. If there is a public loo beside them then this could be considered but it must be open and available to them during working hours
 - Wash Facilities - Hot and cold running water, soap or other appropriate washing agents, basin large enough to wash hands and forearms, drying facilities (clean towels, hand driers).
 - Showers - Should be made available for dirty work. I would argue that the work your men undertake has the ability to be dirty i.e. dog faeces etc. being thrown up
 - Lighting - Adequate for purpose. If they are undertaking complex work then more light is required. Fit for purpose
 - Ventilation - Adequate for purpose. You mentioned the shed smelt of diesel and petrol. Ventilation may be an issue.
 - A rest area - Seating, warm, clean with basic cooking facilities i.e. kettle, toaster, microwave (PAT tested of course)
 - Drying facilities - Wet clothes should be hung somewhere to dry. Men should not be expected to put on damp clothes which cannot properly dry
 - Smoking - No requirement to provide facilities
 - Drinking water - Required
 - First aid facilities
- 1.4 Four options were being considered:

- A new depot based to the side of the existing senior football pitch;
- Storage containers at Barton Hill but no welfare facilities;
- An interim depot hired from a suitable provider and sited to the rear of the Bowls Green which would include welfare facilities to be sited on the site of the existing condemned depot;
- The hiring of a facility as an interim measure whilst funding was identified for a permanent depot and the facility constructed.

1.5 Following consideration it was deemed that the quickest and most cost effective option was to identify an interim unit on an industrial estate and enter into a tenancy agreement to enable a more permanent solution to be delivered.

2. BACKGROUND

2.1 Initial investigations were carried out to identify a suitable depot for rent in Shaftesbury as this was deemed to be the quickest and most cost effective option. However, nothing was available.

2.2 A unit was identified at the Semley Industrial Estate which appeared to meet all requirements and was within easy reach of Shaftesbury being only two miles away.

2.3 The unit was visited on Wednesday 15th May 2014 by the Clerk, the Finance & Services Officer and two of the grounds team. A full inspection was made of the premises which is approximately 1,921m² in size.

2.4 It was the opinion of the grounds team present that the unit was ideal. It was large enough to house all the Council's vehicles including the newly acquired tractor and its ancillary equipment such as strimmers, mowers etc.

2.5 In addition it has plenty of room for good quality welfare facilities which include a toilet, an office and a restroom. This will enable the grounds team to utilise the computer purchased for their use which is currently not available as well as being able to make hot drinks and have somewhere to take breaks when working in the depot itself.

2.6 The draft terms of the tenancy agreement for the unit are as follows:

- 5 year tenancy agreement with break clauses every six months provided three full months' notice is given to the landlord in writing;
- The Landlord can terminate the agreement at the end of any six month period provided three months' notice is given to the tenant in writing;
- Rent review every twelve months;
- Rental payment to be made every month;
- Additional payments include Landlord's Fire Insurance and service charge. All payments subject to VAT;
- Tenant liability to keep site tidy, free from dirt, rubbish and weeds, not to alter building without written permission, and not to discharge any deleterious materials or substances;
- Not to assign, transfer or sub-let or share the premises.

2.7 Initial rental is being proposed at £4.20 per m2 but this could be negotiated down to £4 per m2. 2.9 indicates the savings that may be achievable.

2.8 The total costs for the unit are as follows:

Item	Amount	Per Month
Basic Rent	£8,072.40	£672.70
Insurance Costs	£ 840.00	£ 70.00
Service Charge	£ 447.60	£ 37.30
Water & Sewerage	£ 241.00	£ 20.08
Rates (approx)	£2,400.00	£200.00
Utilities (Electric approx)	£ 600.00	£ 50.00
TOTAL	£12,601.00	£1,050.08

2.9 It is possible that rental costs could be negotiated down to £7,884 per annum or £657 per month achieving a saving of £15.70 per month or £188.40 per annum. With the installation of a water meter further savings could be made. A meter would be fitted free of charge. There would be a standing charge of £24 per annum for water and a standing charge of £54 per annum for sewerage with subsequent costs of £2.24 per cubic metre for water and £1.85 per cubic metre for sewerage.

2.10 No cost consideration has been made for reconnection of the telephone land line, monthly charges and possible internet access.

3. BUDGET IMPLICATIONS

3.1 The following table provides some suggestions to help pay for the unit during 2014/15:

Code	Description	Budget Amount	Depot Allocation
304/1577	Contingency	£3,000	£600
103/4020	Sub-contract labour	£1,000	£500
103/4250	Repairs & Maintenance	£3,500	£500
103/4275	Equipment Hire	£500	£0
103/4299	Contingency	£2,650	£1,500
303/4351	S137 Grants	£2,000	£1,000
303/4351	Community Chest	£7,000	£3,000
901/4900	Capital Project allowance	£10,000	£3,000
902/4907	Grounds Equipment	£5,000	£1,500
902/4911	Open Spaces Building Fund	£2,000	£1,000
		£36,650	£12,600

3.2 The Council could of course decide to fund the tenancy costs from General Reserves which currently has a balance of £112,225 or the current year fund which has a balance of £124,332 and aim to achieve savings on a range of cost centres over the year to balance the budgeted outgoings.

3.3 As the Town Council does not currently own a trailer due to space restrictions in its existing unit it is proposed to retain the existing unit to house the Kubota ride-on mower in order to provide convenient access for mowing.

4. ALTERNATIVE OPTIONS

4.1 Members will be aware that a number of other options have been put forward to address the issue of the existing inadequate accommodation for the Grounds Team. As far as the Clerk is able to ascertain the following options have at some point been discussed:

4.1.1 Option One: Anti vandal cabin storage and mess units to be sited at Barton Hill, A design has been drawn up to site these units to the rear of the Band Hall. Outline costs are below. It should be noted that the total square footage of this proposal totals 30m² compared to 178m² at the Semley Unit. Cost to purchase two second hand units outright would be £4,800:

Item	Cost p/w	Total p/a
6.3m x 2.4 m office/canteen unit	£25	£1,300
6.3m x 2.4 m office/canteen unit	£10	£520
Delivery		£180
Provision of hard standing (approx.)		£500
Drop kerb		£1,500
Electric and water connection (approx.)		£350
		£4,350

Cost of insurance and utility costs are not included above. In order to implement this the drop kerb and hard standing need to be installed prior to delivery of containers. It is not clear whether toilet facilities are included and no cost has been included for the disposal of toilet waste.

4.1.2 Option Two: Grounds unit at Coppice Street utilising space at the cattle market based on costs outlined in 4.1.1 but excluding the drop kerb. However, potential increase in connecting to services (water and electric). NDDC would be inclined to grant permission on the following conditions which does include a time limit of one year:

- NDDC gives permission for STC to site two containers at the Shaftesbury cattle market site for the sole purpose of storage of equipment for the STC's grounds maintenance team;
- Until such time as the planned new storage unit is provided by STC;
- For one year only ending 31 December 2014;
- Provided the leaseholder (Southern Counties Auctioneer) has provided permission in writing to STC (copied to NDDC);
- The containers to be removed and any making good works undertaken by STC;
- That STC has adequate insurance to £5m public liability;
- That STC indemnifies NDDC for any consequences arising;
- That Planning Permission is obtained if necessary and any other statutory permissions granted;
- That STC satisfies itself with the Auctioneers that public parking will continue to be managed by STC and the Auctioneer.

- 4.1.3 Option Three: Grounds unit to the side of the Football Club, Coppice Street with associated parking. A steel clad unit, groundwork, drainage, access road and car parking will cost in the region of £125k and will need a lead time of approximately 9 months to deliver if planning permission has not been obtained. 6 months lead time if planning permission has been obtained. However, this will require a Public Works Loan Board loan which will take a further 2-3 months to secure prior to commencement of the project.
- 4.1.4 Option Four: Utilise the shower/changing room facility in the football club turnstile building as a welfare area and site a container, possibly two, nearby or next to the club in Coppice Street. This option would potentially be the most cost effective but would require an agreement with the Football Club for dual use of facilities which must include sharing of utility costs. There will possibly be a requirement for some ground work to enable access to the storage units. It would also be for a finite life as the practicality of making this work would throw up some challenges.
- 4.2 It should be noted that to date none of the above options have been moved forward and according to the 2014/15 budget no meaningful budget has been allocated to the project hence the table in 3.1.

5. RECOMMENDATION AND CONCLUSION

- 4.1 Council is requested to consider entering into the proposed 5 year lease under the terms of the tenancy which includes six monthly break clauses as outlined in 2.6 as soon as possible to meet the identified Health & Safety requirements and relevant legislation.
- 4.2 Adopting this recommendation formally will provide a breathing space for Council to review how it delivers its grounds maintenance responsibilities and services provided under SLA agreements. SLA agreements currently have a budget of £51,000 and should be reviewed to identify potential savings and take some of those responsibilities in-house.
- 4.3 Council also needs to consider a long term policy to house the Grounds Team in Shaftesbury, an adequate budget to deliver the preferred option, a location, design and understanding on future capacity requirements of the Grounds Maintenance Team.