



BLANDFORD FORUM TOWN COUNCIL

To: Town & General Purposes Committee Members (Cllr A Cross, Cllr N Lacey-Clarke, Cllr C Stevens, Cllr H Mieville, Cllr R Holmes, Cllr K Herbert, Cllr B Quayle, Cllr P Clark and Cllr C Jacques)

All other members of the Town Council
Members of the Public & the Press

Dorset Council Councillors

Dear Member

TOWN & GENERAL PURPOSES COMMITTEE

You are summoned to attend a meeting of the Town & General Purposes Committee which will be held in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 10th October 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
3rd October 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
2. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. [Minutes of the Meeting held on 4th July 2022](#)
5. Clerk's Report & Correspondence
6. General Updates from:
 - 6.1 Blandford Business Support Group
 - 6.2 Town Team
 - 6.3 Blandford Police
 - 6.4 [Market Manager](#)

7. Dorset Council Highways
None
8. Review of Town & General Purposes budgets
 - 8.1 [Analytical Review of Revenue Budget to 30th September 2022](#)
 - 8.2 [Review of Earmarked Reserves to 30th September 2022](#)
 - 8.3 [Reserve Accounts to 30th September 2022](#)
9. Christmas
 - 9.1 [To consider Christmas Window Competition details and expenditure approval for proposed prize money](#)
 - 9.2 [To appoint the judges for the Christmas Window Competition 2022](#)
 - 9.3 [To approve a newsletter to all businesses regarding the small Christmas trees and decorations](#)
 - 9.4 [To approve expenditure for installation of the trees and column lights](#)
10. [To agree the free parking days for Dorset Council car parks in Blandford Forum for 2023](#)
11. [To consider taking on the production of the Out & About Blandford guide from the Information Centre](#)

DATES OF FUTURE MEETINGS

17 th October	Town Council Meeting
24 th October	Corn Exchange Meeting
7 th November	Planning Meeting

Minutes of the Town Council and Committee meetings are available from Blandford Library, the Town Clerk's Office and online 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

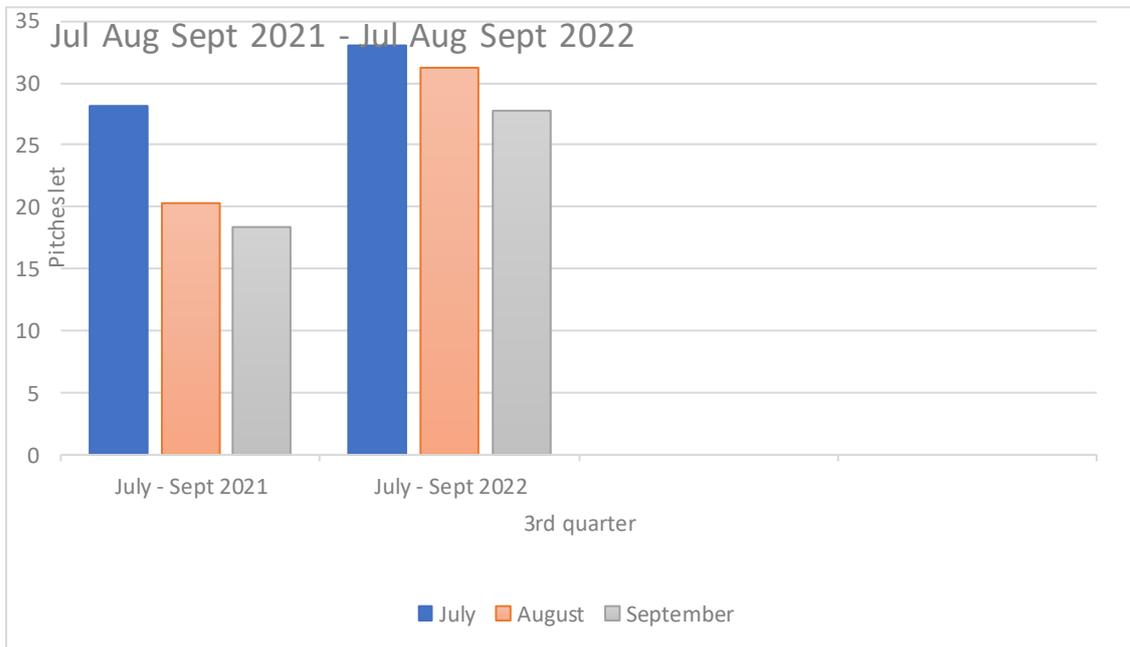


Tel: 01258 454500 • Fax: 01258 454432
Email: admin@blandfordforum-tc.gov.uk
www.blandfordforum-tc.gov.uk

Market Manager – October Update

Overall, the market continues to flourish, and Saturday is improving. Our bookings and enquiries continue to increase. Our pitch fee of £18.50 per 3m pitch will continue now until the winter rate starts on 1st January 2023. Saturday booking numbers are continuing to improve. Our regular traders are now occupying 12 pitches on a Saturday (if they all turn up). Holidays and sickness as well as adverse weather effects the numbers.

Average Weekly Pitches Let



Indoor Market – The figures for the Indoor Market have suffered due to underlying health conditions of traders and some are losing interest due to the possibility of the Corn Exchange being closed for renovations. I have told them all that we don't yet have an exact date for the works to begin and I continue to follow up new enquiries without delay.

Farmers & Makers Market – The monthly Farmers & Makers Market is now operating. We have licensed "Dorset Food & Drink" who arrange these markets independently and pay parking compensation direct to Dorset Council. The next one is booked for 23rd October, and they are then planned for the last Sunday of each month. I attended on 25th September and the stall holders all seemed happy. I am not yet sure of the footfall numbers, but the footfall seemed higher than usual. I will continue to support these markets by being onsite for the set-up until the organisers are able to continue without me. The caretakers have also been supportive. After the Saturday Market we put out cones with signs asking people not to park on the Market Place from 06:00 – 16:00 on the following Sunday and this seems to be the most effective way to keep the area clear. The market uses the area between Scrivens Opticians and the Corn Exchange.

I should have attended the NABMA (National Association of British Market Authorities) on 19th & 20th September, but this has been postponed until the end of October because of HM Queen Elizabeth II's death. NABMA continues to provide invaluable advice and legal support.

Dorset Council continues not to charge us for the parking when we have to cancel the Street Market.

Blandford Forum Market continues to improve in terms of numbers, and we are comparing well to other markets in terms of percentage occupancy.

Andy Reynolds
Market Manager

Analytical Review of Revenue Budget to 30th September 2022

		2022/23				
N/L code		Annual Budget	Budget to date	Actual to Date	Budget Variance	
COSTS						
4711	Vandalism - General	50	25	0	(25)	
4782	Vandalism (Tabernacle)	152	76	0	(76)	
4785	Vandalism (M & H) Toilets	812	406	0	(406)	
4786	Vandalism - Markets	0	0	0	0	
5020	CCTV Maintenance	1,827	914	120	(794)	
5050	CCTV Electric	152	76	130	54	Electric supply for CCTV
5060	Grit Bin - Re-fill	544	272	173	(99)	
5600	Street Market - Advertising	500	250	300	50	
5601	Street Market - New Equipment	254	127	0	(127)	
5602	Street Market - Equipment Maint	0	0	0	0	
5603	Street Market - Health & Safety	0	0	0	0	
5604	Markets - Telephone	122	61	90	29	
5605	Street Market - DCC Parking Charges	11,616	5,808	5,339	(469)	DCC Quarterly Income Loss
5606	Street Markets - Rates	1,978	989	1,123	134	2 months Rates
5607	Street Market -Printing & Stationery	0	0	0	0	
6200	Planters (Planting & Signs)	5,075	2,538	5,351	2,813	Summer Bedding Planters+Repl Sleeper Planters
6630	Toilets (Tabernacle)- Cleaning	508	254	0	(254)	
6635	Toilets (Tabernacle)- Blg/Ground Maint	206	103	118	15	
6641	Toilets (Tabernacle) -Electric	288	144	113	(31)	Apr - Electric
6642	Toilets (Tabernacle) -Equip Maint	51	26	133	108	
6643	Toilets (Tabernacle) -Equip Purchased	51	26	0	(26)	
6644	Toilets (Tabernacle) -Health & Safety	51	26	0	(26)	
6645	Toilets (Tabernacle) -Water	365	183	0	(183)	
6646	Toilets (Tabernacle)- Rates	0	0	0	0	
6650	Toilets - (M & H) - Cleaning	8,953	4,477	4,050	(426)	Apr & May toilet cleaning
6655	Toilets - (M & H) - Building Maint	1,218	609	90	(519)	Clear blockage in toilets
6656	TIC - Building Maint	508	254	90	(164)	
6657	Toilets - (M & H) - Rates	0	0	0	0	
6660	Toilets- (M & H) - Electricity	2,030	1,015	437	(578)	Apr Electric
6661	Toilets - (M & H) Water	2,030	1,015	500	(515)	
<i>Total Costs</i>		39,341	19,671	18,158	(1,512)	
SEE OVER FOR INCOME						
		2022/23				
		Annual Budget	Budget to date	Actual to Date	Budget Variance	
INCOME						
2900	Markets - Street Rent	14,210	7,105	8,367	1,262	Rent up to 30th September 2022
2810	Shambles / Craft Market Rent	3,959	1,980	2,474	495	Rent up to 30th September 2022
2820	Indoor Market Rent	4,568	2,284	2,073	(211)	Rent up to 30th September 2022
3500	Toilet Income (M & H)	0	0	0	0	
3550	Tabernacle - Toilets	0	0	0	0	
3850	T & GP Income	0	0	0	0	
3900	Planter Sponsorship	711	356	1,047	691	
<i>Total Income</i>		23,448	11,724	13,960	2,236	
NET COST / (INCOME)		15,893	7,947	4,198	(3,749)	

Review of Earmarked Reserves to 30th September 2022

Nominal Code	Budget	Balance b/f	Transfer To/From General Reserves	Budget Approved 2022/23	Total Reserves	Spend YTD	Committed YTD	Current Balance	Proposed budget for 2023/24
1020	Town Maps, Boards & Fingerposts	3,283		0	3,283	0	0	3,283	0
1021	DCC Highways	10,044	-5,000	0	5,044	1,373	0	3,671	0
1025	Christmas Town Decorations*	1,294	10,000	1	10,000.00	509	0	10,786	0
1030	Tourism	4,300		0	4,300	0	0	4,300	0
1035	Twinning	1,303		0	1,303	0	0	1,303	0
1040	Town Improvements	12,683		0	12,683	0	0	12,683	0
1042	New Benches	2,634		0	2,634	0	0	2,634	0
1043	Queen's Platinum Jubilee Weekend**	1,035	8,208	2	9,243	10,012	0	-769	0
1045	Contingency***	1,000		0	1,000	92	0	908	0
		37,576	13,208		10,000	11,985	0	38,799	0

*Journal entries split H1 & H2 at £5000 each

**Journal entry amount of £5000 relates to 2021/22 financial year

***If Contingency budget is unspent on 31st March 2022 it will be ring-fenced for the next financial year and not increased or transferred at budget setting)

Income/Transfers From Reserves		Breakdown of Committed funds	
1	Precept Allocation 2022/3	10,000.00	
2	Howdens - Queens Jubilee Donation	208.00	(Note - amount not credited to NC 1043)
2	Received from General Reserves NC1000 per 16th May 2022 TC Planning Mtg	3,000.00	
3	Received from DCC Highways Budget per Transfer Agreed by BTC in T&GP Meeting 15th November 2021 MOM -32.2**	5,000.00	
		<u>13,208.00</u>	
	TOTAL	<u>21,416.00</u>	

Please note that line 1043 is showing a negative, because the grant money for the bench (£1,400) has gone into the Grants Income budget line and not line 1043.

Reserve Accounts to 30th September 2022

Nominal Code	<u>Standard Asset Replacement Accruals</u>	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	
	<u>Earmarked Accounts</u>				
10510-10540	Recreation & Amenities Funds	R & A	806,190.20	5,192.00	B/Heights Public Arts Works / £10000 WHG Roof / Tree works
1020-1045	Town & General Purposes Committee	T & GP	38,590.79	591.00	£250 Interpretation board:Langton & Marsh / £341 TIC Out & About Booklet
				838,997.99	
	<u>Other Earmarked Accounts</u>				
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	£4,111 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	Old Bath House / St Peter & St Paul's Churchyard (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	272,109.22	38,541.87	£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
				491,975.13	
	<u>Capital Projects</u>				
1104	Corn Exchange S106 Funds	T/C	83,177.06		
1105	Corn Exchange	T/C	450,053.90	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		
				786,320.77	
			2,707,080.24	2,517,733.88	Total Reserves
	Surplus from 2021/22 as at 31/03/2022			228,675.72	
				2,746,409.60	Total Available in Reserves

To consider Christmas Window Competition details and expenditure approval for proposed prize money

Background

Every year in December the Town Council holds the Christmas Window Competition, to encourage shops and businesses to decorate their windows and create a Christmas atmosphere in the town centre and beyond. This is always well received. Details of the Christmas Window Competition are attached as [Appendix A](#), in the form of a poster that shops will receive.

Information

In recent years the winning prizes have been:

1st prize - £150.00

2nd prize - £100.00

3rd prize - £50.00

Charity/not for profit organisation £50.00 (to the charity).

Councillors previously mentioned that there could be an opportunity of allocating the prize money in a different way, e.g. overall increased prize money to £400, more categories and reducing the individual prize money to £50 per winner.

Recommendation

It is recommended that the Committee agrees how many prizes should be given and the individual amounts, using funds from the Christmas Town Decorations budget line 1025 (Expenditure Authority: General Power of Competence Localism Act 2011 sl-8).

Agenda Item No. 9.2

To appoint the judges for the Christmas Window Competition 2022

Information

The judging panel has previously included the Mayor, the Chairman of the Town & General Purposes Committee and, in former years, the editor of the Forum Focus. It is suggested that a representative from the Blandford Business Support Group be asked to fill this judging role. Some years it also included the Mayor's youth representative (Scout/Guide/Cadet). Traditionally, the Mayor presented the winning certificates to the shopkeepers during the Yuletide Festival. However, it is suggested that judging take place over 2nd – 4th of December with certificates presented the following week, to give more time for windows to be decorated.

Recommendation

Councillors are requested to appoint the judging panel, agree the judging weekend and when the certificates will be presented to the shopkeepers.

Kathryn Clark
Business Support Officer
29th September 2022

CHRISTMAS WINDOW COMPETITION

The Town Council is continuing to run its Christmas Window Competition, hoping to encourage shops and businesses to enhance the town's image and create a wonderful atmosphere for its residents and visitors to the town, during the festive period.

This year the windows will be judged over the weekend of 2nd - 4th December 2022.

The judging panel will consist of the Chairman of the Town & General Purposes Committee, INSERT JUDGE and the Town Mayor, Cllr Colin Stevens, who will also present the prizes to shopkeepers at their premises the following week.

The prizes for the most original and creative displays are:

TBC

The Town Clerk's Office will close on Thursday 22nd December at 12.30pm and re-open Tuesday 3rd January at 9.30am.

Merry Christmas!

Blandford Forum Town Council,
Church Lane, Blandford Forum DT11 7AD
Tel: 01258 454500 Fax: 01258 454432
Email: admin@blandfordforum-tc.gov.uk

To approve a newsletter to all businesses regarding the small Christmas trees and decorations

Since the Town Council took on the installation and maintenance for the small Christmas trees, and introduced additional decorations, we have asked shop owners/businesses if they would like to give a small contribution to the trees. Last year, the Town Council sent a newsletter to shops and businesses to ask if they still wanted to support this, which many of them did. This year, the newsletter ([Appendix B](#)) has been drafted. This newsletter will be sent along with the Christmas Window Competition poster to shops and businesses in the town centre.

The following resolution was agreed at the Town Council meeting held on 25th April 2022, which includes an increase for the suggested donation from £10 + VAT to £15 + VAT. Updates on the resolution are noted in red:

- **£2,266.30 is spent on existing contractors to provide the lighting for a reduced period of hire 1/12/22-1/1/2023 in Woodhouse Gardens. Ordered**
- **There is no further purchase or hire of expensive decorations for the gardens, but officers explore what is available either online or locally to purchase up to a maximum of £500 to enhance the display (e.g., Inflatable items to appeal to younger people). Inflatables ordered and received (shown below).**



- **Proceed with hiring the lights for this year due to storage issues then reassess the situation once works to the Corn Exchange are completed, and the storage situation is clearer. Councillors could then decide if they wish to purchase and store the lights and just pay for installation. Noted**
- **Increase requested donation from local businesses to £15+VAT (from £10 + VAT) to help pay for the increase in lighting and associated expenditure. Actioned at Appendix B.**
- **Relocate blue & white column lights from footfall monitoring device column x 1 in the Market Place, West Street entrance x 2 & East Street entrance x 2 to Tabernacle (4T86, 5T86, 2T86) and Church Lane (2C194, S2C194). Actioned via SSE/Enerveo – five new columns set up for relocated column lights.**
- **Purchase the Bannière Quadrille design for the East and West Street entrances to the town (x2 at each entrance to replace the relocated blue and white column lights). This is subject to SSE approving their weight. Ordered but not yet received.**
- **Officers to seek quotes for crib scene, share with church for views and ask for storage space. Not actioned this year due to church works.**
- **The Town Council agrees that any street lighting expenditure comes from the DC Highways budget line and other expenditure comes from Christmas Town Decorations and Town Improvements (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8). Actioned.**

Recommendation

Councillors are requested to approve the newsletter so it can be sent to all businesses in the town centre and to the businesses in the surrounding industrial estates that have contributed in recent years.

Kathryn Clark
Business Support Officer
29th September 2022



BLANDFORD FORUM TOWN COUNCIL

The Town Council will undertake the installation of the small Christmas trees in the town centre for Christmas 2022. The trees, along with the column lighting, the yew trees in the churchyard, Christmas tree in the Market Place, and the lights in Woodhouse Gardens all greatly enhance that festive feeling in our unique Georgian town.

The Town Council provides the maintenance of the small trees, the brackets, fixtures and fittings, and the lights. A number of new brackets have been installed to replace broken ones.

As you may be aware, the shops and businesses in the town centre used to pay for the installation of the small Christmas trees and therefore the Town Council would really appreciate your support via a contribution of £18 (£15 + VAT) a year towards the costs.

The Town Council does not receive business rates and is only funded by the precept (money raised from residents' council tax).

In return, the Town Council will promote your shop/business on its social media channels, with a photo of your shop or business, to acknowledge your support. If you would like to contribute, please deliver a cheque to Blandford Forum Town Council at the address below. Alternatively you can pay via BACS or Credit/Debit card, in person or over the phone.

Account Name: Blandford Forum Town Council

Sort Code: 30-90-92 / Account Number: 00489333

Please include the name of your shop/business as a reference.

Thank you and we wish you a successful festive season!

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

Tel:01258 454500 admin@blandfordforum-tc.gov.uk

To approve expenditure for installation of the trees and column lights

Background

The installation of the small Christmas trees and lights has now been done by a local contractor for the last three years this has worked well and the lights have received a large number of compliments. It has also allowed us to expand on the displays without it impacting on the workload of the Town Council staff.

Report

A quote from the contractor who has carried out the installation of the trees and lamp post lights for the last three years was sought; further quotes were not obtained due to the lack of contractors able to carry out this work and the fact that he is now familiar with what is required and additionally we received so many compliments last year.

The quote for 2022 to install and take down the small Christmas trees and to install and dismantle the lights on the lighting columns is £8650.00 + VAT.

This is an increase of £1,300 on last year's quote and reflects the increased cost of access equipment, fuel and other costs, but also the extra lights and decorations that have been requested this year i.e. the two Twists for East Street, three Petite Quadrille for West Street and the additional five columns to expand the scheme.

Recommendation

It is recommended that Councillors approve expenditure of £8,650.00 + VAT for the installation of the trees and column lights from the Christmas light budget line 1025 (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Jon Goodenough,
Operations Manager
16th August 2022

To agree the six free parking days for all Dorset Council car parks in Blandford Forum for 2023

Background

To support local economy, Dorset Council will give a total of **six free parking days** in Dorset Council car parks each year.

Further Information

This is made up of the following:

- **Four** days each year, for events which generate valuable footfall for the town. These four days cannot be used in December but can be used on Sundays.
- **One** weekday in December.
- Free parking in all Dorset Council Town Centre car parks on **Small Business Saturday** in December of each year.

No other days in December will be considered unless the Town Council or Local BID is willing to meet the cost of the lost income at an amount to be calculated by the Council's parking team based on average weekend costs for that time of year. Any requests for free use of the six days will be compiled by the Parking Services Team and a record maintained. Requests for free parking days should be emailed at least **six weeks** prior to the free parking date and you should expect a response within five working days.

Notes:

- i. It is the decision of Dorset Council Parking Services Manager whether to include free parking in all Dorset Council car parks in area or in specific car parks only.
- ii. It is the decision of the Town/Parish Council whether to include free parking in car parks that are owned by them but managed by Dorset Council.
- iii. It is the decision of the Town/Parish Council whether to use all 6 free parking days or not.
- iv. By 'year' the policy is referring to a calendar year.
- v. If an event is cancelled, the free parking day can be reallocated, but 5 days' notice must be given otherwise the day will be lost. Days cannot be reallocated in December.
- vi. Free days not taken in one calendar year cannot be carried over to the next calendar year with no exceptions.
- vii. It is the responsibility of the requester (Town/Parish Council, BID, other) to advertise free parking days, cover pay & display machines and put up free parking signs.
- viii. Dorset Council are not responsible for payments made in error.

Report

Last year, the Committee requested the following days for 2022:

Thursday 2nd June 2022 – Jubilee weekend
Saturday 4th June 2022 – Jubilee weekend
Sunday 5th June 2022 – Jubilee weekend
Saturday 27th August 2022 – Bank Holiday
Friday 24th December 2022 – Christmas Eve

Recommendation

Councillors should decide which days in 2023 they would like to request for free parking from the Dorset Council.

Linda Scott-Giles
Town Clerk
28th September 2022

To consider taking on the production of the Out & About Blandford guide from the Information Centre

Background

In the past, the Out & About Guide was designed, produced and distributed by the Information Centre, but they no longer have the capacity to produce this publication. Due to several changes in the town, it needs re-design and production to assist visitors to Blandford Forum and a meeting has been held between the Information Centre and Town Council officers to discuss its current status.

Further information

- The Forum Focus is contributing £1,500 towards this project after winding down their accounts.
- In the past, the Town Council has contributed £600 a year for the publication (when produced) using the Tourism budget.
- Around Guides currently has the back issues to provide quotes for design and printing. He also can approach businesses for sponsorship for advertising.
- Places to Go has quoted for leaflet distribution as follows: *I think the key will be to build a campaign with the right locations and types, that works for you and in my opinion with 8,000 copies we would need to be selective or else they would go quite fast. As an example of cost, to distribute anything up to 10,000 guides, the cost would be £295.00 + VAT. Obviously the more guides available means we would be able to increase the scope, but this of course increases the cost. Just to give some food for thought, to distribute 20,000 guides would cost £560.00 + VAT.*
- Pat Patrick has kindly agreed his photos of Blandford Forum can be used in the publication.

Recommendation

It is recommended that the Town Council takes on the Out & About project and the Committee agrees any associated funding once all the figures are received.

Kathryn Clark
Business Support Officer
29th September 2022