



# BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors  
Members of the Public & Press

Dorset Council Councillors

Dear Member

## **TOWN COUNCIL MEETING**

You are summoned to attend a meeting of the Town Council which will be held in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 22<sup>nd</sup> November 2021 at 7.00 pm** to consider the following items. This meeting will also be available to view online using Microsoft Teams [using this link](#).

Linda Scott-Giles  
Town Clerk  
15<sup>th</sup> November 2021

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

Prior to consideration of the following Agenda, there will be a democratic quarter of an hour, which may be extended at the discretion of the Committee, during which time members of the public may speak. During the course of the meeting, members of the public and our elected representatives from the Dorset Council may indicate they wish to speak, and, at the discretion of the Chairman, and with the approval of the Members, they may be allowed to do so on points of information only. The Committee may on occasion invite members of the public to comment on specific issues where points of information or their particular knowledge on a subject might prove of benefit to the Committee.

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. Disabled access is available.

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

1. Public Session
  - 1.1 Mark Williams – TREADS
2. Report from Dorset Council Councillors
3. Apologies
4. To receive any Declarations of Interest and Requests for Dispensations
5. [Minutes of the Town Council Meeting held on 18<sup>th</sup> October 2021](#)
6. [Town Clerk's Report & Correspondence](#)
7. Civic Report (paper to follow)

8. Recommendations and Receipt of Minutes
  - 8.1 Recreation & Amenities Committee Meeting held on Monday 8<sup>th</sup> November 2021
    - 8.1.1 Recommendations
    - 8.1.2 [To Receive the Minutes](#)
  - 8.2 Town & General Purposes Committee Meeting held on Monday 15<sup>th</sup> November 2021
    - 8.2.1 Recommendations
    - 8.2.2 [To Receive the Minutes](#)
9. [To approve expenditure for a replacement photocopier/fax machine](#)
10. [To consider forming a working group to respond to the Dorset Council consultation on how they develop and deliver their library service in the future](#)
11. To receive an update and consider any requests from the:
  - 11.1 Neighbourhood Plan Monitoring Group – Blandford +
  - 11.2 BFTC Commemoration Group
  - 11.3 Climate Change & Biodiversity
  - 11.4 Dorset Council Grant to support the Market Area Enhancement Project
  - 11.5 [The Queen's Platinum Jubilee 2<sup>nd</sup>-5<sup>th</sup> June 2022](#)
12. To receive an update on the Town Council Plan (distributed separately)
13. [To consider purchasing replicas of Jack Counter VC's medals](#)
14. Reports from Community and Local Organisations (Councillors are requested to advise the Chairman of Council or the Town Clerk if they wish to make a report under this heading)

### **DATES OF FUTURE MEETINGS**

29 <sup>th</sup> November	Corn Exchange
6 <sup>th</sup> December	Planning Meeting
13 <sup>th</sup> December	Finance & Staffing Committee Meeting
20 <sup>th</sup> December	Town Council Meeting
23 <sup>rd</sup> December	Office closes at 12.30pm

**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](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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## Town Clerk's Report and Correspondence

Public Convenience Donations – Charlton Marshall Parish Council has agreed to send a contribution of £500 towards the upkeep of the public conveniences in Blandford Forum for 2022/23. An invoice for this amount will be sent in the new financial year. Spetisbury Parish Council has also agreed to contribute £50 for the current financial year.

Complaint – Bryanston Parish Council has written to complain about the Town Council's response to the community governance, which has been circulated to all Councillors.

Funday Expenditure – Councillors will recall that up to £1,000 was approved towards the Mayor's Funday in September. Invoices have now been submitted, totalling £495.98 for air horns (which will be donated to the Town Council), insurance cover and the PA system.

Paving Works – The Dorset Council has written to advise that the: *Dorset Highways paving works in Blandford are being put on hold to allow unforeseen utility work to be carried out. It recently came to light that fibre optic cabling is set to be laid under the pavements in the town centre this autumn and, to avoid newly laid paving being disturbed, the highways project is being paused. The contractor undertaking the cabling works has around 200 connections to make throughout the town centre. They are currently carrying out site investigations to inform their scheme design – which will require some new ducting to be installed in the footway. To ensure that this cabling is complete before the new paving is installed, Dorset Highways has completed its first phase of work (which will not be affected by the cabling) and have now left the site. All pavements have been left safe, and workers will return to Blandford in the New Year to complete the paving project once the utility cables have all been installed. A new way of working had recently been established for the project in order to minimise disruption to residents and businesses, and this will be put back into operation when work resumes. This sees highways operatives focussing on one area at a time rather than two. The new overall programme has been split into ten phases, with work being carried out in much smaller sections of around 15m at a time with the old paving removed, foundation prepared and new slabs laid before the team move along to the next 15m of that phase. Although much less disruptive for residents and businesses, this new way of working extends the project to a total of 33 weeks rather than the original proposed 12 weeks. More detail of the phasing of works in the New Year will be provided nearer the time. We do apologise for any inconvenience caused in this matter and we would like to thank you for your patience.*

'Right tree in the right place for the right reason' – The Town Clerk and Operations Manager have booked to attend an online session on this subject. The details are as follows: *Tree planting is high up the agenda to mitigate climate change, but consideration is needed to ensure the right choices are made to avoid making mistakes and causing other issues. Staff from the Forestry Commission will explain the detail that is behind this simple mantra that many are now becoming familiar with. They will explain the work that goes to ensuring the trees provide a benefit when planted and avoid causing harm, and will offer a reminder of the huge range of these benefits that is leading to the drive to plant trees. They will also discuss how the trees need to be site adapted and also Right Today and Right Tomorrow given the impacts of climate change which will occur within the life of a single tree.*

Quality Gold Application – The National Association of Local Councils has written to advise that the Town Council's application for reaccreditation for Quality Gold level has been successful. Cllr Sue Baxter, Chairman of NALC, wrote to congratulate the council on this achievement, which can be read at [Appendix A](#).



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Dear Linda

**Local Council Award Scheme – Quality Gold Award Achievement (Re-accredited)**

It is with great pleasure, as Chairman of the National Association of Local Councils, to confirm that **Blandford Forum Town Council** has achieved the Quality Gold Award.

Receiving the Quality Gold Award is an excellent achievement showing that your council achieves good practice in governance, community engagement and council improvement. Furthermore, this award shows that your council has gone above and beyond the legal obligations; you are leading your community and continuously seeking opportunities to improve and develop even further. Therefore the council is to be congratulated immensely.

I would like to express my sincere thanks to you **Linda Scott-Giles** for your hard work in submitting the Quality Gold application and the additional work throughout the assessment process.

My expression of thanks is also given to **Blandford Forum Town Council**. Your service to your community as well as supporting your Local Council Award Scheme application is recognised and reflected in your achievement.

As your council has shown its commitment to continuous improvement and development, I very much look forward to **Blandford Forum Town Council** Re-accrediting again for the Quality Gold Award and celebrating more achievements.

Yours Sincerely,

NALC National Panel Chair

A handwritten signature in black ink, appearing to read 'S S Batters'.

## To approve expenditure for a replacement photocopier/fax machine

### Background

The Town Council has had the same photocopier for six years and it is now past its anticipated renewal date. It is becoming problematic with increasing call outs for repair and poor print quality. The usage is increasing and we need to ensure a quality print as we also provide a copying service to members of public and local organisations. We therefore do not necessarily need a particularly high-speed machine, but one that is reliable, efficient and cost effective. We purchased our current photocopier in 2015 at a cost of £2,866.00.

The quotes below also include having a fax machine incorporated with the photocopier. We currently have a separate fax machine, which we use for salaries, but it is also old and outdated (over 12 years), so it would seem prudent to get a machine which serves both functions. Since sourcing these quotes, the internal auditor has raised the issue of the £5 bank charges the council incurs with the salaries service as Telepay have stated that they have not received the fax on time when it has been sent and a confirmation fax is received, hence why the fax element is now required with a new machine.

### Report

Four quotations have been sought and are detailed below:

#### Company A

Xerox 7020 with Fax:

- Up To 20 ppm Colour and 30 ppm Black-and-White
- Up To 1200 x 2400 DPI
- 110-Sheet Single-Pass Duplex Automatic Document Feeder (DADF)
- 10.1 Inch Capacitive Colour Touch Screen User Interface Featuring Full Customisation and Personalisation
- Print and Scan Directly to and from The Cloud With Services Like Salesforce, Box®, Microsoft®, OneDrive®, Google Drive™, Dropbox™ and Microsoft Office 365™
- Mobile Printing Support Across Multiple Platforms and NFC Tap-To-Pair.
- Max Paper Capacity: 4,180 Sheets • Xerox® Connect Key® Technology

All toners and consumables included and equipment serviced by Xerox. The running costs proposed are approximately half as much as the current charges.

For a cost of £2,500 + VAT inc. delivery.

#### Company B

Xerox C8130:

- 30ppm A3,
- Colour Multi-Functional Device
- Complete with network print, copy and scan features.
- Four paper trays as standard and a bypass tray and the fax option
- 10ppm faster than current model.
- Fax

For a cost of £3,575 + VAT.

## **Company C**

Ricoh IM C2000:

- 20 Pages Per Minute
- Android Type Colour Swipe Screen
- A3 Colour Photocopier
- A3 Colour Network Printer
- A3 Colour Scanner (scan-to-email / scan-to-folder)
- 100 Sheet Automatic Reverse Document Feeder
- 2 GB RAM, 320 GB Hard Disk Drive
- Print from and scan to USB, HDD, SD Card
- Print from Mobile Devices (smart phone, iPad, tablets)
- Postscript 3 Compatible
- Inner staple finisher
- Embedded Fax
- Cabinet

For a cost of £3,558 + VAT.

## **Company D**

Versalink 27020:

- A3 20ppm Duplex Copy
- Print/Scan PCL5c/6 DADF
- 5 Trays Total 2180 Sheets
- 500 sheet Integrated Finisher (20 - 35 ppm only)
- 1 Line Fax - GR/IE/UK/ES/PT

For a cost of £2578.50+VAT.

## **Financial Implications**

The Town Council has been accruing for a replacement photocopier within the standard asset replacement and we have £3,343.67 in that budget line.

We have explored the possibility of part exchange on the existing photocopier but only Company A have offered this in the sum of £200.00.

## **Recommendation**

It is recommended that the Town Council purchases the Xerox 7020 with Fax at a cost of £2,500 + VAT inc. delivery from Company A using funds from accruals budget line and part exchanges the existing machine to reduce the costs and for ease of disposal (Expenditure Authority: Localism Act 2011 s1-8).

Jon Goodenough  
Operations Manager  
22<sup>nd</sup> October 2021

**To consider forming a working group to respond to the Dorset Council consultation on how they develop and deliver their library service in the future**

The Dorset Council is looking at their current library strategy, which is 11 years old.

Phase one of the consultation will run for 11 weeks from 25<sup>th</sup> October 2021 to 7<sup>th</sup> January 2022.

This period of consultation will explore resident and stakeholder feeling around the library service offer (both digital and physical), what they value, what could be developed, what obstacles exist that prevent someone from using the library.

Town Councillors are encouraged to complete the survey [#LetsTalkLibraries consultation - Dorset Council](#) and may also wish to form a working group, with delegated authority, to respond as a council by 7<sup>th</sup> January 2022.

Linda Scott-Giles  
Town Clerk  
3<sup>rd</sup> November 2021

## Making it easy to have your say...



### QUEEN'S PLATINUM JUBILEE 2<sup>nd</sup> – 5<sup>th</sup> June 2022

The working group have now held several meetings and are working to achieve a 4 day programme of events.

**Thursday 2<sup>nd</sup> June.** We intend to hold an event on the grass area around the Arches, comprising of entertainment and music, food and drink, small fairground rides for children. Climaxing with us joining the national beacon lighting which will take place at 9.09 pm. Our beacon will be sited on top of the Arches. The ceremony for this will include a piper playing music specially written for the occasion.

**Friday 3<sup>rd</sup> June.** A thanksgiving service will be held in the Parish church as a morning event with involvement by R.B.L. and members from Blandford camp. (A morning service because there is a military service on the camp in the afternoon).

A display co-ordinated by the Commemoration Group, to include R.B.L., Blandford Art Society, Blandford Camera Club and local schools, to celebrate Her Majesty's 70 years as our Queen. To be held in the Corn Exchange on 3<sup>rd</sup> and 4<sup>th</sup> June.

**Saturday 4<sup>th</sup> June** Planting of a Yew tree to replace the one removed several years ago. (The churchwardens are applying for permission from the diocese).

A children's treasure hunt in W.H.G with a Royal theme, with commemorative gifts for all children taking part. Refreshments will also be available.

The second day of exhibition in Corn Exchange.

**Sunday 5<sup>th</sup> June.** Fun Day. To be held in the lower Marsh & Ham car park and grass area. To include fairground rides, stage for entertainment, charity stalls, food stalls and a bar, and encourage the public to bring picnics. To make use of the river with duck races. A competition to make a miniature royal barge out of recyclable materials.

General. We propose running a shop window display competition with a royal theme together with a "Spot the Oddity" competition, with prizes for both.

Cllr.Stevens

Chairman, Jubilee Committee

10<sup>th</sup> November 2021

## To consider purchasing copies of Jack Counter VC's medals

Resident, Pat Patrick has put forward a suggestion for the council to consider regarding the purchase of Jack Counter VC's medals.

The Town Council currently displays the following Jack Counter VC items in the Community Room and brings them down to the Corn Exchange for Remembrance Sunday:

- Photograph
- King's Regiment Cap Badge
- Replica of the Victory Cross medal
- Commemorative 50p coin
- Commemorative stamps



The medals are believed to be the following (and Mr Patrick is double checking this):

- The Victoria Cross
- British War Medal 1914-1920
- Inter Allied Victory Medal
- King George VI Coronation Medal
- Queen Elizabeth II Coronation Medal
- Imperial Service Medal

This is the replica set held by the Liverpool Museum, as an example of the medals.



### **Recommendation**

It is recommended that Councillors consider the purchase of the Jack Counter VC replica medals, to be mounted for display purposes at a cost of £200-£300 using funds from the Civic budget line (4802).

Linda Scott-Giles  
Town Clerk  
16<sup>th</sup> November 2021