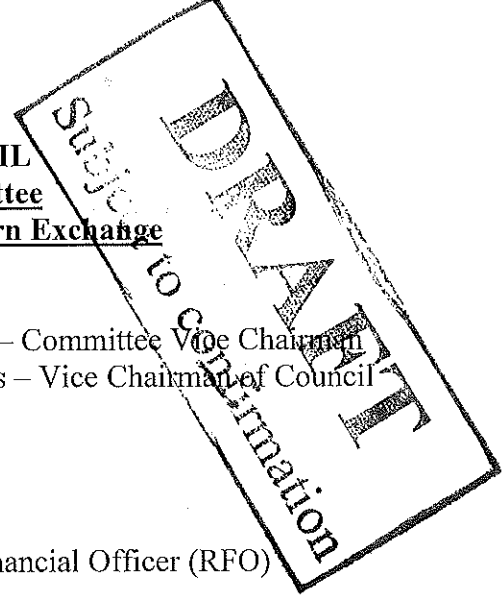


BLANDFORD FORUM TOWN COUNCIL
Minutes of the Finance & Staffing Committee
held on Monday 3rd June 2019 at 7:00pm in the Corn Exchange



PRESENT

Cllr S Hitchings – Committee Chairman
Cllr L Lindsay – Chairman of Council
Cllr H Mieville
Cllr C Stevens

Cllr P Osborne – Committee Vice Chairman
Cllr L Hitchings – Vice Chairman of Council
Cllr H White
Cllr A Cross

IN ATTENDANCE

Town Clerk

Responsible Financial Officer (RFO)

SITTING IN

Cllr D Russell

Cllr C Jacques

1. PUBLIC SESSION

There were no members of the public in attendance.

2. APOLOGIES

Cllr Carter

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

None had been submitted.

4. MINUTES OF THE MEETING HELD ON 18TH MARCH 2019

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Lindsay and AGREED (4 in favour, 4 abstentions) that the Minutes be APPROVED and SIGNED.

5. TOWN CLERK'S REPORT & CORRESPONDENCE

- 5.1 Public Conveniences – A cheque has been received from Tarrant Monkton & Launceston Parish Council for £200.00 for a contribution towards the public toilets. They gave £200.00 last year.
- 5.2 Environmental Health – A letter has been received from the Dorset Council that a complaint was made by a resident about the Dub Pistols night in the Corn Exchange held on Friday 10th May 2019. Due to other issues with this hirer, they have been advised that they can no longer use the Corn Exchange for their events.
- 5.3 Poll Card Charges – The Dorset Council has written to advise that town and parish councils will not be charged for poll cards issued for the elections held on 2nd May 2019. As it is a requirement for Dorset Council to send out poll cards for its own elections, as well as national elections or referenda, and as it is not known whether a parish or town council will be contested at the point of despatch, it is not something that it is appropriate to recharge. For stand-alone parish or town council by-elections, there is no requirement for poll cards to be sent to voters and it is at the discretion of the local council. The Elections Team will be looking at its processes to confirm whether local councils wish poll cards to be despatched for future by-elections and more information will be shared about this in due course. The Elections Team would also like to take the opportunity to thank all Clerks for their help in administering the 2 May elections. The Town Council budgeted £5,000 for election costs this year and there is now currently £7,693 in the Earmarked Reserve with another £2,500 coming in September from the precept monies, giving a balance of £10,193.

5. TOWN CLERK'S REPORT & CORRESPONDENCE (CONT)

- 5.4 Trafalgar Way & Cape to Cape – Emma Wright (Senior fundraising manager, Cornwall and the Isles of Scilly for Macmillan Cancer Support) has written to say a huge thank you for everything Blandford Forum Town Council has done to support The Victory Grand Tour Cape to Cape 2019. The drivers were absolutely delighted with the response and the support from the community in Blandford Forum. The Tour this year raised £87,834 for Macmillan Cancer Support, which is a record. Kathy Brown, Director of the Trafalgar Way, also wrote to pass on her thanks from the organisation for the Town Council's support with the Cape to Cape event.
- 5.5 Civic Society AGM – The Mace Bearer has asked for permission to display the Town Silver at the Civic Society's AGM, which is being held in the Corn Exchange as the Woodhouse Gardens pavilion is closed. This would also be an opportunity for David Jardine to show the new Deputy Mace Bearer the Town Silver.
- 5.6 Corn Exchange Surveys – The architect has emailed with the two quotes from M&E contractors, recommending that the cheapest quotation is selected, which has been done today. This takes us £328 over the amount of £6,000 approved for relevant surveys at the meeting held on 27th November 2017. A historical condition survey is still due to be carried out and this amount will be brought to a future meeting for council approval.

6. ANALYTICAL REVIEW OF EXPENDITURE AGAINST BUDGET FOR THE FOLLOWING:

- 6.1 Administration Budget for the year to 31st March 2019
The paper was noted (see Appendix A).
- 6.2 Overall Revenue Budget for the year to 31st March 2019
The paper was noted (see Appendix B).

7. ANALYTICAL REVIEW OF EXPENDITURE AGAINST BUDGET FOR THE FOLLOWING:

- 7.1 Administration Budget for the year to 20th May 2019
The paper was noted (see Appendix C).
- 7.2 Overall Revenue Budget for the year to 20th May 2019
The paper was noted (see Appendix D).
- 7.3 Reserves Accounts as at 20th May 2019
The paper was noted (see Appendix E).

8. REVIEW OF FINANCE DOCUMENTATION

- 8.1 To receive and retrospectively approve the list of cheque payments 010841 – 010893 (Sheets 813-821) totalling £107,520.66

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

The list of cheque payments 010841 – 010893 (sheets 803-812) totalling £107,520.66 are received and retrospectively approved.

- 8.2 To receive and retrospectively approve direct debit payments for the period 1st February 2019 to 30th April 2019 (sheets 157-159) totalling £85,415.05

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

The direct debit payments for the period 1st February 2019 to 30th April 2019 (sheets 157-159) totalling £85,415.05 are received and retrospectively approved.

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

8.3 To receive and retrospectively approve BACS payments BACS 224 to BACS 230 totalling £29,023.15
It was PROPOSED by Cllr S Hitchings, SECONDED by Cllr Osborne and AGREED unanimously that

BACS payments BACS 224 to BACS 230 totalling £29,023.15 are received and retrospectively approved.

8.4 To receive and retrospectively approve CHAPS payments CHAPS 007 to CHAPS 008 totalling £151,372.00

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

CHAPS payments CHAPS 007 to CHAPS 008 totalling £151,372.00 are received and retrospectively approved.

8.5 Retrospective approval of the Investment Account for the period to 21st May 2019

The paper was noted (see Appendix F).

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

The Investment Account for the period to 21st May 2019 is approved retrospectively.

8.6 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.

The Town Clerk explained to Councillors that a glass hire deposit of £20 had been taken on both the credit card and by a cash payment and this is being queried with the supermarket, however the Town Clerk is covering the loss to ensure the credit card statement balances.

The Committee Chairman informed Councillors that due to an error by Santander, failing to transfer funds, the Town Council went overdrawn and the RFO successfully achieved a £400 credit from Santander and they also paid the fees from Lloyds as the Town Council went overdrawn as a result. The Chairman praised the RFO for her efforts with this situation.

8.7 Bank Reconciliation to 30th April 2019

The paper was noted (see Appendix G).

9. **INTERNAL AUDITOR'S REPORT**

The paper was tabled (see Appendix H).

The Chairman read through the Internal Auditor's report. The Town Clerk clarified that, although the increase of one scale point for the member of staff to carry out the Legionella testing was a cost saving exercise, this should have been minuted at the time.

10. **REVIEW OF END OF YEAR ACCOUNTS 2018/2019**

The paper was noted (see Appendix I).

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

The end of year accounts for 2018/2019 are approved.

ACTION: TOWN COUNCIL

11. **TO CONSIDER GRANT APPLICATIONS (CURRENT AVAILABLE BALANCE IS £13,606.95 WHICH INCLUDES £3,418 FROM 2018/19 UNDERSPEND AND £188.95 FROM 2017/18 UNDERSPEND)**

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Stevens and AGREED unanimously that a **RECOMMENDATION is made to full Council that**

Councillors form a working group to review how the grant applications for free venue hire are managed due to the number being received.

ACTION: TOWN COUNCIL

11.1 **Free Expressions Festival – Applied in 2018-19 and awarded a grant for room hire at a cost of £271.50.**
The paper was noted (see Appendix J).

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

A grant of £175.20 is approved for hire of Town Council venues for the Free Expression Festival.

ACTION: TOWN COUNCIL

11.2 **Blandford Home Start – Applied for SLA in 2015/16 and awarded £2,000. 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 K).

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr Mieville and AGREED (5 in favour, 3 against) that a **RECOMMENDATION is made to full Council that**

A grant of £500 is approved on this occasion, however the organisation is advised not to reapply in future financial years.

ACTION: TOWN COUNCIL

11.3 **Oh No It Isn't – £746.40 awarded in 2018/19 for free hire in lieu of three pantomime performances in 2019.**

The paper was noted (see Appendix L).

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

A grant of £1,000 is approved on this occasion for hire of Town Council venues, with promotional material stating the event is supported by Blandford Forum Town Council. In addition, Councillors approved securing the following performance dates for future pantomimes:

- 11th – 13th December 2020**
- 17th – 19th December 2021**
- 16th – 18th December 2022**
- 15th – 17th December 2023**

ACTION: TOWN COUNCIL

12. **CONFIDENTIAL**

It was PROPOSED by Cllr White, SECONDED by Cllr L Hitchings 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.

12. CONFIDENTIAL (cont)

12.1 Town Clerk's Report

12.1.1 Staffing – A member of the grounds staff has been dismissed on grounds of gross misconduct.

12.1.2 First Aid – A resident has thanked the staff for their quick reaction when he had a seizure at a site meeting.

12.1.3 Internal Auditor's Report – The Town Clerk explained the Caretakers' shift patterns and the recording of their hours to new Councillors. It was agreed that this will be included in the annual staffing report presented to the Committee in September.

12.1.4 Project Officer's Contract – The Town Clerk explained that the Project Officer's contract expires at the end of September. As this role has been budgeted for until the end of March 2020, the Town Clerk sought a general consensus from the Committee to extend her contract until the end of the financial year due to the workload in the office and the delays with the neighbourhood plan. This will also be included in the September staffing report.

12.1.5 Sponsorship Request – A letter has been received requesting sponsorship from the Town Council. Councillors confirmed that they do not sponsor vehicles.

The Meeting closed at 8:24pm.

SIGNED:

DATED:

