



# 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 17<sup>th</sup> 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  
10<sup>th</sup> 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 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 Town Council Meeting held on 26<sup>th</sup> September 2022](#)
6. Town Clerk's Report & Correspondence
7. Civic Report (paper to follow)

8. Recommendations and Receipt of Minutes
  - 8.1 Town & General Purposes Committee Meeting held on Monday 10<sup>th</sup> October 2022
    - 8.1.1 Recommendations (none)
    - 8.1.2 To RECEIVE the Minutes
9. [To receive the approved External Auditor's Report for 2021/22](#)
10. [To review the Civility and Respect statements and consider signing up to the Pledge](#)
11. To consider resolutions from DAPTC for the Annual General Meeting (awaiting receipt of the resolutions)
12. [To consider a request from the Information Centre to use the Town Seal](#)
13. [To receive an update from the Boxing Club and confirm the agreement](#)
14. To receive an update and consider any requests regarding the:
  - 14.1 Neighbourhood Plan Working Group – Blandford +
  - 14.2 BFTC Commemoration Group
  - 14.3 Climate Change & Biodiversity
  - 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)

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

7 <sup>th</sup> November	Planning Meeting
14 <sup>th</sup> November	Recreation & Amenities Meeting
21 <sup>st</sup> November	Town & General Purposes 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](http://www.blandfordforum-tc.gov.uk)**

Twinned with Preetz, Germany



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



Twinned with Mortain, France



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

## To receive the approved External Auditor’s Report for 2021/22

### Section 3 – External Auditor Report and Certificate 2021/22

In respect of **BLANDFORD FORUM TOWN COUNCIL – DO0010**

#### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor report 2021/22

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR:

- Long Term investments of £411,500 and £653,433 incorrectly included on the bank reconciliation. The figures in prior year Boxes 6, 7, 8 and 9 should read £1,736,473, £1,233,643, £1,263,490, and £5,747,782 (respectively). The figures in current year Boxes 1, 7, 8 and 9 should read £1,233,643, £1,397,541, £1,425,325, and £5,707,535 (respectively).

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

#### 3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

17/09/2022

\* Note: the NAO issued guidance applicable to external auditors’ work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

The figures stated by the External Auditor were checked with the Internal Auditor and the following letter was received, along with apologies, as it was too late for the External Auditor to amend the AGAR certificate. This letter has therefore been displayed on the website alongside the certificate.



Mrs Scott-Giles  
Blandford Forum Town Council  
Town Clerks Office  
Church Lane  
Blandford Forum  
DT117AD

**DDI:**  
+44 (0)20 7516 2200

**Email:**  
sba@pkf-l.com

**Date:**  
27 September 2022

**Our Ref:**  
DO0010

**SAAA Ref:**  
SB00960

#### **Blandford Forum Town Council**

Dear Mrs Scott-Giles

We issued our External Audit Report and Certificate for Blandford Forum Town Council on 17 September 2022 which contained an “except for” matter in relation to the incorrect inclusion of Long-term Assets in the bank reconciliation, however based on the additional information that has now been received, we would have reported the figures as being:

The figures in prior year Boxes 1, 6, 7, 8 and 9 should read £2,021,930, £671,540, £1,887,076, £1,916,923, and £5,094,349 (respectively)

The figures in current year Boxes 1, 7, 8 and 9 should read £1,887,076, £1,397,541, £1,425,325, and £5,707,535 (respectively).

As you are aware, once we issue our opinion and certify closure we are unable to reissue our report; however this letter may be published with the External Auditor Report for clarification.

Kind regards

A handwritten signature in black ink that reads 'PKF Littlejohn LLP'.

For and on behalf of PKF Littlejohn LLP

Enclosure

## To review the Civility and Respect statements and consider signing up to the Pledge

The DAPTC is helping raise awareness of conduct issues and how councils can help themselves resolve local issues. This [page of the DAPTC website](#) is dedicated to the initiatives that the DAPTC, SLCC and NALC are progressing to improve the standards of conduct in the sector. The DAPTC is encouraging councils to sign up to the pledge and promoting new training solutions specifically to help councils and individuals demonstrate leadership and behaviours to support the Nolan Principals.

Across councils, the majority of councillors and officers want to maintain the highest standards of conduct at their council, but unfortunately there are still too many examples of poor behaviour across our sector. In councils where councillors, the clerk, and staff work in harmony, considerable benefits are provided for the local community and there are many excellent examples of this. There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrate positive changes which support civil and respectful conduct.

By signing the pledge, Blandford Forum Town Council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles, and it:

- Has put in place a training programme for councillors and staff – completed
- Has signed up to the Code of Conduct for councillors – completed
- Has good governance arrangements in place including staff contracts and a dignity at work policy<sup>1</sup> – completed
- Will seek professional help at early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment, if/when it happens
- Will continue to learn from best practice in the sector and aspire to being a role model/champion council
- Supports the continued lobbying for change in legislation to support civility and respect, including sanctions for elected members where appropriate



### **Recommendation**

It is recommended that the Town Council reviews the statements and signs up to the Civility and Respect Pledge, informing the DAPTC of this outcome.

Linda Scott-Giles  
Town Clerk  
28<sup>th</sup> September 2022

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<sup>1</sup> The Town Council's Employee Manual, Equality Policy and Safeguarding Policy cover this.

## To consider a request from the Information Centre to use the Town Crest

The Blandford Information Centre has requested permission to use the Town crest for the production of jigsaw puzzles.

The crest is as follows:



Other local organisations that use the crest include the sports clubs.

It is recommended that councillors support this request.

Linda Scott-Giles  
Town Clerk  
3<sup>rd</sup> October 2022

## To receive an update from the Boxing Club and confirm the agreement

### Background

At the Town Council meeting held on December 2021, Councillors resolved the following:

#### Blandford Boxing Club

It was PROPOSED by Cllr Mieville, SECONDED by Cllr L Hitchings and AGREED (10 in favour, 2 abstentions and 1 non-vote) that

**An SLA is introduced with the Blandford Boxing Club with funding of £15,000 in year one, £2,500 in year two and £2,500 in year three subject to meeting the criteria and membership targets stated in the Club's report (Expenditure Authority: Localism Act 2011 s1-8).**

### Report

The Club has since been seeking suitable premises, which they have now found at Tin Pot Lane and Mr Pardoe has therefore asked for confirmation of:

- When the first payment can be released
- If this payment can be provided upfront, instead of in arrears
- The date the three-year agreement starts

With regards to funding, the service level agreement (SLA) – which has been distributed to Councillors along with the agenda – states the following:

*10.1 The Council will make a financial contribution to the Club of £15,000 for the financial year 2022/23, £2,500 for the financial year 2023/24 and £2,500 for the financial year 2024/25.*

*10.2 Year One – Instalments of the grant will be paid quarterly in April, July, October and January following receipt of reports as detailed in 9.2. The grant will be available in four equal instalments in arrears on receipt of the management information monitoring report from 1<sup>st</sup> of each of the aforementioned months. Each grant will be held for a period of one month only and if the relevant paperwork is not submitted within the month period, it will no longer be available.*

*Years Two and Three – Instalments of the grant will be paid six-monthly in July and January following receipt of reports as detailed in 9.2. The grant will be available in two equal instalments in arrears on receipt of the management information monitoring report from 1<sup>st</sup> July and 1<sup>st</sup> January. Each grant will be held for a period of one month only and if the relevant paperwork is not submitted within the month period, it will no longer be available.*

### Recommendation

It is recommended that, once the Club has signed the agreement starting 1<sup>st</sup> April 2022 (in line with the other SLA recipients), provided all requested documentation and received confirmation of the new lease, the payments for April-June and July-September are released to the Club to bring us up to date for the 2022-23 financial year.

Linda Scott-Giles  
Town Clerk  
11<sup>th</sup> October 2022