



# BLANDFORD FORUM TOWN COUNCIL

To: Town & General Purposes Committee Members  
(Cllr H Mieville, Cllr R Holmes, Cllr L Lindsay, Cllr L Hitchings, Cllr B Quayle, Cllr C Stevens, Cllr A Cross, Cllr P Clark, Cllr P Osborne)

All other members of the Town Councillors  
Members of the Public & the Press

Dorset Council Councillors

Dear Member

## **TOWN & GENERAL PURPOSES COMMITTEE**

You are summoned to attend a meeting of the Town & General Purposes Committee to be held **online** using Microsoft Teams on **Monday 12<sup>th</sup> October 2020 at 7.00pm** to consider the following items.

Linda Scott-Giles  
Town Clerk  
5<sup>th</sup> October 2020

## **A G E N D A**

This meeting will be held in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4<sup>th</sup> April 2020. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England.

Members of the public are invited to join the meeting by [clicking here](#). If, as a member of the public, you wish to speak in the Public Session, please notify the Town Clerk prior to the meeting via [admin@blandfordforum-tc.gov.uk](mailto:admin@blandfordforum-tc.gov.uk) or 01258 489490.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

1. Public Session
2. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. Minutes of the Meeting held on 29<sup>th</sup> June 2020 ([accessible here](#) and to be signed by the Chairman at the earliest opportunity)
5. Clerk's Report & Correspondence ([paper attached](#))
6. General Updates from:
  - 6.1 Blandford Business Support Group
    - 6.1.1 To consider supporting and promoting the Kickstart Scheme for local businesses  
<https://www.gov.uk/government/collections/kickstart-scheme>

- 6.2 Blandford Police ([paper attached](#))
  - 6.2.1 To consider engaging with the Blandford Police regarding the Boxing Day Hunt
- 6.3 Market Manager ([paper attached](#))
- 6.4 Town Team
- 6.5 Parking Review Working Group
  
- 7. Dorset Council Highways
  - 7.1 To consider a resident's request for blue badge parking in Damory Street ([paper attached](#))
  - 7.2 To consider a resident's request for a reduced speed limit in Damory Street ([paper attached](#))
  
- 8. Review of Town & General Purposes budgets to 7<sup>th</sup> September 2020 ([papers attached](#))
  - 8.1 Analytical Review of Revenue Budget
  - 8.2 Review of Earmarked Reserves
  - 8.3 Reserve Accounts
  
- 9. To retrospectively approve expenditure for installation of the trees and column lights ([paper attached](#))
  
- 10. To approve a newsletter to all businesses regarding the small Christmas trees ([paper attached](#))
  
- 11. Christmas Window Competition ([paper attached](#))
  - 11.1 To consider Christmas Window Competition details and expenditure approval for proposed prize money
  - 11.2 To appoint the judges for the Christmas Window Competition 2020
  
- 12. To agree the five free parking days for all Dorset Council car parks in Blandford Forum for 2021 ([paper attached](#))
  
- 13. To consider receiving dog bin sponsorship from Friar Moors Vets ([paper attached](#))

## **DATES OF FUTURE MEETINGS**

|                          |  |
|--------------------------|--|
| 19 <sup>th</sup> October | Town Council Meeting (followed by Trust Meeting) |
| 2 <sup>nd</sup> November | Planning Meeting                                 |
| 9 <sup>th</sup> November | Recreation & Amenities Committee                 |

**Minutes of the Town Council and Committee meetings are available from Blandford Library, the Town Clerk's Office and online at [www.blandfordforum-tc.gov.uk](http://www.blandfordforum-tc.gov.uk).**

Twinned with Preetz, Germany



Town Clerk's Office  
Church Lane, Blandford Forum  
Dorset DT11 7AD



Twinned with Mortain, France



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**Clerk's Report & Correspondence**

1. Mobile CCTV Camera – The contractor, who initially supplied the Town Council's mobile camera, currently at Larksmead play park, is coming to look at the system on 14<sup>th</sup> October to see if the camera can be moved to the lighting column 10W107 in West Street to assist the police with the Boxing Day hunt. Permissions from the Dorset Council and SSE have already been sought. The Christmas lights installed at that column will be moved to the lighting column in Marsh & Ham car park, opposite the toilets.
2. Town Pump – The works to the Town Pump should be completed on Friday 9<sup>th</sup> October.

## Update from Blandford Police

From a Policing perspective it has been a challenging time, not least with keeping up to speed with the ever-changing Covid-19 legislation, but also keeping up with summer demand and the mass influx of visitors Dorset experienced this year.

As a neighbourhood team we have had to devote considerable time in backing up our response colleagues due to the demand, which has at times pulled us away from various projects we had planned – but such is the way with the dynamic nature of Policing!

- The Government re-opened the Public houses on 04/06/2020. We have experienced some minor disorder in Blandford Town and a few serious incidents involving members of the Army camp. PC 560 LEWIS has put his previous service in the Army to excellent use. We have notionally set aside a few dates for the M.O.D Police to assist us in some high visibility patrols in the town at peak night time economy periods. Pubs closing at 22:00 will help to reduce late night street drinking we hope! Our hope is it delivers a message of reassurance to the locality but helps to reduce some of the drink related harm and ASB experienced. We have always had a great working relationship with the Army camp and PC Ian Titley and this helps reinforce these links further.
- We have seen a drastic drop in dwelling burglary's in Blandford. Particularly in the month leading from June to July (actually the lowest it has been seen in 5 years!). Compared to the last 4 years the last few months show an average of a 67% decrease in burglaries overall. This is no doubt bolstered by proactive night time patrols by our response colleagues.
- Antisocial Behaviour has increased when compared to the 2018-2019 year by 4.1%. This isn't a huge jump, but we are tackling a few key repeat offenders by working closely with the Dorset Council ASB team. One male is being issued a community protection notice (CPN), which will graduate to a community behaviour order (CBO) if he breaches the restrictions in place. Two other un-related persons are also in the same position regarding them being subjected to a CPN.

Recent ASB spikes we partially correlate with school holidays and the relaxation of the lockdown situation. Some of these complaints involve street arguments and flouting of Covid-19 legislation on the meadows. We saw the Park Road recreation ground and the old railway arch behind Marks and Spencer be used for a "local hang out" for youths. On some occasions drugs and alcohol were seized by Police and contact made with their parents who have supported Police action accordingly. Police have responded to these areas becoming hotspots for ASB by regularly conducting proactive foot patrols and obtaining names of people located to help build an overall picture of repeat nuisance individuals.

- In the last update provided we highlighted an emerging ASB/Neighbourhood issue on DIAMOND WAY. This began coming to Police notice in May and generally involved alleged COVID-19 breaches and street parties. However, there were also a couple of Public Order matters, one of which an ongoing criminal investigation is in progress. We now are seeking advice with the CPS on a charging decision.
- Within the locality of Blandford Town we have had some notable drug related warrants/arrests. One of which in Blandford ST Mary involved the seizure of a large quantity of cash, cannabis and associated paraphernalia. This has given Police valuable intelligence that can be utilised in further operations. They were great examples of some of the drug related disruption efforts NPT have been conducting.
- We have had a number of complaints regarding speeding vehicles all over North Dorset. We will continue to enforce using hand held speed detection devices. The Dorset Police road safety team will also enforce any areas of note and review anywhere that new complaints geographically are made. We always encourage the use of Dash-cameras with road users as they prove invaluable in tackling careless driving and speeding - but also for overall capturing of evidential footage if in the unfortunate position of being involved in a collision.

- We recently had the annual fair in Blandford – this was good natured and did not cause any problems for Police.
- A further 2 drivers have been charged for drug driving since the last meeting and numerous drink drivers apprehended and disqualified over the summer period.

Please direct any enquiries to the North Dorset Neighbourhood Policing Team. There is a shortcut on the Dorset Police website which enables quick and easy access to reporting non-emergency matters to us. Often this is a very effective and time-efficient way, rather than ringing 101 as if a non-emergency, can alleviate some of the demand on the Force control room and save unwanted time waiting to be connected.

Many thanks,

**PC 2907 Tom Harness**  
Police Constable (Community Beat Officer)

## **Update from Market Manager**

The re-opening of the Street Market on Thursdays has been very successful. Our occupancy is higher now than before the “lockdown”. Saturdays are a little better which has been helped by Stuart Pearce (butcher) who now has a fruit and veg stall on both markets.

Although Saturdays remain difficult to fill, we have gained a trader from Bristol who sells a variety of things from floor mats, pillows, household goods to make-up. Visors and facemasks have been doing well. I have also been approached by ‘Pinky’ with a view to her returning to the Saturday market. Pinky sells gluten free cakes etc. as well as good quality hot food and was popular with the customers prior to “lockdown”. The rent reduction continues to be a great help with attracting new traders.

The Indoor Market has been a little more difficult due to making space for social distancing and a reluctance to return from some traders due to their own health issues or those of their partners. The café in the Corn Exchange is complying with “Track & Trace” and they have their own QR Code which is running alongside our own QR Code which we have in place at the entrance to the Corn Exchange. I have also been asking everyone (who do not wish to use the app), to complete a track & trace form when entering the Indoor Market. This has been met with a small amount of resistance from some people, but the vast majority have been compliant. All paper forms are destroyed after 21 days. The Rule of Six has been in place in the café but we have also reduced the number of tables that they can use so that we can encourage social distancing.

The general mood of the traders remains positive and based on feedback from other Market Managers I think that we are doing well in comparison to other markets. The constant changes in rules and regulations have been very challenging but we have managed to keep on top of things with much help from colleagues in the office who have been a huge support.

Andy Reynolds  
Market Manager  
2<sup>nd</sup> October 2020

**To consider a resident's request for blue badge parking in Damory Street**

**Information:**

The following request was received by a resident via email:

*I have a sovereign house without a parking space. I have a blue badge and find it very hard to walk. The parking we have available to outside my door for 30mins and there is never any parking available!*

*Please could you perhaps look into this at designate a parking space for me as my condition is very crippling.*

*I live at 2 The Bakery, Damory Street, Blandford Forum, Dorset, DT11 7ET.*

**Recommendation:**

Councillors should decide if they would like to support and put forward to the Dorset Council the installation of a disabled parking space along the bottom of Damory Street for this resident.

Sybille Maddock  
Assistant Town Clerk  
20<sup>th</sup> August 2020

## To consider a resident's request for a reduced speed limit in Damory Street

### **Information:**

The following request was received by a resident via email:

*As I mentioned during our call yesterday, the residents on Damory Street have expressed concerns on multiple occasions about current 30mph speed restriction on Damory St in Blandford.*

*There is a desire to address this using the most suitable means both from a budgetary and regulatory perspective, either by reducing the speed limit down to 20mph, attempting to enforce this using regular signage on the road, or by creating a 20mph zone enforcing using traffic calming measures such as speed bumps and regular signage.*

*As a resident myself on the street, we often experience vehicles driving well in excess of the 30mph restriction currently in place, which seems to be encouraged by the fact it's a one way street, perhaps creating a perception for drivers that the dangers of driving fast are lower with the lack of oncoming traffic.*

*You will be aware that Damory St is a residential street from top to bottom, with homes on both sides of the road. A large number of the residents on Damory St are young families with children and pets. The street also experiences a heavy footfall both morning and afternoon with school children and their families, making the journey to and from all 3 local schools, Archbishop Wake, Milldown and The Blandford School, and there is a real concern of the danger that presents both the residents and the pedestrians of fast moving vehicles on the street.*

*I have had a very brief conversation with Byron Quayle about the desire to review the suitability of the current speed restriction on Damory St, he's advised me that this is something he is also very interested in perusing along with other roads in the town and further discussions would next need to take place to agree time and resources for creating a plan to progress this.*

*I am more than happy to offer my support in a voluntary manner to help push this forward, so please consider bringing me onboard if I can help in anyway.*

### **Recommendation:**

Councillors should consider this request and decide if they would like to support and put forward to the Dorset Council traffic calming measures in Damory Street.

Sybille Maddock  
Assistant Town Clerk  
10<sup>th</sup> September 2020

## Analytical Review of Revenue Budget

| N/L code            |   | 2020/21       |                |                | Budget Variance |  |
|---------------------|---|---------------|----------------|----------------|-----------------|--|
|                     |   | Annual Budget | Budget to date | Actual to Date |                 |  |
| <b>COSTS</b>        |   |               |                |                |                 |  |
| 4711                | Vandalism - General                     | 100           | 42             | 0              | (42)            |  |
| 4782                | Vandalism ( Tabernacle)                 | 250           | 104            | 0              | (104)           |  |
| 4785                | Vandalism (M & H) Toilets               | 1,025         | 427            | 0              | (427)           |  |
| 4786                | Vandalism - Markets                     | 0             | 0              | 0              | 0               |  |
| 5020                | CCTV Maintenance                        | 5,539         | 2,308          | 190            | (2,118)         | Timing   |
| 5050                | CCTV Electric                           | 250           | 104            | 47             | (58)            |  |
| 5060                | Grit Bin - Re-fill                      | 528           | 220            | 0              | (220)           |  |
| 5600                | Street Market - Advertising             | 500           | 208            | 206            | (2)             | £206 - Crowd Control Banner  |
| 5601                | Street Market - New Equipment           | 500           | 208            | 251            | 43              | £200 - Crowd Control Banner  |
| 5602                | Street Market - Equipment Maint         | 0             | 0              | 0              | 0               |  |
| 5603                | Street Market - Health & Safety         | 0             | 0              | 0              | 0               |  |
| 5604                | Markets - Telephone                     | 131           | 55             | 27             | (28)            |  |
| 5605                | Street Market - DCC Parking Charges     | 11,275        | 4,698          | 0              | (4,698)         | No charges for April - June - July -September invoice not received until October         |
| 5606                | Street Markets - Rates                  | 1,425         | 594            | 831            | 238             | Transitional relief removed  |
| 5607                | Street Market -Printing & Stationery    | 0             | 0              | 0              | 0               |  |
| 6200                | Planters (Planting & Signs)             | 4,801         | 2,000          | 2,106          | 105             |  |
| 6630                | Toilets ( Tabernacle)- Cleaning         | 870           | 363            | 141            | (222)           | Reduce costs due to Toilets being closed   |
| 6635                | Toilets ( Tabernacle)- Blg/Ground Maint | 250           | 104            | 0              | (104)           |  |
| 6641                | Toilets (Tabernacle) -Electric          | 272           | 113            | 85             | (28)            |  |
| 6642                | Toilets (Tabernacle) -Equip Maint       | 89            | 37             | 0              | (37)            |  |
| 6643                | Toilets (Tabernacle) -Equip Purchased   | 57            | 24             | 0              | (24)            |  |
| 6644                | Toilets (Tabernacle) -Health & Safety   | 59            | 25             | 0              | (25)            |  |
| 6645                | Toilets (Tabernacle) -Water             | 360           | 150            | 63             | (87)            |  |
| 6646                | Toilets (Tabernacle)- Rates             | 1,488         | 620            | 712            | 92              | Timing   |
| 6650                | Toilets - (M & H )- Cleaning            | 8,691         | 3,621          | 1,761          | (1,860)         | Reduced cleaning due to Public toilets closed upto 22/05/20                              |
| 6655                | Toilets - (M & H) - Building Maint      | 1,258         | 524            | 0              | (524)           |  |
| 6656                | TIC - Building Maint                    | 500           | 208            | 0              | (208)           |  |
| 6657                | Toilets - (M & H) - Rates               | 1,330         | 554            | 623            | 68              | Timing   |
| 6660                | Toilets- (M & H ) - Electricity         | 1,948         | 812            | 753            | (59)            |  |
| 6661                | Toilets - (M & H ) Water                | 2,175         | 906            | 275            | (631)           | Reduce costs due to no standing charges whilst toilets were closed / Reduced water usage |
| <b>Total Costs</b>  |   | <b>45,671</b> | <b>19,030</b>  | <b>8,070</b>   | <b>(10,960)</b> |  |
| SEE OVER FOR INCOME |   |               |                |                |                 |  |

**INCOME**

2900 Markets - Street Rent  
 2810 Shambles / Craft Market Rent  
 2820 Indoor Market Rent  
 3500 Toilet Income (M & H)  
 3550 Tabernacle - Toilets  
 3850 T & GP Income  
 3900 Planter Sponsorship

|                            |  | 2019/20        |                |                 |
|----------------------------|--|----------------|----------------|-----------------|
| Annual Budget              |  | Budget to date | Actual to Date | Budget Variance |
| 14,000                     |  | 5,833          | 3,515          | (2,319)         |
| 6,136                      |  | 2,557          | 486            | (2,071)         |
| 5,643                      |  | 2,351          | 770            | (1,581)         |
| 0                          |  | 0              | 0              | 0               |
| 0                          |  | 0              | 0              | 0               |
| 0                          |  | 0              | 0              | 0               |
| 1,000                      |  | 417            | 733            | 317             |
| <i>Total Income</i>        |  | <i>11,158</i>  | <i>5,504</i>   | <i>-5,654</i>   |
| <b>NET COST / (INCOME)</b> |  | <b>7,872</b>   | <b>2,566</b>   | <b>(5,306)</b>  |

Markets closed until 4th June  
 Shambles Closed - resumed 30/07/20  
 Indoor Market Closed - resumed 02/07/20

Timing

Review of Earmarked Reserves

| Nominal Code | Budget                          | Balance b/f   | Income   | Budget 2020/21 | Total Reserves | Spend YTD    | Committed YTD | Current Balance | Proposed budget for 2021/22 |
|--------------|---------------------------------|---------------|----------|----------------|----------------|--------------|---------------|-----------------|-----------------------------|
| 1020         | Town Maps, Boards & Fingerposts | 5,584         |          | 250            | 5,834          |              |               | 5,834           |                             |
| 1021         | DCC Highways                    | 10,162        |          | 0              | 10,162         |              | 0             | 10,162          |                             |
| 1025         | Christmas Town Decorations      | 2,269         |          | 10,000         | 12,269         |              | 383 (2)       | 11,886          |                             |
| 1030         | Tourism                         | 3,694         |          | 1,500          | 5,194          | 199 (5)      | 591 (1)       | 4,404           |                             |
| 1035         | Twinning                        | 1,303         |          | 0              | 1,303          |              |               | 1,303           |                             |
| 1040         | Town Improvements               | 11,044        |          | 2,500          | 13,544         | 1,210 (3)    |               | 12,334          |                             |
| 1042         | New Benches                     | 2,254         |          | 1,000          | 3,254          | 1,620 (4)    |               | 1,634           |                             |
| 1045         | Contingency                     | 0             |          | 500            | 500            |              |               | 500             |                             |
|              |                                 | <b>36,308</b> | <b>0</b> | <b>15,750</b>  | <b>52,058</b>  | <b>3,029</b> | <b>974</b>    | <b>48,055</b>   | <b>0</b>                    |

(if Contingency budget is unspent on 31st March 2020 balance will transfer to Town Improvements)

Expenditure

Expenditure - Cont

|  |          |
|--|----------|
| (3) Annual charge for emptying litter bins at Elizabeth Road | 530.40   |
| 4 x Replacement Cup & Saucer Tier Planters                   | 679.60   |
| (4) VW/VJ Bench Seat   | 1,620.00 |
| (5) Printing 100 x calendars for 2021                        | 199.00   |

c/fwd

3,029

Total Carried b/fwd

Switch Budget Cont

TOTAL

3,029

0

Income/Transferrals

Breakdown of Committed funds 2016/17

|  |     |
|--|-----|
| (1) Interpretation Boards at Langton & Marsh & Ham | 250 |
| TIC Out & About booklet - T & GP 20/11/17 Min 43   | 341 |

|   |        |
|---|--------|
| (2) Purchase of Christmas tree lights T & GP 04/03/19 | 383.33 |
|---|--------|

974

3,029

TOTAL C/FWD

0

## Reserve Accounts

Reserve Accounts as at 7th September 2020

| Nominal Code | Standard Asset Replacement Accruals  | Responsible Committee | Balances<br>£ | Committed Funds<br>£ | Description of Committed Funds   |
|--------------|--|-----------------------|---------------|----------------------|--|
| 1300         | IT   | F & S                 | 17,557.49     |                      |  |
| 1305         | Skate park   | R & A                 | 80,369.58     |                      |  |
| 1310         | General Play Equipment   | R & A                 | 65,938.06     |                      |  |
| 1315         | Maintenance Equipment Replacement  | R & A                 | 8,583.94      |                      |  |
| 1320         | Vehicle Replacement  | R & A                 | 13,668.00     |                      |  |
| 1325         | Tractor Replacement  | R & A                 | 16,701.20     |                      |  |
| 1330         | Mower Replacement  | R & A                 | 31,915.27     |                      |  |
| 1340         | CCTV- Replacement Fund   | T & GP                | 34,908.44 -   | 12,852.20            | £12,852.20 CCTV Cameras  |
| 1345         | Benches  | T/C                   | 12,766.65     |                      |  |
| 1350         | Glenmore Depot   | R & A                 | 8,373.10      |                      |  |
| 1351         | B/Heights Play Equipment   | R & A                 | 9,568.00      |                      |  |
| 1352         | B/Heights Maintenance Equipment Replacement                                  | R & A                 | 1,879.74      |                      |  |
|              |  |                       |               | <b>289,377.27</b>    |  |
|              | <b>Earmarked Accounts</b>  |                       |               |                      |  |
|              | Recreation & Amenities Funds   | R & A                 | 953,810.72 -  | 26,836.83            | £16,836.83.83 B/Heights Public Arts Works /<br>£10000 WHG Roof   |
|              | Town & General Purposes Committee  | T & GP                | 41,154.45 -   | 974.33               | £250 Interpretation board:Langton & Marsh /<br>£341 TIC Out & About Booklet /£383.33<br>Christmas Lights for Street  |
|              |  |                       |               | <b>967,154.01</b>    |  |
|              | <b>Other Earmarked Accounts</b>  |                       |               |                      |  |
| 1001         | Earmarked Interest   | F & S                 | 9,882.20 -    | 380.00               | £380 Pointing work of WHG wall   |
| 1002         | Property Fund Dividend   | F & S                 | 11,355.26 -   | 1,392.00             | £1392 - Path around Cricket Club   |
| 1004         |  |                       |               |                      |  |
| 1005         | Election Costs   | T/C                   | 7,683.70      |                      |  |
| 1006         | Youth Services   | T/C                   | 10,726.03     |                      |  |
| 1007         | Woodhouse Gardens Wall Rebuild (Moved to R & A                               | R & A                 | -             |                      |  |
| 1008         | High Street Clean Up   | F & S                 | -             |                      |  |
| 1009         | BFTC Commemoration Group   | T/C                   | 350.50        |                      |  |
| 1010         | Capital Interest   | F & S                 | 2,211.26      |                      |  |
| 1011         | Land North of Bypass / Sport & Recreation                                    | T/C                   | 5,772.98 -    | 5,770.98             | £4.11 Cricket Club Refurb S106 Monies / £4,608<br>Path around Cricket Club / £1,157.87 Cricket<br>Club refurb  |
| 1012         | The Blandford Events Group   | T/C                   | 442.17        |                      |  |
| 1013         | Neighbourhood Plan   | T/C                   | 4,514.39 -    | 300.39               | Consultancy Fees   |
| 1015         | Support for Essential Services ( Earmarked)                                  | T/C                   | 28,049.00     |                      |  |
| 1017         | Woodhouse Garden Re-build  | T/C                   | 19,981.67     |                      |  |
| 1019         | Old Bath House / St Peter & St Paul's Churchyard<br>(Listed Wall & Town Pump | T & GP                | 52,764.49 -   | 4,242.00             | £4,242 Town Pump Restoration   |
| 1335         | Civic Regalia  | F & S                 | 18,949.84     |                      |  |
| 1185         | Pension Deficit  | F & S                 | 20,000.00     | -                    |  |
| 1195         | Improvements to Market Place   | T/C                   | 70,000.00     | -                    |  |
| 1500         | General Reserves   | T/C                   | 251,576.16 -  | 24,902.27            | £1,221.25 C/Exch Maintenance / £1,597.80<br>Payroll /£2,932.22 Underspend from Grant<br>Budget 2019/20 / £452 Underspend from Grant<br>Budget 2018/19 / £18,699 Underspend from<br>Project Manager Salary 2019/20  |
|              |  |                       |               | <b>477,272.01</b>    |  |
|              | <b>Capital Projects</b>  |                       |               |                      |  |
| 1104         | Corn Exchange S106 Funds   | T/C                   | 82,909.40     |                      | £6,997.77 committed for Lift Installation -<br>Donation from FOTF / £3665.70 Replacement<br>Lantern Lights / £39,696.60 Architect Fees /<br>£1609.60 Corn Exchange Roof / £19,402<br>Underspend of Salaries 2017/18 for project<br>manager / £25,940 Underspend of Salaries for<br>2018/19 for Project Manager / £12,981.60<br>Underspend Corn Exch Maint 2019/20<br>Replacement of external notice boards |
| 1105         | Corn Exchange  | T/C                   | 530,384.11 -  | 110,293.27           |  |
| 1110         | Corn Exchange Promotions Group   | T/C                   | 2,841.93      |                      |  |
| 1115         | Corn Exchange Project Development  | T/C                   | 27,028.83     |                      |  |
| 1116         | Corn Exchange HLF Stage 1 Matchfunding                                       | T/C                   | 74,879.97     |                      |  |
| 1120         | Corn Exchange & Venues Refurbishment Project                                 | T/C                   | 79,000.00     | -                    |  |
| 1122         | Corn Exchange Community Hall S106 Funds                                      | T/C                   | 103,292.81    |                      |  |
| 1125         | Cemetery Field Project   | R & A                 | 1,000.00 -    | 1,000.00             | £1000 Statue Contingency   |
| 1135         | Railway Arches   | T & GP                | 125.56 -      | 260.00               |  |
| 1175         | CCTV - New Equipment   | T & GP                | 11,661.40     |                      |  |
|              |  |                       |               | <b>801,570.74</b>    |  |
|              | <b>Total Reserves</b>  |                       |               | <b>2,535,374.03</b>  |  |
|              | Surplus from 2019/20 as at 31/03/2020  |                       |               | 113,175.81           | Due to grants & S106 funds received in 2019/20   |
|              | <b>Total Available in Reserves</b>   |                       |               | <b>2,648,549.84</b>  |  |

## **To retrospectively approve expenditure for installation of the trees and column lights**

### **Background**

In February 2019 Councillors agreed for Town Council staff to take on the installation, maintenance and removal of the small Christmas trees along East Street, the Market Place, West Street and Salisbury Street. At the Town and General Purposes committee meeting held on Monday 15<sup>th</sup> July 2019 an update was given to Councillors. It became clear that for a number of reasons this would need to be done by an external contractor.

Quotes were sourced and at the Town Council meeting on the 30<sup>th</sup> September 2019, it was PROPOSED by Cllr S Hitchings, SECONDED by Cllr Stayt and AGREED (14 in favour, 1 abstention) that

**The Town Council approves expenditure authority of £1,400.00 for the installation and removal of the small Christmas trees using funds from the General Reserves budget line.**

**The Town Council approves expenditure authority of £5,300.00 for the installation, connection and removal of the lights on 21 lamp posts throughout the town, using funds from the General Reserves budget line (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).**

**The Town Council will discuss the future budget commitment at the Finance and Staffing budget setting.**

A full audit of the tree holder locations and the condition/apparent stability of the holder was carried out. Thirty new holders were ordered to replace 18 in poor condition and were installed.

### **Report**

A quote from the contractor who carried out the installation of the trees and lamp post lights last year was sought, further quotes were not obtained due to the lack of contractors able to carry out this work and the fact that he is now familiar with what is required and that we received so many compliments last year.

The quote is:

£5300.00 + VAT to install and take down the lamp post lights and £1750 + VAT to install and take down the trees. Total of £7050 + VAT. This is an increase of £350.00 from last year as they are now fully aware of what is involved and the time it takes.

£7,000 was included in the Christmas Lights budget line 1025 for this financial year for the purpose of carrying out the installation of the trees and lights for 2020, with an additional £3,000 for annual items.

There was a necessity of placing the order early to ensure the work could be scheduled in and to obtain a discount that was offered by the lift company if we confirmed the order and the fact the works have been budgeted for. I am therefore seeking retrospective approval and I contacted the Chair and Vice Chair of the T&GP Committee to advise of this when the order was placed.

### **Additional Information**

Last year letters were sent out to businesses in the town asking for contributions toward the trees and lights, this was well supported but it is recommended that due to the pressure local business has been under this year not to make the same request until 2021. This is for the committee to consider in agenda item no. 10.

An order has been placed to replace 25 small Christmas trees and associated lights using the same supplier that the volunteers sourced two years ago. The total cost including a negotiated discount was £854.55 including VAT, which means the cost per tree to the Town Council is reduced from 2018 and the cost of the lights stays the same.

### **Recommendation**

It is recommended that Councillors approve retrospective expenditure of £7050.00 for the installation of the trees and column lights, and the purchase of the replacement trees at £845.55, using funds from the Christmas light budget line 1025 (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Jon Goodenough, Operations Manager

25<sup>th</sup> August 2020

## **To approve a newsletter to all businesses regarding the small Christmas trees**

### **Background**

Last year, when the Town Council took on the installation and maintenance for the small Christmas trees, we asked shop owners if they would like to give a small contribution to the trees.

### **Information**

Due to the current pandemic, officers did not feel it appropriate to request a contribution and therefore have drafted a newsletter (Appendix A). This newsletter will be sent along with the Christmas Window Competition poster to all shops and businesses in the town.

### **Recommendation**

Councillors are requested to approve the newsletter so it can be sent to all businesses in the town centre and to the businesses in the surrounding industrial estates who contributed in 2019.

Sybille Maddock  
Assistant Town Clerk  
25<sup>th</sup> September 2020



## BLANDFORD FORUM TOWN COUNCIL

Town Clerk's Office, Church Lane, Blandford Forum, Dorset DT11 7AD

Tel: 01258 454500 • Fax: 01258 454432

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### Small Christmas trees in East Street, The Market Place and Salisbury Street



The small Christmas trees, along with the column lighting, the yew trees in the church yard, and the big Christmas tree in the Market Place greatly enhance that festive feeling in our unique Georgian town.

In 2019 the Town Council took on the installation of the small Christmas trees around the centre of town from the Yuletide Festival volunteers. The Town Council does not have the means to install the trees and lights and therefore needs to employ a contractor to carry out the installation, connection and removal of the small Christmas trees. For the second year running, Councillors have approved expenditure of £7,050 for the display of the small trees plus the 21 column lights for the 2020 festive season.

Last year we asked local businesses for a small contribution towards the installation and upkeep of the small Christmas trees. However, with the financial impact Covid-19 has had on local businesses we understand that it would not be considerate to make such a request this year. If you do feel you would still like to support the installation and maintenance then please contact us.

**Thank you for your contribution to the town.**

**We hope you experience a successful Christmas season!**



## **11.1 To consider Christmas Window Competition details and expenditure approval for proposed prize money**

### **1. Introduction and Background**

Every year in December the Town Council holds the Christmas Window Competition, to encourage shops and businesses to decorate their windows and create a Christmas atmosphere in the town centre and beyond. This is always very well received.

Details of the Christmas Window Competition are attached as Appendix A, in the form of a poster that shops can display.

### **2. Recommendation**

It is recommended that the Committee approves details of the Christmas Window Competition and expenditure for a total of £350 to use for the prize money using funds from the Christmas Town Decorations budget line 1025 (Expenditure Authority: General Power of Competence Localism Act 2011 sl-8).

## **11.2 To appoint the judges for the Christmas Window Competition 2020**

### **3. Introduction and Background**

In previous years, the judging panel consisted of the Chairman of Council, the T&GP Chairman, the editor of the Forum Focus and a youth, like the Mayor's young person. During this mayoral year no official Guide has been appointed and the Mayor's Scout lives out of the area.

Usually, the certificates are presented at the Yuletide Festival by the Mayor. This year the Yuletide Festival is planned for the 4<sup>th</sup> December and will be mainly virtual. This is too early to present the certificates as most shops will only have their Christmas windows ready that week. Therefore, judges are requested to be available for judging over the weekend of 5-6<sup>th</sup> December 2020 to confirm winners to the office on Monday 7<sup>th</sup> December 2020 for certificates and prize money to be presented that week at the shopkeeper's premises by the Town Mayor.

### **4. Recommendation**

Councillors are requested to appoint the judging panel, consisting of Chairman of Council, the T&GP Chairman and the editor of the Forum Focus. Councillors should also agree when the certificates will be presented to the shopkeepers.

Sybill Maddock  
Assistant Town Clerk  
23<sup>rd</sup> September 2020



# Christmas Window Competition

The Town Council is continuing to run its Christmas Window Competition, hoping to encourage shops and businesses to enhance the town's image and create a wonderful atmosphere for its residents and visitors to the town, during the festive period. This year the decorated windows will be judged over the weekend of 5th – 6th December 2020.

The judging panel will consist of the Chairman of the Town & General Purposes Committee, the editor of the Forum Focus and the Town Mayor, Cllr Lynn Lindsay, who will also present the prizes to shopkeepers at their premises the following week.

The prizes for the most original and creative displays are:



1st Prize £150.00  
2nd Prize £100.00  
3rd Prize £50.00

Charity/not for profit organisation £50.00 (to the charity).

## Good Luck!



The Town Clerk's Office will close on  
Wednesday 23rd December 2020 at 12:30pm and  
will re-open on Monday 4th January 2021 at 9:30am.

## Merry Christmas!

Blandford Forum Town Council, Church Lane, Blandford Forum, DT11 7AD  
Tel: 01258 454500 Fax: 01258 454432  
Email: [admin@blandfordforum-tc.gov.uk](mailto:admin@blandfordforum-tc.gov.uk)

## **To agree the five free parking days for all Dorset Council car parks in Blandford Forum for 2021**

### **Background**

The Dorset Council offers five free parking days to Blandford Forum for the following car parks: Marsh & Ham, Station Court, Church Lane, Eagle House Gardens and Langton Road. On-street parking areas are not included in this offer.

### **Further Information**

Suggestions for free parking days, based on previous years, are:

- Saturday 20<sup>th</sup> March – Spring Community Expo
- Saturday 4<sup>th</sup> April – Easter Saturday
- Saturday 18<sup>th</sup> September – Autumn Community Expo
- Dorset Architectural Heritage Week in September (date tbc)
- Saturday 4<sup>th</sup> December – Small Business Saturday (date tbc)
- Yuletide Festival (date tbc)
- Saturday 11<sup>th</sup> December
- Saturday 18<sup>th</sup> December

### **Recommendation**

It is recommended that Councillors decide which five dates should be requested for free parking in 2021.

Sybillie Maddock  
Assistant Town Clerk  
26<sup>th</sup> August 2020

## To consider receiving dog bin sponsorship from Friar Moors Vets

### **Background**

Frias Moor Vets has contacted the Town Council about the possibility of sponsorship of dog waste bins and general waste bins in Blandford Forum.

### **Further Information**

The Town Council pays for the emptying of the two dog waste bins by the Elizabeth Road allotments and on the Persimmon Estate, where we have six mixed waste (with both general waste and dog waste signs), two dog waste bins and two general waste alongside it. The suggested sponsorship amount is £20per bin/year.

Friar Moors Vets are creating some artwork for stickers to be attached to the bins.

### **Recommendation**

It is recommended that Councillors consider and support this request.

Sybille Maddock  
Assistant Town Clerk  
25<sup>th</sup> September 2020