



# 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 24<sup>th</sup> January 2022 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  
17<sup>th</sup> January 2022

## **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 Declaration of Acceptance of Office to be signed by the successful candidate following the Old Town Ward by-election scheduled for Thursday 20<sup>th</sup> January 2022
  - 1.2 Audrey Burch
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 20<sup>th</sup> December 2021](#)
6. [Town Clerk's Report & Correspondence](#)
7. Civic Report (to follow)

8. Recommendations and Receipt of Minutes
  - 8.1 Finance & Staffing Committee Meeting dated 13<sup>th</sup> December 2021
    - 8.1.1 [Recommendations](#)  
(Blandford Food Bank deferred from 20<sup>th</sup> December 2021)
    - 8.1.2 [To RECEIVE the Minutes](#)
9. [To approve the council diary for 2022/2023](#)
10. [To consider a grant application from Creative Expression](#)  
(due to timing and their current financial position)
11. [To consider the Town Council's position with the payment for use of the sports pavilions October 2021 – December 2021 and January 2022 – March 2022](#)
12. Recreations & Amenities Matters:
  - 12.1 [To review and agree the hire charges for 2022/2023](#)
  - 12.2 [To note the Report by the Operations Manager November 2021 – January 2022](#)
13. To receive an update and consider any requests from the:
  - 13.1 Neighbourhood Plan Monitoring Group – Blandford +
  - 13.2 BFTC Commemoration Group
  - 13.3 Climate Change & Biodiversity
  - 13.4 Dorset Council Grant to support the Market Area Enhancement Project
  - 13.5 The Queen's Platinum Jubilee 2<sup>nd</sup>-5<sup>th</sup> June 2022
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)
  - 14.1 [To fill the positions left vacant by a Councillor resignation in November 2021](#)
15. To consider forming a working group to formulate a response to the pre-submission draft Pimperne Neighbourhood Plan, to be brought back to the Planning Committee meeting 7<sup>th</sup> February 2022 (information distributed to Councillors)

### **DATES OF FUTURE MEETINGS**

31 <sup>st</sup> January	Recreation & Amenities – CANCELLED (items referred to this meeting)
7 <sup>th</sup> February	Planning Meeting
21 <sup>st</sup> February	Town Council Meeting
28 <sup>th</sup> February	Corn Exchange

**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



Tel: 01258 454500 • Fax: 01258 454432  
Email: [admin@blandfordforum-tc.gov.uk](mailto:admin@blandfordforum-tc.gov.uk)  
[www.blandfordforum-tc.gov.uk](http://www.blandfordforum-tc.gov.uk)

## Town Clerk's Report

Blandford Massachusetts – Barry Barnett (creator of the Tales of Old Blandford website [www.theblandfordexpress.com](http://www.theblandfordexpress.com)) wrote to the Town Clerk to gauge interest in producing a video for Blandford Massachusetts where the Blandford Historical Society will be celebrating the 200<sup>th</sup> anniversary of their church in September 2022. The Town Clerk has written to local organisations and received positive responses to date. The Town Museum has offered to contact a pupil who may be able to help with the video.

Welcome Back Fund – Dorset Council has been in touch about the other items BFTC claimed in the Welcome Back Fund. The accessible picnic benches were received just before Christmas and located at the rugby, football, cricket clubs and the cemetery and we are now due to have a footfall monitoring device installed in the town centre and some new planters.

BRFC Lease – A meeting has been held with the Town Council's solicitor to discuss the introduction of a long-term lease for the Rugby Club at Larksmead. This will be referred back to the Recreation Amenities Committee.

Service Level Agreements – All the organisations who applied for a continuation of, or a new, agreement have written to thank the Town Council for its ongoing support by extending the agreements.

David Strong from the Fashion Museum wrote to say, *'We have received the extremely welcome news that the Blandford Town Council have not only renewed our SLA for a further three years, but have increased it to £2500pa. This was a totally unexpected 'Christmas gift' for the Museum and as our Town Council representative on the Board of Trustees, may I ask you (Cllr Holmes) to pass on our sincere thanks to the Council for this marvellous gesture at an appropriate opportunity. The support we receive from you and the Council throughout the year is so much appreciated, and it is heartening to know you are there for us. On a personal note, may I take this opportunity to thank you, Rosemary, for the interest, commitment and passion, you have shown for the Fashion Museum; your contribution to our Trustee meetings has been invaluable.'*

Mark Williams from TREADS wrote *'Thank you for your email confirming that Treads would be receiving a grant of £2000 from April 2022. Please thank all the Councillors for their continuing support'*.

Joy Reynolds, Chair of Trustees of the Blandford Forum Museum, Heritage and Arts Trust wrote *'to pass on the grateful thanks of the Blandford Town Museum Trustees to Blandford Town Council for renewing our SLA for three years. The SLA gives us a vital income stream to help us keep the museum open. We offer an important service to both Blandford residents and visitors, telling the story of Blandford's history. We are so pleased that the Council recognises this and gives us its support.'*

## **Blandford Food Bank**

The resolution from the Finance & Staffing Committee meeting held on Monday 13<sup>th</sup> December 2021 was as follows:

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Stevens and AGREED (7 in favour, 1 against) that

**The principle of an SLA is agreed to with Blandford Food Bank, subject to further discussions and receipt of supporting information.**

This was a recommendation to the full council meeting held on Monday 20<sup>th</sup> December 2021, but was deferred to the January meeting for discussion and voting.

No additional information has been received to date.

## To approve the council diary for 2022/2023

MAY 2022	
Monday 2	Bank Holiday
Tuesday 3	Annual Meeting of the Town Council
Monday 16	Planning Meeting
Friday 20 or 27	Mayor Making Ceremony
Monday 23	Town Council Meeting (Corn Exchange)
Monday 30	-
JUNE 2022	
Thursday 2	Bank Holiday for Queens Platinum Jubilee
Friday 3	Bank Holiday for Queens Platinum Jubilee
Friday 3	Queens Platinum Jubilee Thanksgiving Service
Monday 6	Planning Meeting
Monday 13	Finance & Staffing Committee Meeting
Monday 20	Recreation & Amenities Committee Meeting (raise a flag for Armed Forces Day)
Saturday 25	Armed Forces Day
Monday 27	Town Council Photograph at 6.30pm / Town Council Meeting (Trust) AGM) 7pm
JULY 2022	
Monday 4	Town & General Purposes Committee Meeting
Monday 11	Planning Meeting
Monday 18	Town Council Meeting (Corn Exchange)
Monday 25	Town Council Meeting
AUGUST 2022	
No meetings are scheduled for this month, although a Planning meeting may be necessary	
SEPTEMBER 2022	
Saturday 3	Merchant Navy Day
Monday 5	Planning Meeting
Friday 9	Dorset Architectural Heritage Week (DAHW) (Cemetery Chapel)
Monday 12	Recreation & Amenities Committee Meeting
Saturday 17	Community Expo (including budget consultation) Dorset Architectural Heritage Week (Corn Exchange, Town Hall & Council Chamber)
Monday 19	Finance & Staffing Committee Meeting
Monday 26	Town Council Meeting
OCTOBER 2022	
Monday 3	Planning Meeting
Monday 10	Town & General Purposes Committee Meeting
Monday 17	Town Council Meeting (Corn Exchange)
Monday 24	Town Council Meeting (followed by Trust Meeting)
NOVEMBER 2022	
Sunday 6	Royal British Legion Cemetery Service
Monday 7	Planning Meeting
Friday 11	Armistice Day 11am Remembrance School Involvement at 10.30am at the churchyard
Sunday 13	Remembrance Sunday Parade & Church Service 2.30pm
Monday 14	Recreation & Amenities Committee Meeting
Monday 21	Town & General Purposes Committee Meeting
Monday 28	Town Council Meeting

**DECEMBER 2022**

<b>Friday 2</b>	<b>Yuletide Festival</b>
<b>Saturday 3</b>	<b>Small Business Saturday (tbc)</b>
<b>Monday 5</b>	<b>Planning Meeting</b>
<b>Monday 12</b>	<b>Finance &amp; Staffing Committee Meeting</b>
<b>Wednesday 14</b>	<b>Civic Christmas Carol Service (tbc)</b>
<b>Monday 19</b>	<b>Town Council Meeting (followed by Trust Meeting)</b>
<b>Thursday 22</b>	<b>Office closes at 12.30pm</b>
<b>Monday 26</b>	<b>Bank Holiday</b>

**JANUARY 2023**

<b>Monday 2</b>	<b>Bank Holiday</b>
<b>Tuesday 3</b>	<b>Office re-opens at 9.30am</b>
<b>Monday 9</b>	<b>-</b>
<b>Monday 16</b>	<b>Planning Meeting</b>
<b>Monday 23</b>	<b>Recreation &amp; Amenities Committee Meeting</b>
<b>Monday 30</b>	<b>Town Council Meeting</b>

**FEBRUARY 2023**

<b>Monday 6</b>	<b>Planning</b>
<b>Monday 13</b>	<b>-</b>
<b>Monday 20</b>	<b>Town Council Meeting (Corn Exchange)</b>
<b>Monday 27</b>	<b>Town Council Meeting</b>

**MARCH 2023**

<b>Monday 6</b>	<b>Raise the Commonwealth Flag at 10am in Market Place (robes) (tbc)</b>
<b>Monday 6</b>	<b>Planning Meeting</b>
<b>Monday 13</b>	<b>Town &amp; General Purposes Committee Meeting</b>
<b>Monday 20</b>	<b>Finance &amp; Staffing Committee Meeting</b>
<b>Saturday 25</b>	<b>Spring Community Expo in the Corn Exchange</b>
<b>Monday 27</b>	<b>Town Council Meeting</b>

**APRIL 2023**

<b>Monday 3</b>	<b>Planning Meeting</b>
<b>Friday 7</b>	<b>Good Friday</b>
<b>Monday 10</b>	<b>Easter Monday</b>
<b>Monday 17</b>	<b>-</b>
<b>Monday 24</b>	<b>Annual Town Assembly at 6pm followed by Town Council Meeting (followed by Trust Meeting) at 7pm</b>

**MAY 2023**

<b>Monday 1</b>	<b>Bank Holiday</b>
<b>Tuesday 2</b>	<b>Annual Meeting of the Town Council (followed by Town Council meeting)</b>
<b>Friday 12 or 19</b>	<b>Mayor Making Ceremony</b>
<b>Monday 15</b>	<b>Town Council Meeting (Corn Exchange)</b>
<b>Monday 22</b>	<b>Planning Meeting</b>

## Grant Application – Creating Musical Participation

### APPLICATION FOR A GRANT

<b>Name of Organisation</b>	<i>Creating Musical Participation</i>
<b>Registered Charity Number (if applicable)</b>	
<b>Contact Name</b>	<i>Cardine Pugh</i>
<b>Address</b>	
<b>Daytime Telephone Number</b>	
<b>Email Address</b>	<i>creatingmusicalparticipation@gmail.com</i>
<b>Purpose of Organisation</b>	<i>To provide music sessions (mainly singing to people in the Blandford area. The session is designed to help people with Parkinson's, MS, stroke, early onset dementia as well as those who are isolated and seeking social contact through singing.</i>
<b>Amount Requested</b>	<i>£250</i>
<b>Is this a Green Grant?</b> <small>Delete as appropriate</small>	<input checked="" type="checkbox"/> <b>Y</b> <input type="checkbox"/> <b>N</b>
<b>Purpose of Request</b>	<i>To acquire a grant to enable us to sustain the group Sing Together &amp; Sing to Beat Parkinson's during the current challenging time. Currently the group only manages to cover the cost of venue hire, and as leader I am often providing both my time and resources for no remuneration. I hope as we emerge into spring, confidence will return and the group become sustainable. The sessions provide social + vocal health benefits.</i>
<b>How many Blandford Forum residents will benefit directly?</b>	<i>Up to 30 residents (and surrounding areas) although it will take time to build up to these numbers.</i>
<b>Any further relevant information</b>	<i>I attach some testimonials. I would be open to moving to a different venue if a suitable one was available. I have support of the local surgery, speech + language specialists.</i>
<b>Signed:</b>	<b>Dated:</b> <i>08/12/21</i>

**I enclose (delete as applicable):**

1. Last set of accounts<sup>2</sup> ✓ *+ projections*
2. Business plan
3. Project details ✓
4. Supporting documents

**Please return this form together with attachments to:**

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

**Applicants will be notified of the success of this application in due course.**

<sup>2</sup> If you are a new organisation and do not yet have a set of accounts, please ensure you include a business plan.

### **Testimonials**

I am really sorry that I will not be able to attend any further sessions because I am no longer able to drive to the sessions. I have greatly enjoyed our sessions enhanced by the energy and enthusiasm you bring to them. My voice production has definitely improved as a result and I am determined to continue some of the good work on my own. I would like to thank you for the help you have given me and wish you and our group all the very best.

*Dan, living with Parkinson's Blandford Area (October 2021)*

I wanted to share with you the effect that singing has had on my wife since she has been attending your sessions. I observed that when she returns home from the sessions, she stands taller, she looks less strained and more at ease, her mood was considerably brighter, her whole demeanour more positive. She seems more alert and lively. I was truly surprised that singing could bring about such a quick and positive transformation. I thank you.

*Ian, wife living with Parkinson's Blandford Forum (December 2021)*

### **Project details**

Sing Together & Sing To Beat Parkinson's is an hour long session currently at the Blandford Connect Centre, Heddington Drive. With set up time included I currently pay £18 per week

The sessions are designed to aid good vocal health with a focus on vocal exercises delivered through song, to help those living with various neurological conditions such as MS, Parkinson's, stroke. Those with early stages of dementia and those who are seeking social contact, will also gain from the well-documented benefits of singing.

Each session is based around a theme with a range of well-known songs led and accompanied by myself on the piano. We use a screen for lyrics all other resources are provided.

I have extensive experience as a music teacher, performer and choir director. I am an associate of Sing To Beat Parkinson's and delivered Singing for the Brain sessions.

At present participants pay £6 per session. Clearly those living with a range of conditions cannot always guarantee their weekly attendance at the sessions. It has always been my intention that once we had numbers at a sustainable level, that I would aim to reduce the weekly cost.

I had hoped that with a grant from Rotary in September 2021, I would be in a more viable position going forwards and that we would be self-supporting. However, with the continued anxiety around Covid, despite publicity and support from the local surgery, it may be that some are reticent to venture out, or that the venue is not as accessible or well-known as I had anticipated.

I am reluctant to put the venture on hold as I know that the small, but loyal group I have already built up would be saddened if we had to stop and I also feel that if I waited for a few months, I would have to start the publicity etc. all over again.

So, I am looking for a grant to help cover costs whilst the group is still growing.

I have included the accounts to date and also a projected view for the next 13 sessions starting in January 2022. From May 2022 if the overall attendance continues to grow and it becomes sustainable without a grant (even with fluctuations of attendance), I will aim to reduce costs to £5 per session moving forwards as the intention was always to keep membership fees as low as possible.

### Sing Together & Sing To Beat Parkinson's Blandford Accounts

	Income	Venue Hire	Expenses	Rotary Grant Utilised	Rotary Grant remaining
					250.00
28-Sep	6.00	18.00	0.00	12.00	238.00
04-Oct	30.00	18.00	24.00	12.00	226.00
12-Oct	18.00	18.00	24.00	24.00	202.00
19-Oct	18.00	18.00	24.00	24.00	178.00
26-Oct	24.00	18.00	24.00	18.00	160.00
02-Nov	18.00	18.00	24.00	24.00	136.00
09-Nov	24.00	18.00	24.00	18.00	118.00
16-Nov	18.00	18.00	24.00	24.00	94.00
23-Nov	18.00	18.00	24.00	24.00	70.00
30-Nov	24.00	18.00	24.00	18.00	52.00
07-Dec	18.00	18.00	24.00	24.00	28.00
14-Dec					
21-Dec					
	216.00	198.00	240.00	222.00	

#### Notes on Expenses

Leader remuneration  
Also covering public liability insurance, printing, travel expenses

#### Notes on attendance

8 people have attended over the 11 weeks to date  
Of those, health problems have now affected the regular attendance of 4 and family situation affected regular attendance of one other

### Sing Together & Sing To Beat Parkinson's Blandford Projections

	Projected number attending	Income	Venue Hire	Expenses	Potential Grant Utilised	Grant remaining
						250.00
11-Jan	3	18.00	18.00	24.00	24.00	226.00
18-Jan	4	24.00	18.00	24.00	18.00	208.00
25-Jan	4	24.00	18.00	24.00	18.00	190.00
01-Feb	5	30.00	18.00	24.00	12.00	178.00
08-Feb	5	30.00	18.00	24.00	12.00	166.00
15-Feb	6	36.00	18.00	24.00	6.00	160.00
22-Feb	6	36.00	18.00	24.00	6.00	154.00
01-Mar	6	36.00	18.00	24.00	6.00	148.00
08-Mar	7	42.00	18.00	30.00	6.00	142.00
15-Mar	7	42.00	18.00	30.00	6.00	136.00
22-Mar	7	42.00	18.00	30.00	6.00	130.00
29-Mar	7	42.00	18.00	30.00	6.00	124.00
05-Apr	7	42.00	18.00	30.00	6.00	118.00
		444.00	234.00	342.00	132.00	

#### Notes on Expenses

Leader remuneration - ideally to increase a little  
Also covering public liability insurance, printing, travel expenses

#### Notes on attendance

With increased publicity and awareness, word of mouth, aim for 7 regular attendees  
In reality, these numbers may not be feasible, but in line with other groups I run elsewhere in the county, I hope for a gradual increase

#### Grant

The remaining grant may well have to subsidise weeks where target attendance is affected by illness, weather, other non attendance

**To consider the Town Council's position with the payment  
for use of the sports pavilions  
October 2021 – December 2021 and January 2022 – March 2022**

**Background**

At the Town Council meeting held on 21st June 2021, the following was agreed:

**TO CONSIDER THE TOWN COUNCIL'S POSITION WITH THE PAYMENT FOR USE OF  
THE SPORTS PAVILIONS APRIL - JUNE**

**The Town Council agrees that the Cricket Club and Bowling Club are to pay 50% of their quarterly rent from 1<sup>st</sup> April 2021 and the Rugby and Football Club payment relief is to be extended for the next quarterly period.**

**All Sports Club are to pay their utilities bills from 1<sup>st</sup> April 2021.**

**Report**

A decision now needs to be made regarding the payments due for October – December 2021 and January – March 2022 so that invoices can be raised in line with council's wishes.

Councillors will be aware that at this time no major restrictions are in force which prevent the sports clubs being active and so they are able to continue to get full use of their facilities.

**Recommendation**

It is recommended that the sports clubs revert to paying the full amount for rent and utilities from the October- December 2021 quarter, and the same going forward into 2022.

Jon Goodenough  
Operations Manager  
7<sup>th</sup> January 2022

## To review and agree the hire charges for 2022/2023

### Introduction

The Recreation & Amenities Committee is responsible for setting the fees and hire charges for Town Council facilities and services on an annual basis. However, this item has been brought to a full council meeting this year due to the current situation and the committee meeting scheduled for 31<sup>st</sup> January 2022 has been cancelled.

The fees and hire charges agreed will come into effect on 1<sup>st</sup> April 2022 until 31<sup>st</sup> March 2023.

### 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 20<sup>th</sup> December 2021 and the expenditure budget inflationary figure used for 2022/2023 is 1.5%, which is therefore the proposed increase for some of the proposed 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, an 1.5% increase is recommended, then rounded up, which would result in an Adult Interment costing £127.00 instead of £125.00.

Although funeral poverty does exist, a benchmarking study across other cemeteries has shown that Blandford's cemetery is still cheaper than the majority. It became clear that we were undercharging for the excavation of an ashes plot and this was 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. Therefore, this was raised by higher than the rate of inflation last year and it is suggested that the charge for this service is raised again from £45.00 + VAT to £50.00 + VAT.

The charges form has also been revised to reflect the changes made over the kerb sets in the new section as there is no longer any point having two sections on monument charges.

#### **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 2022/23.

- 2.1 Rugby Club – The current 2021/2022 charges are £1,782.90 + VAT and the proposed charges for 2022/2023 are £1,809.64 + VAT plus all utilities. Discussions are currently being held with solicitors on a long term lease for the Club.
- 2.2 Bowling Club – The current 2021/22 charges are £1,782.90 + VAT and the proposed charges for 2022/2023 are £1,809.64 + VAT plus utilities.
- 2.3 Football Club – The current 2021/2022 charges are £1,541.51 + VAT and the proposed charges for 2022/2023 are £1,564.63 + VAT.
- 2.4 Cricket Club – The current 2021/2022 charges are £1,764.85 + 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 £1,791.32 + VAT plus the water bill and the labour as detailed above.

### **3. Indoor, Outdoor and The Shambles Markets**

Markets have been adversely affected, as have all non-essential retail, in all areas due to the pandemic. All our traders have been very supportive despite very few of them being able to take advantage of government grants. Saturdays have improved hugely and we are attracting more traders. The Market Manager continues to work with traders and tries to attract new ones.

The Market Manager would like to be able to continue to offer a reduced rate of £15.00 per 3m stall on Saturdays, which is presently in place until April 2022. He suggests a review of this for 1<sup>st</sup> October 2022. New traders are currently given one free week in every four paid weeks to encourage regular trading. He recommends that this continues until April 2022. Our indoor market continues to attract new traders and we continue to retain them despite Covid restrictions.

To continue to build the market (especially on a Saturday), it is recommended that we keep the fees at the present rates for another financial year. This will again show continued loyalty from us to our regular traders. We continue to implement the winter rate of £15.00 per 3m stall (1<sup>st</sup> January – 31<sup>st</sup> 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 in Blandford Forum.

### **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, it is also being used a lot as extra space to allow for social distancing now. Therefore, it is recommended that this venue rate is frozen for 2022/2023.
- 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 for 2022/2023
- 4.3 Corn Exchange, Town Hall & Council Chamber – It is recommended that the charges for 2022/2023 are mostly frozen due to the required refurbishment of the venue and the current climate and effect of Covid-19 on groups hiring these venues. However, the Bookings Receptionist proposes that Thursdays in the Corn Exchange are no longer included as part of the Saturday, Sunday and Bank Holiday charges as it is used by the Market almost exclusively. She would also like to propose that Friday, Saturday and Sunday evenings increase to £60 (from £40 and £45) as they are not used by regular hirers and normally require more set-up, contact, etc. This increase would also apply to multiple session hires that involve an evening session, which would be a PM and EVE hire and AM, PM & EVE hire.
- 4.4 Refreshments – It is recommended that the charge is frozen at 80p per person/per session for 2022/2023. We do not see a lot of requests for refreshments lately.
- 4.5 Overtime – It is recommended that the charge is increased by 1.5% from £25.93 to £26.31 per hour for 2022/2023.
- 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 equipment hire charges (traffic cones, safety beacons, tables, chairs, hi-vis jackets, projector, screen and pa-system) and the fax charges are not increased for 2022/23 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.

However, there is a need to decide whether we continue to hire out the beacons or they are passed on. There are only 17 out of the original 25 beacons left (two of which are broken. Batteries need to be replaced on a yearly basis and only 15 of 16 came back from the last hire. We do not use these items and are incurring expense and losses with them every year.

The charging for dealing with Proof of life, 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 of this service the Town Clerk offers.

## **6. Recommendation**

Councillors are asked to consider the report and its attachments and to agree the proposed fees and hire charges for 2022/2023.

Linda Scott-Giles  
Town Clerk

Jon Goodenough  
Operations Manager

Rachael Harding  
Bookings Receptionist

Andy Reynolds  
Market Manager

13<sup>th</sup> January 2022

**BLANDFORD FORUM CEMETERY FEES AND CHARGES**  
**1<sup>st</sup> APRIL 2021 – 31<sup>st</sup> MARCH 2022**

	<b>RESIDENT OF BLANDFORD FORUM<sup>1</sup></b>	<b>NON RESIDENT OF BLANDFORD FORUM</b>
<b>INTERMENTS</b>		
Still born child or up to 28 days	No Charge	No Charge
Child up to 18 years (burial or cremated remains) <sup>2</sup>	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
<b>PURCHASED GRAVES IN ROTATION<sup>3</sup></b>		
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
<b>PURCHASED GRAVES ON A SELECTED SITE</b> (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
<b>MISCELLANEOUS ITEMS</b>		
Transfer of Exclusive Rights of Burial	£31.00 + VAT	
Use of Cemetery Chapel <sup>4</sup>	£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 <sup>5</sup>	£33.00 + VAT	
Search of burial records <sup>6</sup>	£22.00 + VAT	
Administration Charges	£30.00 +VAT	

	<b>RESIDENT OF BLANDFORD FORUM</b>	<b>NON RESIDENT OF BLANDFORD FORUM</b>
<b>MONUMENTS<sup>7</sup></b>		
<b>TOP FIELD</b>		
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
<b>OLD CEMETERY</b>		
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
<b>MEMORIAL PLAQUES</b>		
Memorial Plaques <sup>8</sup> (Rose bush and Memorial garden)	£166.00	£166.00

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 1<sup>st</sup> January 2104. This will mean that the 99 year right will gradually reduce to 50 years and is currently at 83 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**  
**1<sup>st</sup> APRIL 2022 – 31<sup>st</sup> MARCH 2023**

	<b>RESIDENT OF BLANDFORD FORUM<sup>1</sup></b>	<b>NON RESIDENT OF BLANDFORD FORUM</b>
<b>INTERMENTS</b>		
Still born child or up to 28 days	No Charge	No Charge
Child up to 18 years (burial or cremated remains) <sup>2</sup>	No Charge	No Charge
Adult (burial or cremated remains)	£127.00	£254.00
Scattering of ashes on an existing grave space	£45.00	£90.00
<b>PURCHASED GRAVES IN ROTATION<sup>3</sup></b>		
A single grave (Adult or Child)	£232.00	£464.00
Double depth grave (must be purchased before the first interment)	£372.00	£744.00
Exclusive right of burial of cremated remains in an earthen grave (half grave space)	£154.00	£308.00
<b>PURCHASED GRAVES ON A SELECTED SITE</b> (not available in the top field)		
A single grave (Adult or Child)	£445.00	£890.00
Double depth grave (must be purchased before the first interment)	£739.00	£1478.00
Exclusive right of burial of cremated remains in an earthen grave (half grave space)	£299.00	£598.00
<b>MISCELLANEOUS ITEMS</b>		
Transfer of Exclusive Rights of Burial	£32.00 + VAT	
Use of Cemetery Chapel <sup>4</sup>	£67.00 + VAT	
Excavate and prepare an ashes grave	£50.00 + VAT	
Prepare turf for under turf scattering of ashes	£23.00 + VAT	
Overtime for Saturday interments <sup>5</sup>	£34.00 + VAT	
Search of burial records <sup>6</sup>	£23.00 + VAT	
Administration Charges	£31.00 +VAT	

	<b>RESIDENT OF BLANDFORD FORUM</b>	<b>NON RESIDENT OF BLANDFORD FORUM</b>
<b>MONUMENTS<sup>7</sup></b>		
Headstone (with first inscription) including flush stone base (not to exceed half a grave space)	£163.00	£326.00
Second inscription on existing headstone	£34.00	£68.00
Memorial Book	£115.00	£230.00
Memorial Seat Plaques (5 year lease)	£169.00	£169.00
Flat Stone (flush to the ground)	£63.00	£126.00
Kerbing	£162.00	£324.00
Fixed vase or memorial tablet with flush stone base (per item)	£80.00	£160.00
<b>MEMORIAL PLAQUES</b>		
Memorial Plaques <sup>8</sup> (Rose bush and Memorial garden)	£169.00	£169.00

9. 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).
10. Charge to be reclaimed from CFF by the Town Council.
11. In view of the reduced land availability, the exclusive rights of burial for a purchased grave space will expire on 1<sup>st</sup> January 2104. This will mean that the 99 year right will gradually reduce to 50 years and is currently at 82 years.
12. 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.
13. Saturday interments will be permitted in special circumstances only and permission must be sought from the Town Clerk.
14. This is a minimum charge. The Town Clerk will agree a charge for a detailed search.
15. For the right to erect or place (monuments may only be erected on purchased graves). All monuments must be approved by the Town Clerk.
16. Offered on a five-year lease.

## HIRE OF EQUIPMENT AND SERVICES

For collection:

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

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

To use on site:

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

<b>Projector</b>	£6.00
<b>Screen</b>	£3.50
<b>Flipchart Stand + Paper</b>	£4.50
<b>PA system</b>	£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.

January 2022

## To note the Report by the Operations Manager November 2021 – January 2022

### **STAFFING**

We have suffered some shortages of staff due to Covid but everything has been covered. A member of staff retired before Christmas.

### **CORN EXCHANGE**

There was a major blockage of the toilets just before Christmas but staff managed to clear it without getting a contractor in. The hall was reasonable well used over the Christmas period but not to the extent we would expect without Covid.

### **PARK ROAD**

The football pitch is performing well, despite a lot of wet weather. The meter in the old toilet block has been removed and it just remains for that supply to be disconnected and then the works to extend the car park can proceed, the new supply and meter have been installed and are working.

A large tree came down during the storm in November but this was due to be removed anyway.

### **TOWN**

The Christmas decorations and trees have been taken down

### **TREES**

The tree works have started including the large hedge that surrounds the new part of the cemetery which has been reduced in height.

### **CEMETERY**

The Cemetery has been very quiet over this period but is gradually picking up again as we go into the New Year.

### **SKATE PARK**

Phase two works have commenced at the Skate Park.

### **PUBLIC TOILETS**

Rough sleeping and drugs use continue despite staff locking the toilets at night, the Police have been made aware of this situation. If the toilets are going to remain open then investment will be needed in the near future to keep them running as the handwash units in particular will require replacement. The handwash unit has been repaired again.

### **BADBURY HEIGHTS**

We have continued to maintain our areas at Badbury Heights although the areas still being looked after by the developer are not being cut regularly.

### **ALLOTMENTS**

Negotiations with the landowner continue regarding the potential move of the allotments to a new site.

### **HEALTH AND SAFETY**

Legionella testing has been carried out at all venues.

Alarms and emergency lighting have been serviced.

Annual Emergency lighting tests have been carried out.

Asbestos survey (Quarterly)

## **VANDALISM November 2021 - January 2022**

<b><u>Date</u></b>	<b><u>Location</u></b>	<b><u>Remarks</u></b>
3 Nov	Marsh and Ham Toilets	Toilet Blocked
13 Nov	Railway Arches	Broken Glass
14 Nov	Skate Park	Broken Glass
20 Nov	Skate Park	Broken Glass
24 Nov	Town Pump	Graffiti
31 Oct	Skate Park	Broken Glass
08 Dec	Railway Arches	Broken Glass
15 Dec	Park Road	Broken Glass
20 Dec	Skate Park	Broken Glass
28 Dec	Marsh and Ham Toilets	Toilet Blocked
31 Dec	Skate Park	Broken Glass
5 Jan	Skate Park	Broken Glass
12 Jan	Park Road	Broken Glass

## To fill the positions left vacant by a Councillor resignation November 2021

### **Background**

Town Councillors are requested to attend the monthly full Town Council and Planning meetings, as well as the committee meeting(s) they sit on.

Councillors are also appointed to act as representatives to organisations and groups within the town. Representation in the local community develops greater understanding within the Council of the role these organisations and groups have.

Town Council representatives are expected to attend meetings of the organisation they represent and take an active part in its operations. Annual reports are submitted by each representative to the Statutory Annual Meeting of the Town Council in May.

Listed in the report below are the current vacancies, following the Town Councillor resignation in November 2021.

### **Report**

Committee vacancy:

- Recreation & Amenities Committee (to be filled by successful candidate from by-election on 20<sup>th</sup> January 2022)

Representative to community and local organisations vacancies (some of these have been vacant since May 2021):

- Age UK (previously Age Concern)
- Blandford + Neighbourhood Plan
- Blandford Forum Charities (4 Cllrs), 5-year term
- Blandford Opportunity Group
- Blandford Business Group
- Dorset Association of Parish & Town Councils (DAPTC), Larger Councils and North Dorset
- The Heritage Group (UNESCO World Heritage Site)
- Preetz Twinning Association
- TIC Observer

The Heritage Group and Preetz Twinning Association currently have no Town Council representative.

### **Recommendation**

It is recommended that the newly elected Town Councillor fills the vacancy on the Recreation & Amenities Committee and selects which community and local organisations they would like to represent on behalf of the Town Council, along with other Councillors. Alternatively, these roles can be delayed until the annual meeting in May 2022.

Sybille Maddock  
Assistant Town Clerk  
4<sup>th</sup> January 2022