



BLANDFORD FORUM TOWN COUNCIL

To: All Members of the Finance & Staffing Committee
(Cllr S Hitchings, Cllr L Hitchings, Cllr R Carter, Cllr Lacey-Clarke, Cllr L Lindsay, Cllr D Robinson, Cllr H Mieville, Cllr H White and Cllr P Osborne)

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

County & District 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 18th March 2019 at 7.00 pm** to consider the following items.

Linda Scott-Giles
Town Clerk
11th March 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 Council, during which time members of the public may speak (Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100). During the course of the meeting, members of the public and our elected representatives from the County and District Councils 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 Council 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 Council. 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 10th December 2018
5. Town Clerk's Report & Correspondence
6. Analytical Review of Expenditure against Budget for the following:
 - 6.1 Administration Budget for the year to 21st February 2019 (paper attached)
 - 6.2 Overall Revenue Budget for the year to 21st February 2019 (paper attached)
 - 6.3 General Reserves (paper attached)

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



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7. Review of Finance Documentation
 - 7.1 To receive and retrospectively approve the list of cheque payments 010779 – 010840 (Sheets 803 - 812) totalling £150,135.14
 - 7.2 To receive and retrospectively approve direct debit payments for the period 1st November 2018 to 31st January 2019 (Sheets 154 – 156) totalling £85,995.47
 - 7.3 To receive and retrospectively approve BACS payments BACS 214 to BACS 223 totalling £34,661.44
 - 7.4 To receive and retrospectively approve CHAPS payments CHAPS 005 to CHAPS 006 (Transfer Maturing Timed Deposits to Hampshire Trust Bank – BFTC) totalling £411,500.00
 - 7.5 Retrospective approval of the Investment Account for the period to 26th November 2018 to 25th February 2019 (paper attached)
 - 7.6 Report by Chairman on Bank Reconciliation and Petty Cash checks
 - 7.7 Bank Reconciliation to 31st January 2019 (paper attached)
8. Review of Variable Direct Debits (paper attached)
9. To receive the Internal Auditor's Report (paper attached)
10. Insurance Risk Assessment relating to the Town Council's Insurance Cover and Approval of Insurance Premiums for 2019/20 (paper attached)
11. Review of the Risk Assessment Management Policy (including Financial) Arrangements for 2019/20 (paper attached)
12. Review of Asset Register (paper attached)
13. To review the Finance & Staffing Committee Remit and the Financial Regulations (no recommendations from staff. Councillors are invited to propose any other updates/amendments to these documents.)
14. To review the policy in Relation to Employer Discretions under the Local Government Pension Scheme (LGPS) (paper attached)
15. Grants (current available balance £4,228.70)
 - 15.1 Revitalise (paper attached – no previous grant awarded)
 - 15.2 Brendon Care (paper attached – no previous grant awarded)
 - 15.3 Artsreach (paper attached – one free hire of the Corn Exchange in 2017/18)
16. To receive a report regarding Virement from General Reserves to cover Expenditure in 2018/19 (paper attached)
17. To receive a report regarding committing funds from underspend of Project Manager Budget (paper attached)
18. 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.

 - 18.1 Town Clerk's Report

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

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