

Process	Purpose	Lead Officer	Carried Out	Comments
<b>ADMINISTRATIVE PROCESSES</b>				
<b>Staff Appraisals</b>	To ensure that all staff are appraised on an annual basis.	TC OM ATC	Annually	Scheme developed and approved by Town Council 15/03/10 (min no. 12.2.3). Chairman of Council and Chairman of Finance & Staffing to carry out TC appraisal. Forms to be reviewed and updated when required.
<b>Staff Contracts and Employee Manual</b>	To ensure all staff contracts and the employee manual reflect current legislation.	TC	Ongoing	Ellis Whittam regularly advise of amendments to the documents subject to changes in legislation.
<b>Risk Assessment</b>	To review procedures annually for accuracy and reflect current working practice.	RFO	March	Reviewed and approved by Council annually.
<b>Health &amp; Safety</b>	To review procedures annually for accuracy and reflect current working practice.	OM ATC	August	Reviewed & updated annually with any major changes brought to Council for adoption.
<b>Neighbourhood Plan Implementation and Monitoring</b>	To carry out checks to ensure that DC is adhering to the adopted Neighbourhood Plan and its policies.	ATC	Ongoing	Will be an annual process once the Neighbourhood Plan has been adopted.
<b>Identify and develop training for staff and councillors</b>	Use staff appraisal process and a training needs assessment to identify requirements and liaise with DAPTC/SLCC to identify councillor training requirements.	TC ATC	Ongoing	A budget is available for both staff and Councillor training opportunities, which are circulated by the office. DAPTC has introduced a new scheme where councils are awarded when Councillors attend training sessions. Training Policy introduced.

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<b>Update folder for records of councillor and staff training</b>	To ensure that the training folder to record details of the training staff and councillors have attended is kept up to date.	TC ATC	Ongoing	A folder has been created to maintain records of training attended for Quality Council status and good practice.
<b>Update IT systems</b>	To review the requirements and develop specification to ensure that the council's IT system is good value for money and provides adequate support to staff.	TC ATC	Ongoing	G3 is now the provider for BFTC. Accruals and IT budget are in place.
<b>Update Facebook and Website</b>	To ensure that the latest information is uploaded to the Town Council Facebook page and Website.	TC ATC	Ongoing	All news and updates to be shared online.
<b>Update Dementia Action Plan</b>	To ensure that any changes to venues or processes take into account the needs of people living with dementia.	TC ATC	Ongoing	The Action Plan is reviewed when any changes are implemented that will affect the current plan.
<b>To continue the Youth Advisor scheme and develop stronger links</b>	To promote the scheme to students and encourage attendance at meetings.	TC ATC	Ongoing	Ongoing promotion to the school for these roles.
<b>Review and update Town Council's Plan</b>	To continue to provide an over-arching policy statement of what the Council intends to try to achieve over its five-year term to provide direction to members, staff and the public.	TC	2019-2024	Town Council to consider the draft plan and consult with the public before adoption.
<b>Plan Updates</b>	Quarterly reports on performance management to be submitted to full Council.	TC	Quarterly	Quarterly reports are presented to the Town Council meetings.

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<b>To provide services for residents on behalf of DC</b>	DCC and BFTC previously agreed what additional services could be provided, which could be added to, and training has taken place.	TC ATC	Ongoing	The possibility of a community hub was discussed between DCC, NDDC and BFTC in the past and this will be discussed again once the DC is established.
<b>Office Procedures</b>	To ensure that the file provides an up-to-date compilation of all the various office procedures.	ATC	September	Shared folder created in 2008 and annual reviews/updates now carried out. New members only section created via the website for Councillor access to the Councillors' Information folder.
<b>Standing Orders</b>	To review procedures annually for accuracy and reflect current working practice.	TC	Annually (reviewed each May)	Standing Orders to be reviewed at least annually (most recently updated May 2019).
<b>Freedom of Information Act</b>	To review procedures annually for accuracy and reflect current working practice.	ATC	July – August	Completed and approved by BFTC 28/04/08. Submitted to Information Commissioner's Office and approved 18/06/08. Now conducted annually.
<b>Business Continuity Plan</b>	Annual review to ensure accuracy and current practice.	TC ATC	May	Officers to review BCP on an annual basis.
<b>Planter Sponsorship</b>	To renew existing sponsorship and seek new sponsors from local businesses.	ATC	February	Responsible committee is Town & General Purposes. Staff carry out annual update.
<b>Annual Town Assembly</b>	Administration and advertisement.	TC	March – April	Statutory meeting held in April each year.
<b>Grants</b>	Advertisement of the Town Council's Grants scheme.	TC	Throughout the year	Advertised in local media and social media.

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<b>Storage Room Audit</b>	To determine if any records should go to Dorset Archives, continue to be kept on premises or be destroyed.	TC	August/September	First completed May/June 2008 and now conducted annually.
<b>ADMINISTRATIVE PROCESSES</b>				
<b>Newsletters</b>	To distribute at least four newsletters a year in line with Quality Council requirements.	TC	At least 4 times a year	Including the Chairman's Annual Report and Town Council Accounts in June.
<b>Allotment Administration</b>	AGM held between BFTC and Allotment Society in June and administrative updates carried out, tenancy agreements distributed in August. Invoice sent.	ATC	June – August	Working in conjunction with the Allotment Management Committee.
<b>Hire Charges</b>	To review the hire charges for the Town Council venues, markets and sports clubs.	TC	January/February	Responsible committee is Recreation & Amenities. Staff carry out review annually and make recommendations to the Committee.
<b>Christmas Window Competition</b>	T&GP committee to approve expenditure for window competition, leaflets to be printed and distributed.	ATC	September/November	Responsible committee is Town & General Purposes. Staff carry out review annually and make recommendations to the Committee.
<b>CIVIC PROCESSES</b>				
<b>Annual Civic Events:</b> <b>Commonwealth Flag Flying</b> <b>Mayor Making Ceremony</b> <b>Mayor's Civic Day</b> <b>Remembrance Day and Remembrance Sunday</b> <b>Parade</b> <b>Civic Carol Service/Tree Lighting</b> <b>Mayor's Charity Night</b> <b>Annual inspection of Mayoral Chains</b>	To ensure that events are well organised in line with civic protocol.	TC	Held throughout the year	<u>Usually held:</u> March, May, September, November, June, December and March  Mayor attends various events throughout the year including the Collingwood Memorial service in June and Garrison Remembrance service on Remembrance Sunday in the morning.

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<b>FINANCIAL PROCESSES</b>				
<b>Financial Regulations</b>	To review procedures annually for accuracy and reflect current working practice.	RFO	March - May	It is a requirement that the Financial Regulations are reviewed every 12 months.
<b>Budget Preparation</b>	To prepare the capital and revenue budgets for the financial year.	TC, RFO OM ATC	November – December	Budget consultation (via newsletter, social media and in person at community expo) carried out in September although comments and suggestions received throughout the year.
<b>VAT Return</b>	Quarterly	RFO	January/ April/ July/ October	In accordance with VAT procedures
<b>Precept Request</b>	To forward to DC	RFO	January	As requested by DC
<b>Assets</b>	Review and update of Town Council’s asset register.	RFO OM	January	In accordance with office procedures
<b>Insurance</b>	Review of Town Council’s insurance cover.	RFO	March	Three quotations to be sought leading up to contract expiration.
<b>Annual Accounts</b>	Compilation of annual accounts.	RFO	April	In accordance with office procedures.
<b>Annual Return – Staff Salaries</b>	To HM Revenue & Customs	RFO	May	In accordance with procedures.
<b>Approval of Accounts</b>	By full council.	RFO	June	In accordance with procedures.
<b>Annual Return</b>	Submitted to External Auditor	RFO	July	In accordance with procedures.
<b>Leisure Centre (Financial Contribution only)</b>	To review the operation of the leisure centre and assess the feasibility of making a regular financial contribution to ensure continuous operation. Requested by Councillors and public.	TC	Dec 2012/ Ongoing	BFTC agreed to continue funding at £50,000 pa until 31 <sup>st</sup> March 2021.

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<b>BARNES FOR A RECREATION PROCESSES</b>				
<b>Annual Accounts</b>	For approval	RFO	June	BFTC is the corporate trustee for this charity which manages Park Road Recreation Ground. Meetings are usually held following a Town Council meeting.
<b>Return</b>	To Charities Commission	RFO	September	In accordance with office procedures.
<b>VAT Returns</b>	Quarterly	RFO	August/ November/ February/ May	
<b>GROUNDS &amp; PROPERTY PROCESSES</b>				
<b>Massey Ferguson Tractor</b>	Service	OM	November	
<b>Fire Alarms</b>	Inspection	OM	Quarterly	
<b>Fire Appliances</b>	Testing	OM	February	
<b>Electrics</b>	Inspection	OM	2019	3 yearly full inspections
<b>Pick Up</b>	MOT and service	OM	November	
<b>Transit</b>	MOT and service	OM	March	
<b>GROUNDS &amp; PROPERTY PROCESSES</b>				
<b>Boilers</b>	Servicing	OM	March	Football and Bowling
		OM	January	Corn Exchange, TC's Office, Larksmead and WHG

BFTC = Blandford Forum Town Council, NDDC = North Dorset District Council, DCC = Dorset County Council, DC = Dorset Council (district and county merged April 2019)

Lead Officer Code: TC = Town Clerk, ATC = Assistant Town Clerk, OM = Operations Manager, RFO = Responsible Financial Officer, PC = Project Co-ordinator

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<b>The Royal Society for the Prevention of Accidents (RoSPA)</b>	Play area inspections	OM	July	Skate park, Park Rd, Langton, Balmer Road and Larksmead
<b>Clock Maintenance</b>	Full service and maintenance	OM	March	Corn Exchange/Town Hall clock
<b>Electrical Appliances</b>	Testing	OM	Dec - Jan	Carried out at all venues.
<b>Water Softener</b>	Service	OM	July	Larksmead
<b>Memorial Testing</b>	To carry out annual memorial testing to ensure public safety in the cemetery.	OM	July	Responsible committee is Recreation & Amenities and a budget line is in place for minor works to be carried out.
<b>Summer Bedding</b>	Quotation for bedding, receiving order and planting up planters and Woodhouse Gardens.	OM	May	Throughout the town
<b>Winter Bedding</b>	Quotation for bedding, receiving order and planting up planters and Woodhouse Gardens.	OM	October	Throughout the town
<b>GROUNDS &amp; PROPERTY PROCESSES</b>				
<b>Ball Stop Fencing</b>	Fencing up all year round to prevent balls entering bowling green	OM	April	Fencing between cricket and bowling clubs.
			September	
<b>Cricket Square</b>	Renovation	OM	September	Carried out by grounds staff

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<b>Christmas Tree, Decoration and Lights</b>	To select and put up Christmas tree. To put up decorations throughout the town.	OM	November	Carried out by grounds staff.
	To take tree and decorations down.		January	
<b>Legionella testing</b>	To ensure the water in each venue is free from Legionnaire's Disease.	OM	Monthly	Carried out by grounds staff.
<b>TOWN CONSULTATIONS/PARTNERSHIP WORKING</b>				
<b>Consultations</b>	To provide a response to consultations affecting the town and its future development.	TC ATC	Ongoing	BFTC responds to consultations affecting the council, the town and its residents.
<b>DC's Local Plan for the Northern Area (previously NDDC's Local Plan)</b>	To provide a response to these key documents which affect the town and its future development.	TC PC	Ongoing	BFTC has been working with surrounding parishes as part of the Neighbourhood Plan in order to provide a unified response to the additional consultation.
<b>TOWN CONSULTATIONS/PARTNERSHIP WORKING</b>				
<b>Developments in the provision of NHS services in the town</b>	To ensure that every attempt is made to retain key health services in Blandford or to lobby agencies to provide alternative transport to other hospitals.	TC ATC	Ongoing	BFTC responds to consultations concerned with the future of the town hospital and has correspondence with local surgeries and pharmacies.
<b>S106 developer contributions/ Community Infrastructure Levy (CIL)</b>	To monitor efficient and effective use of s106 developer contributions. To contribute to the development of a district-wide Infrastructure Development Plan (IDP) to ensure that appropriate infrastructure is delivered to the towns.	TC	Ongoing	BFTC works with DC to ensure that any monies at risk of expiry are put to good use within the local area. BFTC has contributed to the IDP and makes additions as issues change/evolve. Awaiting the DC's adoption of the CIL process (currently working with s106).