



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 26th September 2022 at 6.00 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
19th September 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.

At the beginning of the meeting, the Chairman of Council and Mayor of Blandford Forum, Cllr Colin Stevens will swear his allegiance to His Majesty King Charles III following the death of Her Majesty Queen Elizabeth II on 8th September 2022.

1. Public Session
2. Report from Dorset Council Councillors (paper to follow)
3. Apologies
4. To receive any Declarations of Interest and Requests for Dispensations
5. [Minutes of the Town Council Meeting held on 25th July 2022](#)
6. [Town Clerk's Report & Correspondence](#)
7. Civic Report (paper to follow)

8. Committee meeting matters deferred during the period of national mourning
Recreation & Amenities Committee Meeting scheduled for Monday 12th September 2022
 - 8.1 [Report seeking retrospective expenditure approval for repairs to the skate park](#)Finance & Staffing Committee Meeting scheduled for Monday 19th September 2022
 - 8.2 Analytical Review of Expenditure against Budget for the following:
 - 8.2.1 [Administration Budget for the year to 31st August 2022](#)
 - 8.2.2 [Overall Revenue Budget for the year to 31st August 2022](#)
 - 8.2.3 [Reserves Accounts as at 31st August 2022](#)
 - 8.3 Review of Finance Documentation
 - 8.3.1 To receive and retrospectively approve cheque payment 011130 (Sheet 872) totalling £19.86 (for petty cash)
 - 8.3.2 To receive and retrospectively approve direct debit payments for the period 1st May 2022 to 31st July 2022 (sheets 196-198) totalling £89,014.36
 - 8.3.3 To receive and retrospectively approve Online Faster Payments FP096 to FP102 totalling £105,407.13 (includes payments to other Town Council bank accounts)
 - 8.3.4 [Retrospective approval of the Investment Account for the period 1st June 2022 to 31st August 2022](#)
 - 8.3.5 Report by Chairman on Bank Reconciliation and Petty Cash checks
 - 8.3.6 [Bank Reconciliation to 31st August 2022](#)
9. To consider proposed amendments to the Financial Regulations (distributed to Councillors separately due to the size of the document)
10. To consider a grant application from [Blandford Environmental Trust](#)
11. [To approve expenditure for a Legionella risk assessment](#)
12. [To consider and approve the updated plans for the Corn Exchange project](#)
13. To receive an update and consider any requests regarding the:
 - 13.1 Neighbourhood Plan Monitoring Group – Blandford +
 - 13.1.1 To approve the updated Memorandum of Understanding
 - 13.2 BFTC Commemoration Group
 - 13.3 Climate Change & Biodiversity
 - 13.4 Dorset Council Grant to support the Market Area Enhancement Project
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)
15. Confidential

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.

 - 15.1 Town Clerk's Report
 - 15.2 To note the Town Clerk's Appraisal (in accordance with Standing Orders). This was carried out on 8th August 2022 with Cllrs L Hitchings and S Hitchings.

- 15.3 To receive a report regarding the Town Council's salaries budget and current workload, retrospective expenditure authority and to consider requests for the 2023-2024 budget (paper to follow)
- 15.4 To minute the appointment of the Responsible Financial Officer for Blandford Forum Town Council for identification purposes
- 15.5 To consider a request for the temporary storage of items owned by St Peter and St Paul's Parish Church (paper distributed to Councillors)

DATES OF FUTURE MEETINGS

- 3rd October Planning Meeting
- 10th October Town & General Purposes Committee Meeting
- 17th October Town Council Corn Exchange Meeting
- 24th October Town Council Meeting (followed by Trust Meeting)

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

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
www.blandfordforum-tc.gov.uk**

Town Clerk's Report & Correspondence

Vacancies

The positions of Caretaker and Committee Clerk have now been filled.

Andy Sargeant, the new caretaker started on 1st September 2022, enabling a two-week handover period with other colleagues including John Scott, who is retiring on 16th September 2022.

The Committee Clerk is Julie Wigg and she joins the council on 31st October 2022.

The successful candidate for the position of Responsible Financial Officer, Murray Sims, started on 15th August 2022 and will be attending this meeting.

Staff Training

The Operations Manager has completed the Introduction to Local Council Administration (ILCA), which is a Level 2, online sector specific learning tool. The Business Support Officer and Mayor's Assistant have also registered for the course.

The Responsible Financial Officer has completed the Financial Introduction to Local Council Administration (FILCA) which is a Level 2 online sector specific learning tool to support all new Responsible Financial Officers (RFO's) in England and Wales.

The Town Clerk has now received confirmation that her submission to The Carbon Literacy Project has passed the assessment criteria and she is now able to use the following accreditation:



DAPTC Motions

No motions were received prior to the deadline of 30th September 2022 for the DAPTC AGM in November.

Blandford Business Group

The Business Group has written to thank the Town Council for the sponsorship of their event and the Entrepreneur category. They are 'delighted' and will be in touch nearer the time as the Town Council will receive a free ticket for one of the members to attend, which will be offered to the Mayor in the first instance.

Report seeking retrospective expenditure approval for repairs to the skate park

Report

The main works to the replacement of the ramp surfaces and infrastructure were concluded earlier this summer. Since then we have received the ROSPA report which has highlighted a number of smaller issues not related to the major works we have had done.

As we had the Skate Fest on the 21st August it was thought that it would be ideal to have these works completed before it took place. As there were no meetings of the Council or relevant committee until 5th September I placed the order for the works and therefore this report is seeking retrospective expenditure approval.

The Chair and Vice Chair of the Recreations and Amenities Committee were contacted by e mail to advise them of the situation.

Financial Implications

The works and cost our outlined below:

To carry out remedial riding surface maintenance & unit repairs to existing skate ramp units as identified during ROSPA inspection:

3 units identified as med risk:

- * Removal and disposal of existing (damaged) steel toe-plates
- * Clean & prep existing steel substrate
- * Supply & fit on-site new galvanised steel toe-plates

4 units identified as low risk:

- * Replace missing / failed fixings as necessary
- * Increase intermediary riding surface fixings per row/sheet at threshold joints.

For a cost of £1996.49 + VAT

Recommendations

It is recommended that Councillors retrospectively approve expenditure of £1996.49+VAT using funds from the SARA Skatepark budget line 1305 (Expenditure Authority: Localism Act 2011 s1-8).

Jon Goodenough
Operations Manager
23rd August 2022

Administration Budget for the year to 31st August 2022

| ADMINISTRATION COSTS £ | | 2022/23 | | | | STATUS |
|---------------------------|---|---------------|----------------|----------------|-----------------|--|
| N/L code | | Annual Budget | Budget to Date | Actual to Date | Budget Variance | |
| 4010 | Advertising | 508 | 211 | 1,529 | 1,318 | Recruitment advertising |
| 4012 | Audit | 3,654 | 1,523 | 673 | (850) | |
| 4014 | Bank Charges | 508 | 211 | 62 | (150) | |
| 4015 | Property Fund Admin Charge / Exp | 3,451 | 1,438 | 1,375 | (63) | 1st Quarterly charge |
| 4018 | Equipment Maintenance/Hire | 508 | 211 | 102 | (110) | Rent of boiler |
| 4028 | New Equipment | 508 | 211 | 49 | (162) | |
| 4039 | IT New Equip | 102 | 42 | 240 | 197 | New Laptop for RFO Adjusted to Reserves |
| 4040 | IT Maintenance/Software | 9,836 | 4,098 | 712 | (3,386) | |
| 4041 | IT Consumables | 203 | 85 | 0 | (85) | |
| | | | 4,229 | 4,190 | (39) | HR/HS contracts, Report on rental value, ROSPA |
| 4042 | Professional Services | 10,150 | | | | |
| 4050 | Newsletter/Forum focus | 2,538 | 1,057 | 842 | (215) | |
| 4052 | Publications | 152 | 63 | 0 | (63) | |
| 4053 | Photocopier Charges | 812 | 338 | 202 | (136) | |
| 4054 | Stationery & Printing | 1,523 | 634 | 811 | 176 | |
| 4057 | Subscriptions | 2,132 | 888 | 1,912 | 1,024 | Annual DAPTC, ICCM, NABMA |
| 4060 | Postage | 609 | 254 | 406 | 152 | Franking machine top up |
| 4065 | Telephones | 2,619 | 1,091 | 1,745 | 654 | Monthly calls and service charge £312 + mobiles manager £390 + 1st Aid £345 + FILCA £120 |
| 4094 | Staff Training & Travel Exps | 3,857 | 1,607 | 2,473 | 866 | |
| 4095 | Staff Travel & Expenses | 3,045 | 1,269 | 1,002 | (267) | |
| 4096 | Cllrs allow, Training & Travel Exps | 5,583 | 2,326 | 25 | (2,301) | |
| 4097 | Cllrs Welfare / Meeting Exps | 508 | 211 | 16 | (195) | |
| 4099 | Staff Welfare | 254 | 106 | 178 | 72 | |
| 4301 | Health & Safety Staffing | 761 | 317 | 6 | (312) | |
| | <i>Sub Total</i> | <i>53,816</i> | <i>22,423</i> | <i>18,549</i> | <i>-3,874</i> | |
| 4701 | Insurance | 14,210 | 5,921 | 13,622 | 7,701 | Annual Insurance cover |
| | <i>Sub Total</i> | <i>14,210</i> | <i>5,921</i> | <i>13,622</i> | <i>7,701</i> | |
| 4800 | Mayoral Expenses | 2,757 | 1,149 | 350 | (799) | |
| 4802 | Civic Expenses | 6,160 | 2,567 | 2,316 | (250) | catering for Mayor Making etc |
| 4805 | Civic Twinning | 203 | 85 | 0 | (85) | |
| 4806 | Civic - Freedom | 254 | 106 | 0 | (106) | |
| 4803 | Honorarium - Town Crier | 300 | 125 | 35 | (90) | |
| 4807 | Honorarium - Deputy Town Crier | 200 | 83 | 0 | (83) | |
| 4804 | Honorarium - Mace Bearer | 400 | 167 | 0 | (167) | |
| 4808 | Honorarium - Deputy Mace Bearer | 300 | 125 | 0 | (125) | |
| 4809 | Membership to Guild of Mace Bearers and Town Criers | 100 | 42 | 0 | (42) | |
| | Bearers and Town Criers Reserves Grant Monies | | | | | |
| | <i>Sub Total</i> | <i>10,673</i> | <i>4,447</i> | <i>2,701</i> | <i>(1,746)</i> | |
| | TOTAL EXPENSES | 78,700 | 32,792 | 34,873 | 2,081 | |
| INCOME | | | | | | |
| 2025 | Interest | 1,523 | 634 | 5,928 | 5,293 | |
| 2003 | Property Fund Dividend | 0 | 0 | 8,604 | 8,604 | not budgeted for? |
| 3893 | Grant Income | 0 | 0 | 10,000 | 10,000 | not budgeted for? |
| 3894 | Misc Income | 0 | 0 | 299 | 299 | Mayor meal making guest cost |
| 3897 | Overtime Charges | 102 | 42 | 53 | 10 | |
| 3899 | Photocopying | 152 | 63 | 92 | 29 | |
| 3920 | Admin Charge - Barnes for Rec | 5,732 | 2,388 | 1,412 | (976) | Invoiced Quarterly |
| 3925 | Salary charge -out to Barnes for a Re | 25,921 | 10,800 | 5,161 | (5,639) | Invoiced Quarterly |
| | TOTAL INCOME | 33,429 | 13,929 | 31,548 | 17,620 | |
| | NET COST/ (INCOME) | 45,271 | 18,863 | 3,324 | (15,538) | |

Overall Revenue Budget for the year to 31st August 2022

| | 2022/23 | | | | | |
|--|----------------|----------------|----------------|-----------------|---------------|--|
| | Annual Budget | Budget to Date | Actual to Date | Budget Variance | Status | Comments |
| INCOME | | | | | | |
| Admin | 33,429 | 13,929 | 31,548 | 17,620 | Over-Budget | CCLA Dividend and £10K grant not budgeted for |
| Admin Total | 33,429 | 13,929 | 31,548 | 17,620 | Over-Budget | |
| Corn Exchange | 13,786 | 5,744 | 6,270 | 526 | Over-Budget | |
| Woodhouse Gardens | 6,090 | 2,538 | 2,947 | 409 | Over-Budget | |
| Larksmead | 1,810 | 754 | 452 | (302) | Under-budget | |
| Cemetery | 12,672 | 5,280 | 8,880 | 3,599 | Over-Budget | |
| Sundries | 3,497 | 1,457 | 2,469 | 1,012 | Over-Budget | |
| Skate park | 0 | 0 | 0 | 0 | Under-budget | |
| R & A Income | 37,854 | 15,773 | 21,018 | 5,245 | Over-Budget | |
| CCTV, Planters & Markets | 23,447 | 9,769 | 11,880 | 2,111 | Over-Budget | |
| Marsh & Ham Toilets | 508 | 211 | 681 | 470 | Over-Budget | |
| Tabernacle Toilets | 0 | 0 | 0 | 0 | Under-budget | |
| T & GP Totals | 23,954 | 9,981 | 12,561 | 2,580 | Over-Budget | |
| Total Income | 95,237 | 39,682 | 65,127 | 25,445 | On Target | |
| EXPENDITURE | | | | | | |
| Admin | 78,700 | 32,792 | 34,873 | 2,081 | Over-Budget | HR/HS contracts, Report on rental value, ROSPA |
| Corn Exchange Project Officer / Consultant | 20,600 | 8,583 | 0 | (8,583) | Under-budget | |
| Salaries | 500,000 | 208,333 | 168,427 | (39,906) | Under-budget | |
| Admin & Payroll | 599,300 | 249,708 | 203,300 | (46,408) | Under-budget | |
| Vehicles | 12,626 | 5,261 | 4,096 | (1,165) | Under-budget | |
| Corn Exchange | 50,140 | 19,762 | 15,903 | (3,859) | Under-budget | Roof slates, repair lights, maintain alarms and emergency lights |
| Woodhouse Gardens | 3,652 | 1,522 | 1,443 | (79) | Under-budget | |
| Larksmead | 2,335 | 973 | 558 | (414) | Under-budget | Annual Inspection - Play Area |
| Recreation Ground (Barnes Trust) | 35,546 | 14,811 | 6,174 | (8,637) | Under-budget | |
| Glenmore Workshop | 7,617 | 3,174 | 2,329 | (845) | Under-budget | |
| Cemetery | 6,887 | 2,869 | 2,519 | (350) | Under-budget | |
| Langton | 332 | 138 | 98 | (40) | Under-budget | Annual Inspection + £2901 work carried out at Langton Lane park |
| Skatepark | 1,421 | 592 | 98 | (494) | Under-budget | |
| Sundries | 21,135 | 8,806 | 7,212 | (1,594) | Under-budget | |
| R & A Totals | 141,690 | 57,907 | 40,431 | (17,477) | Under-budget | |
| CCTV, Planters & Markets | 22,118 | 9,216 | 11,066 | 1,850 | Over-Budget | £3918 summer bedding etc |
| Marsh & Ham Toilets | 15,551 | 6,480 | 5,070 | (1,409) | Under-budget | |
| Tabernacle Toilets | 1,672 | 697 | 349 | (348) | Under-budget | |
| T & GP Totals | 39,340 | 16,392 | 16,485 | 93 | Over-Budget | |
| Total Expenditure | 780,330 | 324,007 | 260,216 | (63,791) | Under-budget | <less than 1% |
| TOTAL (NET COST) | 685,093 | 284,325 | 195,089 | (89,237) | Within Budget | |
| Note | | | | | | |
| Over budget figure positive variance | | | | | | |
| Under budget negative variance () | | | | | | |

Reserves Accounts to 31st August 2022

| Nominal Code | Standard Asset Replacement Accruals | Responsible Committee | Balances £ | Committed Funds £ | Description of Committed Funds |
|--------------|--|-----------------------|---------------------|---------------------|---|
| 1300 | IT | F & S | 21,345.35 | | |
| 1305 | Skate park | R & A | 160,318.73 | | |
| 1310 | General Play Equipment | R & A | 74,839.80 | | |
| 1315 | Maintenance Equipment Replacement | R & A | 13,268.94 | | |
| 1320 | Vehicle Replacement | R & A | 16,258.00 | | |
| 1325 | Tractor Replacement | R & A | 16,701.20 | | |
| 1330 | Mower Replacement | R & A | 34,546.77 | | |
| 1340 | CCTV / ANPR | T & GP | 36,230.92 | 12,852.20 | £12,852.20 CCTV Cameras / £900 BUFC |
| 1345 | Benches | T/C | 12,516.65 | | |
| 1350 | Glenmore Depot | R & A | 10,384.93 | | |
| 1351 | B/Heights Play Equipment | R & A | 14,494.28 | | |
| 1352 | B/Heights Maintenance Equipment Replacement | R & A | 2,386.62 | | |
| | | | | 400,439.99 | |
| | Earmarked Accounts | | | | |
| 10510-10540 | Recreation & Amenities Funds | R & A | 806,866.26 | 5,192.00 | B/Heights Public Arts Works / £10000 WHG Roof / Tree works |
| | | | | | |
| 1020-1045 | Town & General Purposes Committee | T & GP | 25,590.79 | 591.00 | £250 Interpretation board:Langton & Marsh / £341 TIC Out & About Booklet |
| | | | | 826,674.05 | |
| | Other Earmarked Accounts | | | | |
| 1001 | Earmarked Interest | F & S | 4,363.39 | | |
| 1002 | Property Fund Dividend | F & S | 15,163.91 | 1,392.00 | £1392 - Path around Cricket Club |
| 1004 | Well & Connected | | - | | |
| 1005 | Election Costs | T/C | 4,976.35 | | |
| 1006 | Youth Services | T/C | 10,726.03 | | |
| 1007 | Woodhouse Gardens Wall Rebuild (Moved to R & A | R & A | - | | |
| 1008 | High Street Clean Up | F & S | - | | |
| 1009 | BFTC Commemoration Group | T/C | 262.60 | | |
| 1010 | Capital Interest | F & S | 2,793.86 | | |
| | | | | | |
| 1011 | Land North of Bypass / Sport & Recreation | T/C | 5,772.98 | 5,766.87 | £4.11 Cricket Club Refurb S106 Monies / £4,608 Path around Cricket Club / £1,157.87 Cricket Club refurb |
| 1012 | The Blandford Events Group | T/C | 442.17 | | |
| 1013 | Neighbourhood Plan | T/C | 14,688.93 | 7,643.93 | Consultancy Fees |
| 1015 | Support for Essential Services (Earmarked) | T/C | 28,049.00 | | |
| 1017 | Woodhouse Garden Re-build | T/C | 19,981.67 | | |
| | | | | | |
| 1019 | (Listed Wall & Town Pump | T & GP | 52,964.49 | - | |
| 1050 | Allotments | R&A | 4,175.36 | | |
| 1335 | Civic Regalia | F & S | 18,849.84 | | |
| 1185 | Pension Deficit | F & S | 20,000.00 | - | |
| 1195 | Improvements to Market Place | T/C | 70,000.00 | - | |
| | | | | | |
| 1500 | General Reserves | T/C | 273,575.22 | 18,701.87 | £1,221.25 C/Exch Maintenance / £1,597.80 Payroll / £2,932.22 Underspend from Grant Budget 2019/20 / £452 Underspend from Grant Budget 2018/19 / £18,699 Underspend from Project Manager Salary 2019/20 / £10,000 Demolition of Toilet Block / £4,300 Supply & Installation of fencing at Park Road / £2,275 Supply & Install Table Tennis Table at Larksmead / F&S 14/12/20 underspend virements, £19,840 Milldown donation to DC |
| | | | | 513,281.13 | |
| | Capital Projects | | | | |
| 1104 | Corn Exchange S106 Funds | T/C | 83,177.06 | | |
| | | | | | |
| | | | | | |
| 1105 | Corn Exchange | T/C | 459,579.90 | 116,106.49 | £6,997.77 committed for Lift Installation - Donation from FOTF / £3,665.70 Replacement Lantern Lights / £39,696.60 Architect Fees / £1609.60 Corn Exchange Roof / £19,402 Underspend of Salaries 2017/18 for project manager / £17,354.17 Underspend of Salaries for 2018/19 for Project Manager / £12,981.60 Underspend Corn Exch Maint 2019/20 |
| 1110 | Corn Exchange Promotions Group | T/C | 3,067.73 | | Replacement of external notice boards |
| 1115 | Corn Exchange Project Development | T/C | 68,928.83 | | |
| 1116 | Corn Exchange HLF Stage 1 Matchfunding | T/C | 97,379.97 | | |
| 1120 | Corn Exchange & Venues Refurbishment Project | T/C | 79,000.00 | - | |
| 1122 | Corn Exchange Community Hall S106 Funds | T/C | 103,292.81 | | |
| 1125 | Cemetery Field Project | R & A | 1,000.00 | 1,000.00 | £1000 Maintenance contingency |
| 1135 | Railway Arches | T & GP | 3,625.56 | 260.00 | |
| 1175 | CCTV / ANPR - New Equipment | T & GP | 14,161.40 | | |
| | | | | 795,846.77 | |
| | | | 2,705,748.30 | 2,536,241.94 | Total Reserves |
| | Surplus from 2021/22 as at 31/03/2022 | | | 228,675.72 | |
| | | | | 2,764,917.66 | Total Available in Reserves |

Retrospective approval of the Investment Account for the period 1st June to 31st August 2022

In line with the Town Council's Investment Policy, the Chairman of Finance & Staffing and the Town Clerk have made the following investments on behalf of the council, seeking the highest possible interest rates and financial security.

| Date | Amount £ | Period | Interest Rate % | Bank |
|----------------------------|-------------|---|--------------------|-----------|
| 21 st June 2022 | 160,000 | Transfer from Santander 31 days' notice account to Santander Business Reserve account | 0.67 | Santander |

CCLA – Property Fund Investment Dividend Statement for the period to 30th June 2022

| Statement of unitholding held on 30 June 2022 | | | | | |
|---|-----------------|--------------------|---------------------|--------------------|----------------------|
| Date | Description | Cost/Proceeds £ | Price per unit p | Number of units | Total unitholding |
| 01/04/22 | Brought Forward | | | | 252,825.00 |
| 30/06/22 | Carried Forward | | | | 252,825.00 |

On 30 June 2022 the mid market value (net asset value) of one unit in the Fund was 363.21 pence and the bid market value of one unit was 357.58 pence giving your investment at that date a mid market value of £ 918,285.68 and bid market value of £ 904,051.64.

From May 2020, prices and yields for CCLA's Funds will no longer appear in the Financial Times. To view the fund prices and yields, please visit www.ccla.co.uk

| Advice of management expenses for the period to 30 June 2022 | | | |
|--|-------------------------|------------------------|---------------------|
| For Period Ended | Number of units held | Expenses per unit p | Total Expenses £ |
| 30/04/22 | 252,825.00 | 0.177100 | 447.75 |
| 31/05/22 | 252,825.00 | 0.188800 | 477.33 |
| 30/06/22 | 252,825.00 | 0.184800 | 467.22 |
| | | | 1,392.30 |

| Statement of dividends for the period to 30 June 2022 | | | | | |
|---|-------------------------|---------------------|-------------------------|--------------------|---------------------|
| For Period Ended | Number of units held | Gross per unit p | Gross Distribution £ | Expenses Paid £ | Amount Payable £ |
| 30/04/22 | 252,825.00 | 1.107200 | 2,799.28 | 447.75 | 2,351.53 |
| 31/05/22 | 252,825.00 | 1.187300 | 3,001.79 | 477.33 | 2,524.46 |
| 30/06/22 | 252,825.00 | 1.108500 | 2,802.57 | 467.22 | 2,335.35 |
| | | | 8,603.64 | 1,392.30 | 7,211.34 |

The dividend payment of £7,211.34 for the period will be paid to the nominated bank account, reference Blandford Forum To on 29/07/2022

Bank Reconciliation to 31st August 2022

| | | | | |
|--|-----------------------------|------------------------|---------------------------------|---------------|
| <u>Bank Statement as at</u> | | 31st August 2022 | | |
| Current Account | | | £41,028.64 | |
| Less Unpresented Cheques | | | £0.00 | |
| Plus uncleared receipts | | | £0.00 | £41,028.64 |
| | | | | |
| <u>Hampshire Trust Bank - A/c No: below</u> | | 31st August 2022 | | |
| From | To | Accounts | | |
| 24/01/2020 | 10/01/2023 | 10495192 | 2.10% | £411,500.00 |
| 23/07/2022 | 22/07/2024 | 11208028 | 2.11% | £426,112.05 |
| | | | Annual Interest in Jan and July | £837,612.05 |
| <u>Santander 95 Day Notice A/C10555310</u> | | 31st August 2022 | £649,330.07 | |
| | | | | £649,330.07 |
| | | | | |
| <u>Santander 31 Day Notice A/C10555349</u> | | 31st August 2022 | £27,284.84 | |
| | | | | £27,379.35 |
| | | | | |
| <u>Santander Business Reserve A/c 10138119</u> | | 31st August 2022 | £304,123.96 | |
| | | | | £304,123.96 |
| | | | | |
| <u>Lloyds PLC Fixed Term Deposits as at</u> | | 31st August 2022 | | |
| From | To | | | |
| Hampshire Trust Bank - 1 Yr Fund @ 1.21% | | 31st August 2022 | 101852.97 | |
| 11001623 | 07/01/2022 - 07/01/2023 | Annual Interest in Jan | | £101,852.97 |
| | | | | |
| <u>CCLA Property Fund Account</u> | | 31st August 2022 | | |
| Purchased | | | £400,000.00 | |
| 30/10/2013 | Switched to Long Term Asset | | -£400,000.00 | |
| 31/03/2021 | Lloyds Fixed term matured | | £276,830.94 | |
| 31/03/2021 | Switched to Long Term Asset | | -£276,830.94 | |
| | | | | £0.00 |
| | | | | |
| Cambridge & Counties Bank (2 yr fixed rate @ 0.9%) | | 31st August 2022 | £659,330.45 | |
| 07/05/2021 | 07/05/2023 | Annual Interest in May | | £659,330.45 |
| | | | | |
| Petty Cash as at | | 31st August 2022 | £103.83 | |
| Less | Un-reconciled Item | | 0 | £103.83 |
| | | | | £2,620,761.32 |



CHECKED BY.....
Town Clerk

Date... 20th September 2022.....

CHECKED BY..... Cllr Lee Hitchings.....
Chairman of Finance

Date... 20th September 2022.
Approval by email

Blandford Environmental Trust

| | |
|--|--|
| Name of Organisation | Blandford Environmental Trust |
| Contact Name | Sylvia Hixson Andrews |
| Purpose of Organisation | <p>BET maintains Angus Wood for the use of the public 24/7. We also hold charity fundraising events and outdoor events for the public.</p> <p>The wood is leased from The Woodland Trust. All expenses, including PLI, are paid for by the Trust, which has 50 members.</p> |
| Amount Requested | £300 |
| Is this a Green Grant? Delete as appropriate | Y/N |
| Purpose of Request | <p>Every year the Trust holds a Halloween Spooktacular in the woods on the last Saturday of October. This event is open to the public. We charge entry and use the funds to help support our activities through the year as well as maintain the woodland -Angus Wood. This year we are hiring an art consultant to hold 4 two-hour workshops for the 8th, 15th and 22nd of October (all Saturday afternoons), with the final workshop to be held in Angus Wood on the day of the event to install the decorations made in the workshops.</p> <p>We have asked the Blandford Art Shed to hold the workshops and to work with the families and students to create the decorations for the event.</p> <p>We have spoken to students at the Blandford School and have already signed up 13 A-level students. We will be speaking to them again on 4th October at the school to be sure we have enlisted as many students as we can for the project.</p> <p>The workshops will be free for the students/families. We are looking for additional support for these workshops for this year. We hope that these funds will “prime the pump”, so that what we make on the event will ensure we have funds to operate similarly in October 2023.</p> <p>We are planning to put in <u>at least</u> £200 of BET funds as well. Traditionally we have charged £3 per person and £6 per family. This year, due to the financial difficulties facing families as they head into the winter, we would like to hold the event as free entry, with donations boxes available for those who are able to contribute.</p> |
| How many Blandford Forum residents will benefit directly? | All who want to attend the event. In previous years we have averaged between 50 and 100 families (last year we estimate that we had about 90 families). |
| Any further relevant information | This event has become increasingly popular with larger crowds attending each year. We hope that the donations will be sufficient to garner the required £400-£500 need to put on a good event for next year. |

To approve expenditure for a Legionella risk assessment

Background

In 2014 the Town Council had a full risk assessment of the water systems at all venues in relation to the prevention of Legionella disease. Two members of staff then attended training and a full regime of testing and cleaning was put in place.

Report

Since that time most of our venues have had changes to their water systems, particularly at the sports pavilions.

To ensure that our procedures are up to date and that we have current, comprehensive reports on all our venues a new risk assessment is now required.

I have approached our Health and Safety advisors and this is a service that they offer and I have obtained a quote. I have also contacted three other companies including the one that did the original risk assessment but none of them have been able to quote, mainly due to current workloads.

The report contents will include:

- An initial systems assessment
- Identification of the source of any risk of Legionella
- Photos of water systems
- Schematic system diagrams
- Recommendations for remedial work
- A written scheme (course of action) to prevent, minimise or control the risk of Legionellosis

This will cover all 12 of our venues including the public toilets.

Financial Implications

The quote received for a full risk assessment and report on all our venues would be £7,954.00+VAT

Recommendation

It is recommended that Councillors approve the expenditure of £7,954.00+VAT using funds from the PPM Budget line which currently has a balance of £39,566 (Expenditure Authority: Localism Act 2011 s1-8).

Jon Goodenough
Operations Manager
17th August 2022

To consider and approve the updated plans for the Corn Exchange project

Background

At the Town Council Corn Exchange meeting held on 18th July 2022, Councillors resolved:

14. **TO APPROVE THE INTERIM PLANS FROM DESIGN STAGE TO PLANNING STAGE WITH FURTHER DETAILS TO FOLLOW PRIOR TO SUBMISSION TO THE PLANNING AUTHORITY**

The paper was noted (See Appendix A).

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

The Town Council approves the interim plans from design stage to planning stage with further details to follow prior to submission to the planning authority. This is subject to amendment pending receipt of the access audit report and council consideration of its contents/recommendations.

The audit was carried out on August 9th after a full review of the proposals for the Corn Exchange including the design options with and without a fully accessible back-stage area.

With regards to the provision of the platform lifts and fire refuge illustrated on one potential option for the back-stage area, they did not think this was necessary. The view was that other measures could be introduced in this area such as changing the scissor lift inherited from the previous scheme to a platform lift, improved handrails and colour contrasts to improve overall accessibility but stopping short of providing lifts to the rear (it was noted on several occasions that accessibility is not simply a shorthand for wheelchair access).

Other suggestions put forward in this area to improve overall accessibility included providing one accessible WC adjacent to the dressing room in this location (in addition to the accessible WC at the front of the building) and exploring options to make the dressing room accessible via a ramp (potentially temporary) directly from the stage.

Further advice on how the proposals for the wider building would be improved to benefit accessibility were also received as part of the audit.

An e mail setting out a summary of the results of the audit and the response was sent to all Councillors on September 7th 2022.

Report

On receipt of the report our architect responded with the following:

Further to the comments and mark up from the accessibility audit, working from Corn Exchange back, the following amendments have been made:

- 1. An accessible counter and wider opening has been provided to the kitchen.*
- 2. Scissor lift to stage (as previous scheme) – this has now been omitted in favour of a platform lift. I did explore the retractable steps option but costs are +£150k and it requires a 2m pit which would be unachievable. The suggestion is a lift adjacent to the steps that forms part of the new extension of the stage into the auditorium. This would be controlled use (ie when you have performers etc. that need to use it), folding out*

shutter type doors that would permit access and the call button controls can be wireless affixed to one of the doors and perhaps the proscenium arch. The lift would have a 100mm edge protection when in use. The lift would actually be a scissor lift in mechanism so could still be used to get heavy equipment onto the stage, I will obtain a load rating. These amended drawings have been sent to the supplier for some further input and cost advice.

- 3. Access to dressing room from stage – the change in levels is such that a ramp would be very obtrusive and occupy more or less the whole wing. I discussed this with a local producer/director and he felt it would be a great option to have but not if it renders the stage unusable for a lot of the time. The suggestion therefore is that a collapsible aluminium ramp is provided when required, any performers needing this would need to tailor their act to take account of the reduced wing space.*
- 4. Accessible WC from dressing room – the levels to the existing WC behind are higher and it will need to be at the same floor level, so some underpinning may be required. As this is a C.20th wall I am not bothered by this but there will of course be a cost implication. It was felt that this would be a boon to all performers.*
- 5. Improved access to rear corridor / stairs – additional hand rails have been added, in some instances proximity to doors mean we cannot quite achieve the 300mm beyond a rise that the DDA requires but in terms of modifying an existing building I think that's a reasonable approach. In theory the second set of steps should have a central handrail too owing to the overall width but I think that would be inconvenient if any stage equipment is brought in from the rear of the building. Modifications have also been made where possible to the handrail going up to the offices.*
- 6. Accessible WC – an ambulant accessible WC has been incorporated within the 3 WC's to be provided.*

Accessibility within offices:

- 1. The reception desk has been changed for an accessible worktop, it seemed logical to replan the area slightly to give a bit more space when you come in the door – the open plan office should afford the ability to move the desk back. The door into the office space is accessible.*
- 2. The external ramp has had the existing handrail extended at the base and a new handrail added to the face of the building to provide a continual handrail from top to bottom.*

Further proposals within the Town Hall building

- 1. It was suggested that the doors to the glazed lobby be automated sliding doors rather than hinged. This is being looked into at present.*
- 2. A landing was requested to the head of the ramp within the lobby leading to the Corn Exchange. This has implications for the gradient (making it too steep) and a longer ramp will project into the foyer, options are presently being explored.*
- 3. The location of the lift was discussed as the audit raised concerns over manoeuvrability to the first floor landing area. It was agreed that the lift cannot be located anywhere else and the space for the stair is limited and a compromise needs to be achieved between having a lift and improved stair versus the physical inability of the building to accommodate both to the idealised standard. This area is being worked on at present.*

4. *It was suggested that a separate all gender / baby changing WC be provided. Further site survey has confirmed a large void behind the present WC's that will hopefully enable this to be worked on.*

It is hoped that revised plans covering this part of the building will be issued prior to the 26th September.

Recommendation

It is recommended that Councillors approve the updated plans which incorporate recommendations from the access report and that these plans are now submitted to the local planning authority.

Jon Goodenough
Operations Manager
7th September 2022