



BLANDFORD FORUM TOWN COUNCIL

To: All Members of the Finance & Staffing Committee
(Cllr S Hitchings, Cllr P Osborne, Cllr H Mievile, Cllr L Lindsay, Cllr L Hitchings, Cllr H White, Cllr C Stevens, Cllr A Cross, Cllr R Carter)

All other Members of the Town Council
Members of the Public & the Press

Dorset Council Councillors

Dear Member

FINANCE & STAFFING COMMITTEE

You are summoned to attend a meeting of the Finance & Staffing Committee to be held in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 9th September 2019 at 7.00pm** to consider the following items.

Linda Scott-Giles
Town Clerk
2nd September 2019

A G E N D A

Prior to consideration of the following Agenda, there will be a democratic quarter of an hour, which may be extended at the discretion of the Committee, during which time members of the public may speak. During the course of the meeting, members of the public and our elected representatives from the Dorset Council may indicate they wish to speak, and, at the discretion of the Chairman, and with the approval of the Members, they may be allowed to do so on points of information only. The Committee may on occasion invite members of the public to comment on specific issues where points of information or their particular knowledge on a subject might prove of benefit to the Committee. Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available.

1. Public Session
2. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. Minutes of the Meeting held on 3rd June 2019
5. Town Clerk's Report & Correspondence
6. Analytical Review of Expenditure against Budget for the following:
 - 6.1 [Administration Budget for the year to 9th August 2019 \(paper attached\)](#)
 - 6.2 [Overall Revenue Budget for the year to 9th August 2019 \(paper attached\)](#)
 - 6.3 [Reserves Accounts as at 9th August 2019 \(paper attached\)](#)
7. Review of Finance Documentation
 - 7.1 To receive and retrospectively approve the list of cheque payments 010894 – 010958 (sheets 822-834) totalling £217,655.51
 - 7.2 To receive and retrospectively approve direct debit payments for the period 1st May 2019 to 31st July 2019 (sheets 160-162) totalling £88,972.62

- 7.3 To receive and retrospectively approve BACS payments BACS 231 to BACS 237 totalling £45,593.19
- 7.4 To receive and retrospectively approve CHAPS payments CHAPS 009-010 totalling £679,745.00
- 7.5 [Retrospective approval of the Investment Account for the period 22nd May 2019 to 12th August 2019 \(paper attached\)](#)
- 7.6 Report by Chairman on Bank Reconciliation and Petty Cash checks
- 7.7 [Bank Reconciliation to 31st July 2019 \(paper attached\)](#)

- 8. [To receive the recommendations from the Free Venue Hire Working Group \(paper attached\)](#)
- 9. [To amend the Financial Regulations in line with NALC's guidance \(paper attached\)](#)
- 10. [To receive an update on the CCLA Fund and consider how to proceed \(paper attached\)](#)
- 11. [Review of Asset Register \(paper attached\)](#)
- 12. To consider grant applications (current available balance is £11,825.55, which includes £1,825.55 from 2018/19 underspend)
 - 12.1 [Blandford Literary Festival \(paper attached\)](#)
- 13. Confidential

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admission to Meetings) Act 1960.

 - 13.1 Town Clerk's Report
 - 13.2 To note the Town Clerk's Appraisal (in accordance with Standing Orders)
 - 13.3 To receive a report regarding the Town Council's salaries budget and current workload and consider suggestions for the 2020-2021 budget (paper attached)

DATES OF FUTURE MEETINGS

16 th September	Recreation & Amenities Committee Meeting
23 rd September	Town & General Purposes Meeting
30 th September	Town Council Meeting

Minutes of the Town Council and Committee meetings are available from Blandford Library, the Town Clerk's Office and at www.blandfordforum-tc.gov.uk

Twinned with Preetz, Germany



Town Clerk's Office
Church Lane, Blandford Forum
Dorset DT11 7AD



Twinned with Mortain, France



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Agenda Item No. 6.1 – Administration Budget for the year to 9th August 2019

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ADMINISTRATION COSTS		£	2019/20			
N/L code		Annual Budget	Budget to Date	Actual to Date	Budget Variance	
4010	Advertising	1,689	563	16	(547)	
4012	Audit	3,399	1,133	252	(881)	
4014	Bank Charges	824	275	90	(185)	
4015	Property Fund Admin Charge	3,305	1,102	1,523	422	Timing
4018	Equipment Maintenance/Hire	515	172	194	22	Timing - annual Contracts
4028	New Equipment	530	177	13	(164)	
4039	IT New Equip	155	52	0	(52)	
4040	IT Maintenance/Software	9,548	3,183	6,070	2,887	Timing - Annual Additional engineering hours for IT £5000
4041	IT Consumables	200	67	0	(67)	
4042	Professional Services	3,605	1,202	2,582	1,380	Timing - Annual Employment Services
4050	Newsletter	3,090	1,030	657	(373)	
4052	Publications	100	33	0	(33)	
4053	Photocopier Charges	1,632	544	423	(121)	
4054	Stationery & Printing	2,060	687	563	(124)	
4057	Subscriptions	1,910	637	1,487	850	Timing - DAPTC Annual Subs £1270.79
4060	Postage	1,030	343	231	(113)	
4065	Telephones	1,560	520	486	(34)	
4094	Staff Training & Travel Exps	3,605	1,202	700	(502)	
4095	Staff Travel & Expenses	4,244	1,415	1,205	(210)	
4096	Cllrs Training & Travel Exps	6,633	2,211	413	(1,798)	
4097	Cllrs Welfare/Meeting Exps	515	172	113	(58)	
4099	Staff Welfare	370	123	63	(60)	
4301	Health & Safety Staffing	1,500	500	0	(500)	
	<i>Sub Total</i>	<i>52,019</i>	<i>17,340</i>	<i>17,081</i>	<i>(259)</i>	
4701	Insurance	17,510	5,837	13,915	8,078	Timing - Annual insurance
	<i>Sub Total</i>	<i>17,510</i>	<i>5,837</i>	<i>13,915</i>	<i>8,078</i>	
						PTO

ADMINISTRATION COSTS		2019/20				
N/L code		Annual Budget	Budget to Date	Actual to Date	Budget Variance	
4800	Mayoral Expenses	2,611	870	154	(716)	
4802	Civic Expenses	5,712	1,904	2,695	791	£683.25 - 5 x honorarium Freedom Pendants / £770 Lunches for Mayor Making
4805	Civic Twinning	1,000	333	0	(333)	
4806	Civic - Freedom	500	167	0	(167)	
4803	Honorarium - Town Crier	300	100	0	(100)	
4807	Honarium - Deputy Town Crie	200	67	0	(67)	
4804	Honorarium - Mace Bearer	400	133	0	(133)	
4808	Honarium - Deputy Mace Bea	300	100	35	(65)	
4809	Membership to Guild of Mace Bearers and Town Criers	100	33	0	(33)	
	<i>Sub Total</i>	<i>11,123</i>	<i>3,708</i>	<i>2,884</i>	<i>(824)</i>	
	TOTAL EXPENSES	80,652	26,884	33,879	6,995	
INCOME						
2025	Interest	1,030	343	470	126	
3894	Misc Income	1,560	520	2,323	1,803	£687 Contribution towards professional fees WW1 Book / £500 BUFC Contribution towards football stand / £400 Santnader Compensation
3893	Grant	0	0	2,500	2,500	£2500 - Dorset Council Clean up blandford
3897	Overtime Charges	515	172	343	172	
3899	Photocopying	165	55	149	94	
3920	Admin Chg- Barnes for Rec	5,427	1,809	1,357	(452)	Timing
3925	Salary Charge out Barnes for a Recreation	24,404	8,135	8,111	(24)	
	TOTAL INCOME	33,101	11,034	15,253	4,220	
	NET COST/ (INCOME)	47,551	15,850	18,626	2,775	

Agenda Item No. 6.2 – Overall Revenue Budget for the year to 9th August 2019

	Annual Budget	Budget to Date	Actual to Date	Budget Variance	Status	
INCOME						
Admin	33,101	11,034	15,253	4,220	Over-Budget	
Admin Total	33,101	11,034	15,253	4,220	Over-Budget	
Corn Exchange	14,611	4,870	10,640	5,770	Over-Budget	Timing
Woodhouse Gardens	4,500	1,500	1,407	(93)	Under-budget	
Larksmead	1,769	590	527	(62)	Under-budget	
Cemetery	11,845	3,948	6,376	2,428	Over-Budget	
Sundries	2,957	986	2,455	1,469	Over-Budget	
Skate park	0	0	0	0	Under-budget	
R & A Income	35,682	11,894	21,406	9,512	Over-Budget	
CCTV, Planters & Markets	28,957	9,652	10,274	621	Over-Budget	
Marsh & Ham Toilets	800	267	376	109	Over-Budget	
Tabernacle Toilets	0	0	0	0	Under-budget	
T & GP Totals	29,757	9,919	10,650	731	Over-Budget	
Total Income	98,540	32,847	47,309	14,462	On Target	
EXPENDITURE						
Admin	80,652	26,884	33,879	6,995	Over-Budget	Timing - Annual Contracts
Corn Exchange Project Officer / Consultant	18,699	6,233	0	(6,233)	Under-budget	
Salaries	408,189	136,063	132,403	(3,660)	Under-budget	
Admin & Payroll	507,540	169,180	166,282	(2,898)	Under-budget	
Vehicles	12,101	4,034	3,945	(89)	Under-budget	
Corn Exchange	56,544	18,848	14,135	(4,713)	Under-budget	
Woodhouse Gardens	3,386	1,129	1,286	157	Over-Budget	
Larksmead	2,650	883	401	(482)	Under-budget	
Recreation Ground(Trust)	33,821	11,274	11,000	(274)	Under-budget	
Glenmore Workshop	7,500	2,500	2,669	169	Over-Budget	€381 Electrical Inspection & Repairs
Cemetery	6,518	2,173	2,307	134	Over-Budget	Water Leak identified & Repaired
Langton	388	129	112	(18)	Under-budget	
Skatepark	1,649	550	530	(20)	Under-budget	
Sundries	14,737	4,912	6,268	1,356	Over-Budget	Tree Maintenance Timing
R & A Totals	139,294	46,431	42,652	(3,779)	Under-budget	
CCTV, Planters & Markets	29,314	9,771	5,366	(4,406)	Under-budget	
Marsh & Ham Toilets	16,962	5,654	4,586	(1,068)	Under-budget	
Tabernacle Toilets	3,779	1,260	1,094	(166)	Under-budget	
T & GP Totals	50,055	16,685	11,046	(5,639)	Under-budget	
Total Expenditure	696,889	232,296	219,979	(12,317)	Under-budget	
TOTAL (NET COST)	598,349	199,450	172,670	(26,779)	Within Budget	
Note						
Over budget figure positive variance						
Under budget negative variance ()						

Agenda Item No. 6.3 – Reserves Accounts as at 9th August 2019

Blandford Forum Town Council

Finance Staffing Committee Meeting
9th September 2019
Agenda Item 6.3

Reserve Accounts as at 9th August

Nominal Code	Standard Asset Replacement Accruals	Responsible Committee	Balances £	Committed Funds £	Description of Committed Funds
1300	IT	F & S	15,163.49		
1305	Skate park	R & A	65,187.88		
1310	General Play Equipment	R & A	55,184.56		
1315	Maintenance Equipment Replacement	R & A	7,365.94		
1320	Vehicle Replacement	R & A	11,672.00		
1325	Tractor Replacement	R & A	16,251.20		
1330	Mower Replacement	R & A	29,100.27		
1340	CCTV- Replacement Fund	T & GP	35,603.44	12,852.20	£12,852.20 CCTV Cameras
1345	Benches	T/C	14,427.30		
1350	Glenmore Depot	R & A	6,943.27		
1351	B/Heights Play Equipment	R & A	4,641.72		
1352	B/Heights Maintenance Equipment Replacement	R & A	1,372.66		
				250,061.53	
	Earmarked Accounts				
	Recreation & Amenities Funds	R & A	926,181.32		
					£250 Interpretation board:Langton & Marsh / £341 TIC Out & About Booklet / £1,797.60 Christmas Lights for Street / £2,000 S106 Monies expected
	Town & General Purposes Committee	T & GP	31,183.60	4,388.60	
				952,976.32	
	Other Earmarked Accounts				
1001	Earmarked Interest	F & S	6,930.72	380.00	£380 Pointing work of WHG wall
1002	Property Fund Dividend	F & S	11,643.94	1,392.00	£1392 - Path around Cricket Club
1004					
1005	Election Costs	T/C	7,693.19		
1006	Youth Services	T/C	10,726.03		
1007	Woodhouse Gardens Wall Rebuild (Moved to R & A)	R & A	-		
1008	High Street Clean Up	F & S	-		
1009	BFTC Commemoration Group	T/C	430.73	78.19	£78.19 D Day 75 Commemoration
1010	Capital Interest	F & S	3,131.92		
					Cricket Club Refurb £42,768.20 / £6,000 Path around Football Club / £3,363 Path around Cricket Club
1011	Land North of Bypass / Sport & Recreation	T/C	52,133.20	52,131.20	
1012	The Blandford Events Group	T/C	442.17		
1013	Neighbourhood Plan	T/C	6,382.11	4,048.00	Consultancy Fees
1015	Support for Essential Services (Earmarked)	T/C	23,049.00		
1017	Woodhouse Garden Re-build Grant from Big Fund Lottery Old Bath House / St Peter & St Paul's Churchyard	T/C	24,981.67	10,000.00	Extend Woodhouse Gardens Create access to church walk from old Bath House
1019	(Listed Wall & Town Pump	T & GP	43,772.49	2,690.00	
1335	Civic Regalia	F & S	18,154.84		
1185	Pension Deficit	F & S	20,000.00	-	
1195	Improvements to Market Place	T/C	70,000.00	-	
					£2,121.25 C/Exch Maintenance / £333.62 Rates Demand / £1,597.80 Payroll / £211.82 Rates Recover Fee for Rebate of Business Rates / £1,609.60 Corn Exchange Roof / £19,402 Underspend of Salaries 2017/187 for Project Manager / £25,940 Underspend of Salaries 2018/19 for Project Manager / £1,825.55 Underspend from Grant Budget 2018/19 / £11,932.78 Extend Woodhouse Gardens
1500	General Reserves	T/C	235,145.14	64,974.42	
				398,923.34	
	Capital Projects				
1104	Corn Exchange S106 Funds	T/C	81,793.85		
					£6,997.77 committed for Lift Installation - Donation from FOTF / £3665.70 Replacement Lantern Lights / £54,399.35 Architect Fees Replacement of external notice boards
1105	Corn Exchange	T/C	514,919.71	62,257.57	
1110	Corn Exchange Promotions Group	T/C	3,139.39		
1115	Corn Exchange Project Development	T/C	19,528.83		
1116	Corn Exchange HLF Stage 1 Matchfunding	T/C	62,379.97		
1120	Corn Exchange & Venues Refurbishment Project	T/C	79,000.00	-	
1122	Corn Exchange Community Hall S106 Funds	T/C	102,164.62		
1125	Cemetery Field Project	R & A	1,000.00	1,000.00	£1000 Statue Contingency
1135	Railway Arches	T & GP	24,509.84		Includes LEADER Grant
1175	CCTV - New Equipment	T & GP	11,161.40		
				836,340.04	
	Total Reserves			2,438,301.23	
	Surplus from 2018/19			116,980.30	Due to grants received in 2018/19
	Total Available in Reserves			2,555,281.53	

Agenda Item No. 7.5 – Retrospective approval of the Investment Account for the period to 22nd May 2019 to 12th August 2019

Fixed Term Investments & Corporate Notice Accounts since last Finance & Staffing Committee Meeting 3rd June 2019

Date	Amount £	Period	Rate Gross	Interest £	Bank
24 th May 2019	70,179.30	30 Dyas	0.4%	23.08	Santander Business Reserve
24 th May 2019	136,342.43	31 Days	0.55%	61.71	Santander 31 Day Notice
24 th June 2019	61,875.30	24 Days	0.4%	16.28	Santander Business Reserve
3 rd July 2019	420,000	355 Days	1.85%	7,557.12	Hampshire Trust Bank
24 th July 2019	68,177.66	31 Days	0.55%	31.91	Santander 31 Day Notice
17 th July 2019	41,875.30	7 Days	0.4%	3.22	Santander Business Reserve
24 th July 2019	69,662.75	35 Days	0.4%	21.37	Santander Business Reserve
24 th July 2019	524.97	31 Days	0.55%	0.25	Santander 31 Day Notice

CCLA – Property Fund Investment Dividend – Period 1st May 2019 to 30th June 2019

No. of Units	Price per Unit As of 31 st October 2013 £	Price per Unit (BID) As of 30 th June 2019 £	Dividend Amount As of 30 th June 2019 £	Management Expenses £	Net Amount Received £	Total Amount of Dividends Received Net of Management Expenses £	Net Asset Value of Fund As at 30 th June 2019 £
164508	2.4315	3.0219	5,937.92	764.14	5,173.78	123,696.98	504,940.86

Agenda Item No. 7.7 – Bank Reconciliation to 31st July 2019

<u>Bank Statement as at</u>	31st July 2019	
Current Account		£53,026.32
Less Unpresented Cheques		-£25,989.30
Plus uncleared receipts		_____
		£27,037.02

<u>Santander Fixed Term Deposits as at</u>	31st July 2019	
From	To	
03/05/2018	03/05/2019	£0.00
		£0.00

<u>Hampshire Trust Bank - A/c No: 10364802</u>	31st July 2019	
From	To	
24/01/2019	10/01/2020	£411,500.00
03/07/2019	22/06/2020	£420,000.00
		£831,500.00

<u>Santander 95 Day Notice A/C10555310</u>	31st July 2019	
02/04/2019		£1,035.07
Less		£1,035.07

<u>Santander 31 Day Notice A/C10555349</u>	31st July 2019	
02/04/2019		£579.49
		£579.49

<u>Santander Business Reserve A/c 10138119</u>	31st July 2019	
02/04/2019		£69,662.75
		£69,662.75

<u>Lloyds TSB PLC Fixed Term Deposits as at</u>	31st July 2019	
From	To	
01/05/2009	01/08/2019	£296,000.00
26/02/2019	27/08/2019	£50,000.00
09/04/2019	09/10/2019 S106	£177,535.00
04/01/2019	06/01/2020	£100,000.00
20/02/2019	20/02/2020 S106	£102,811.21
26/02/2019	26/02/2020	£120,000.00
09/04/2019	09/04/2020 S106	£662,203.00
07/05/2019	07/05/2020	£89,000.00
		£1,597,549.21

<u>CCLA Property Fund Account</u>	31st July 2019	
Purchased		£400,000.00
Less	Un-reconciled Item	-£400,000.00
	30/10/2013 Switched to Long Term Asset	£0.00

Petty Cash as at	31st July 2019	£250.00
Less	Un-reconciled Item	£250.00

£2,527,613.54

CHECKED BY.....	<i>[Signature]</i>	Date.....	16/8/19
	Town Clerk		
CHECKED BY.....	<i>[Signature]</i>	Date.....	29/8/19
	Chairman of Finance		

To receive the recommendations from the Free Venue Hire Working Group

Background

At the Town Council meeting held on 10th June 2019, it was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Stevens and AGREED unanimously that Councillors form a working group to review how the grant applications for free venue hire are managed due to the number being received.

Councillors agreed that the working group will include Councillors Osborne, Lacey-Clarke, Stayt, S Hitchings, Stevens, Lindsay and Jacques. A working group meeting was held on Thursday 18th July 2019 with Cllrs Lindsay, Stevens, S Hitchings and Osborne in attendance with the Bookings Receptionist and the Town Clerk.

Detail of the Report

The working group agreed that requests for free hire should be dealt with separately to grant applications and felt that this could be done by the office, without being considered by the Committee.

The Bookings Receptionist summarised that the following hirers have sought free venue hire in the last couple of years, all being performance arts:

Free Expression Art Festival
Artsreach
Oh No It Isn't
Kissing My Elbow Productions
Forum Drama

Financial Impact

Cheques will not be written for the total approved, the amount will be transferred from the Corn Exchange Promotions budget line to Corn Exchange Income.

Recommendation

It is recommended that the Committee approves the following for free venue hire requests:

Applications for free venue hire will be considered by the Town Clerk (in consultation with the Committee Chairman and the Bookings Receptionist) subject to the following criteria:

- Free venue hire will be considered for the provision of Performance Arts.
- Applicants must be a Charity / not for profit organisation.
- This will be dealt with on a first come, first served basis.
- Paying hirers should not be inconvenienced, unless it is exceptional circumstances.
- The amount provided for free hire requests is to be considered at budget setting. An initial £1,000 is suggested by the working group.
- Funding to be added to the Corn Exchange Promotions budget line and managed from there.
- Events must be free or low cost and appeal to the community.
- A set of accounts must be provided by the applicant.
- The Town Clerk is to report approved free venue hire to the Finance & Staffing Committee.
- In March each year, transfer the underspend of the Grants budget line to the Corn Exchange Promotions budget line subject to the balance of the latter.

Linda Scott-Giles
Town Clerk
21st July 2019

To amend the Financial Regulations in line with NALC's guidance

At the beginning of August, the National Association of Local Councils (NALC) published its updated Financial Regulations and provided 40 points for consideration.

The Town Clerk has checked all of them through against the current Financial Regulations (last amended this year) and the only amendment that could be made is to seek credit references for signatories, which is not recommended.

Recommendation

It is recommended that Councillors note that the Town Council's Financial Regulations do not require updating at this time.

Linda Scott-Giles
Town Clerk
15th August 2019

To receive an update on the CCLA Fund and consider how to proceed

The Town Council has been advised by CCLA that if we want to sell our units in the property fund, we have to give 6 months' notice. The selling price offered by CCLA will be that from the day of notice. When the Town Council originally purchased these property units, it was said that we would need to give as much notice as possible, ideally 6 months. But we now have it in writing that we have to give 6 months' notice.

The RFO contacted CCLA and asked why we have been formally told this and she has been told that this really applies to investors who have purchased millions of pounds of property units and was told that there would be no problem if the Town Council requested all its funds as CCLA do hold amounts of cash in their portfolio.

The RFO wants to bring to the Council's attention the pitfalls that could happen with the economic downturn that we are being warned could happen due to Brexit or Tenants of the properties owned by CCLA who are not able to pay their rents, or properties that become vacant due to tenants leaving the UK and returning to Europe and then properties that are unable to be sold. All of these are worse case scenarios, but if they were to happen, then there would be a lot of investors wanting to sell their units and the property fund would not hold the cash available to repay everyone immediately. CCLA do not envisage this happening as all tenants are in long term agreements and obliged to pay their rents over their locked in years.

The Town Council purchased 164,508 units at a cost of £400,000 on the 31st October 2013 and we have received 23 Dividends totalling of £123,697. This equates to £20,616 per annum which is 5.15% on £400,000 as we fixed in at the price when we purchased the units.

The property fund value if were sold in August 2019, would receive £494,757, as the BID offer was £3.0075 per unit. If the Council decided to sell, the profit made on the £400,000 could be put towards any future projects that the Town Council may have over the coming years but would then lose the quarterly dividends. The best return on investment at the moment that the Town Council is receiving is at 1.5% with Hampshire Trust Bank.

The unit price has remained constant and is currently at £3.05 per unit. It cost around £2.3 per unit when the Council purchased. The price has been between 2.9 and 3.05 over the years, so not much fluctuation.

This report is to highlight the danger areas to the Council, and to be aware of what could happen, even though we have been told that this is unlikely to happen, and for Council to decide if they want to continue to hold the property fund, in whole or in part, for a further 12 months.

Jenny Tempier
Responsible Financial Officer
27th August 2019

Review of Asset Register

Value as at 31st March 2020 (Excluding Trust Assets)
 Revised to Cost of Asset or Esitmate of value using
 Insurance Value if needed
 All Risks

TOWN HALL

Corn Exchange	20,921	
Chamber	14,325	
Community Room	1,719	
Offices	26,471	
Outside Front	1,828	
Shambles	1,110	
Robes Cupboard	9,840	
Store	28,728	
Storeroom	6,325	
Under stage	8,178	
Town Hall	31,546	
	150,991	150,991

Badbury Heights	42,808	
Chapel	6,704	
Cemetry Workshop	9,301	
Cemetery	4,604	
CCTV	52,487	
Civic	278,702	
Elizabeth Road Allotments	522	
Football club	4,275	
Allotment Compound	163	
Glenmore Workshop	43,998	
Lambert Field Allotments	17,222	
Langton	42,328	
Larksmead Pav	627	
Larksmead Tractor Garage	840	
Larksmead Playground	62,707	
Old Bath House	268	
Park Road Shed	13,326	
Park Road Play Area	24,407	
Skate Park	132,223	
Tabernacle	978	
WHG Pav	4,331	0
WHG Shed	2,895	
	745,714	745,714

Material Damage Insurance

Street Furniture	102,130	
	102,130	102,130

Not Insured **72,001**

Properties (Excluding Trust Properties) **2,848,411**

Motor Vehicles **58,603**

Long Term Investment **406,154**

4,384,005

To Consider Grant Applications

Name of Organisation	Blandford Literary Festival
Registered Charity Number (if applicable)	N/A
Contact Name	Louise Bliss, Finola Brennan, Paula Harmon
Address	The Cedar Tree, Anchor Gateway, Blandford, Dorset DT11 7AR
Daytime Telephone Number	
Email Address	blandfordliteraryfestival@gmail.com
Purpose of Organisation	To organise and deliver an annual literary festival.
Amount Requested	£8614.78
Purpose of Request	To support with venue, design, marketing and author costs.

How many Blandford Forum residents will benefit directly?	The festival has been created with the community in mind to include a variety of free and affordable events, that are accessible and appeal to all ages.
Any further relevant information	Please see enclosed documents.
Signed: <i>plb</i>	Dated: 24/8/19

I enclose (delete as applicable): Please return this form together with attachments to:

1. Last set of accounts The Town Clerk, Blandford Forum Town Council
2. Business plan Town Clerk's Office, Church Lane
3. Project details Blandford Forum
4. Supporting documents Dorset DT11 7AD

The supporting papers are attached separately.