

**BLANDFORD FORUM TOWN COUNCIL**  
**Minutes of the Finance & Staffing Committee**  
**held on Monday 18<sup>th</sup> March 2019 at 7:06pm**

**PRESENT**

Cllr S Hitchings – Committee Chairman  
Cllr R Carter – Chairman of Council  
Cllr L Lindsay  
Cllr D Robinson

Cllr L Hitchings – Committee Vice Chairman  
Cllr N Lacey-Clarke – Vice Chairman of Council  
Cllr H Mieville  
Cllr P Osborne

**IN ATTENDANCE**

Town Clerk

Responsible Financial Officer (RFO)

**SITTING IN**

Cllr B Quayle

**39. PUBLIC SESSION**

Cllr L Hitchings thanked Councillors and staff for the card and flowers he received to mark the birth of his son, Arthur.

**40. APOLOGIES**

Cllr H White

**41. TO RECEIVE ANY DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

None had been submitted.

**42. MINUTES OF THE MEETING HELD ON 10<sup>TH</sup> DECEMBER 2018**

It was PROPOSED by Cllr Carter, SECONDED by Cllr Lacey-Clarke and AGREED (6 in favour, 2 abstentions) that the Minutes be APPROVED and SIGNED.

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

- 43.1 Employee Contracts – The National Joint Council for Local Government Services (NJC) has reached agreement on new pay scales for 2019-2020. These calculations have been provided by NALC and are based on the changes agreed by the NJC. They will be applied from 1st April 2019 and all staff have been issued with new contracts as a result.
- 43.2 Work Experience – A student from The Blandford School approached the Town Council for a week's placement, which was carried out week commencing 11<sup>th</sup> March 2019.
- 43.3 Insurance Claim – It has been reported that the Ford Ranger rolled into another vehicle at Eagle House Gardens. The Town Council's insurance company has been informed.
- 43.4 Staff Training – This year's record shows that training attendance has increased from last year. All staff attended GDPR, Manual Handling, Fire Awareness and Safeguarding training as well as Race Equality training. The Town Clerk and Operations Manager attended the NACO conference and the Town Clerk and Assistant Town Clerk attended the DAPTC Clerks Seminar and will attend the Annual Conference next week. The Town Clerk took part in licensing training to obtain the personal and premises licence and attended an elections webinar. The Assistant Town Clerk attended a funding fair, an Electric Vehicle Event for Dorset and Budgeting & Precept course held by DAPTC. The RFO attended a Trustees' Role & Responsibilities course and the Grounds & Property Supervisor attended ROSPA training.

#### 43. TOWN CLERK'S REPORT & CORRESPONDENCE (CONT)

- 43.5 Councillor Training – Councillors have attended 13 training courses in total, with all Councillors attending GDPR and Dorset Race Equality Training. Cllrs Jackie Stayt and White attended the DAPTC AGM and Cllrs Jackie Stayt, John Stayt and White will be attending the DAPTC Annual Conference. Cllrs L Hitchings and Lacey-Clarke attended a practical charring skills course. Cllrs Carter, Jackie and John Stayt attended the Parish & Town Council planning session.
- 43.6 Mothers' Union – The Town Clerk was invited to give a talk to the Mothers' Union on Thursday at the parish church, which was well received.
- 43.7 Restorative Justice – The Town Clerk is participating in the restorative justice scheme with a young person who has caused over £500 worth of damage to the cricket pavilion roof. This is a police initiative where the offender (and parent/guardian) sits with the victim (in this case the Town Council) to understand the implications of their actions.

#### 44. ANALYTICAL REVIEW OF EXPENDITURE AGAINST BUDGET FOR:

- 44.1 Administration Budget for the year to 21<sup>st</sup> February 2019  
The paper was noted (see Appendix A).
- 44.2 Overall Revenue Budget for the year to 21<sup>st</sup> February 2019  
The paper was noted (see Appendix B).
- 44.3 General Reserves  
The paper was noted (see Appendix C).

#### 45. REVIEW OF FINANCE DOCUMENTATION

- 45.1 To receive and retrospectively approve the list of cheque payments 010779 – 010840 (Sheets 803-812) totalling £150,135.14

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

**The list of cheque payments 010779 – 010840 (sheets 803-812) totalling £150,135.14 are received and retrospectively approved.**

- 45.2 To receive and retrospectively approve direct debit payments for the period 1<sup>st</sup> November 2018 to 31<sup>st</sup> January 2019 (sheets 154-156) totalling £85,995.47

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

**The direct debit payments for the period 1<sup>st</sup> November 2018 to 31<sup>st</sup> January 2019 (sheets 154-156) totalling £85,995.47 are received and retrospectively approved.**

- 45.3 To receive and retrospectively approve BACS payments BACS 214 to BACS 223 totalling £34,661.44

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

**BACS payments BACS 214 to BACS 223 totalling £34,661.44 are received and retrospectively approved.**

- 45.4 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

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

45. REVIEW OF FINANCE DOCUMENTATION (cont)

CHAPS payments CHAPS 005 to CHAPS 006 totalling £411,500.00 are received and retrospectively approved.

45.5 Retrospective approval of the Investment Account for the period 26<sup>th</sup> November 2018 to 25<sup>th</sup> February 2019

The paper was noted (see Appendix D).

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

**The Investment Account for the period 26<sup>th</sup> November 2018 to 25<sup>th</sup> February 2019 is approved retrospectively.**

45.6 Report by Chairman on Bank Reconciliation and Petty Cash check

Cllr S Hitchings carried out a petty cash check and confirmed that the monthly bank reconciliation had been undertaken during the period and everything was found to be in order.

45.7 Bank Reconciliation to 31<sup>st</sup> January 2019

The paper was noted (see Appendix E).

46. REVIEW OF VARIABLE DIRECT DEBITS

The paper was noted (see Appendix F).

47. TO RECEIVE THE INTERNAL AUDITOR'S REPORT

The paper was noted (see Appendix G).

48. INSURANCE RISK ASSESMENT RELATING TO THE TOWN COUNCIL'S INSURANCE COVER AND APPROVAL OF INSURANCE PREMIUMS FOR 2019/20

The paper was noted (see Appendix H).

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

**The Town Council confirms that there are no other aspects of insurance that they wish to amend and agree the insurance premium for 2019/20 of £13,696.80 from the Insurance budget line (Administration) (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).**

**ACTION: TOWN COUNCIL**

49. REVIEW OF THE RISK ASSESMENT MANAGEMENT POLICY (INCLUDING FINANCIAL) ARRANGEMENTS FOR 2019/20

The paper was noted (see Appendix I).

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

**The Town Council approves the Risk Assessment Management Policy (including financial) arrangements for 2019/20.**

**ACTION: TOWN COUNCIL**

50. **REVIEW OF ASSET REGISTER**

The paper was noted (see Appendix J).

51. **TO REVIEW THE FINANCE AND STAFFING COMMITTEE REMIT AND THE FINANCIAL REGULATIONS (NO RECOMMENDATIONS FROM STAFF, COUNCILLORS ARE INVITED TO PROPOSE AND OTHER UPDATES/AMENDMENTS TO THESE DOCUMENTS)**

No amendments were proposed by Councillors or officers.

52. **TO REVIEW THE POLICY IN RELATION TO EMPLOYER DISCRETIONS UNDER THE LOCAL GOVERNMENT PENSION SCHEME (LPGS)**

The paper was noted (see Appendix K).

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

**The policy in relation to employer discretions under the Local Government Pension Scheme is approved.**

**ACTION: TOWN COUNCIL**

53. **GRANTS (CURRENT AVAILABLE BALANCE £4,228.70)**

53.1 **Revitalise (No previous grant awarded)**

The paper was noted (see Appendix L).

Cllr S Hitchings informed Councillors that he is aware of who the individuals are, although there is no pecuniary or prejudicial interest, and will abstain from voting.

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr Robinson and AGREED (7 in favour, 1 abstention) that a **RECOMMENDATION is made to full Council that**

**A grant is not approved on this occasion, however the applicant is advised to apply to The Charity of William Williams.**

**ACTION: TOWN COUNCIL**

53.2 **Brendon Care (No previous grant awarded)**

The paper was noted (see Appendix M).

It was PROPOSED by Cllr Robinson, SECONDED by Cllr Mieville and AGREED (7 in favour, 1 abstention) that a **RECOMMENDATION is made to full Council that**

**A grant is not approved on this occasion however the applicant is advised to apply once the group is established.**

**ACTION: TOWN COUNCIL**

53.3 **Artsreach (one free hire of the Corn Exchange in 2017/18)**

The paper was noted (see Appendix N).

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr Lacey-Clarke and AGREED unanimously that a **RECOMMENDATION is made to full Council that**

**A grant of up to £500 is approved for the use of venue hire only during the 2019/20 financial year. Any underspend remains in the Grants budget.**

**ACTION: TOWN COUNCIL**

**54. TO RECEIVE A REPORT REGARDING VIREMENT FROM GENERAL RESERVES TO COVER EXPENDITURE IN 2018/19**

The paper was noted (see Appendix O).

It was PROPOSED by Cllr Carter, SECONDED by Cllr Lindsay and AGREED unanimously that a RECOMMENDATION is made to full Council that

**The following virements are made to General Reserves (Code 1500):**

- £5,000 is made from the Interest Earnt on Earmarked Investments budget line (Code 1001)
- £5,000 from the Interest Earnt on Capital Investments budget line (Code 1010)
- £66,518 from Interest Earnt on the Property Fund budget line (Code 1002).

**ACTION: TOWN COUNCIL**

**55. TO RECEIVE A REPORT REGARDING COMMITTING FUNDS FROM UNDERSPEND OF PROJECT MANAGER BUDGET**

The paper was noted (see Appendix P).

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr Carter and AGREED unanimously that a RECOMMENDATION is made to full Council that

**The following virements are made to General Reserves (Code 1500):**

- The underspend from the Project Manager Fee budget less the overspend of the Payroll budget (Code 4400) and to commit this to assist with flexible working / Project Manager Fees.
- The underspend of the Grants budget line (Code 5505) and to commit this for use for Grants in 2019/20.

**ACTION: TOWN COUNCIL**

**56. CONFIDENTIAL**

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Carter 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.**

**56.1 Town Clerk's Report**

Nothing to report.

The Meeting closed at 8.14pm.

**SIGNED: ..... DATED: .....**

