

BLANDFORD FORUM TOWN COUNCIL
Minutes of the Recreation & Amenities Committee
held on Monday 17th June 2019 at 7.00pm in the Corn Exchange

PRESENT

Cllr L Lindsay – Committee Vice Chairman/Chairman of Council
Cllr L Hitchings – Vice Chairman of Council
Cllr D Russell

Cllr S Hitchings
Cllr C Jacques

SITTING IN

Cllr P Osborne

Cllr A Cross

IN ATTENDANCE

Town Clerk

In the Chairman's absence, the Committee Vice Chairman chaired the meeting and no acting Committee Vice Chairman was put forward.

1. PUBLIC SESSION

There were no members of the public in attendance.

2. APOLOGIES

Cllr H White – Committee Vice Chairman
Cllr R Carter

Cllr N Lacey-Clarke
Cllr John Stayt

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

None had been submitted.

4. MINUTES OF THE MEETING HELD ON 21st JANUARY 2019

It was PROPOSED by Cllr S Hitchings SECONDED by Cllr L Lindsay and AGREED (2 in favour, 3 abstentions) that the Minutes be APPROVED and SIGNED.

5. TOWN CLERK'S REPORT & CORRESPONDENCE

5.1 Ticket Sales for Events – The Project Coordinator has carried out a review of three online ticket sales packages so we can start to use one for our events. She has been able to select an appropriate company for our needs and this has been set up for the Gerald Dickens event in November. The advantages of using the TicketSource Payment Package to sell tickets (which would take 7% of the ticket price e.g. 49p on a £7 ticket) are as follows:

- Booking fee charged as a percentage of ticket price – more suitable for low value tickets.
- Can be used (at no cost) for free ticketed events.
- On-line ticket sales, in house ticket sales and complimentary tickets can be tracked and monitored on one booking system.
- Can create a BFTC customised 'Ticket Shop' with council logos and event details.
- Customers can link to the 'Ticket Shop' directly from the BFTC website and Facebook page.
- Marketing mailing lists can be generated from ticket sales for future events (subject to GDPR).
- Easy set up for management reporting / accounting info.
- Ticket revenues (minus booking fee) paid by BACS on the first Monday after the event has closed.
- If the event is cancelled, ticket costs are refunded direct to the customer (processing fee £1.00 per transaction), at no cost to the Council.

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

- 5.2 Scaffolding – The Town Hall scaffolding has now been erected by the contractor who wrongly removed it on Monday and our local contractor has been out to check it for safety reasons.
- 5.3 Covered Spectator Area at Park Road Recreation Ground – Works are going well at the recreation ground with the installation of a path and the base for the spectator stand, which has been ordered.
- 5.4 Woodhouse Gardens Pavilion – The extension work is going well and on time, which Councillors will have seen in the update report sent out two weeks ago. The next site meeting is scheduled for 4th July 2019.
- 5.5 Tree Photography Competition – The competition was shared on Facebook on Tuesday and several responses have been received already.
- 5.6 Office Access – The Town Clerk has asked Chloe Hixson for advice on a silicon mat to cover the threshold to the council offices as it can be tricky to negotiate this entrance for wheelchair and mobility scooter users and for those less stable on their feet.
- 5.7 Picnic in the Park – The Town Clerk met with the Active Ageing Project Officer from Active Dorset this afternoon and was asked if an event could be held in Blandford in September. Active Dorset is working with the CCG, Sport England, Public Health Dorset, Stepping into Nature and Natural Choices to put on these events throughout the county where different groups come together and offer taster sessions for people in the activities they are involved in. So far, two events have taken place in Dorchester, one in Weymouth and one in Swanage. The suggested date is Saturday 14th September, which is the same day as the Expo, but these events could compliment each other. Town Council input would be sending our logo for the flyer, booking the venue, music, someone to run the kitchen, suggesting groups that might like to take part and give taster sessions, providing Public Liability insurance and a Risk Assessment. Councillors were asked if they would like the office to work with Active Dorset on this event and there were no objections.

6. **REVIEW OF RECREATION & AMENITIES BUDGETS TO 28TH MAY 2019**

- 6.1 Analytical Review of Revenue Budget
The paper was noted (see Appendix A).
- 6.2 Review of Earmarked Reserves
The paper was noted (see Appendix B).
- 6.3 Reserve Accounts
The paper was noted (see Appendix C).

The Chairman thanked the Responsible Financial Officer for the detailed reports.

7. **REVIEW AND APPROVAL OF ALLOTMENT AGREEMENTS AND RENTS**

The paper was noted (see Appendix D).

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

- **The Allotment Management Committee Rent for 2019/20 increases to £446.11 + VAT.**
- **The rent for Lamperd's Field allotment plots is agreed to at £37.00 for a full 250 square metres plot from September 2020.**
- **The rent for Elizabeth Road allotment plots for 2019/20 is agreed at 21p per square metre.**

ACTION: TOWN CLERK

8. **TO CONSIDER A REQUEST FOR A MEMORIAL BENCH AT THE CEMETERY**

The paper was noted (see Appendix E).

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

The Committee approves the request and informs the resident.

ACTION: TOWN CLERK

9. **TO CONSIDER BUDGETING FOR A REPLACEMENT ROOF ON THE WOODHOUSE GARDENS PAVILION**

The paper was noted (see Appendix F).

Councillors discussed the option of accruing funds to replace the roof or having the works done now, whilst the extension works are being done, and it was agreed that it would be better to continue now as long as this does not extend the closure time by too much.

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

The Committee approves the additional funding of £10,000 for the pavilion roof using funds from the PPM budget line with the final quotation being verified and approved by the Chairman and Vice Chairman of Council (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

ACTION: TOWN CLERK

10. **REPORT BY OPERATIONS MANAGER NOVEMBER 2018 – JUNE 2019**

The paper was noted (see Appendix G).

Cllr Lindsay thanked the Operations Manager for his comprehensive report.

The meeting closed at 7:40pm.

SIGNED: DATED:

