

BLANDFORD FORUM TOWN COUNCIL
Minutes of the Finance & Staffing Committee
held on Monday 13th June 2022 at 7:00 pm held in the Corn Exchange

DRAFT
Subject to confirmation

PRESENT

Cllr L Hitchings – Committee Chairman – late arrival at 7:41 pm
Cllr A Cross – Committee Vice Chairman Cllr E Bray
Cllr C Stevens – Chairman of Council Cllr H Mieville – Vice Chairman of Council
Cllr L Lindsay – Chairman of R&A Cllr P Osborne
Cllr H White Cllr S Hitchings

IN ATTENDANCE

Town Clerk

IN ATTENDANCE VIA MICROSOFT TEAMS

Nicci Brown

The Committee Chairman had telephoned to say he would be late, due to work commitments, and it was therefore PROPOSED by Cllr White, SECONDED by Cllr Lindsay and AGREED unanimously that Cllr S Hitchings would stand in as Acting Committee Chairman until Cllr L Hitchings arrives.

1. PUBLIC SESSION

Cllr White raised the increasing costs of diesel at the Damory Garage.

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 21st March 2022

It was PROPOSED by Cllr Mieville, SECONDED by Cllr White and AGREED (5 in favour, 3 abstentions) that the Minutes be APPROVED and SIGNED.

5. TOWN CLERK'S REPORT & CORRESPONDENCE

The paper was noted (see Appendix A).

Staffing Update – The positions of Admin/Mayor's Assistant and Business Support Officer (previously Project Coordinator) have now been filled and the post holders started on Monday 6th June 2022. They both attended the Mayor Making ceremony and supported existing staff with the set-up of the event, which was appreciated.

The successful candidate for the position of Responsible Financial Officer withdrew from the role and this vacancy has therefore been advertised once again with several applications received to date.

Caretaker, John Scott has handed in his notice confirming that he will be retiring in September after 20 years with the Town Council. The replacement position will be required to work mainly outside once the Town Hall complex is closed.

5. TOWN CLERK'S REPORT & CORRESPONDENCE (cont)

The Town Clerk is currently reviewing the Assistant Town Clerk's position and is researching the introduction of a Committee Clerk, which will be discussed with the Committee Chairman before going out to advert to focus on Planning, the Neighbourhood Plan and Town & General Purposes Committee.

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

6.1 Administration Budget for the year to 31st March 2022

The paper was noted (see Appendix B).

6.2 Overall Revenue Budget for the year to 31st March 2022

The paper was noted (see Appendix C).

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

7.1 Administration Budget for the year to 31st May 2022

The paper was noted (see Appendix D).

7.2 Overall Revenue Budget for the year to 31st May 2022

The paper was noted (see Appendix E).

7.3 Reserves Accounts as at 31st May 2022

The paper was noted (see Appendix F)

The Committee agreed to adjust the order of the agenda, due to Cllr L Hitchings' absence and will review the finance documentation once he has arrived.

8. INTERNAL AUDITOR'S REPORT

The paper was noted (see Appendix H).

9. TO APPROVE UPDATED ASSET REGISTER

The paper was noted (see Appendix I).

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

The updated Asset Register is approved.

ACTION: TOWN COUNCIL

10. REVIEW OF END OF YEAR ACCOUNTS 2021/22

The paper was noted (see Appendix J).

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

The Annual Accounts 2021-22 are approved, subject to some minor amendments which will be made before distribution to all Councillors. It was noted that the Committee had only received the accounts earlier today and had not had the opportunity to view them fully.

ACTION: TOWN COUNCIL

11. TO CONSIDER GRANT APPLICATIONS

11.1 Life Education Wessex & Thames Valley

The paper was noted (see Appendix K).

Cllr Osborne PROPOSED a grant of £150, which was SECONDED by Cllr Lindsay and Cllr Mieville a grant of £250, which was not seconded. It was therefore AGREED (5 in favour, 1 against, 2 abstentions) that a **RECOMMENDATION is made to full council that**

A grant of £150 is approved for the purchase of items for Life Education Wessex & Thames Valley (Expenditure Authority: Localism Act 2011 s1-8).

ACTION: TOWN COUNCIL

7:41 pm – Cllr L Hitchings arrived.

11.2 The Vale Pantry

The paper was noted (see Appendix L).

It was PROPOSED by Cllr Cross, SECONDED by Cllr Mieville and AGREED (8 in favour, 1 abstention) that a **RECOMMENDATION is made to full council that**

A grant is not approved on this occasion.

ACTION: TOWN COUNCIL

11.3 The Jolly Good Company

The paper was noted (see Appendix M).

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr Osborne but not AGREED (3 in favour, 5 against, 1 abstention) that the group is offered one afternoon a month free venue hire at £324.

It was PROPOSED by Cllr Mieville, SECONDED by Cllr L Hitchings and AGREED (5 in favour, 3 against, 1 abstention) that a **RECOMMENDATION is made to full council that**

Two afternoons a month are approved for free venue hire at a cost of £648 (incl. VAT) (Expenditure Authority: Localism Act 2011 s1-8).

Cllr White suggested that a discussion is held regarding ongoing free venue hire for the group to avoid annual applications and provide stability for the group.

It was PROPOSED by Cllr Mieville, SECONDED by Cllr Cross and AGREED (8 in favour, 1 abstention) that a **RECOMMENDATION is made to full council that**

A grant is not approved on this occasion.

ACTION: TOWN COUNCIL

Cllr L Hitchings took over the chairmanship of the meeting.

12. REVIEW OF FINANCE DOCUMENTATION

12.1 To receive and retrospectively approve the cheque payment 011129 (Sheet 871) totalling £122.85

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

The cheque payment 011129 (Sheet 871) totalling £122.85 is received and retrospectively approved.

ACTION: TOWN CLERK

12. REVIEW OF FINANCE DOCUMENTATION (CONT)

- 12.2 To receive and retrospectively approve direct debit payments for the period 1st February 2022 to 30th April 2022 (sheets 193-195) totalling £86,395.90

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

The direct debit payments for the period 1st February 2022 to 30th April 2022 (sheets 193-195) totalling £86,395.90 are received and retrospectively approved.

ACTION: TOWN CLERK

- 12.3 To receive and retrospectively approve Online Faster Payments FP081 to FP095 totalling £484,306.92

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

Online Faster Payments FP081 to FP095 totalling £484,306.92 are approved retrospectively.

ACTION: TOWN CLERK

- 12.4 Retrospective approval of the Investment Account for the period 1st February 2022 to 31st May 2022

The paper was noted (see Appendix G).

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

The Investment Account for the period 1st February 2022 to 31st May 2022 is approved retrospectively.

ACTION: TOWN CLERK

The Committee Chairman noted that the BACS and CHAPS are not on the agenda because there were none.

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

Cllr L Hitchings carried out a petty cash check, which was correct, and confirmed that the monthly bank reconciliation had been undertaken during the period and everything was found to be in order.

- 12.6 Bank Reconciliation to 30th April 2022

The paper was noted (see Appendix H).

13. CONFIDENTIAL

It was PROPOSED by Cllr Osborne, SECONDED by Cllr S Hitchings 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 Public Bodies (Admission to Meetings) Act 1960.

- 13.1 Town Clerk's Report

Nothing to report.

13. CONFIDENTIAL (cont)

13.2 Minutes of the Special Confidential Finance & Staffing Meeting held on 21st March 2022

It was PROPOSED by Cllr S Hitchings, SECONDED by Cllr Stevens and AGREED (6 in favour, 3 abstentions) that the Minutes be APPROVED and SIGNED.

ACTION: TOWN CLERK

The Meeting closed at 8:25 pm.

SIGNED: **DATED:**