



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Members of the Public & the Press

Blandford Dorset Council Councillors

Dear Member

RECREATION & AMENITIES COMMITTEE MEETING

You are summoned to attend a meeting of the Recreation & Amenities Committee to be held in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 20th January 2020 at 7.00 pm** to consider the following items.

Linda Scott-Giles
Town Clerk
13th January 2020

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 11th November 2019
5. Town Clerk's Report & Correspondence
6. Review of Recreation & Amenities Budgets to 31st December 2019
 - 6.1 Analytical Review of Revenue Budget ([paper attached](#))
 - 6.2 Review of Earmarked Reserves ([paper attached](#))
 - 6.3 Reserve Accounts ([paper attached](#))
7. To review and agree the hire charges for 2020/21 ([paper attached](#))
8. To consider amending the cemetery regulations ([deferred from November – paper attached](#))
9. Report by Operations Manager November 2019 – January 2020 ([paper attached](#))

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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Analytical Review of Revenue Budget

BLANDFORD FORUM TOWN COUNCIL

Recreation and Amenities Committee Meeting
20th January 2020
Agenda Item 6.1

ANNUAL REVENUE BUDGET REPORT as at 31st December 2019

	2019/20		Budget Variance	Status	Comments	
	Annual Budget	Budget to Date				Actual Spend to Date
INCOME						
Corn Exchange	14,611	10,958	16,442	5,483	On Target	Timing
Woodhouse Gardens	4,500	3,375	2,915	(460)	Under-budget	WHG Closed May - August
Larksmead	1,769	1,327	1,434	107	On Target	Timing
Cemetery	11,845	8,884	12,062	3,178	On Target	
Sundries	2,957	2,218	3,139	921	On Target	Timing
Skate park	0	0	0	0	Under-budget	
Total Income	35,682	26,762	35,991	9,229	On Target	
EXPENDITURE						
Vehicles	12,101	9,076	7,935	(1,141)	On Target	
Corn Exchange	56,544	42,408	25,994	(16,414)	On Target	
Woodhouse Gardens	3,386	2,540	2,782	242	Over-Budget	Equipment purchases higher due to new kitchen & Toilets
Larksmead	2,650	1,988	1,578	(410)	On Target	
Recreation Ground (as Corporate Trustee)	33,821	25,366	20,000	(5,366)	On Target	
Cemetery	6,518	4,889	4,472	(416)	On Target	Timing
Glenmore Workshop	7,500	5,625	4,955	(670)	On Target	
Langton	388	291	112	(179)	On Target	
Skatepark	1,649	1,237	1,061	(176)	On Target	
Sundries	14,737	11,053	10,384	(669)	On Target	Timing
Total Expenditure	139,294	104,471	79,273	(25,198)		
TOTAL	103,612	77,709	43,282	(34,427)	On Target	

Note

Over budget figure positive variance

Under budget negative variance ()

BLANDFORD FORUM TOWN COUNCIL

ANNUAL REVENUE BUDGET REPORT as at 31st December 2019

SUMMARY

	Annual Budget	Budget to Date	Actual Spend to Date	Budget Variance	Status	Comments
REVENUE						
VEHICLE RUNNING COSTS	12,101	9,076	7,935	(1,141)	On Target	
CEMETERY	(5,327)	(3,995)	(7,590)	(3,594)	On Target	
GLENMORE WORKSHOP	7,500	5,625	4,955	(670)	On Target	
LARKSMEAD	881	661	144	(517)	On Target	
						Due to Income higher than budgeted by £5,484 and Budgeted expenditure for stage roof not carried out yet
CORN EXCHANGE	41,933	31,450	9,553	(21,897)	On Target	
RECREATION GROUND	33,821	25,366	20,000	(5,368)	On Target	
						Due to Income lower due to closure & equipment purchases higher due to new Toilets and new Kitchen
WOODHOUSE GARDENS	(1,114)	(836)	(133)	702	Over-Budget	
SUNDRIES	11,780	8,835	7,245	(1,590)	On Target	
LANGTON ROAD	388	291	112	(179)	On Target	
SKATEPARK	1,649	1,237	1,061	(176)	On Target	
REVENUE TOTAL	103,612	77,709	43,282	(34,427)	On Target	
Total	103,612	77,709	43,282	(34,427)		

Note

Over budget figure positive variance

Under budget negative variance ()

Review of Earmarked Reserves

Expenditure against R & A Earmarked Reserves 2019/20
As At 31st December 2019

	Balance as at 31/3/19	Income & Transfer of funds	Budget 2019/20	Total Reserves	Spend YTD	Committed YTD	Current Balance	Proposed budget for 2020/21
1050 Allotment	4,594	525 (1)		5,119	553 (11)		4,566	0
10510 B/Heights Phase 1 - POS - S106	84,943	105 (1)		85,048	4,535 (2)		80,514	0
10520 B/Heights Phase 2 - POS - S106	50,249	67 (1)		50,316	6,305 (3)		44,011	0
10521 B/Heights Phase 2 - Playarea Maint - S106	66,858	82 (1)		66,940	6,204 (4)		60,736	0
10522 B/Heights Phase 2 - Playarea Capital - S106	0			0			0	0
10530 B/Heights Phase 3A -POS - AREA 1 (20 years) - S106	13,113	16 (1)		13,129			13,129	0
10531 B/Heights Phase 3A -POS - AREA 2 (20 years) -S106	50,130	60 (1)		50,189			50,189	0
10532 B/Heights Phase 3A -POS - AREA 3 (20 years) - S106	56,500	67 (1)		56,567			56,567	0
10533 B/Heights Phase 3A -POS - AREA 4 (20 years) - S106	24,082	29 (1)		24,111			24,111	0
10534 B/Heights Phase 3A -COM SUM - LAP (20 years) - S106	34,327	40 (1)		34,367			34,367	0
10535 B/Heights Phase 3A -COM SUM - LEAP (20 years) - S106	169,610	198 (1)		169,809			169,809	0
10536 B/Heights Phase 3A -COM SUM - NEAP (20 years) - S106	111,597	130 (1)		111,727			111,727	0
10537 B/Heights Phase 3A -CAP SUM - LAP -S106	9,845	61 (1)		9,906			9,906	0
10538 B/Heights Phase 3A -CAP SUM - LEAP -S106	52,098	322 (1)		52,420			52,420	0
10539 B/Heights Phase 3A -CAP SUM - NEAP -S106	115,385	714 (1)		116,099			116,099	0
10540 B/Heights Public Arts - S106	0	56,495 (1)		56,495	27,909 (7)	28,587 (8)	0	0
1060 Planned Preventative Maint (PPM)	11,727		10,000	21,727	8,721 (6)	10,000 (9)	3,005	11,000
1061 Cemetery Chapel (PPM)	4,000		1,000	5,000			5,000	1,000
1062 Cemetery Workshop (PPM)	6,000		1,000	7,000			7,000	1,000
1064 Cemetery Wall	29,654	5,000 (5)	1,000	35,654		0	35,654	1,000
1065 Disability Discrimination Act (DDA)	1,374		500	1,874			1,874	500
1067 Play Area Fencing & Surfacing	9,304	395	500	10,199			10,199	500
1068 Larksmead Outdoor Fitness	500		0	500			500	500
1069 Langton Fencing	395	-395	0	0			0	0
1070 Seat Replacement	1,696		0	1,696			1,696	0
1075 Tree Survey & Works (5 Years)	14,750		0	14,750	2,087 (10)		12,663	3,500
1080 H & S Works Memorials	963		100	1,063			1,063	100
1090 Woodhouse Garden Wall Repairs	15,150		5,000	20,150			20,150	500
Skatefest				0			0	2,500
1096 Contingency	0		500	500			500	500
	938,843	63,912	19,600	1,022,355	56,313	38,587	927,454	22,600

(if Contingency budget is unspent on 31st March 2020 balance will transfer to PPM code 1060)

Reserve Accounts

Nominal Code	Standard Asset Replacement Accruals	Responsible Committee	Balances £	Committed Funds £	Description of Committed Funds
1300	IT	F & S	17,110.49		
1303	Skate park	R & A	67,973.58		
1310	General Play Equipment	R & A	61,388.06		
1315	Maintenance Equipment Replacement	R & A	7,922.94		
1320	Vehicle Replacement	R & A	15,958.00		
1325	Tractor Replacement	R & A	16,701.20		
1330	Mower Replacement	R & A	31,916.27		
1340	CCTV- Replacement Fund	T & GP	35,028.44	12,852.20	£12,852.20 CCTV Cameras
1345	Benches	T/C	12,916.65		
1350	Glenmore Depot	R & A	6,943.27		
1351	Bi-Heights Play Equipment	R & A	4,641.72		
1352	Bi-Heights Maintenance Equipment Replacement	R & A	1,372.65		
				266,130.08	
	Earmarked Accounts				
	Recreation & Amenities Funds	R & A	906,041.37	38,566.83	£28,566.83 Bi-Heights Public Arts Works / £10000 WHG Roof / £250 Interpretation board Langton & Marsh / £341 TIC Out & About Booklet / £383.33 Christmas Lights for Street / £200 Traffic Monitoring Tubes
	Town & General Purposes Committee	T & GP	37,968.45	1,274.33	
				963,248.66	
	Other Earmarked Accounts				
1001	Earmarked Interest	F & S	1,286.64	380.00	£380 Painting work of WHG wall
1002	Property Fund Dividend	F & S	3,607.97	1,362.00	£1392 - Path around Cricket Club
1004					
1005	Election Costs	T/C	7,683.70		
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		
1010	Capital Interest	F & S	34.28		
1011	Land North of Bypass / Sport & Recreation	T/C	111,781.44	111,788.44	Cricket Club Refurb £42,766.20 / £94,413.24 Cricket Club Refurb S106 Monies / £4,908 Path around Cricket Club
1012	The Blandford Events Group	T/C	442.17		
1013	Neighbourhood Plan	T/C	1,437.15	1,437.15	Consultancy Fees
1015	Support for Essential Services (Earmarked)	T/C	28,049.00		
1017	Woodhouse Garden Re-build Old Bath House / St Peter & St Paul's Churchyard (Listed Wall & Town Pump	T & GP	19,981.67	4,242.00	£4,250 Town Pump Restoration
1019	Civic Regalia	F & S	48,214.49		
1035	Pension Deficit	F & S	18,949.84		
1185	Improvements to Market Place	F & S	20,000.00		
1195		T/C	70,000.00		
1500	General Reserves	T/C	246,689.98	9,977.64	£2,121.25 C/Exch Maintenance / £333.62 Rates Demand / £1,587.80 Payroll / £211.82 Rates Recover Fee for Rebate of Business Rates / £1,825.55 Underspend from Grant Budget 2018/19 / £3,887.60 Extend Woodhouse Gardens
				453,190.92	
	Capital Projects				
1104	Corn Exchange S106 Funds	T/C	81,793.85		£8,997.77 committed for UR Installation - Donation from FOTF / £3695.70 Replacement Lantern Lights / £45,296.60 Architect Fees / £1609.60 Corn Exchange Roof / £19,402 Underspend of Salaries 2017/18 for project manager / £25,940 Underspend of Salaries for 2018/19 for Project Manager
1105	Corn Exchange	T/C	525,382.61	102,911.67	Replacement of external notice boards
1110	Corn Exchange Promotions Group	T/C	2,881.89		
1115	Corn Exchange Project Development	T/C	34,528.83		
1116	Corn Exchange HLF Stage 1 Matchfunding	T/C	72,379.97		
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	1,150.12	260.00	LEADER grant
1175	CCTV - New Equipment	T & GP	11,161.40		
				797,271.52	
	Total Reserves			2,479,841.18	
	Surplus from 2018/19			116,980.30	Due to grants received in 2018/19
	Total Available in Reserves			2,596,821.48	

Review of Fees and Hire Charges for the Cemetery, Sports Clubs, Markets and Town Council Venues for 2020-2021

Introduction

The Recreation & Amenities Committee is responsible for setting the fees and hire charges for Town Council facilities and services on an annual basis. The fees and hire charges agreed will come into effect on 1st April 2020 until 31st March 2021.

Background

Historically, a small Working Group of Councillors has been formed to review the fees and hire charges and a recommendation is taken back to the Committee, however since 2009/2010 Members have approved the proposed increases from a report. The fees and hire charges are usually increased in line with an inflationary figure with the occasional deviation if there are justifiable reasons. The overall budget will be finalised on Monday 27th January 2020 and, if it is agreed, the expenditure budget inflationary figure used for 2020/21 will be 2.5%, which is therefore the proposed increase for some of the 2020/21 fees and hire charges.

Facilities

The proposed increases are summarised below and are detailed as follows:

1. Cemetery Fees and Charges

In 2014/15 a 2.5% increase was agreed but for the next three years the fees were frozen. In 2019/20 a 3% increase was imposed. The existing and proposed fees are at Appendices [A](#) & [B](#). As Councillors will see, a 2.5% increase is recommended, which would result in an Adult Interment costing £123.00 instead of £120.00. Although funeral poverty does exist, a benchmarking study across other cemeteries has shown that Blandford's cemetery is cheaper than the majority.

Due to a change in legislation, there is no charge to the public on burials for children 24 weeks+ and under 18 but the Town Council can reclaim the costs from the Government. The first claim is currently being made by the Operations Manager.

2. Sports Clubs

It is recommended that the hire charges for the cricket, rugby, bowling and football clubs are increased in line with the budget at 2.5% for 2020/21.¹

2.1 Rugby Club – The current 2019/20 charges are £1,713.71 + VAT and the proposed charges for 2020/21 are £1,756.55 + VAT.

2.2 Bowling Club – The current 2019/20 charges are £1,713.71 + VAT plus £257.25 + VAT for contribution of ball stop fencing. The proposed charges for 2020/21 are £1,756.55 + VAT plus £257.25 + VAT for contribution of ball stop fencing.

2.3 Football Club – The current 2019/20 charges are £1,481.69 + VAT and the proposed charges for 2020/21 are £1,518.73 + VAT.

2.4 Cricket Club – The current 2019/20 charges are £1,738.77 + VAT plus £257.25 + VAT for contribution of ball stop fencing plus 50% of the water bill, along with an additional 6 hours labour per week for 22 weeks to be charged at an hourly rate of £13.50 + VAT. It is recommended that the Town Council either continues to freeze this amount (apart from the hourly rate, which should be increased with the groundsman's salary to £14.50 from 1st April 2020) because of the lack of a qualified groundsman and the financial commitment the Club is making to their pavilion project, or increases it to 2.5%.

¹ It was agreed at the Recreation & Amenities Committee meeting in November 2010 that the Bowling and Cricket Clubs will now pay an additional £257.25 each, per year, for the next 10 years to cover the cost of the ball stop fencing. This amount will therefore be added on to the proposed amount for 2020/21.

3. Indoor, Outdoor and The Shambles Markets

Markets all over the country are having some difficulty attracting traders. At Blandford Forum the Market Manager continues to work with traders and tries to attract new ones. He continues to have difficulty retaining traders on Saturdays and there are still “casual traders” on occasion.

The Market Manager feels that our rates are reasonable, however other markets in the near vicinity are cheaper (e.g. Sturminster Newton). Our indoor market has attracted new traders who we have retained but we also have a high sickness rate. Our pitch fees remain higher than average but, in order to continue to build the market (especially Saturday), it is recommended that we keep the fees at the present rates for another financial year. This will also show continued loyalty from us to our regular traders. We continue to implement the winter rate (1st January – 31st March) as usual, which has a very positive reaction from all the traders.

4. Town Council Venues

4.1 Community Room – Due to the refurbishment in 2016 a new, lower charge of £15.00 was introduced and it currently sits at £15.91 per session. It is recommended that the rate is increased by 2.5% to £16.30.

4.2 Woodhouse Gardens – This venue is the most popular venue for small local groups and is well used. An increase of 2.5% to £22.17 is therefore proposed in line with the budget. When consulted on the proposed extension, hirers welcomed the improvements but remarked that they did not want them if they came with additional costs. It is suggested that the 2.5% increase is a reasonable amount and is not excessive.

4.3 Corn Exchange, Town Hall & Council Chamber – It is recommended that the charges for 2020/2021 are frozen due to the required refurbishment of the venue.

4.4 Refreshments – It is recommended that the charge is frozen at 80p per person/per session for 2020/21 due to it being increased in 2017/18.

4.5 Overtime – It is recommended that the charge is increased by the rate of inflation from £24.93 to £25.55 per hour for 2020/21.

4.6 Commercial Rates for the Corn Exchange, Town Hall are not recommended to be increased due to the required refurbishment of the venue, but it is recommended that the commercial rate for Woodhouse Gardens is increased by 2.5%.

5. Items for Hire

It is recommended that the charges of equipment (traffic cones, safety beacons, tables, chairs, hi-vis jackets, projector, screen and pa-system) and the fax charges are not increased for 2020/21 due to the low demand of hire and usage. It is also recommended that the photocopying charges are not increased. The price list (attached at [Appendix C](#)) will be advertised on the website and in a leaflet along with the Venues for Hire. It is recommended that the projector is removed from the Items for Hire list (excluding venue hirers) because of the fragile nature of it, the need for it at Planning meetings and the cost to replace it.

The charging for dealing with Proof Declarations of Existence Signatures is being reviewed on an annual basis and the recommendation is to keep it a free of charge service. It remains a quick process, good relationships with members of the public have been formed and they are very appreciative for the service.

6. Recommendation

The Committee is asked to consider the report and its attachments and to agree the proposed fees and hire charges for 2020/2021 (decision required on the cricket club).

Linda Scott-Giles
Town Clerk
6th December 2019

Jon Goodenough
Operations Manager

Rachael Harding
Bookings Receptionist

BLANDFORD FORUM CEMETERY FEES AND CHARGES
1st APRIL 2019 – 31st MARCH 2020

	RESIDENT OF BLANDFORD FORUM¹	NON RESIDENT OF BLANDFORD FORUM
INTERMENTS		
Still born child or up to 28 days	No Charge	No Charge
Child up to 18 years (burial or cremated remains) ²	No Charge	No Charge
Adult (burial or cremated remains)	£120.00	£240.00
Scattering of ashes on an existing grave space	£42.00	£84.00
PURCHASED GRAVES IN ROTATION³		
A single grave (Adult or Child)	£220.00	£440.00
Double depth grave (must be purchased before the first interment)	£353.00	£706.00
Exclusive right of burial of cremated remains in an earthen grave (half grave space)	£146.00	£292.00
PURCHASED GRAVES ON A SELECTED SITE (not available in the top field)		
A single grave (Adult or Child)	£422.00	£844.00
Double depth grave (must be purchased before the first interment)	£700.00	£1400.00
Exclusive right of burial of cremated remains in an earthen grave (half grave space)	£283.00	£566.00
MISCELLANEOUS ITEMS		
Transfer of Exclusive Rights of Burial	£29.00 + VAT	
Use of Cemetery Chapel ⁴	£64.00 + VAT	
Excavate and prepare an ashes grave	£28.00 + VAT	
Prepare turf for under turf scattering of ashes	£20.00 + VAT	
Overtime for Saturday interments ⁵	£31.00 + VAT	
Search of burial records ⁶	£20.00 + VAT	
Administration Charges	£28.00 +VAT	

	RESIDENT OF BLANDFORD FORUM	NON RESIDENT OF BLANDFORD FORUM
MONUMENTS⁷		
TOP FIELD		
Headstone (with first inscription) including flush stone base (not to exceed half a grave space)	£155.00	£310.00
Second inscription on existing headstone	£31.00	£62.00
Memorial Book	£109.00	£218.00
Memorial Seat Plaques (5 year lease)	£160.00	£320.00
Memorial rose bush plaque (5 year lease)	£160.00	£320.00
OLD CEMETERY		
Headstone (with first inscription) including flush stone base (not to exceed half a grave space)	£155.00	£310.00
Second inscription on existing headstone	£31.00	£62.00
Memorial Book	£109.00	£218.00
Flat Stone (flush to the ground)	£60.00	£120.00
Kerbing	£154.00	£308.00
Fixed vase or memorial tablet with flush stone base (per item)	£75.00	£150.00
MEMORIAL PLAQUES		
Memorial Plaques ⁸ (Rose bush and Memorial garden)	£160.00	£160.00

1. Must have been a resident in Blandford Forum within the last five years or is a resident at the date of purchase (with the exception of children under five years of age).
2. Charge to be reclaimed from CFF by the Town Council.
3. In view of the reduced land availability, the exclusive rights of burial for a purchased grave space will expire on 1st January 2104. This will mean that the 99 year right will gradually reduce to 50 years and is currently at 85 years.
4. Proof of hirers Public Liability Insurance if £1,000,000 is required. Otherwise the Town Council will arrange liability cover at a cost of 11% of the hire charge plus VAT.
5. Saturday interments will be permitted in special circumstances only and permission must be sought from the Town Clerk.
6. This is a minimum charge. The Town Clerk will agree a charge for a detailed search.
7. For the right to erect or place (monuments may only be erected on purchased graves). All monuments must be approved by the Town Clerk.
8. Offered on a five-year lease.

BLANDFORD FORUM CEMETERY FEES AND CHARGES
1st APRIL 2020 – 31st MARCH 2021

	RESIDENT OF BLANDFORD FORUM¹	NON RESIDENT OF BLANDFORD FORUM
INTERMENTS		
Still born child or up to 28 days	No Charge	No Charge
Child up to 18 years (burial or cremated remains) ²	No Charge	No Charge
Adult (burial or cremated remains)	£123.00	£246.00
Scattering of ashes on an existing grave space	£43.00	£86.00
PURCHASED GRAVES IN ROTATION³		
A single grave (Adult or Child)	£225.00	£451.00
Double depth grave (must be purchased before the first interment)	£361.00	£723.00
Exclusive right of burial of cremated remains in an earthen grave (half grave space)	£149.00	£299.00
PURCHASED GRAVES ON A SELECTED SITE (not available in the top field)		
A single grave (Adult or Child)	£432.00	£865.00
Double depth grave (must be purchased before the first interment)	£717.00	£1435.00
Exclusive right of burial of cremated remains in an earthen grave (half grave space)	£290.00	£580.00
MISCELLANEOUS ITEMS		
Transfer of Exclusive Rights of Burial	£30.00 + VAT	
Use of Cemetery Chapel ⁴	£65.00 + VAT	
Excavate and prepare an ashes grave	£29.00 + VAT	
Prepare turf for under turf scattering of ashes	£21.00 + VAT	
Overtime for Saturday interments ⁵	£32.00 + VAT	
Search of burial records ⁶	£21.00 + VAT	
Administration Charges	£29.00 +VAT	

	RESIDENT OF BLANDFORD FORUM	NON RESIDENT OF BLANDFORD FORUM
MONUMENTS⁷		
TOP FIELD		
Headstone (with first inscription) including flush stone base (not to exceed half a grave space)	£158.00	£317.00
Second inscription on existing headstone	£32.00	£63.00
Memorial Book	£111.00	£223.00
Memorial Seat Plaques (5 year lease)	£164.00	£328.00
Memorial rose bush plaque (5 year lease)	£164.00	£328.00
OLD CEMETERY		
Headstone (with first inscription) including flush stone base (not to exceed half a grave space)	£158.00	£317.00
Second inscription on existing headstone	£32.00	£63.00
Memorial Book	£111.00	£223.00
Flat Stone (flush to the ground)	£61.00	£123.00
Kerbing	£157.00	£315.00
Fixed vase or memorial tablet with flush stone base (per item)	£77.00	£154.00
MEMORIAL PLAQUES		
Memorial Plaques ⁸ (Rose bush and Memorial garden)	£164.00	£164.00

1. Must have been a resident in Blandford Forum within the last five years or is a resident at the date of purchase (with the exception of children under five years of age).
2. Charge to be reclaimed from CFF by the Town Council.
3. In view of the reduced land availability, the exclusive rights of burial for a purchased grave space will expire on 1st January 2104. This will mean that the 99 year right will gradually reduce to 50 years and is currently at 84 years.
4. Proof of hirers Public Liability Insurance if £1,000,000 is required. Otherwise the Town Council will arrange liability cover at a cost of 11% of the hire charge plus VAT.
5. Saturday interments will be permitted in special circumstances only and permission must be sought from the Town Clerk.
6. This is a minimum charge. The Town Clerk will agree a charge for a detailed search.
7. For the right to erect or place (monuments may only be erected on purchased graves). All monuments must be approved by the Town Clerk.
8. Offered on a five-year lease.

HIRE OF EQUIPMENT AND SERVICES

For collection:

(All prices are quoted for a period of 3 days and exclude VAT)

		Deposit
350 x Traffic Cones	£0.50 per cone	£0.50 per cone refundable
(and £5 per cone for damaged, missing or broken cones)		
25 x Safety Beacons	£25.00 for all 25	£25 refundable
40 x Tables (1.8mx0.7m)	£5.00 for 5 tables	£100 (for 5 tables) refundable
30 x Tables (0.9m x 0.7m)	£3.00 for 5 tables	£70 (for 5 tables) refundable
120 x Plastic Chairs	£1.00 for 10 chairs	£50 (for 10 chairs) refundable
160 x Cushioned Chairs	£1.50 for 10 chairs	£75 (for 10 chairs) refundable
46 x XL Hi-Vis Jackets	50p for 10 jackets	£10 (for 10 jackets) refundable
Screen	£10.00	£30 refundable
PA system	£20.00	£75 refundable

To use on site:

(All prices quoted are per event/booking and excluding VAT)

Projector	£6.00
Screen	£3.50
Flipchart Stand + Paper	£4.50
PA system	£6.00

Photocopying:

Code 3895

(All prices quoted are including VAT)

	Charities	Companies
A4 single sided b&w	4p	8p
A4 double sided b&w	6p	11p
A4 single colour	10p	12p
A4 double colour	13p	14p
A3 single b&w	6p	10p
A3 double b&w	9p	13p
A3 single colour	14p	17p
A3 double colour	20p	23p

Fax Charges:

(All prices quoted are including VAT)

UK	15p per fax
International	20p per fax
0845 numbers	20p per fax

Prices above are for Blandford Forum residents / Charities / Organisations.

Charges will be double for non-Blandford Forum residents / Organisations.

The waiver of these charges is at the discretion of the Town Clerk, Chairman and Vice Chairman of the Committee but any damaged, broken or missing items are paid for.

To consider amending the cemetery regulations

Background

At the Recreation and Amenities meeting held on the 11th November 2019 Councillors considered amending the cemetery regulations and resolved that:

The Committee noted the contents of the report and instructed officers to reword points 1 & 2 and to bring a report back to the next R&A meeting on 20th January 2020 for Councillors to consider.

The following rewording is suggested for points 1 and 2:

- 1. Railings or fencing enclosing a plot, or structures of any kind, (other than an authorised memorial), which do not have prior approval may be removed at the Town Council's discretion.*
- 2. Anything affixed to, or laid upon, any grave or monument such as lighting, ornamentation, images, models or paintings, which do not have prior approval, may be removed at the Town Council's discretion. Any unauthorised items removed will be held for 60 days before they are disposed of.*

Recommendation

It is recommended that the Committee amends the cemetery regulations, (as above), which would allow a certain amount of reasonable, sentimental paraphernalia to be placed on graves but the Town Council reserves the right to remove anything it finds inappropriate or offensive and that any issues/concerns/complaints are brought to the Committee to determine.

Jon Goodenough
Operations Manager
16th December 2019

Report by Operations Manager November 2019 – January 2020

STAFFING

A member of staff who was in his probation period was let go in December as it was clear for a number of reasons that his employment with the Town Council was not working out.

PARK ROAD

Works to the cricket pavilion are well under way. Despite the bad weather conditions, the football pitch is performing well. Permission was sought and has been granted to remove an Ash to the rear of the cricket pavilion. This is a poor specimen and could have threatened the pavilion in the near future.

LARKSMEAD

Hedges are being cut around the perimeter of the grounds and tree works are programmed to be carried out.

TOWN

The main Christmas tree and decorations have been put up and taken down within this period. All the small Christmas trees and the lights on the columns were installed by contractors but staff re paired and replaced several trees damaged by the wind and re fixed wiring. The new lights on the Yew trees in the Churchyard gained compliments.

RAILWAY ARCHES

Additional works to the arches are ongoing, evidence of drinking and the lighting of fires is present on a regular basis.

TREES

Tree works have been programmed in at the majority of venues. A number of enquiries asking for tree, hedge and vegetation works are still being received.

WOODHOUSE GARDENS

Works to the gardens continue to bring them back to the standard before the pavilion works.

CEMETERY

The cemetery has been busier than normal this last year.

SKATE PARK

A phased plan to replace the remaining old ramps has been presented to council.

PUBLIC TOILETS

Rough sleeping and drugs use continue despite staff locking the toilets at night, the Police have been made aware of this situation.

BADBURY HEIGHTS

5 new benches have been installed by staff at various locations within the development.

HEALTH AND SAFETY

Legionella testing has been carried out at all venues.
Alarms and emergency lighting have been serviced.
PAT testing and the annual tree survey is due.

WORKS CARRIED OUT

5 Nov	Historic condition survey carried out on Corn Exchange
18 Nov	Cutting of hedges at Larksmead commenced
27 Nov	Christmas tree in Market Place installed
29 Nov	Ford Ranger MOT
5 Dec	Light repaired at Allotments
6 Dec	Light repaired in the Shambles
13 Dec	Alarms serviced at Corn Exchange and Allotments
5 Jan	Guttering repaired on Corn Exchange
7 Jan	Christmas tree and decorations taken down in town
8 Jan	Boilers serviced at Corn Exchange, Woodhouse and Larksmead.

Works carried out to repair/replace various small Christmas trees throughout the town after high winds.

VANDALISM November 2019-January 2020

<u>Date</u>	<u>Location</u>	<u>Remarks</u>
5 Nov	Skate Park	Broken Glass
6 Nov	Railway Arches	Graffiti
9 Nov	Railway Arches	Large Fire under arches
12 Nov	Skate Park	Broken Glass
20 Nov	Skate park	Broken Glass
24 Nov	Skate Park	Broken Glass
8 Dec	Railway Arches	Beer cans and broken bottle
12 Dec	Skate Park	Broken Glass
17 Dec	Marsh and Ham Toilets	Door damaged (minor damage)
20 Dec	Tabernacle Toilet	Lock damaged
22 Dec	Skate Park	Broken Glass
28 Dec	Churchyard	New Yew tree Christmas lights vandalised
9 Jan	Skate Park	Broken Glass