

BLANDFORD FORUM TOWN COUNCIL
Minutes of the Finance & Staffing Committee
held on Monday 7th June 2021 at 7:00pm held in the Corn Exchange

DRAFT
Subject to confirmation

PRESENT

Cllr S Hitchings – Committee Chairman	Cllr P Osborne – Committee Vice Chairman
Cllr L Hitchings – Chairman of Council	Cllr C Stevens – Vice Chairman of Council
Cllr H Mieville – Chairman of T&GP	Cllr L Lindsay – Chairman of R&A
Cllr H White	Cllr R Carter
Cllr A Cross	

IN ATTENDANCE

Town Clerk	Nicci Brown – Press (via Teams)
Operations Manager	

The Committee Chairman remarked that it was the first meeting held in person since 16th March 2020, prior to the UK lockdown.

1. PUBLIC SESSION

There were no members of public in attendance.

2. APOLOGIES

None

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

None had been submitted.

4. MINUTES OF THE MEETING HELD ON 15TH MARCH 2021

It was PROPOSED by Cllr Stevens, SECONDED by Cllr White and AGREED unanimously that the Minutes be APPROVED and SIGNED.

5. TOWN CLERK'S REPORT & CORRESPONDENCE

The paper was noted (see Appendix A).

5.1 Grounds & Maintenance Role – A vacancy has arisen due to a member of the grounds team resigning and this has been advertised.

5.2 Interim Finance Cover – Thanks are extended to the Interim Finance Officer, Penny Turner for completing the council's and Trust's year end accounts.

5.3 Staff Training – The following health and safety training courses have been booked in for staff:

First Aid
IOSH Managing Safely
IOSH Directing Safely
Scaffold Tower
Manual Handling

6. ANALYTICAL REVIEW OF EXPENDITURE AGAINST BUDGET FOR THE FOLLOWING:

6.1 Administration Budget for the year to 31st March 2021

The paper was noted (see Appendix B).

6.2 Overall Revenue Budget for the year to 31st March 2021

The paper was noted (see Appendix C).

6.3 General Reserves

The paper was noted (see Appendix D).

7. ANALYTICAL REVIEW OF EXPENDITURE AGAINST BUDGET FOR THE FOLLOWING:

7.1 Administration Budget for the year to 31st May 2021

The paper was noted (see Appendix E).

7.2 Overall Revenue Budget for the year to 31st May 2021

The paper was noted (see Appendix F).

7.3 Reserves Accounts as at 31st May 2021

The paper was noted (see Appendix G).

8. REVIEW OF FINANCE DOCUMENTATION

8.1 There are no cheque payments to retrospectively approve

8.2 To receive and retrospectively approve direct debit payments for the period 1st February 2021 to 30th April 2021 (sheets 181-183) totalling £92,613.05

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

The direct debit payments for the period 1st February 2021 to 30th April 2021 (sheets 181-183) totalling £92,613.05 are received and retrospectively approved.

8.3 To receive and retrospectively approve BACS payments BACS 289 to BACS 291 totalling £15,867.61

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

BACS payments BACS 289 to BACS 291 totalling £15,867.61 are received and retrospectively approved.

8.4 To receive and retrospectively approve CHAPS payments CHAPS 015-016 totalling £930,264.38

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

CHAPS payments CHAPS 015-016 totalling £930,264.38 are received and retrospectively approved.

8.5 To receive and retrospectively approve Online Faster Payments FP034 to FP050 totalling £1,044,114.30 (which includes payments to other Town council bank accounts)

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

- 8.5 To receive and retrospectively approve Online Faster Payments FP034 to FP050 totalling £1,044,114.30 (which includes payments to other Town council bank accounts (cont.))

Online Faster Payments FP034 to FP050 totalling £1,044,114.30 are approved retrospectively.

- 8.6 Retrospective approval of the Investment Account for the period 28th February to 28th May 2021

The paper was noted (see Appendix H).

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

The Investment Account and Property Fund Investment for the period 28th February 2021 to 28th May 2021 is approved retrospectively.

- 8.7 Report by Chairman on Bank Reconciliation and Petty Cash check

Cllr S Hitchings carried out a petty cash check and found it to be £5.95 over and this will be recorded in the accounts accordingly as an investigation has been carried out and the source cannot be determined.

Cllr S Hitchings confirmed that the monthly bank reconciliation had been undertaken during the period and everything was found to be in order.

- 8.8 Bank Reconciliation to 30th April 2021

The paper was noted (see Appendix I).

9. **INTERNAL AUDITOR'S REPORT**

The paper was noted (see Appendix J) and the Chairman highlighted the minor issues raised by the Internal Auditor, which is excellent especially considering the Interim Finance Officer has achieved this without previous council experience, and he also noted how supportive and helpful the Internal Auditor has been during the RFO's absence.

10. **REVIEW OF END OF YEAR ACCOUNTS 2020/21**

The paper was sent to Councillors via email due to the size of the document. The Town Clerk noted the Interim Finance Officer's efforts in producing the annual accounts and praised her for the work involved.

It was PROPOSED by Cllr Cross, SECONDED by Cllr L Hitchings and AGREED unanimously that a **RECOMMENDATION is made to full council that**

The end of year accounts for 2020/2021 are approved.

ACTION: TOWN COUNCIL

11. **TO CONSIDER GRANT APPLICATIONS**

- 11.1 Blandford Snooker Club (no previous applications)

The paper was noted (see Appendix K).

It was PROPOSED by Cllr Cross, SECONDED by Cllr Stevens and AGREED unanimously that a **RECOMMENDATION is made to full Council that**

A grant of £1,500 is approved for plaster work required (Expenditure Authority: Localism Act 2011 s1-8).

ACTION: TOWN COUNCIL

11. TO CONSIDER GRANT APPLICATIONS (cont.)

11.2 The Artori Academy (no previous applications)

The paper was noted (see Appendix L).

It was PROPOSED by Cllr White, SECONDED by Cllr Osborne and AGREED unanimously that a **RECOMMENDATION is made to full Council that**

The Academy is signposted to discuss the possibility of scholarships with the William Williams charity to cover the cost of the summer school placements.

ACTION: TOWN COUNCIL

8:04 pm Cllr Lindsay left the room.

A discussion was held, and it was agreed that this will proceed as a recommendation to full council, but the Town Clerk should contact the applicant regarding the resolution to avoid delay in the process.

ACTION: TOWN CLERK

8:06 pm Cllr Lindsay returned to the meeting.

12. TO RECEIVE AN UPDATE ON THE YOUTH CENTRE SLA AND CONSIDER HOW TO PROCEED

It was PROPOSED by Cllr S Hitchings, SECONDED by Cllr L Hitchings and AGREED unanimously that a **RECOMMENDATION is made to full Council that**

The Town Council vires the ringfenced SLA money for the youth centre for the 2020/21 financial year to the skate park reserves (1305).

ACTION: TOWN COUNCIL

13. CONFIDENTIAL

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

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admission to Meetings) Act 1960.

13.1 Town Clerk's Report

The Town Clerk updated Councillors on current staffing issues and thanked the Operations Manager for the additional workload he has taken on over the last few months.

13.2 To consider the creation of a temporary position

It was PROPOSED by Cllr White, SECONDED by Cllr Mieville and AGREED unanimously that

The Town Council approves the creation of a temporary position.

ACTION: TOWN CLERK

The Chairman advised that more Councillors are required to approve payments as Cllr L Hitchings should no longer do this, now that he is Chairman of Council, and Cllrs White and Carter are the only two Councillors carrying out this role. Cllr Mieville agreed to assist and will be sent the link to register.

The Meeting closed at 8:49 pm.

SIGNED:

DATED: