



# 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 27<sup>th</sup> June 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  
20<sup>th</sup> June 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 Council, 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 Council 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 Council.

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
2. Report from Dorset Council Councillors
3. Apologies
4. To receive any Declarations of Interest and Requests for Dispensations
5. [Minutes of the Annual Town Council Meeting held on 3<sup>rd</sup> May 2022](#)
6. [Town Clerk's Report & Correspondence](#)
7. Civic Report

8. Recommendations and Receipt of Minutes
  - 8.1 Finance & Staffing Committee Meeting held on 13<sup>th</sup> June 2022
    - 8.1.1 Recommendations (plus an additional application from Life Education Wessex & Thames Valley)
    - 8.1.2 [To RECEIVE the Minutes](#)
  - 8.2 Recreation & Amenities Committee Meeting held on 20<sup>th</sup> June 2022
    - 8.2.1 Recommendations
    - 8.2.2 To RECEIVE the Minutes (to follow)
9. [To approve Section 1 Annual Governance Statement of the Annual Return for the year ending 31st March 2022](#)
10. [To approve Section 2 Statement of Accounts of the Annual Return for the year ending 31st March 2022](#)
11. [To consider the ongoing management of the Blandford Community Fridge](#)
12. [To consider proposing motions for the Dorset Association of Parish & Town Councils \(DAPTC\) AGM](#)
13. To consider working in partnership with The Blandford Group Practice for PPG meetings/events
14. To receive an update and consider any requests from the:
  - 14.1 Neighbourhood Plan Working Group – Blandford +
  - 14.2 BFTC Commemoration Group
  - 14.3 Climate Change & Biodiversity (notes from the meeting held on 16<sup>th</sup> June circulated to councillors on 17<sup>th</sup> June)
  - 14.4 Dorset Council Grant to support the Market Area Enhancement Project
15. 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)

**A Barnes for a Recreation Trust Meeting will follow this meeting.**

#### **DATES OF FUTURE MEETINGS**

4<sup>th</sup> July Town and General Purposes Committee Meeting

**Minutes of the Town Council and Committee meetings are available from the Town Clerk's Office and online 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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[www.blandfordforum-tc.gov.uk](http://www.blandfordforum-tc.gov.uk)

## Town Clerk's Report & Correspondence

Footfall Monitoring Data – The footfall monitoring data is now being shared with the Town Museum, Market Manager, Councillors and the Information Centre.

Blandford, Massachusetts – Following an email to Councillors, a certificate will be sent to The Blandford Historical Society in Massachusetts (via Mr Stokoe) along with a framed compilation of images of the town, past and present and a council photo. In addition, Cllr Rosemary Holmes has donated a painting gifted to her by Reverend Chris Ward, the Military Padre when she was Mayor of Blandford Forum. It is a painting of the parish church and can be viewed in the Town Clerk's Office. Cllr Stevens has written a letter, as Mayor of Blandford Forum, which will be sent to Mr Stokoe for inclusion when he will be speaking on behalf of the town at the 200<sup>th</sup> anniversary events in September.

Royal Death Policy – The National Association of Civic Officers has written to advise of an update on the timings of the Proclamations in the plans for Operation London Bridge as there had been some discrepancy between information being sent out by them and the Government Department. It is helpful also to see that the timings of the more local proclamations are suggested at a later time to enable Civic Leaders to attend the High Sheriff's proclamation at 13.00 before returning to their communities to make their own. The Town Council's policy has therefore been updated accordingly.

# To approve Section 1 Annual Governance Statement of the Annual Return for the year ending 31st March 2022

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Blandford Forum Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		"Yes" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.blandfordforum-tc.gov.uk ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## To approve Section 2 Statement of Accounts of the Annual Return for the year ending 31st March 2022

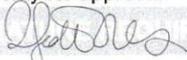
### Section 2 – Accounting Statements 2021/22 for

Blandford Forum Town Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>	
1. Balances brought forward	2,433,430	2,298,576	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	801,180	792,183	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	163,777	170,587	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	428,271	461,022	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	671,540	337,850	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	2,298,576	2,462,474	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	2,328,423	2,490,258	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	RESTATED 4,682,849	4,642,602	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



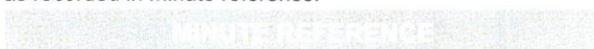
Date

01/06/2022

I confirm that these Accounting Statements were approved by this authority on this date:



as recorded in minute reference:



Signed by Chairman of the meeting where the Accounting Statements were approved



## To consider the ongoing management of Blandford Community Fridge

### Background

On Wednesday 19<sup>th</sup> May 2021 Blandford's first ever 'Community Fridge' opened, with the support of environmental charity Hubbub UK, in a growing effort to tackle food waste.

Work started on the project in September 2020 with online meetings held with volunteers and representatives from Blandford Forum Town Council, the Blandford Group Practice, Blandford Youth & Community Centre and Public Health Dorset. It has been a great example of partnership working with each organisation and individual bringing different skills and enthusiasm for the project.

The fridge, located at Blandford Youth & Community Centre (next to the Leisure Centre), is open on Wednesday and Friday mornings between 9am and 11am and it is there for anyone to help themselves to quality food from Tesco that would otherwise be wasted. There is no referral process with the fridge – everyone is welcome – the aim is to reduce food waste and empower communities. Any food that is not taken is then passed to the Leisure Centre and the Youth Centre to distribute, and we are very grateful for their fantastic support. The fridge also accepts donations from organisations, allotment plot holders or residents who find they have too many fruit, vegetables or refrigerated foods. The fridge cannot accept 'Use By' foods, unless there is a long date, but 'Best Before' is fine. Most recently, the fridge has received donations of yoghurt from local company Woodland's Dairy with a reasonable use by date for the fridge, but too short for the supermarkets to use. Also, the Food Bank has donated large quantities of flour in the past and volunteers from the fridge have made use of a table at the indoor market for distribution to the public.

Volunteers complete the Level 2 Food Safety & Hygiene for Catering certificate and a DBS check. Each week, two volunteers collect the food from Tesco on a Tuesday and Thursday evening, via the FareShare scheme. They take the food back and weigh/log it before putting it into the fridge. The following morning two different volunteers open up to greet the public and encourage them to take the food. We hope to extend our offer in 2022, subject to availability from volunteers and local supermarkets.

The [Facebook page](#) has 770 followers and every week all the collected produce is distributed. There is no waste. Demand is increasing – which is most likely due to the financial pressures we are all facing – and efforts are currently being made to determine if we can extend our offer by collecting from Lidl.

Food waste is a big issue in the UK. The average household throws away £700 worth of food every year and at the same time 4 million people in the UK are living in food poverty. Most food waste in the UK is avoidable and could have been eaten had it been better managed. Blandford's fridge is one of a growing number opening up across the UK. The concept first arrived in the UK in 2016 with Community Fridges opening up in Swadlincote, Frome and London. Now over 50 projects are running across the country. More information on The Community Fridge Network, including a map of fridge locations, can be found at [www.hubbub.org.uk/communityfridgenetwork](http://www.hubbub.org.uk/communityfridgenetwork).

At the beginning, the volunteer training was paid for, but this has been provided free of charge by Volunteer Centre Dorset in recent months. Manual handling training is scheduled to take place on 1<sup>st</sup> July at the Youth Centre for the fridge volunteers, which is being paid for from the fridge funds. This is because the collections are sometimes quite heavy – especially the potatoes!

The fridge has cost £2,376.80 to date, which includes all the initial set-up purchases, insurance (approx. £400 a year), training, cleaning products, etc. and it has a current balance of £3,123.20. This is thanks to funding from the following:

Grant application to the Town Council	£2,000.00
Grant application to the Dorset Council	£2,000.00
Donation from the Georgian Fayre Committee	£1,000.00
Donation from the Carnival Committee	£500.00

In addition, Sandisons Ltd (Accountancy firm) donated £250 in December, which was used to purchase treats at Christmas time to donate to the users and as a gift for the volunteers.

## **Report**

The project has been well supported by the Town Council including Cllr Osborne (who was a volunteer until December 2021), Cllrs Quayle and Lacey-Clarke (who have attended meetings and supported with the establishment of the fridge group and promotion of it), and Cllr Stevens who has also attended meetings and was appointed the Chairman of the group. The Town Clerk currently manages the fridge and supports the volunteers, along with Sara Stringer at The Blandford Group Practice who accepts the collection notifications from Tesco and promotes the project, and Hilary Talbot manages the rotas.

Attempts have been made to formalise the group with the allocation of positions and introduction of Trustees, however the roles of secretary and treasurer have not been filled. The plan was originally to open a bank account for the volunteers to manage, with the whole project being handed over to the volunteers, but the volunteers would like to focus on the food collections and meeting with the public/distribution of food which is understandable. There has not been a volunteer shortage and they work well together through the use of a Whatsapp group.

The Town Clerk is conscious of this informal way of working and is seeking council support/approval for the Town Council to formally manage the scheme in partnership with The Blandford Group Practice.

## **Recommendation**

It is recommended that the Town Council continues to manage the Blandford Community Fridge.

Linda Scott-Giles  
Town Clerk  
16<sup>th</sup> June 2022

## To consider proposing motions for the Dorset Association of Parish & Town Councils (DAPTC) AGM

The Dorset Association of Parish and Town Councils has advised that the DAPTC Annual General Meeting will take place on [Saturday 19<sup>th</sup> November 2022 at 10am](#) (TBC whether online or face to face). The Town Council is therefore asked to consider seeking any motions (copy of the form below) for the AGM. All the information regarding the timeline to the 2022 AGM and details of DAPTC's previous two AGM's are available from the [webpage for the AGM](#).

There may be some changes to the DAPTC Constitution – if so, they will advise members in August to give Council time to review and comment on any proposed changes prior to adoption, or otherwise, at the AGM.

Councillors are asked if they have any motions to put forward to the DAPTC.

Linda Scott-Giles  
Town Clerk  
16<sup>th</sup> June 2022

1. Please give the motion your Council would like considered at the DAPTC AGM
2. Please give the reason (as thoroughly as possible) why your Council is submitting this motion.
3. Please state how this issue is affecting parish and town councils in Dorset (with case study evidence please) and try not to duplicate answers from previous questions please.
4. If you have information on how this issue is affecting parish and town councils nationally and why this is a national issue please give this and try not to duplicate answers from earlier questions please.
5. If relevant, please tell us exactly what aspect of national parish policy your Council would like NALC to lobby Government on (with case study evidence please).
6. If you have the information, please tell us exactly which part of primary or secondary legislation (or secondary regulation/statutory instrument) your Council would like to be changed as a result of NALC/local lobbying.
7. If relevant, please state what other action your Council would like NALC and its Policy Committee to take is this motion is adopted.
8. If you have the information, please confirm the names of any other organisation or local council that formally support your Council's motion.