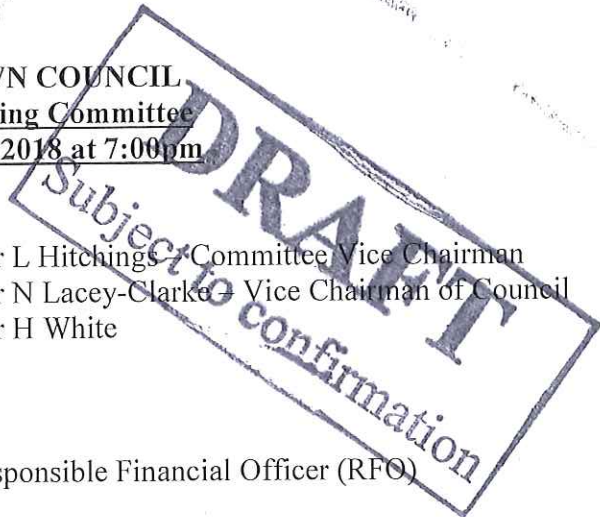


BLANDFORD FORUM TOWN COUNCIL
Minutes of the Finance & Staffing Committee
held on Monday 10th December 2018 at 7:00pm



PRESENT

Cllr S Hitchings – Committee Chairman
Cllr R Carter – Chairman of Council
Cllr L Lindsay
Cllr H Mieville

Cllr L Hitchings – Committee Vice Chairman
Cllr N Lacey-Clarke – Vice Chairman of Council
Cllr H White

IN ATTENDANCE

Town Clerk
Operations Manager

Responsible Financial Officer (RFO)

SITTING IN

Cllr P Clark

Cllr B Quayle

25. PUBLIC SESSION

25.1 Daniel Cadisch, Chief Officer of the Citizens Advice Bureau (Dorchester, Sherborne & Districts & North Dorset)

Mr Cadisch updated the Committee on the work of the CAB and the new location within the Parish Rooms. The CAB deals with a variety of issues, which are often numerous and complex. They help people by phone, email and face to face, and the majority of users require the latter. There are many more vulnerable clients that require the CAB's support now than in previous years. In 2017 their grant was cut by one third, by one of the main supporters, and this has put a huge strain on the organisation, which is now running at a deficit. Mr Cadisch respectfully requested that the service level agreement is continued and stated that additional funding would be most appreciated.

Cllr Lacey-Clarke thanked Mr Cadisch for the essential support and advice he received from the CAB when he was in need and Cllr Carter also thanked him for the vital work the CAB carries out. The Chairman thanked Mr Cadisch for his attendance and for taking the time to update the Committee on the work the CAB does and how this benefits Blandford residents.

26. APOLOGIES

Cllr D Robinson

Cllr P Osborne

27. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Agenda Item No. 13 – Budget 2019/20

It was PROPOSED by Cllr Carter, SECONDED by Cllr L Hitchings and AGREED unanimously that

A dispensation is granted to all Councillors, except Cllr L Hitchings (as he does not live in Blandford Forum), to enable them to participate in discussion and vote on the setting of the council tax.

Agenda Item No. 11 – Service Level Agreements

It was PROPOSED by Cllr Carter, SECONDED by Cllr L Hitchings and AGREED (6 in favour, 1 non-vote) that

A dispensation is granted for Cllr White to remain in the room for discussion but will not take part in the vote (regarding the Blandford Stour Valley Band).

Agenda Item No. 10.2.1 – Grant Application for the Town Team

Cllr Mieville declared an interest as Town Council representative to the Town Team but it was confirmed he did not need to.

27. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS (cont)**

Agenda Item No. 10.2.2 – Grant Application for NOCS Charity

Cllr Lacey-Clarke declared an interest as he is integrally involved in NOCS and, although it is not a pecuniary interest, he confirmed he would leave the room during discussion and voting.

28. **MINUTES OF THE MEETING HELD ON 10TH SEPTEMBER 2018**

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr White and AGREED (6 in favour, 1 abstention) that the Minutes be APPROVED and SIGNED.

29. **TOWN CLERK'S REPORT & CORRESPONDENCE**

29.1 Personal Licence Holder – The Town Clerk attended a day's course and sat an exam in order to achieve a Personal Licence and has received the BIIAB Level 2 Award for Personal Licence Holders. An application will then need to be made to the District Council for a Premises Licence for the Corn Exchange, which means that Mayoral events can be covered under the Town Clerk's licence, freeing up the TENS for hirers.

29.2 Youth Work Experience – The student from The Blandford School who has helped us for three summer periods has asked if there is any work available when she is back from University before Christmas. As some members of staff are taking leave, she will be working 19th – 21st December from 9am to 1pm.

29.3 Market – Blandford Market has been accepted as a member of the national 'Real Deal' scheme. The Town Council's Market Manager, Andy Reynolds, and Dorset County Council's Trading Standards Service have worked together to introduce the Real Deal Charter to protect consumers and local businesses from the harm caused by the trade in counterfeit goods. The Real Deal campaign is a national cross-sector, partnership initiative, bringing together local authority trading standards services, market operators and traders, industry groups, and copyright and trademark owners, all of whom are united with a common commitment to tackling problems of unfair trading and criminality at markets. Markets (which include occasional sales, non-chartered markets and car boot sales) are not uniformly regulated and, therefore, can offer easy opportunities for those who wish to trade illegally, particularly in counterfeit and pirated goods. A market's reputation as a safe shopping environment can very quickly be undermined if it is infiltrated by unscrupulous individuals selling counterfeits and other illegal products. Around 500 markets across the UK have signed the Real Deal Charter and have committed to work with their local trading standards service to help keep their venues free from fake goods. More information on the campaign is at www.realdealmarkets.co.uk.

30. **ANALYTICAL REVIEW OF EXPENDITURE AGAINST BUDGET FOR:**

30.1 Administration Budget for the year to 16th November 2018

The paper was noted (see Appendix A).

30.2 Overall Revenue Budget for the year to 16th November 2018

The paper was noted (see Appendix B).

30.3 Reserve Accounts as at 26th November 2018

The paper was noted (see Appendix C).

31. **REVIEW OF FINANCE DOCUMENTATION**

31.1 To receive and retrospectively approve the list of cheque payments 010723 – 010778 (Sheets 794-802) totalling £76,207.61

It was PROPOSED by Cllr S Hitchings, SECONDED by Cllr L Hitchings and AGREED unanimously that

31. REVIEW OF FINANCE DOCUMENTATION (cont)

The list of cheque payments 010723 – 010778 (sheets 794-802) totalling £76,207.61 are received and retrospectively approved.

31.2 To receive and retrospectively approve direct debit payments for the period 1st August 2017 to 31st October 2018 (sheets 151-153) totalling £89,524.74

It was PROPOSED by Cllr S Hitchings, SECONDED by Cllr L Hitchings and AGREED unanimously that

The direct debit payments for the period 1st August 2017 to 31st October 2018 (sheets 151-153) totalling £89,524.74 are received and retrospectively approved.

31.3 To receive and retrospectively approve BACS payments BACS 204 to BACS 213 totalling £28,452.05

It was PROPOSED by Cllr S Hitchings, SECONDED by Cllr L Hitchings and AGREED unanimously that

BACS payments BACS 204 to BACS 213 totalling £28,452.05 are received and retrospectively approved.

31.4 To receive and retrospectively approve CHAPS payments CHAPS 004 (Transfer Precept monies to Santander Business Reserve Account – BFTC) £379,000.00

It was PROPOSED by Cllr S Hitchings, SECONDED by Cllr L Hitchings and AGREED unanimously that

CHAPS payments CHAPS 004 totalling £379,000.00 is received and retrospectively approved.

31.5 Retrospective approval of the Investment Account for the period to 23rd August 2018 to 26th November 2018

The paper was noted (see Appendix D).

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr N Lacey-Clarke and AGREED unanimously that

The Investment Account for the period to 23rd August 2018 to 26th November 2018 is approved retrospectively.

31.6 Report by Chairman on Bank Reconciliation and Petty Cash check

Cllr S Hitchings carried out a petty cash check and confirmed that one receipt had not been included in the petty cash book, hence there was a net discrepancy of £3.45. Cllr S Hitchings has also carried out the monthly bank reconciliation during the period and everything was found to be in order.

31.7 Bank Reconciliation to 31st October 2018

The paper was noted (see Appendix E)

32. TO RECEIVE THE INTERNAL AUDITOR'S REPORT

The paper was noted (see Appendix F).

The queries raised in the report have already been actioned at a Town Council meeting, as they referred to minute numbers.

33. **TO RECEIVE AN UPDATE OF THE CCLA PROPERTY FUND**

The paper was noted (see Appendix G) and Councillors discussed the Fund with the RFO and thanked her for managing the investment.

34. **GRANT APPLICATIONS**

34.1 **To receive the recommendations from the grants criteria and process working group**

The paper was noted (see Appendix H).

It was PROPOSED by Cllr Carter, SECONDED by Cllr Lacey-Clarke and AGREED unanimously that

The amended Grant application form and process is approved subject to amending a typing error at section 3.

ACTION: TOWN CLERK

34.2 **To consider grant applications (current available balance £6,500 plus £1,246.50 carried over from 2017/18 underspend)**

34.2.1 **Blandford Town Team – Previous grant awarded 2016/17 for £480.00 to cover Room Hire**

The paper was noted (see Appendix I).

It was PROPOSED by Cllr White, SECONDED by Cllr Carter and AGREED (4 in favour, 2 against, 1 abstention) that a **RECOMMENDATION is made to full Council that**

A grant is approved for room hire of the Community Room for a period of one year (6 meetings).

ACTION: TOWN COUNCIL

34.2.2 **New Opportunities for Community and Support (NOCS) – First Request**

The paper was noted (see Appendix J). Councillors took the opportunity to ask Cllr Lacey-Clarke for more information about the charity prior to him leaving the room.

8.05pm – Cllr Lacey-Clarke left the room.

It was PROPOSED by Cllr White, SECONDED by Cllr Lindsay and AGREED (5 in favour, 1 abstention, 1 non-vote) that a **RECOMMENDATION is made to full Council that**

A grant of £1,000.00 is approved for this financial year to meet a proportion of the rental costs and equipment, and the Committee advised that they would look favourably upon a further grant during the 2019/20 financial year.

ACTION: TOWN COUNCIL

Councillors discussed paying upon proof of purchase, but this was not included in the resolution and is only requested if it is possible to provide evidence.

8.10pm – Cllr Lacey-Clarke returned to the meeting.

35. **TO CONSIDER EXTENDING THE SERVICE LEVEL AGREEMENTS BEYOND 31ST MARCH 2019**

The paper was noted (see Appendix K).

It was PROPOSED by Cllr Mieville, SECONDED by Cllr L Hitchings and AGREED (3 in favour, 3 against, 1 abstention) with the Chairman taking the casting vote (in favour) that

35. TO CONSIDER EXTENDING THE SERVICE LEVEL AGREEMENTS BEYOND 31ST MARCH 2019 (cont)

The Town Council increases the Citizen's Advice Bureau Service Level Agreement from £2,000 to £2,500 a year for a two-year period.

ACTION: TOWN COUNCIL

It was PROPOSED by Cllr Carter, SECONDED by Cllr L Hitchings and AGREED (5 in favour, 1 against, 1 abstention) that

The Town Council agrees to extend the Service Level Agreements for a further two years:

- Fashion Museum £2,000
- TREADS £4,000 a year
- Town Museum £2,000
- Information Centre £2,000
- Stour Valley Band £1,500 (service provision agreement)
- Blandford Youth & Community Centre £15,000

ACTION: TOWN COUNCIL

36. CONFIDENTIAL

It was PROPOSED by Cllr Carter, SECONDED by Cllr Lacey-Clarke and AGREED unanimously that

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.

36.1 To receive the Payroll budget (staff grading) for the year 2019/20

The paper was tabled (see Appendix L).

It was PROPOSED by Cllr White, SECONDED by Cllr Lindsay and AGREED unanimously that

The payroll budget (staff grading) for the year 2019/20 is agreed.

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Carter and AGREED unanimously that

The public and press were welcomed back into the meeting for the following items;

37. CONSIDERATION OF THE TOWN COUNCIL BUDGET FOR 2019/20

37.1 Consideration of the proposed revenue budget for the Finance & Staffing Committee for 2019/20

The paper was noted (see Appendix M).

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Lacey-Clarke and AGREED unanimously that

The proposed revenue budget was accepted.

37.2 Recommendations from Committees

It was PROPOSED by Cllr Carter, SECONDED by Cllr L Hitchings and AGREED unanimously that

37. **CONSIDERATION OF THE TOWN COUNCIL BUDGET FOR 2019/20 (cont)**

The recommendations at Minute No.s 37.2.1 and 37.2.2 are approved, subject to final review of the overall budget.

37.2.1 Recreation & Amenities Committee Meeting held on 12th November 2018

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Stevens and AGREED (6 in favour, 1 against and 1 abstention) that

The Recreation & Amenities Committee budgets are approved for the 2019/2020 financial year.

37.2.2 Town & General Purposes Committee Meeting held on 19th November 2018

Revenue Budget

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Mieville and AGREED unanimously that

The Committee agrees to the proposed budget.

Earmarked Reserves

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Lacey-Clarke and AGREED unanimously that

The Committee agrees to the proposed earmarked reserves, with changes to budget lines 1020 (reduce to £250) and 1021 (reduce to £3,750).

Reserve Accounts

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Carter and AGREED (8 in favour, 1 abstention) that

The Committee agrees to the proposed reserve accounts, with changes to budget line 1175 (reduce to £0).

37.3 Consideration of the overall budget for the year 2019/20 and recommendation of the precept for 2019/20 (please note this is a draft document for Councillor consideration and it includes the committee recommendation above)

The paper was noted (see Appendix N).

It was PROPOSED by Cllr White, SECONDED by Cllr Mieville and AGREED (6 in favour, 1 against) that a **RECOMMENDATION** is made to full council that

The draft budget is finalised at the Town Council meeting in January, subject to receipt of the necessary figures from NDDC.

ACTION: TOWN COUNCIL

38. **CONFIDENTIAL**

It was PROPOSED by Cllr Carter, SECONDED by Cllr Lindsay and AGREED unanimously that

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.

38. **CONFIDENTIAL (cont)**

38.1 Town Clerk's Report

Nothing to report.

38.2 To consider transfer of previous pension rights

The paper was noted (see Appendix O).

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Mieville and AGREED unanimously that

That the pension member is able to transfer their previous pensions into the Local Government Pension Scheme.

ACTION: TOWN CLERK

The Meeting closed at 9.42pm.

SIGNED:

DATED:

