



BLANDFORD FORUM TOWN COUNCIL

To: All Members of the Recreation & Amenities Committee
(Cllr H White, Cllr L Lindsay, Cllr L Hitchings, Cllr C Jacques, Cllr J Stayt, Cllr S Hitchings, Cllr R Carter, Cllr N Lacey-Clarke)

All other Town Councillors
Members of the Public & the Press

Dorset Council Councillors

Dear Member

RECREATION & AMENITIES COMMITTEE MEETING

You are summoned to attend a meeting of the Recreation & Amenities Committee to be held **online** using Microsoft Teams on **Monday 8th February 2021 at 7.00 pm** to consider the following items.

Linda Scott-Giles
Town Clerk
1st February 2021

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 4th 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 using Microsoft Teams](#). 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 or 01258 454500.

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 9th November 2020](#)
5. Town Clerk's Report & Correspondence
6. [To review and agree the hire charges for 2021/2022](#)
7. [Report by Operations Manager November 2020 – January 2021](#)

Minutes of the Town Council and Committee meetings are available from Blandford Library, the Town Clerk's Office and at www.blandfordforum-tc.gov.uk.

DATES OF FUTURE MEETINGS

22 nd February	Town Council Meeting
1 st March	Planning Meeting
8 th March	Town & General Purposes Committee Meeting

Twinned with Preetz, Germany



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



Twinned with Mortain, France



Tel: 01258 454500 • Fax: 01258 454432
Email: admin@blandfordforum-tc.gov.uk
www.blandfordforum-tc.gov.uk

To review and agree the hire charges for 2021/2022

Introduction

The Recreation & Amenities Committee is responsible for setting the fees and hire charges for Town Council facilities and services on an annual basis. The fees and hire charges agreed will come into effect on 1st April 2021 until 31st March 2022.

Background

Historically, a small Working Group of Councillors has been formed to review the fees and hire charges and a recommendation is taken back to the Committee, however since 2009/2010 Members have approved the proposed increases from a report. The fees and hire charges are usually increased in line with an inflationary figure with the occasional deviation if there are justifiable reasons. The overall budget was finalised on Monday 21st December 2020 and the expenditure budget inflationary figure used for 2021/2022 is 1.5%, which is therefore the proposed increase for some of the 2021/2022 fees and hire charges.

Facilities

The proposed increases are summarised below and are detailed as follows:

1. Cemetery Fees and Charges

The existing and proposed fees are at Appendices [A](#) & [B](#). As Councillors will see, a 1.5% increase is recommended, which would result in an Adult Interment costing £125.00 instead of £123.00. Although funeral poverty does exist, a benchmarking study across other cemeteries has shown that Blandford's cemetery is still cheaper than the majority.

It has become clear that we are undercharging for the excavation of an ashes plot and this is resulting in staff being asked to excavate more and more ashes plots as it is so much cheaper than funeral directors doing it, as they do elsewhere. It is therefore suggested that the charge for this service is raised from £29.00 + VAT to £45.00+ VAT.

2. Sports Clubs

It is recommended that the hire charges for the cricket, rugby, bowling and football clubs are increased in line with the budget at 1.5% for 2021/22.

2.1 Rugby Club – The current 2020/2021 charges are £1,756.55 + VAT and the proposed charges for 2021/2022 are £1,782.90 + VAT.

2.2 Bowling Club – The current 2020/2021 charges are £1,756.55 + VAT and the proposed charges for 2021/2022 are £1,782.90 + VAT.

2.3 Football Club – The current 2020/2021 charges are £1,518.73 + VAT and the proposed charges for 2021/2022 are £1,541.51 + VAT.

2.4 Cricket Club – The current 2020/2021 charges are £1,738.77 + VAT plus 50% of the water bill, along with an additional 6 hours labour per week for 22 weeks to be charged at an hourly rate of £15.50 + VAT. The proposed charges for 2021/2022 are £1,764.85 + VAT plus the water bill and the labour as detailed above.

It was agreed at the Recreation & Amenities Committee meeting in November 2010 that the Bowling and Cricket Clubs will now pay an additional £257.25 each, per year, for the next 10 years to cover the cost of the ball stop fencing. This amount was therefore added on to the proposed amount for 2020/21 and is now fully paid.

3. Indoor, Outdoor and The Shambles Markets

Markets have been adversely affected, as has all non-essential retail, in all areas due to the Covid pandemic. All our traders have been very supportive despite very few of them being able to take advantage of government grants. Saturdays have improved a little we are attracting more traders when able to trade. At Blandford Forum the Market Manager continues to work with traders and tries to attract new ones. Dorset Council have not been charging us for the parking when the market has not been open.

The Market Manager would like to be able to continue to offer a reduced rate of £15.00 per 3 metre stall on Saturdays which is presently in place until April 2021. He suggests a review of this for October 1st 2021. Our indoor market continues to attract new traders and we continue to retain them despite severe restrictions on numbers and the difficulty of social distancing. To continue to build the market (especially Saturday), it is recommended that we keep the fees at the present rates for another financial year. This will also show continued loyalty from us to our regular traders. We continue to implement the winter rate of £15.00 per 3 metre stall (1st January – 31st March) as usual. It is uncertain how future restrictions will affect the market but the Market Manager will continue to offer a supportive role and develop a good working relationship with the traders to encourage them to keep trading with us at Blandford Forum. Alternatively, the committee has asked to continue the delegated authority on market fees to continue until 1st October 2021.

4. Town Council Venues

- 4.1 Community Room – This currently sits at £16.30 per session and an increase of 1.5% would make it £16.54. This would make it more expensive to hire than the Town Hall and Council Chamber which are both larger, therefore it is recommended that this venue rate is frozen for 2021/2022.
- 4.2 Woodhouse Gardens – This venue is currently £22.17 and is the most popular venue for small local groups and is well used and due to its refurbishment, an increase of 1.5% would take it to £22.50
- 4.3 Corn Exchange, Town Hall & Council Chamber – It is recommended that the charges for 2021/2022 are frozen due to the required refurbishment of the venue and the current climate and effect of Covid-19 on groups hiring these venues.
- 4.4 Refreshments – It is recommended that the charge is frozen at 80p per person/per session for 2021/2022. We do not see a lot of requests for refreshments lately.
- 4.5 Overtime – It is recommended that the charge is increased by the rate of inflation from £25.55 to £25.93 per hour for 2021/2022.
- 4.6 Commercial Rates for the Corn Exchange, Town Hall and Woodhouse Gardens are not recommended to be increased due to the lack of commercial bookings and the current climate.

5. Items for Hire

It is recommended that the charges of equipment (traffic cones, safety beacons, tables, chairs, hi-vis jackets, projector, screen and pa-system) and the fax charges are not increased for 2021/22 due to the low demand of hire and usage. It is also recommended that the photocopying charges are not increased. The price list (attached at [Appendix C](#)) will be advertised on the website and in a leaflet along with the Venues for Hire.

The charging for dealing with Proof Declarations of Existence Signatures is being reviewed on an annual basis and the recommendation is to keep it a free of charge service. It remains a quick process, good relationships with members of the public have been formed and they are very appreciative for the service.

6. Recommendation

The Committee is asked to consider the report and its attachments and to agree the proposed fees and hire charges for 2021/2022.

Linda Scott-Giles
Town Clerk
4th December 2020

Jon Goodenough
Operations Manager

Rachael Harding
Bookings Receptionist

Andy Reynolds
Market Manager

BLANDFORD FORUM CEMETERY FEES AND CHARGES
1st APRIL 2020 – 31st MARCH 2021

	RESIDENT OF BLANDFORD FORUM ¹	NON RESIDENT OF BLANDFORD FORUM
INTERMENTS		
Still born child or up to 28 days	No Charge	No Charge
Child up to 18 years (burial or cremated remains) ²	No Charge	No Charge
Adult (burial or cremated remains)	£123.00	£246.00
Scattering of ashes on an existing grave space	£43.00	£86.00
PURCHASED GRAVES IN ROTATION³		
A single grave (Adult or Child)	£225.00	£451.00
Double depth grave (must be purchased before the first interment)	£361.00	£723.00
Exclusive right of burial of cremated remains in an earthen grave (half grave space)	£149.00	£299.00
PURCHASED GRAVES ON A SELECTED SITE (not available in the top field)		
A single grave (Adult or Child)	£432.00	£865.00
Double depth grave (must be purchased before the first interment)	£717.00	£1435.00
Exclusive right of burial of cremated remains in an earthen grave (half grave space)	£290.00	£580.00
MISCELLANEOUS ITEMS		
Transfer of Exclusive Rights of Burial	£30.00 + VAT	
Use of Cemetery Chapel ⁴	£65.00 + VAT	
Excavate and prepare an ashes grave	£29.00 + VAT	
Prepare turf for under turf scattering of ashes	£21.00 + VAT	
Overtime for Saturday interments ⁵	£32.00 + VAT	
Search of burial records ⁶	£21.00 + VAT	
Administration Charges	£29.00 +VAT	

	RESIDENT OF BLANDFORD FORUM	NON RESIDENT OF BLANDFORD FORUM
MONUMENTS⁷		
TOP FIELD		
Headstone (with first inscription) including flush stone base (not to exceed half a grave space)	£158.00	£317.00
Second inscription on existing headstone	£32.00	£63.00
Memorial Book	£111.00	£223.00
Memorial Seat Plaques (5 year lease)	£164.00	£328.00
Memorial rose bush plaque (5 year lease)	£164.00	£328.00
OLD CEMETERY		
Headstone (with first inscription) including flush stone base (not to exceed half a grave space)	£158.00	£317.00
Second inscription on existing headstone	£32.00	£63.00
Memorial Book	£111.00	£223.00
Flat Stone (flush to the ground)	£61.00	£123.00
Kerbing	£157.00	£315.00
Fixed vase or memorial tablet with flush stone base (per item)	£77.00	£154.00
MEMORIAL PLAQUES		
Memorial Plaques ⁸ (Rose bush and Memorial garden)	£164.00	£164.00

1. Must have been a resident in Blandford Forum within the last five years or is a resident at the date of purchase (with the exception of children under five years of age).
2. Charge to be reclaimed from CFF by the Town Council.
3. In view of the reduced land availability, the exclusive rights of burial for a purchased grave space will expire on 1st January 2104. This will mean that the 99 year right will gradually reduce to 50 years and is currently at 84 years.
4. Proof of hirers Public Liability Insurance if £1,000,000 is required. Otherwise the Town Council will arrange liability cover at a cost of 11% of the hire charge plus VAT.
5. Saturday interments will be permitted in special circumstances only and permission must be sought from the Town Clerk.
6. This is a minimum charge. The Town Clerk will agree a charge for a detailed search.
7. For the right to erect or place (monuments may only be erected on purchased graves). All monuments must be approved by the Town Clerk.
8. Offered on a five-year lease.

BLANDFORD FORUM CEMETERY FEES AND CHARGES
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Still born child or up to 28 days	No Charge	No Charge
Child up to 18 years (burial or cremated remains) ²	No Charge	No Charge
Adult (burial or cremated remains)	£125.00	£250.00
Scattering of ashes on an existing grave space	£44.00	£87.00
PURCHASED GRAVES IN ROTATION³		
A single grave (Adult or Child)	£228.00	£458.00
Double depth grave (must be purchased before the first interment)	£366.00	£734.00
Exclusive right of burial of cremated remains in an earthen grave (half grave space)	£151.00	£303.00
PURCHASED GRAVES ON A SELECTED SITE (not available in the top field)		
A single grave (Adult or Child)	£438.00	£878.00
Double depth grave (must be purchased before the first interment)	£728.00	£1457.00
Exclusive right of burial of cremated remains in an earthen grave (half grave space)	£294.00	£589.00
MISCELLANEOUS ITEMS		
Transfer of Exclusive Rights of Burial	£31.00 + VAT	
Use of Cemetery Chapel ⁴	£66.00 + VAT	
Excavate and prepare an ashes grave	£45.00 + VAT	
Prepare turf for under turf scattering of ashes	£22.00 + VAT	
Overtime for Saturday interments ⁵	£33.00 + VAT	
Search of burial records ⁶	£22.00 + VAT	
Administration Charges	£30.00 +VAT	

	RESIDENT OF BLANDFORD FORUM	NON RESIDENT OF BLANDFORD FORUM
MONUMENTS⁷		
TOP FIELD		
Headstone (with first inscription) including flush stone base (not to exceed half a grave space)	£160.00	£322.00
Second inscription on existing headstone	£33.00	£64.00
Memorial Book	£113.00	£226.00
Memorial Seat Plaques (5 year lease)	£166.00	£333.00
Memorial rose bush plaque (5 year lease)	£166.00	£333.00
OLD CEMETERY		
Headstone (with first inscription) including flush stone base (not to exceed half a grave space)	£160.00	£322.00
Second inscription on existing headstone	£33.00	£64.00
Memorial Book	£113.00	£226.00
Flat Stone (flush to the ground)	£62.00	£127.00
Kerbing	£159.00	£320.00
Fixed vase or memorial tablet with flush stone base (per item)	£78.00	£156.00
MEMORIAL PLAQUES		
Memorial Plaques ⁸ (Rose bush and Memorial garden)	£166.00	£166.00

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HIRE OF EQUIPMENT AND SERVICES

For collection:

(All prices are quoted for a period of 3 days and exclude VAT)

		Deposit
350 x Traffic Cones	£0.50 per cone	£0.50 per cone refundable
(and £5 per cone for damaged, missing or broken cones)		
25 x Safety Beacons	£25.00 for all 25	£25 refundable
40 x Tables (1.8mx0.7m)	£5.00 for 5 tables	£100 (for 5 tables) refundable
30 x Tables (0.9m x 0.7m)	£3.00 for 5 tables	£70 (for 5 tables) refundable
120 x Plastic Chairs	£1.00 for 10 chairs	£50 (for 10 chairs) refundable
160 x Cushioned Chairs	£1.50 for 10 chairs	£75 (for 10 chairs) refundable
46 x XL Hi-Vis Jackets	50p for 10 jackets	£10 (for 10 jackets) refundable
Screen	£10.00	£30 refundable
PA system	£20.00	£75 refundable

To use on site:

(All prices quoted are per event/booking and excluding VAT)

Projector	£6.00
Screen	£3.50
Flipchart Stand + Paper	£4.50
PA system	£6.00

Photocopying:

Code 3895

(All prices quoted are including VAT)

	Charities	Companies
A4 single sided b&w	4p	8p
A4 double sided b&w	6p	11p
A4 single colour	10p	12p
A4 double colour	13p	14p
A3 single b&w	6p	10p
A3 double b&w	9p	13p
A3 single colour	14p	17p
A3 double colour	20p	23p

Fax Charges:

(All prices quoted are including VAT)

UK	15p per fax
International	20p per fax
0845 numbers	20p per fax

Prices above are for Blandford Forum residents / Charities / Organisations.

Charges will be double for non-Blandford Forum residents / Organisations.

The waiver of these charges is at the discretion of the Town Clerk, Chairman and Vice Chairman of the Committee but any damaged, broken or missing items are paid for.

Report by Operations Manager November 2020 – January 2021

STAFFING/COVID 19

All staff still continue to work their normal contracted hours during this latest lockdown. Office staff are working from home but are still coming onto the office for work not possible remotely. Risk assessments in relation to staff, buildings and hiring's are still being constantly updated in line with government guidelines. Memos have been sent to staff outlining the current procedures to follow and the Covid action plan has been updated (version 5).

Outside staff have had their lunch break extended by 15 minutes to allow staff living in the town to go home for lunch to prevent social distancing difficulties at the depot. Those who stay are using the extra time to clean surfaces used during that period.

CORN EXCHANGE

Regular contact is being maintained with IPA in relation to the renovation of the Corn Exchange.

Works to the Lobby Glazing should commence in the next few weeks whilst the building is closed due to the lockdown

PARK ROAD

There have continued to be issues with unsociable behaviour at Park Road despite the police being informed and their promise of targeting patrols in the area.

The perimeter fencing has been repaired and new palisade fencing has been installed to the rear of the cricket pavilion.

Planning works and meetings in regards the demolition of the old toilet block and extension of the car park are progressing.

LARKSMEAD

Hedge cutting has started and will be completed by the spring.

TOWN

Winter bedding has been planted in the base planters around town.

TREES

A number of requests for works to be carried out to trees throughout the areas of our responsibility have been received. Site visits have been carried out and where required works have been added to the list for this Autumn/Winter period. Quotes for the works have now been sought. The Cemetery trees have been surveyed and an application is being made for the works identified in the survey to be carried out as they are all subject to TPO'S

CEMETERY

The Cemetery has become busier over the last few weeks and funerals are being held in line with government guidelines.

HEALTH AND SAFETY

All regular health and safety work is continuing as usual throughout the lockdown period although the annual meeting with the Town Councils health and safety advisor has been postponed due to the lockdown.

WORKS CARRIED OUT

December	Christmas lights and trees were installed in the town by contractors and staff
Dec 30 th	Temporary repairs carried out to lobby glazing due to damage caused by wind
Jan 4 th \5 th	Christmas tree and lights were removed
Jan 6 th	New fencing installed behind the cricket pavilion
Jan 7 th	Outdoor lights removed at Woodhouse Gardens

VANDALISM

November 2020 - January 2021

<u>Date</u>	<u>Location</u>	<u>Remarks</u>
20 Nov	Skate Park	Broken Glass
25 Nov	Park Road	Broken Glass
10 Dec	Market Place	Lights on main tree damaged
15 Dec	Woodhouse Gardens	Outdoor lights damaged
22 Dec	Marsh and Ham	Light damaged
28 Dec	Skate Park	Broken Glass
28 Dec	Railway Arches	Broken Glass
5 Jan	Park Road	Damage to temporary fencing
15 Jan	Skate Park	Broken Glass
20 Jan	Park Road	Herras fencing damaged
22 Jan	Railway Arches	Broken bottles

Evidence of drug use at public toilets at various times throughout the period and an increase of anti-social behaviour continues at Park Road (Police aware).