



**To: All members of Shaftesbury Town Council**

You are hereby summoned to attend a **Meeting of Shaftesbury Town Council** to be held at **7.00pm on Tuesday 1<sup>st</sup> December 2015 in the Council Chamber, Shaftesbury Town Hall** for the transaction of the business shown on the agenda below.

**Stephen Holley**

**Town Clerk**

Members are reminded of their duty under the Code of Conduct

**Public Participation**

The Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.

Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business. Out of courtesy to those present, the Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

Agenda Item	
<b>01. Apologies</b>	
To receive and consider for acceptance, apologies for absence	
<b>02. Declarations of Interest and Dispensations</b>	
Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.	
<b>03. Minutes</b>	
To confirm as a correct record, the Minutes of the Council, 3 <sup>rd</sup> November 2015.	
<b>04. Reports</b>	<b>p3</b>
a. To receive a verbal report from the Mayor. Report 1215FC04a attached	
b. To receive reports from District and County Councillors	
c. To receive reports from representatives to Local Organisations	
<b>05. Payments</b>	<b>p4</b>
To receive list of payments for authorisation. Reports 1115GEM05 re-circulated and 1215FC05 attached.	

Agenda Item	
<b>06. Committee Membership</b>	<b>p7</b>
To consider filling a vacancy on the Planning and Highways Committee. Report 1215FC06 to follow	
<b>07. Reports from Committees</b>	
To receive the minutes of Committee meetings (for information) and to receive any reports from Committee Chairmen:	
a. Recreation, Open Spaces & Environment Committee – Tuesday 10 <sup>th</sup> November 2015	
b. Planning and Highways Committee – Tuesday 17 <sup>th</sup> November 2015	
c. General Management Committee – Tuesday 24 <sup>th</sup> November 2015	
<b>08. Representatives to Organisations</b>	<b>p8</b>
To consider Councillor representation to North Dorset Citizens Advice Bureau and Police and Communities Together. Report 1215FC08 attached	
<b>09. Budget Setting Process</b>	<b>p9</b>
To consider budget for 2016/17. Report 1215FC09	
<b>10. Freedom of Information</b>	<b>p28</b>
To consider an update report on Freedom of Information requests received. Report 1215FC10 attached.	
<b>11. Rifles Monument</b>	<b>p30</b>
To consider the current status of the Rifles Monument and provide direction for progression and completion of the location. Report 1215FC11 to follow.	
<b>12. Community Funding</b>	<b>p33</b>
To consider support for the Shaftesbury Cricket Club. Report 1215FC12	
<b>13. Working Together</b>	<b>p35</b>
To consider referral from the General Management Committee to respond to the Working Together draft any comments in response to the report and submit to DAPTC by 2 <sup>nd</sup> December 2015. Report 1115GEM13 re-issued with these papers.	
<b>14. Procurement of Internal Audit Service</b>	<b>p36</b>
To consider recommendation from the General Management Committee for a selection panel for the Internal Audit Service. Report 1215FC14 attached.	
<b>15. Officer Report</b>	
To receive any correspondence or updates relating to the work of the Council. Report 1215FC15 to follow if required.	



**Report to the Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 1<sup>st</sup> December 2015  
in the Council Chamber, Town Hall, High Street, Shaftesbury**

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**MAYORS REPORT**

The Mayor & Mayoress of Shaftesbury, Cllr Richard Tippins & Cllr Karen Tippins

Engagements attended 3<sup>rd</sup> November – 30<sup>th</sup> November- 2015

<b>Date</b>	<b>Invitation from</b>	<b>Event</b>	<b>Venue</b>
Friday 6th November	Shaftesbury & Gillingham Round Table	Awarding prize for best Guy	Gillingham
Saturday 7 <sup>th</sup> November	DAPTC	AGM	Dorchester
Sunday 8th November	Royal British Legion	Remembrance Parade	Shaftesbury
Tuesday 17 <sup>th</sup> November	DAPTC	Chairmans Seminar	Dorchester

**Report to a Meeting of Shaftesbury Town Council's  
General Management Committee  
held at 7.00pm on Tuesday 24<sup>th</sup> November 2015  
Re-circulated for the Meeting of Shaftesbury Town Council  
to be held at 7pm on Tuesday 1<sup>st</sup> December 2015  
in the Council Chamber, High Street Shaftesbury**

**PAYMENTS**

**1. Purpose of Report**

To receive list of payments for authorisation.

**2. Recommendation**

That the Council considers the below listed payments for authorisation.

**3. Background**

Financial Regulations require that payments are authorised by the Finance Committee or Full Council.

**4. Payments**

<b>Date</b>	<b>Chq No</b>	<b>Supplier/Payee</b>	<b>Amount</b>	<b>Description</b>
24/11/2015	012314	Angel Springs	£ 27.01	Sanitisation of water cooler
24/11/2015	012315	Aqua Supplies	£ 138.00	Cleaning materials for Bell St toilet and town hall
24/11/2015	012316	E C Electrical	£ 107.12	Carrying out emergency repairs to Unit 9C.
24/11/2015	012317	Stephen Holley	£ 45.00	Small room induction loop for Council Chamber
24/11/2015	012318	PCS	£ 150.00	Pest control 20/10/15 to 19/01/16
24/11/2015	012319	Lyreco	£ 106.75	Soap for town hall and postage stamps
24/11/2015	012320	Stalbridge Timber	£ 41.76	New gate post for Barton Hill
24/11/2015	012321	E-on	£ 72.46	Electricity Swimming Pool
24/11/2015	012322	Sydenhams	£ 18.10	Post crete to fix new post at Barton
24/11/2015	012323	Scats	£ 39.01	Stakes for gate post at Barton
24/11/2015	012324	Travis Perkins	£ 350.34	Materials ref repairs and maintenance work
24/11/2015	012325	Proludic	£ 469.20	New cableway for Wincombe Rec
24/11/2015	012326	Ellis Whittam	£ 3,997.65	Year 3 of 3 Employment/HS advisers
24/11/2015	012327	British Gas	£ 169.85	Electricity Barton Hill April to October
24/11/2015	012328	British Gas	£ 140.13	Electricity Town Hall Sept/Oct

24/11/2015	012329	Toogoods Property Co	£ 431.70	Insurance Unit 9c
24/11/2015	012330	IT Department	£ 90.00	Monthly support charge
24/11/2015	012331	Busy Bees	£ 279.50	Town Hall Cleaning November
24/11/2015	012332	Shaftesbury In Bloom	£ 1,000.00	SLA Payment
24/11/2015	012333	HOPE	£ 2,500.00	SLA Payment
24/11/2015	012334	S & D Task Force	£ 3,000.00	SLA Payment
24/11/2015	012335	ND CAB	£ 2,000.00	SLA Payment
24/11/2015	012336	Tobys	£ 2,000.00	SLA Payment
24/11/2015	012337	Aqua Cleaning	£ 96.00	laundrying and maintaining mop heads for Bell St
24/11/2015	012338	WPS Insurance Brokers	£ 41.53	Revised fee's against gross revenue
24/11/2015	012339	A Dodd	£ 23.40	Travel to attend rodent control training course
24/11/2015	012340	E G Coles	£ 884.53	Carry out repairs to road sweeper and ride on mower
24/11/2015	012341	Ben Johnson	£ 83.99	Equipment repairs
24/11/2015	012342	Fideleti	£ 127.72	Childcare Vouchers November
		<b>Total</b>	<b>£ 18,430.75</b>	

## 5. Financial Implications

As detailed in the list above

## 6. Legal Implications

Every local council is responsible for ensuring that financial management of the council is adequate and effective and that the Council has a sound system of internal control. Audit and Accountability Act 2014.

End.  
 Claire Commons  
 Committee Services Officer

**Report to a Meeting of Shaftesbury Town Council  
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**PAYMENTS**

**1. Purpose of Report**

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**4. Payments**

Date	Chq No	Supplier/Payee	Amount	Description
01/12/2015	012343	Aqua Supplies	£ 24.00	Cleaning mops/mopheads Bell St
01/12/2015	012344	British Gas	£ 223.93	Electricity Town Hall Oct/Nov
01/12/2015	012345	British Gas	£ 7.83	Electricity standing charge Barton Hill
01/12/2015	012346	British Gas	£ 141.05	Electricity Bell St Toilets Sept to Nov
01/12/2015	012347	DAPTC	£ 60.00	Chairmans seminar attended by 2 Councillors
01/12/2015	012348	Richard Chatfield Plumbing Ser.	£ 116.02	Repairs to Bell St Toilets
01/12/2015	012349	Newlands Training	£ 234.00	Pest Control training course attended by groundsman
01/12/2015	012350	Travis Perkins	£ 153.12	Materials for repairs to St James & Bell St Toilets
		<b>Total</b>	<b>£ 959.95</b>	

**5. Financial Implications**

As detailed in the list above

**6. Legal Implications**

Every local council is responsible for ensuring that financial management of the council is adequate and effective and that the Council has a sound system of internal control. Audit and Accountability Act 2014.

End.  
Tracy Moxham  
Finance Officer

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**COMMITTEE MEMBERSHIP**

**1. Purpose of Report**

To consider filling a vacancy on the Planning and Highways Committee.

**2. Recommendation**

That the Council appoints one member to the Planning and Highways Committee.

**3. Background**

- 3.1. At the Annual Meeting on 19<sup>th</sup> May 2015, the Council appointed members to its Committees.
- 3.2. Due to a resignation from the Council, a vacancy has arisen on the Planning and Highways Committee.
- 3.3. Adjustments to Committee membership on 29<sup>th</sup> September still left one vacant position on the Planning and Highways Committee.
- 3.4. The Council is therefore requested to appoint a Councillor to fill the existing vacancy.

**4. Financial Implications**

There are no financial implications arising from this report.

**5. Legal Implications**

Local Government Act 1972 s101

End.  
Claire Commons  
Committee Services Officer

**COUNCIL REPRESENTATION ON EXTERNAL BODIES**

**1. Purpose of Report**

To consider appointing representatives to relevant local organisations.

**2. Recommendation**

That the Council appoints representatives to the organisations listed below.

**3. Background**

- 3.1. Following the resignation of a Councillor in the summer, there are vacancies to represent the North Dorset Citizen's Advice Bureau and Police And Communities Together.
- 3.2. Council should consider assigning members to these two organisations and consider if there are any new organisations which would benefit from representation from the Council.

**4. Financial Implications**

There are no financial implications pertaining to this report.

**5. Legal Implications**

There are no legal implications pertaining to this report.

End.  
Claire Commons  
Committee Services Officer



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**BUDGET SETTING PROCESS**

**1. Purpose of Report**

To consider the Budget and Precept requirements for 2016/17.

**2. Recommendation**

That the Council provides its recommendations for the 2016/17 Budget and Precept in readiness for setting in January 2016

**3. Background**

- 3.1. The Council has gone through a rigorous process identifying its requirements for the forthcoming financial year. Committees have identified the areas that they wish to see financial provision and Officers have undertaken a detailed review of the services and routine income and expenditure.
- 3.2. The budget provided at **Appendix A** provides the Council with the opportunity to see the current income and expenditure budget against actuals. This is a comparison which was requested following the previous budget setting process (2015/16) to provide more accurate information relating to the actual activity of the Council.
- 3.3. Identified within **Appendix A** are line items highlighted and marked 'T.B.C.' which require the Council to identify budget allocation for the forthcoming year.
- 3.4. The budget provided at **Appendix B** provides the Council with a budget against budget comparison which is the same style of information provided in previous years' budget setting processes. This gives members an opportunity to see budget movement against previous years' budgets and provides the percentage variance in the overall budget.
- 3.5. In addition to the budget identifying 'new' money to be requested via the precept (Council tax) the Council will have the opportunity to identify whether unspent funds are returned to the General Reserve or be carried forward for future delivery of the identified project. **Appendix C** shows anticipated expenditure to year end against capital and council projects. Unspent funds fall into two categories;
  - a) Funds that accumulate as a replacement / repair fund on Council assets. These funds should be carried forward and additional funds added to continue the accumulation to allow provision for repair or replacement when required.
  - b) Projects that were delivered below expected cost or have not yet been delivered (either in full or in part). The Council must decide if the project is complete (and return the unspent funds to the General Reserve) or if further work is required it should agree carry forward the funds.
- 3.6. The Council held a member workshop on 27<sup>th</sup> October 2015 to allow for 'blue sky' thinking on matters which could impact the budget. The General Management

Committee requested that those concepts be referred back to the appropriate committees for robust debate. The Clerk recommends that these options be considered for inclusion in the Council's Five Year Plan, rather than in anticipation of being included in the budget for 2016/17.

**4. Financial Implications**

As detailed in the list above

**5. Legal Implications**

Every local council is responsible for ensuring that financial management of the council is adequate and effective and that the Council has a sound system of internal control. Audit and Accountability Act 2014.

End.

Tracy Moxham  
Finance Officer

SHAFTESBURY TOWN COUNCIL- FIRST DRAFT BUDGET AND PRECEPT 2016/2017

	Actuals 2013/14 against budget	Actuals 2014/15	Budget 2015/16	Predicted out-turn	Proposed Budget 2016/17
<b>Income</b>					
Allotments	1610.00	1640.00	1676.00	1676.00	1676.00
Cemetery	2027.00	1889.00	2000.00	2623.50	2000.00
Precept	344230.00	379000.00	443791.00	443791.00	TBC
Finance	36.00	33.00	36.00	836.00	2850.00
General Grounds	550.00	700.00	400.00	470.00	600.00
Local Delivery Services	7486.00	7200.00	7500.00	7500.00	7500.00
NDDC SLA Income for Street Cleansing	9500.00	9825.00	9800.00	9956.00	10055.00
Town Hall	43606.00	47319.00	48030.00	45434.00	45500.00
<b>Total Income</b>	<b>409045.00</b>	<b>447606.00</b>	<b>513233.00</b>	<b>512186.50</b>	<b>70181.00</b>
<b>Expenditure</b>					
Allotments	612.00	476.00	1000.00	1000.00	950.00
Cemetery	414.00	180.00	574.00	543.00	574.00
Civic & Councillors	6685.00	8745.00	7440.00	6375.00	7540.00
Finance	1124.00	29185.00	3240.00	1080.00	3275.00
General Grounds	11831.00	17362.00	22385.00	22443.00	21898.00
General Running Costs	11831.00	10941.00	12550.00	12652.00	13800.00
Grants & SLA's	46426.00	41868.00	68497.00	68497.00	68497.00
Legal and Professional	37482.00	38634.00	31600.00	31394.00	39700.00
Local Delivery Services	2000.00	0.00	4150.00	4000.00	4225.00
Staffing Costs	205930.00	217632.00	234897.00	227279.00	234897.00
Toilets	6436.00	7806.00	12500.00	11183.00	8636.00
Town Hall	13926.00	16682.00	21740.00	18122.00	22102.00
Vehicles and Grounds Equipment	8446.00	7314.00	8660.00	8596.00	9160.00
Playgrounds	0.00	0.00	3350.00	3000.00	3350.00
<b>Total Expenditure</b>	<b>353143.00</b>	<b>396825.00</b>	<b>432583.00</b>	<b>416164.00</b>	<b>438604.00</b>
Capital Programme and Replacement Requirements	75000.00	67000.00	80650.00	TBC	TBC
<b>Total</b>	<b>428143.00</b>	<b>463825.00</b>	<b>513233.00</b>		

## 2016/17 INCOME AGAINST BUDGET

Shaftesbury Town Council Detailed Income against Budget @ 30th September 2015	Actuals 2013/14	Actuals 2014/15	Agreed Budget 15/16	Predicted out turn 15/16	Proposed Budget 2016/17
Allotment Rents Total	1,610.00	1,640.00	1676.00	1676.00	1676.00
Cemetery Burials			1500.00	1500.00	1500.00
Cemetery Memorials			500.00	891.50	500.00
Cemetery Pre-Purchased Graves			500.00	132.00	
Cemetery Total	2,027.00	1,889.00	2000.00	2523.50	2000.00
Finance Precept	344,230.00	379,000.00	443791.00	443791.00	TBC
Finance Football Club				800.00	2399.00
Finance - Land and Recreation					415.00
Finance Bank Int Received	36.00	33.00	36.00	36.00	36.00
Finance Total	36.00	33.00	36.00	836.00	2850.00
General Grounds Rent	550.00	700.00	400.00	470.00	600.00
Street Market Rents	7,486.00	7,200.00	7500.00	7500.00	7500.00
Staffing Costs Contribution to Street Cleaning	9,500.00	9,825.00	9800.00	9956.00	10055.00
Town Hall - Hall Hire Income	23,491.00	26,984.00	27500.00	24598.00	25000.00
Town Hall - Weddings Income	2,115.00	2,335.00	2530.00	2836.00	2500.00
Town Hall - Salt Cellar Rent	18,000.00	18,000.00	18000.00	18000.00	18000.00
Town Hall Total	43,606.00	47,319.00	48030.00	45434.00	45500.00
Totals	409,045.00	447,606.00	513233.00	512186.50	70181.00

Budget working document 2016/17  
 Allotment and Cemetery Expenditure

	Actuals 2013/14	Actuals 2014/15	Budget 2015/16	Predicted out-turn	Proposed Budget 2016/17
<b>ALLOTMENTS</b>					
7000	15.00		150.00	50.00	50.00
7001		8.00	350.00	350.00	350.00
7002	597.00	468.00	500.00	600.00	550.00
<b>Total</b>	<b>612.00</b>	<b>476.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>950.00</b>

<b>CEMETERY</b>					
7300			200.00	185.00	200.00
7301	115.00	135.00	144.00	158.00	174.00
7302	215.00		150.00	150.00	150.00
7303	84.00	45.00	80.00	50.00	50.00
<b>Total</b>	<b>414.00</b>	<b>180.00</b>	<b>574.00</b>	<b>543.00</b>	<b>574.00</b>

TBC consider repairs to lych gate and painting railings

Budget working document 2016/17  
Councillor and Civic Expenditure

	Actuals 2013/14	Actuals 2014/15	Budget 2015/16	Predicted out turn	Proposed Budget 2016/17
<b>COUNCILLORS &amp; CIVIC</b>					
7330 Councillor Allowances	3,570.00	2,595.00	4,320.00	3,480.00	4,320.00
7331 Councillor Cllr Training	21.00	704.00	500.00	525.00	600.00
7332 Councillor Travel and Subsistance	923.00	376.00	400.00	150.00	400.00
7333 Civic - Hospitality	42.00	237.00	220.00	220.00	220.00
7334 Civic - Mayors/Civic Allowance	2,129.00	4,833.00	2,000.00	2,000.00	2,000.00
Total	<b>6,685.00</b>	<b>8,745.00</b>	<b>7,440.00</b>	<b>6,375.00</b>	<b>7,540.00</b>

TBC Cllr Allowances to be agreed

Budget working document 2016/17  
 Finance Expenditure

	Actuals 2013/14	Actuals 2014/15	Budget 2015/16	Predicted out turn	Proposed Budget 2016/17
<b>FINANCE</b>					
7350 Contingency	1,124.00	29,185.00	3,000.00	840.00	3,000.00
7352 Bank Charges	-	-	240.00	240.00	275.00
<b>Total</b>	<b>1,124.00</b>	<b>29,185.00</b>	<b>3,240.00</b>	<b>1,080.00</b>	<b>3,275.00</b>

Budget working document 2016/17  
 General Grounds Expenditure

GENERAL GROUNDS		Actuals 2013/14	Actuals 2014/15	Budget 2015/16	Predicted out turn	Proposed Budget 2016/17
7401	Electricity	435.00	929.00	500.00	500.00	500.00
7402	Equipment Hire	588.00	501.00	1,000.00	1,000.00	1,000.00
7403	General supplies	1,221.00	1,267.00	150.00	150.00	150.00
7405	PPE	559.00	689.00	650.00	800.00	550.00
7406	Rates			2,750.00	2,750.00	3,018.00
7407	Rent Unit 9C		4,260.00	7,250.00	7,110.00	7,110.00
7408	Refuse Collection	2,213.00	2,061.00	2,100.00	2,498.00	2,400.00
7409	Repairs and Maintenance	3,515.00	2,337.00	2,570.00	1,500.00	1,750.00
7410	Alarm costs		210.00	215.00	215.00	220.00
7411	Sub Contractors	609.00	720.00	1,000.00	1,000.00	1,000.00
7412	Tree Work and Fencing	420.00	241.00	4,000.00	4,000.00	4,000.00
7413	Water Rates	2,271.00	4,147.00	200.00	200.00	200.00
Total		<b>11,831.00</b>	<b>17,362.00</b>	<b>22,385.00</b>	<b>21,723.00</b>	<b>21,898.00</b>



<b>GENERAL RUNNING COSTS</b>						
	<b>Actuals 2013/14</b>	<b>Actuals 2014/15</b>	<b>Budget 2015/16</b>	<b>Predicted out turn</b>	<b>Proposed Budget 2016/17</b>	
7500 Advertising	1,088.00	975.00	1,000.00	900.00	1,000.00	
7501 General Supplies	251.00	156.00	150.00	125.00	150.00	
7502 IT software	2,293.00	2,099.00	2,800.00	3,200.00	3,900.00	
7503 IT Support	900.00	900.00	1,000.00	1,017.00	1,250.00	
7504 Office Equipment	292.00	380.00	750.00	750.00	650.00	
7505 Postage	723.00	961.00	800.00	800.00	800.00	
7506 Printing	2,224.00	2,557.00	2,400.00	2,300.00	2,300.00	
7507 Stationery	1,775.00	1,222.00	1,200.00	1,200.00	1,200.00	
7508 Telephone	1,937.00	1,691.00	1,700.00	1,700.00	1,800.00	
7509 Website			750.00	660.00	750.00	
<b>Total</b>	<b>11,483.00</b>	<b>10,941.00</b>	<b>12,550.00</b>	<b>12,652.00</b>	<b>13,800.00</b>	

Budget working document 2016/17  
Grants and SLA's

	Actuals 2013/14	Actuals 2014/15	Budget 2015/16	Predicted out turn	Proposed Budget 2016/17
<b>GRANTS AND SLA'S</b>					
7550/60 Community Grants/section 137	11,999.00	10,371.00	12,000.00	12,000.00	12,000.00
7570 Grants and SLA's-SLA's	34,427.00	31,497.00	56,497.00	56,497.00	56,497.00
<b>Total</b>	<b>46,426.00</b>	<b>41,868.00</b>	<b>68,497.00</b>	<b>68,497.00</b>	<b>68,497.00</b>

TBC  
TBC

Budget working document 2016/17  
 Legal and Professional

	LEGAL & PROFESSIONAL	Actuals 2013/14	Actuals 2014/15	Budget 2015/16	Predicted out turn	Proposed 2016/17
7575	Audit	4,504.00	5,901.00	2,200.00	2,200.00	2,500.00
7576	Books and Subscriptions	3,001.00	1,488.00	1,400.00	1,400.00	1,500.00
7577	Election Costs	2,329.00	1,978.00	2,000.00	4,000.00	4,200.00
7578	Insurance	17,484.00	18,803.00	19,000.00	16,444.00	21,500.00
7579	Legal Fees	3,902.00	2,657.00	3,000.00	3,000.00	
7580	Professional Fees	6,262.00	7,807.00	4,000.00	4,350.00	10,000.00
	<b>Total</b>	<b>37,482.00</b>	<b>38,634.00</b>	<b>31,600.00</b>	<b>31,394.00</b>	<b>39,700.00</b>

	<b>Actuals 2013/14</b>	<b>Actuals 2014/15</b>	<b>Budget 2015/16</b>	<b>Anticipated out turn</b>	<b>Proposed Budget 2016/17</b>
<b>STAFFING</b>					
7650 Employers Pension Contributions	31,027.00	26,164.00	37,244.00	36,599.00	TBC
7651 Employers NI	11,064.00	11,803.00	12,209.00	12,039.00	TBC
7652 Salaries	162,654.00	178,101.00	189,144.00	173,615.00	TBC
7653 Staff Training	487.00	524.00	1,000.00	1,000.00	TBC
7654 Staff Travel and Subsistence	698.00	1,040.00	200.00	500.00	TBC
<b>Sub total</b>			<b>239,797.00</b>	<b>223,753.00</b>	
<b>NET EXPENDITURE</b>			<b>239,797.00</b>	<b>227,279.00</b>	
Less virement to Town Hall Cleaning 23/06/15 FC39			4,900.00		
Revised Budget Total	<b>205,930.00</b>	<b>217,632.00</b>	<b>234,897.00</b>	<b>227,279.00</b>	

Salaries subject to six variables as identified in the General Management Committee Report of 24/11/2015

Budget working document 2016/17  
Local Delivery and Toilets

	Actuals 2013/14	Actuals 2014/15	Budget 2015/16	Anticipated out turn	Proposed Budget 2016/17
<b>Local Delivery</b>					
7600 Car Parking Contribution NDDC	2,000.00		2,000.00	2,000.00	2,000.00
7601 CCTV Running Cost			2,000.00	2,000.00	2,000.00
7602 Bus Shelter Maintenance			150.00	-	225.00
<b>Total</b>	<b>2,000.00</b>		<b>4,150.00</b>	<b>4,000.00</b>	<b>4,225.00</b>
<b>Toilets</b>					
7700 Cleaning Supplies	1,258.00	1,169.00	1,000.00	1,000.00	1,000.00
7701 Electricity	641.00	629.00	565.00	720.00	750.00
7702 Equipment Purchases		187.00	150.00	150.00	150.00
7703 General Supplies	174.00	73.00	50.00	50.00	50.00
7704 Rates and Services	2,356.00	1,675.00	2,420.00	2,448.00	2,686.00
7705 Repairs and Maintenance	592.00	2,544.00	1,815.00	4,815.00	2,000.00
7706 Water Rates	1,415.00	1,529.00	1,500.00	2,000.00	2,000.00
7707 Toilet Cleaning Contract			2,000.00		T.B.C
<b>Total</b>	<b>6,436.00</b>	<b>7,806.00</b>	<b>9,500.00</b>	<b>11,183.00</b>	<b>8,636.00</b>

Consider if contractor cleaners required for summer months.

Budget working document 2016/17  
Town Hall Expenditure

	Actuals 2013/14	Actuals 2014/15	Budget 2015/16	Anticipated out turn	Proposed Budget 2016/17
<b>TOWN HALL</b>					
7750					
	Wedding Costs	530.00	500.00	500.00	650.00
7751	Cleaning Supplies	555.00	450.00	286.00	350.00
7752	Electricity	1,525.00	1,800.00	1,600.00	1,800.00
7753	Equipment	180.00	200.00	200.00	200.00
7754	Gas	2,149.00	1,500.00	500.00	1,500.00
7755	General Supplies	278.00	200.00	200.00	200.00
7756	Rates	6,885.00	7,100.00	7,200.00	7,500.00
7757	Repairs and Maintenance	1,546.00	3,000.00	3,000.00	3,000.00
7758	Alarm Cost		1,200.00	1,200.00	1,200.00
7759	Clock		150.00	150.00	150.00
7760	Water Rates	277.00	300.00	500.00	400.00
7761	Trinity Car Parking Space		440.00	420.00	420.00
	<b>Total</b>	<b>13,926.00</b>	<b>16,840.00</b>	<b>15,756.00</b>	<b>17,370.00</b>
	Contract Cleaners Virement from Salaries		4,900.00	2,366.00	4,732.00
7762	FC39				
	<b>Revised Budget @ 23/06/15 Total</b>	<b>13926</b>	<b>21,740.00</b>	<b>18,122.00</b>	<b>22,102.00</b>

Consider re upholstery of brown ct

airs

<b>GROUND'S EQUIPMENT AND VEHICLES</b>		<b>Actuals 2013/14</b>	<b>Actuals 2014/15</b>	<b>Budget 2015/16</b>	<b>Anticipated out turn</b>	<b>Proposed Budget 2016/17</b>
7800	Equipment Purchases	438.00	453.00	500.00	500.00	500.00
7801	Equipment Repairs	1,744.00	963.00	1,000.00	1,200.00	1,200.00
7802	Fuel Equipment			1,000.00	1,000.00	1,200.00
7803	Fuel Vehicles	2,571.00	3,881.00	3,000.00	2,500.00	3,000.00
7804	Road Tax			460.00	460.00	460.00
7805	Vehicle Insurance			1,300.00	1,536.00	1,600.00
7806	Vehicle Repairs and Maintenance	3,693.00	2,017.00	1,200.00	1,200.00	1,200.00
7807	Misc Motor Expenses			200.00	200.00	
	<b>Total</b>	<b>8,446.00</b>	<b>7,314.00</b>	<b>8,660.00</b>	<b>8,596.00</b>	<b>9,160.00</b>



Budget working document 2016/17  
Playgrounds

	Actuals 2013/14	Actuals 2014/15	Budget 2015/16	Anticipated out turn	Budget 2016/17
<b>PLAYGROUNDS</b>					
7620 Repairs and Maintenance			3,000.00	3,000.00	3,000.00
7621 Inspections	300.00		350.00	300.00	350.00
Total	<b>300.00</b>		<b>3,350.00</b>	<b>3,300.00</b>	<b>3,350.00</b>

	Accepted at FC				2015/16	2016/17
	2012/2013	2013/2014	2014/2015	2015/16		
Personnel	£170,500	£177,726	£209,682	£229,997	£224,842	
Administration and Corporate	£39,676	£39,720	£42,800	£51,794	£58,430	
Open Spaces and Recreation	£24,000	£20,000	£23,100	£33,995	£33,808	
Community Services	-£29,233	-£26,000	-£26,305	-£31,142	-£22,154	
Rates, Barton Hill Car park	£8,000	£2,000	£2,000	£2,000	£2,000	
<b>Service Level Agreements and Gran</b>	<b>£59,000</b>	<b>£63,221</b>	<b>£43,000</b>	<b>£68,497</b>	<b>£68,497</b>	
<b>Contingency in light of economic cli</b>	<b>£3,000</b>	<b>£3,000</b>	<b>£3,000</b>	<b>£3,000</b>	<b>£3,000</b>	
Total net revenue expenditure	£274,943	£279,667	£297,277	£358,141	£368,423	
<b>Capital Reserves/Council Projects</b>	<b>£52,500</b>	<b>£75,000</b>	<b>£75,000</b>	<b>£85,650</b>		
Total net capital expenditure	52,500	75,000	75,000	85,650	368,423	
<b>Total requirements</b>	<b>£379,943</b>	<b>£354,667</b>	<b>£372,277</b>	<b>£443,791</b>		
General Fund Balance transfer	£0	£0	£0	£		
Available for capital reallocation	£0	£0	£0	£		
Transitional Relief Grant	£0	-£18,180	£0	£		
<b>PRECEPT REQUEST</b>	<b>£ 335,000.00</b>	<b>£ 344,320.00</b>	<b>£ 379,300.00</b>	<b>£ 443,791.00</b>		

## EARMARKED RESERVES CAPITAL/PROJECTS EXPENDITURE

	Balances B/fwd forward for 2015/16	Budget 2015/16	Capital Income received	Anticipated expenditure to year end	Anticipated C/fwd or return to reserves	Request arising during budget setting	Notes
Notice Boards	£ 1,000.00				£ 1,000.00		
Town Centre Enhancement	£ 10,000.00				£ 10,000.00		
CCTV	£ 4,000.00				£ 4,000.00		
Cycle Routes	£ 1,500.00				£ 1,500.00	£ 10,000.00	
Playground Equipment	£ 30,000.00			£ 30,000.00	£ -	£ 30,000.00	
Toilets	£ 21,500.00				£ 21,500.00		
Swimming Pool (Capital)		£ 25,000.00	£ 19,417.57	£ 31,315.00	£ 13,102.57		
Town Hall Building	£ 25,000.00	£ 10,000.00			£ 35,000.00		
Gold Hill Wall	£ 5,000.00				£ 5,000.00		
Town Hall Energy Fund		£ 5,000.00			£ 5,000.00		
Grounds works Equipment		£ 5,000.00		£ 5,000.00	£ -		
Grit Bins		£ 1,000.00		£ 1,000.00	£ -		
Heritage Style Lanterns		£ 10,000.00			£ 10,000.00	£ 10,000.00	
Town Entrance Signage & Information boards		£ 2,000.00		£ 2,000.00	£ -	£ 2,000.00	
Replacement Van		£ 10,000.00		£ 10,000.00	£ -		
Self set tree removal at The Hangings and Castle Hill		£ 2,000.00		£ 2,000.00	£ -		
Ground Planting		£ 2,000.00	£ 100.00	£ 191.00	£ 1,909.00	£ 2,000.00	
Street Furniture		£ 4,150.00		£ 3,000.00	£ 1,150.00	£ 14,000.00	
Tree Planting		£ 1,500.00		£ 1,500.00	£ -	£ 2,000.00	
Toilet Refurbishment		£ 8,000.00		£ 5,000.00	£ 3,000.00		
Swimming Pool Expenditure	£ 35,000.00		£ 2,841.36	£ 10,176.68	£ 27,664.68		£25,000 currently included in SLA Budget Line
	<b>£ 133,000.00</b>	<b>£ 85,650.00</b>	<b>£ 22,358.93</b>	<b>£ 101,182.68</b>	<b>£ 139,826.25</b>		

**Report to the Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 1<sup>st</sup> December 2015  
in the Council Chamber, Town Hall, High Street, Shaftesbury**

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**2015 FREEDOM OF INFORMATION REQUESTS UPDATE**

**1. Purpose of Report**

To receive an updated list of the Freedom of Information (Fol) requests received during 2015.

**2. Recommendation**

That the relevant information be noted.

**3. Background**

- 3.1. The Council received a report at their meeting on 28<sup>th</sup> July 2015, stating the number of Freedom of Information Requests received, and the number of questions posed by individual requesters.
- 3.2. The General Management Committee at their meeting on 20<sup>th</sup> October 2015 resolved that the Council continue to monitor the Freedom of Information (FOI) request situation, with a standing report to the Full Council at every meeting, on the number of requests together with a short statistical breakdown.
- 3.3. Since the previous report in July, a further five requests were received from two individuals, with a total of 58 questions. The last request was received on 8<sup>th</sup> October 2015. The subjects of the request were: Councillor Allowances, Shaftesbury Swimming Pool and Parish Meeting.
- 3.4. **Appendix A** shows the cumulative number of requests received during 2015 to date.
- 3.5. The estimated time spent by the Compliance and Information Officer on the five requests was 5 hours.

**4. Financial Implications**

There are no financial implications arising from this report.

**5. Legal Implications**

None

(End)

Report Author:  
Barbara Carter  
Compliance and Information Officer

## Appendix A

<b>FOI numbers and sources To 17th November 2015</b>			
<i>Requestor</i>	<i>No of Requests submitted</i>	<i>No. of Question s</i>	<i>Non FoI Questions</i>
A	13	225	17
B	2	6	
C	0		
D	1	7	
E	1	5	
F	1	4	
G	8	2	56
H	7	52	
I	1	1	
J	1	1	
K	3	3	
<b>Total</b>	<b>38</b>	<b>306</b>	<b>73</b>

**Report to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 1<sup>st</sup> December 2015  
in the Council Chamber, High Street Shaftesbury**

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**COMMUNITY FUNDING**

**1. Purpose of Report**

To consider a request from Shaftesbury Cricket Club for a Grant towards renewing the artificial wicket.

**2. Recommendations**

That the Council considers a request from Shaftesbury Cricket Club for a one-off grant towards the cost of renewing the artificial wicket.

**3. Background**

3.1 A request has been received from Shaftesbury Cricket Club for a one-off grant towards the cost of replacing the artificial wicket, which has come to the end of its life after 14years.

3.2 The cost for replacement is £5,690 including VAT.

3.3 The Cricket Club are able to contribute £690 from their own finances and are seeking funding from other sources for the remaining £5,000.

3.4 Representatives from the Cricket Club made representation to the General Management Committee during the public participation session of the meeting.

The artificial wicket enables the Club to provide Youth Cricket for 50 plus boys and girls from Shaftesbury and the surrounding areas. The Club play in North Dorset Cricket Association leagues and cups.

If the artificial wicket is not replaced, the future of youth cricket in Shaftesbury is at stake.

The Cricket Club are seeking funding from other sources such as Sport England's Cricket Trust. The General Management Committee suggested that the Task Force may be able to assist, as well as the Shaftesbury Charitable Trust.

The Cricket Club is self funded and is reliant on the generosity of members and a small number of sponsors. The pavilion was refurbished in 2015 and was funded by sponsorship.

3.5 Shaftesbury Cricket Club were awarded a 2015/16 Community Grant in the sum of £500 towards the cost of funding the replacement of their artificial wicket, payment of which was made in April 2015.

**4. Financial Implications**

A balance of £3,000 remains in the Community Chest Budget for 2015/16.

**5. Legal Implications**

None arising directly from this report.

End.

Barbara Carter

Compliance and Information Officer

**Report to a Meeting of Shaftesbury Town Council's  
General Management Committee  
to be held at 7.00pm on Tuesday 24<sup>th</sup> November 2015  
in the Council Chamber, High Street Shaftesbury**

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**'WORKING TOGETHER' REPORT**

**1. Purpose of Report**

To consider a response to the 'Working Together' report, received from the Dorset Association of Parish and Town Councils (DAPTC).

**2. Recommendation**

That a response be agreed.

**3. Background**

- 3.1 The 'Working Together' report attached at **Appendix A** has been received from the DAPTC. The project involved a number of Dorset Town Councils working in partnership with Dorset County Council to produce recommendations for improving the way the County Council can work with the Town and Parish Councils.
- 3.2 The contents of the report require little further explanation or comment. The DAPTC has invited comments by 30<sup>th</sup> November 2015. Before composing a formal response, members may wish to consider the following questions:
- Do you agree with the Recommendations in the report?
  - Do you think the Actions proposed will suffice to achieve the Recommendations? (If not, what further Actions do you think would be sufficient and deliverable at present?)
  - Do you support the Working Together Principles?
  - Are there any further actions to promote efficient and effective partnership working which ought to be considered?

**4. Financial Implications**

None arising directly from this report.

**5. Legal Implications**

None arising directly from this report.

**6. Other Risks Identified**

Any Financial and Legal Risks are identified in the relevant sections of this report. No other risks have been identified at the time of preparing this report.

End.

Stephen Holley  
Town Clerk



**Report to a Meeting of Shaftesbury Town Council  
to be held at 7.00pm on Tuesday 1<sup>st</sup> December 2015  
in the Council Chamber, High Street Shaftesbury**

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**PROCUREMENT OF INTERNAL AUDIT SERVICE**

**1. Purpose of Report**

To consider arrangements for the procurement of the Council's Internal Audit service in light of a recommendation from the General Management Committee.

**2. Recommendation**

- 2.1. That Councillors Perkins, Austin, K Tippins and R Tippins be appointed to a selection panel for the appointment of the Internal Auditor.
- 2.2. That the Council sets the scope of the selection panel

**3. Background**

- 3.1. The General Management Committee considered the provision of a selection panel for the Internal Auditor at its meeting on 24<sup>th</sup> November 2015. The Committee recommended that the panel consist of four members, to allow for any unforeseen absences not to be at the detriment of any selection meetings.
- 3.2. The Council is requested to resolve the appointment of members to a selection panel in order to commence the process of appointing an Internal Auditor for 2016/17.
- 3.3. The Council is requested to set the scope of the selection panel. The Council is legally required to make the appointment therefore the selection must be in the form of a recommendation to Council.

**4. Financial Implications**

None pertaining to the selection panel

**5. Legal Implications**

Every local council is responsible for ensuring that financial management of the council is adequate and effective and that the Council has a sound system of internal control. Audit and Accountability Act 2014.

End.

Claire Commons  
Committee Services Officer