

**BLANDFORD FORUM TOWN COUNCIL**  
**Minutes of the Recreation & Amenities Committee**  
**held on Monday 22<sup>nd</sup> January 2018 at 7.00pm**

**DRAFT**  
Not to be used for publication

**PRESENT**

Cllr L Lindsay – Committee Chairman  
Cllr P Clark – Chairman of Council  
Cllr S Hitchings  
Cllr N Lacey-Clarke  
Cllr John Stayt

Cllr P Osborne – Committee Vice Chairman  
Cllr R Carter – Vice Chairman of Council  
Cllr H White  
Cllr H Galpin

**IN ATTENDANCE**

Town Clerk  
Nicci Brown – Press

Grounds & Property Manager

**42. PUBLIC SESSION**

There were no members of the public in attendance.

**43. APOLOGIES**

None

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

None had been submitted.

**45. MINUTES OF THE MEETING HELD ON 13<sup>TH</sup> NOVEMBER 2017**

It was PROPOSED by Cllr Clark, SECONDED by Cllr Carter and AGREED (8 in favour, 1 abstention) that the Minutes be APPROVED and SIGNED.

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

46.1 Defibrillators – The Bowling Club has now installed the defibrillator on the Bowling Club. A list of defibrillators is on the Town Council website and this information will also be published in the next newsletter.

46.2 Cricket Club – The club has submitted an amended plan to NDDC's Planning department following a site visit. This consists of a more compact, two storey pavilion to avoid impact on the neighbouring flats.

46.3 Tea Dances for the Corn Exchange – A tea dance was held in 2013 in the Corn Exchange, which was quite successful and we have been approached since then to do another one. The Town Clerk explained that staff have approached the band to find out if they could perform once a month in the Corn Exchange, providing a community service, but it is difficult for the staff to manage when there is a fee to pay. Councillors agreed that the band could use the venue and take the ticket sales if they manage the event and the Town Council will promote it. A local caterer has been asked if they will provide refreshments and Councillors agreed a fee of £10 (including VAT) as it is only for two hours.

**47. REVIEW OF RECREATION & AMENITIES BUDGETS TO 22<sup>ND</sup> DECEMBER 2017**

47.1 Analytical Review of Revenue Budget

The paper was noted (see Appendix A).

47.2 Review of Earmarked Reserves

The paper was noted (see Appendix B).

47. REVIEW OF RECREATION & AMENITIES BUDGETS TO 22<sup>ND</sup> DECEMBER 2017 (CONT)

47.3 Reserve Accounts

The paper was noted (see Appendix C).

The Chairman thanked the RFO for her reports.

48. TO REVIEW AND AGREE THE CHARGES FOR 2018/19 FOR THE:

48.1 Town Council venues, sports clubs, markets and the cemetery

The paper was noted (see Appendix D).

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

**The Committee approves the report and its attachments and agrees to the proposed fees and hire charges for 2018/2019, including the amendments with regards to the GDPR, as follows:**

a) Cemetery Fees and Charges

The charges are increased by 3% as per the Appendix, apart from the scattering of ashes which will be increased by £6 following feedback from funeral directors and other councils.

**ACTION: TOWN CLERK**

b) Sports Clubs

The hire charges for the cricket, rugby, bowling and football clubs are increased in line with the budget at 3% for 2018/19.

i. Rugby Club – The charges for 2018/19 are £1,663.80 + VAT.

ii. Bowling Club – The charges for 2018/19 are £1,663.80 + VAT plus £257.25 + VAT for contribution of ball stop fencing.

iii. Football Club – The charges for 2018/19 are £1,438.54 + VAT.

iv. Cricket Club – The Town Council continues to freeze the charges for 2018/19 are £1,738.77 + VAT plus £257.25 + VAT for contribution of ball stop fencing plus 50% of the water bill, along with an additional 6 hours labour per week for 9 weeks charged at an hourly rate of £11.82 + VAT and 6 hours labour per week for 13 weeks to be charged at an hourly rate of £8.07 + VAT (hourly rate to be updated in line with national pay scales from 1<sup>st</sup> April 2018) because of the lack of a qualified groundsman and the financial commitment the Club is making to their pavilion project.

**ACTION: TOWN CLERK**

c) Indoor, Outdoor, Farmers' and The Shambles Markets

Comparing the fees to other markets in the area and due to the market still being established by the Market Manager the hire charges are frozen for 2018/19.

**ACTION: TOWN CLERK**

d) Town Council Venues

i. Community Room – The rate is increased by 3% to £15.45.

ii. Woodhouse Gardens – The hire charge is increased by 2.5% to £21.00 due to new flooring and replacement furniture purchased in 2017/18.

iii. Corn Exchange, Town Hall & Council Chamber – The charges for 2018/2018 are frozen due to the required refurbishment of the venue.

iv. Refreshments – The charge is frozen at 80p per person/per session due to the increase in 2017/18.

v. Overtime – The charge is increased by the rate of inflation to £24.20 per hour for 2018/2019.

**ACTION: TOWN CLERK**

**48. TO REVIEW AND AGREE THE CHARGES FOR 2018/19 FOR THE: (CONT)**

**48.2 Hire of items and services**

The paper was noted (see Appendix E).

Cllr S Hitchings felt that it would be beneficial for local groups to receive free hire of essential items for them to be able to put on local events for the community.

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

**The Committee adopts Appendix A of the report as the revised charges for the Hire of Equipment and Services for 2018/2019 subject to:**

- **The Hire of Equipment and Services list being amended so that all charges are at the discretion of the Town Clerk, Chairman and Vice Chairman of the Committee but any damaged, broken or missing items are paid for.**
- **Photocopying charges being increased, as per the report, although this may change once the increase are received from the contractor and will then be adjusted in line with the actual increases from 1<sup>st</sup> April 2018.**

**ACTION: TOWN CLERK**

Councillors asked for the RFO to provide details of the cost of the cones and the budget line the funds are credited to.

Post Meeting Note: The RFO confirmed that all income from items for hire and venue refreshments is paid into budget line 3895 as general income and there are no accruals for replacement cones.

**49. REPORTS BY GROUNDS & PROPERTIES MANAGER NOVEMBER 2017 - JANUARY 2018**

The paper was noted (see Appendix F). In response to a Facebook post regarding the lack of a tap by Mark Robbins Carpets, Councillors confirmed that there is a tap adjacent to that unit and signage at both ends/entrances to the cemetery. It was agreed that signs will be installed next to the existing taps to highlight where they are if they have not seen the notice boards. The Grounds & Property Manager is seeking a quotation from Wessex Water after a local plumber confirmed that he was unable to continue from the existing supply.

**ACTION: G&P MANAGER**

**50. TO RECEIVE AN UPDATE ON THE WATER LEAK AT LARKSMEAD AND CONSIDER EXPENDITURE APPROVAL**

The paper was noted (see Appendix G).

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

**The Committee retrospectively approves expenditure of £1,778.00 (+ VAT), for Wessex Water to resolve the water leak issues at Larksmead with delegated expenditure authority to the Town Clerk and Grounds & Property Manager, in conjunction with the Committee Chairman, for the remaining plumbing/grounds work once the quotations have been received (Expenditure Authority: General Power of Competence Localism Act 2011 s1-8).**

**ACTION: TOWN CLERK**

The meeting closed at 7:38pm.

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

