

**BLANDFORD FORUM TOWN COUNCIL**  
**Minutes of the Finance & Staffing Committee**  
**held on Monday 4<sup>th</sup> June 2018**

**PRESENT**

Cllr S Hitchings – Committee Chairman  
Cllr R Carter – Chairman of Council  
Cllr D Robinson  
Cllr H Mieville  
Cllr H White

Cllr L Hitchings – Committee Vice Chairman  
Cllr N Lacey Clarke – Vice Chairman of Council  
Cllr L Lindsay  
Cllr P Osborne

**IN ATTENDANCE**

Town Clerk

Responsible Financial Officer (RFO)

**1. PUBLIC SESSION**

None

**2. APOLOGIES**

None

**3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

The following declarations of interest were made by Councillors, due to their involvement in local organisations requesting financial support from the Town Council.

- 3.1 Cllr Lindsay declared an interest in agenda item no. 10.5, as a Trustee for Age Concern and will leave the meeting during voting and discussion.
- 3.2 Cllr S Hitchings declared an interest in agenda item no. 10.8, as the President of Blandford Opportunity Group and will leave the meeting during voting and discussion.
- 3.3 Cllr Robinson declared an interest in agenda item no. 10.1, as the Manager of Equilibrium and will leave the meeting during voting and discussion.
- 3.4 Cllr Mieville declared an interest as a Foundation Governor at The Blandford School. It was PROPOSED by Cllr Carter, SECONDED by Cllr Osborne and AGREED unanimously that Cllr Mieville is granted a dispensation to discuss and vote on agenda item no. 10.3.
- 3.5 Cllr Lacey-Clarke declared an interest as the Town Council representative to Age Concern. It was PROPOSED by Cllr Mieville, SECONDED by Cllr Robinson and AGREED unanimously that Cllr Lacey-Clarke is granted a dispensation to take part in discussion and voting on agenda item no. 10.5.
- 3.6 Cllr Carter declared personal interests in agenda item no.s 10.6 and 10.8 due to his connections with the organisations. It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Robinson and AGREED unanimously that Cllr Carter is granted a dispensation to take part in discussion and voting on agenda item no. 10.6 and 10.8. Cllr Carter also declared an interest in agenda item no. 10.3 but did not request a dispensation for this item as he is an employee of the school and will leave the room during discussion and voting.

**4. MINUTES OF THE MEETING HELD ON 19<sup>TH</sup> MARCH 2018**

It was PROPOSED by Cllr Robinson, SECONDED by Cllr Mieville and AGREED (6 in favour, 3 abstentions) that the Minutes be APPROVED and SIGNED.

## 5. TOWN CLERK'S REPORT & CORRESPONDENCE

- 5.1 Business Rates on Public Conveniences – Simon Hoare has responded to the Town Council's concerns about the rates payable on the toilets and has shared the response he has received on our behalf from Rishi Sunak MP who is the Minister for Local Government. Mr Sunak stated that the Government does recognise the importance of public toilets as a valuable community amenity and encourages local authorities to keep them open, but the Bill was not able to complete its parliamentary passage before the calling of the election. He also said he will continue to look for opportunities to take this important agenda forward.
- 5.2 Training – Cllrs L Hitchings and Lacey-Clarke have attended the Practical Chaining DAPTC training session in Dorchester on 24<sup>th</sup> May 2018. Cllr Quaye and the RFO will be attending the Trustees Role & Responsibilities training session on 18<sup>th</sup> July 2018.
- 5.3 GDPR Briefing Sessions – The staff/local groups session has been booked for Tuesday 3<sup>rd</sup> July 2018 between 2pm and 4pm and the Councillor briefing session is booked for Monday 9<sup>th</sup> July at 7pm.

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

- 6.1 Administration Budget for the year to 31<sup>st</sup> March 2018  
The paper was noted (see Appendix A).
- 6.2 Overall Revenue Budget for the year to 31<sup>st</sup> March 2018  
The paper was noted (see Appendix B).

## 7. REVIEW OF END OF YEAR ACCOUNTS 2017/18

The paper was noted (See Appendix C).

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

**The end of year accounts for 2017/18 are approved, subject to any matters raised by the Internal Auditor on Wednesday 6<sup>th</sup> June 2018, which can be considered and rectified at the Town Council meeting scheduled for Monday 11<sup>th</sup> June 2018.**

**ACTION: TOWN COUNCIL**

## 8. ANALYTICAL REVIEW OF EXPENDITURE AGAINST BUDGET FOR THE FOLLOWING:

- 8.1 Administration Budget for the year to 30<sup>th</sup> April 2018  
The paper was noted (see Appendix D).
- 8.2 Overall Revenue Budget for the year to 30<sup>th</sup> April 2018  
The paper was noted (see Appendix E).
- 8.3 Reserves Accounts as at 30<sup>th</sup> April 2018  
The paper was noted (see Appendix F).

## 9. REVIEW OF FINANCE DOCUMENTATION

- 9.1 To receive and retrospectively approve the list of cheque payments 010618 – 010654 (Sheets 778-784) totalling £98,026.80

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

9. **REVIEW OF FINANCE DOCUMENTATION (cont)**

**The list of cheque payments 010618 – 010654 (sheets 778-784) totalling £98,026.80 are received and retrospectively approved.**

9.2 To receive and retrospectively approve direct debit payments for the period 1<sup>st</sup> February 2018 to 30<sup>th</sup> April 2018 (sheets 145-147) totalling £75,805.01

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> February 2018 to 30<sup>th</sup> April 2018 (sheets 145-147) totalling £75,805.01 are received and retrospectively approved.**

9.3 To receive and retrospectively approve BACS payments BACS 192 to BACS 196 totalling £19,035.48

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

**BACS payments BACS 192 to BACS 196 totalling £19,035.48 are received and retrospectively approved.**

9.4 Retrospective approval of the Investment Account for the period to 2<sup>nd</sup> May 2018

The paper was noted (see Appendix G).

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

**The investment account for the period to 2<sup>nd</sup> May 2018 is approved retrospectively.**

9.5 Report by Chairman on Bank Reconciliation and Petty Cash checks

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.

9.6 Bank Reconciliation to 30<sup>th</sup> April 2018

The paper was noted (see Appendix H)

10. **TO CONSIDER GRANT APPLICATIONS**

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr White and AGREED unanimously **that a RECOMMENDATION is made to full council that**

**The grants budget and service level agreement commitments/funding are shown separately on the budgets, with a breakdown of funding provided.**

**ACTION: TOWN COUNCIL**

It was agreed that agenda item no. 10.5 is brought forward for discussion first, with the order then following to accommodate Councillors leaving and returning to the meeting.

7.30pm – Cllr Lindsay left the room as a Trustee of Age Concern.

10.5 Age Concern Blandford Forum – Previous grants awarded in 2016/17 £500 towards cost of insurance, applied for SLA in 2017/18 and was awarded £1000.00 and advised to apply for grant in 2018/19

The paper was noted (see Appendix M).

It was PROPOSED by Cllr Robinson, SECONDED by Cllr Carter and AGREED (8 in favour, 1 non-vote) that a **RECOMMENDATION is made to full Council that**

10. TO CONSIDER GRANT APPLICATIONS (cont)

**A grant of £1,000 is approved.**

**ACTION: TOWN COUNCIL**

7.37pm – Cllr Lindsay returned to the meeting.

7.40pm – Cllr S Hitchings left the meeting.

10.8 Blandford Opportunity Group – Applied for SLA in 2015/16 and awarded £2000. Applied for SLA in 2017/18 and awarded £1000.00 and advised to apply for grant in 2018/19

The paper was noted (see Appendix P).

It was PROPOSED by Cllr Robinson, SECONDED by Cllr Osborne and AGREED (6 in favour, 2 abstentions, 1 non-vote) that a **RECOMMENDATION is made to full Council that**

**A grant of £1,000 is approved.**

**ACTION: TOWN COUNCIL**

7.50pm – Cllr Robinson left the meeting.

10.1 Equilibrium Youthwork – No previous grant applications

The paper was noted (see Appendix I).

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Carter and AGREED (8 in favour, 1 non-vote) that a **RECOMMENDATION is made to full Council that**

**A grant is not approved until information regarding numbers of beneficiaries is provided.**

**ACTION: TOWN COUNCIL**

7.59pm – Cllr Robinson returned to the meeting.

10.2 Life Education Wessex – Previous grant awarded 2016/17 for £315.00 to cover shortfall of 1 day's visit

The paper was noted (see Appendix J).

It was PROPOSED by Cllr Mieville, but not SECONDED that a grant of £940 is awarded.

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Lindsay and AGREED (8 in favour, 1 against) that a **RECOMMENDATION is made to full Council that**

**A grant is not approved.**

**ACTION: TOWN COUNCIL**

8.04pm – Cllr Carter left the meeting.

10.3 The Blandford School – No previous grant applications

The paper was noted (see Appendix K).

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Lindsay and AGREED (6 in favour, 1 against, 1 abstention, 1 non-vote) that a **RECOMMENDATION is made to full Council that**

**A grant is not approved until further information is received regarding financial information and numbers of users that are Blandford Forum residents.**

**ACTION: TOWN COUNCIL**

8.19pm – Cllr Carter returned to the meeting.

**10. TO CONSIDER GRANT APPLICATIONS (cont)**

**10.4 Babigloo Music for Babies – No previous grant applications**

The paper was noted (see Appendix L)

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

**A grant is not approved.**

**ACTION: TOWN COUNCIL**

**10.6 Blandford Men’s Shed – No previous grant applications**

The paper was noted (see Appendix N).

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Mieville and AGREED (5 in favour, 2 against, 1 abstentions, 1 non-vote) that a **RECOMMENDATION is made to full Council that**

**A grant is not approved until additional information is provided.**

**ACTION: TOWN COUNCIL**

**10.7 Dorset ME Group – No previous grant applications**

The paper was noted (see Appendix O).

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Lindsay and AGREED (7 in favour, 2 against) that a **RECOMMENDATION is made to full Council that**

**A grant of £300 is approved.**

**ACTION: TOWN COUNCIL**

**11. CONFIDENTIAL**

It was PROPOSED by Cllr Carter, SECONDED by Cllr Robinson 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.**

**11.1 Town Clerk’s Report**

Nothing to report.

**11.2 Staffing Matters (referred from March 2018 and the Internal Auditor)**

The paper was noted (see Appendix Q).

The Meeting closed at 8:55pm.

**SIGNED: .....**

**DATED: .....**

