



BLANDFORD FORUM TOWN COUNCIL

To: All Members of the Finance & Staffing Committee
(Cllr L Hitchings, Cllr A Cross, Cllr C Stevens, Cllr H Mieville, Cllr S Hitchings, Cllr P Osborne, Cllr L Lindsay, Cllr H White and Cllr E Bray)
All other Members of the Town Council Dorset Council Councillors
Members of the Public & the Press

Dear Member

FINANCE & STAFFING COMMITTEE

You are summoned to attend a meeting of the Finance & Staffing Committee to be held **online** using Microsoft Teams on **Monday 20th March 2023 at 7.00pm** 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
13th March 2023

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 12th December 2022](#)
5. [Town Clerk's Report & Correspondence](#)
6. Analytical Review of Expenditure against Budget for the following:
 - 6.1 [Administration Budget for the year to 28th February 2023](#)
 - 6.2 [Overall Revenue Budget for the year to 28th February 2023](#)
 - 6.3 [General Reserves](#)

7. Review of Finance Documentation
To receive and retrospectively approve the:
 - 7.1 Cheque payment 011133 (Sheet 875) totalling £128.11 (for petty cash)
 - 7.2 Direct debit payments for the period 1st November 2022 – 28th February 2023 (sheets 202 - 205) totalling £134,005.94
 - 7.3 Online Faster Payments FP124 to FP132 totalling £82,299.70
 - 7.4 Investment Account for the period 1st November 2022 to 28th February 2022
 - 7.5 Report by Chairman on Bank Reconciliation and Petty Cash checks
 - 7.6 [Bank Reconciliation to 28th February 2023](#)
8. [To receive the Internal Auditor's Report](#)
9. [Insurance Risk Assessment relating to the Town Council's Insurance Cover and Approval of Insurance Premiums for 2023/24](#)
10. Review of the Risk Assessment Management Policy (including Financial) Arrangements for 2023/24 (sent to Councillors separately due to the size of the document)
11. [Review of Asset Register](#)
12. [To consider the current status of bad debts with the Town Council](#)
13. To review the Finance & Staffing Committee Remit and the Financial Regulations (no proposed amendments from staff to either document – last reviewed September 2022)
14. [To receive a report on the free venue hire requests received for 2022/23](#)
15. To consider adopting a Menopause Policy (sent to Councillors separately)
16. To consider grant applications
 - 16.1 [Home-start Blackmore Vale](#)
 - 16.2 [Blandford Information Centre](#)
 - 16.3 [Creating Musical Participation – Sing Together](#)
17. [To consider a request from the Town Museum to increase the funding for the Service Level Agreement](#)
18. [To consider changing providers for water contract](#)
19. To consider carrying over the underspend from various budgets

Minutes of the Town Council and Committee meetings are available from the Town Clerk's Office and at www.blandfordforum-tc.gov.uk.

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



EMPLOYER RECOGNITION SCHEME
BRONZE AWARD
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Town Clerk's Report & Correspondence

Staff Training – Since last March staff have attended the following training courses:

Type of Training	Attended by
Scaffold tower training	Caretakers and two outdoor staff
Manual Handling and Fire Warden	All staff
CiLCA	Committee Clerk
Planning training	Committee Clerk
Carbon Literacy Accreditation workshop	Town Clerk
Excel	Business Support Officer
ILCA	Operations Manager, Mayor's Secretary, Business Support Officer
Asbestos Awareness	Operations Manager
Counter Terrorist training for Remembrance Events	Town Clerk and Operations Manager
Spraying Certification	2 x grounds staff
Working Together Webinar – 20mph policy	Committee Clerk

Councillor Training – Since the March meeting in 2022, Councillors attended the following courses:

Type of Training	Attended by
DAPTC Role of Councils in Planning	Cllr Carter
DAPTC Important planning concepts	Cllr Carter
DAPTC Introduction to planning	Cllr Herbert
DAPTC Role of Local Councils in Planning	Cllr Carter
DAPTC Important Planning Concepts	Cllr Carter
Data Protection Essentials (GDPR)	Cllr Herbert
Changing Chairs	Cllr Stevens
Dorset Council Planning update for Town and Parish Councils	Cllr Herbert

Groundsman Recruitment – Following interviews on 7th March 2023, a full-time groundsman has been appointed and will start work on 11th April 2023.

Administration Budget for the year to 28th February 2023

ADMINISTRATION COSTS £		2022/23				STATUS
N/L code		Annual Budget	Budget to Date	Actual to Date	Budget Variance	
4010	Advertising	508	465	2,546	2,081	Recruitment advertising
4012	Audit	3,654	3,350	3,411	61	
4014	Bank Charges	508	465	151	(314)	
4015	Property Fund Admin Charge / Exp	3,451	3,163	1,375	(1,789)	1st Quarterly charge
4018	Equipment Maintenance/Hire	508	465	309	(156)	Rent of boiler
4028	New Equipment	508	465	396	(70)	
4039	IT New Equip	102	93	1,505	1,412	New Laptop for RFO Adjusted to Reserves
4040	IT Maintenance/Software	9,836	9,017	3,238	(5,779)	
4041	IT Consumables	203	186	0	(186)	
4042	Professional Services	10,150	9,304	7,373	(1,931)	HR/HS contracts, Report on rental value, ROSPA
4050	Newsletter/Forum focus	2,538	2,326	1,431	(895)	
4052	Publications	152	140	0	(140)	
4053	Photocopier Charges	812	744	442	(302)	
4054	Stationery & Printing	1,523	1,396	1,287	(109)	
4057	Subscriptions	2,132	1,954	2,370	417	Annual DAPTC, ICCM, NABMA
4060	Postage	609	558	707	148	Franking machine top up
4065	Telephones	2,619	2,400	4,274	1,874	Monthly calls and service charge £312 + mobiles
4094	Staff Training & Travel Exps	3,857	3,536	5,330	1,794	manager £390 + 1st Aid £345 + FILCA £120
4095	Staff Travel & Expenses	3,045	2,791	1,806	(985)	
4096	Cllrs allow, Training & Travel Exps	5,583	5,117	2,672	(2,445)	
4097	Cllrs Welfare / Meeting Exps	508	465	44	(421)	
4099	Staff Welfare	254	233	309	77	
4301	Health & Safety Staffing	761	698	9,550	8,853	Legionella assessment
	<i>Sub Total</i>	<i>53,816</i>	<i>49,332</i>	<i>50,526</i>	<i>1,195</i>	
4701	Insurance	14,210	13,026	13,622	596	Annual Insurance cover
	<i>Sub Total</i>	<i>14,210</i>	<i>13,026</i>	<i>13,622</i>	<i>596</i>	
4800	Mayoral Expenses	2,757	2,527	520	(2,007)	
4802	Civic Expenses	6,160	5,647	6,147	501	catering for Mayor Making etc
4805	Civic Twinning	203	186	0	(186)	
4806	Civic - Freedom	254	233	0	(233)	
4803	Honorarium - Town Crier	300	275	150	(125)	
4807	Honorarium - Deputy Town Crier	200	183	100	(83)	
4804	Honorarium - Mace Bearer	400	367	200	(167)	
4808	Honorarium - Deputy Mace Bearer	300	275	150	(125)	
4809	Membership to Guild of Mace Bearers and Town Criers	100	92	45	(47)	
	Bearers and Town Criers Reserves Grant Monies					
	<i>Sub Total</i>	<i>10,673</i>	<i>9,784</i>	<i>7,312</i>	<i>(2,472)</i>	
	TOTAL EXPENSES	78,700	72,141	71,461	(680)	
INCOME						
2025	Interest	1,523	1,396	16,221	14,826	
2003	Property Fund Dividend	0	0	24,654	24,654	not budgeted for?
3893	Grant Income	0	0	15,775	15,775	not budgeted for?
3894	Misc Income	0	0	504	504	Mayor meal making guest cost
3897	Overtime Charges	102	93	131	38	
3899	Photocopying	152	140	109	(31)	
3920	Admin Charge - Barnes for Rec	5,732	5,254	5,647	393	Invoiced Quarterly
3925	Salary charge -out to Barnes for a Re	25,921	23,761	20,646	(3,115)	Invoiced Quarterly
	TOTAL INCOME	33,429	30,643	83,686	53,043	
	NET COST/ (INCOME)	45,271	41,498	(12,225)	(53,724)	

Overall Revenue Budget for the year to 28th February 2023

2022/23					
	Annual Budget	Budget to Date	Actual to Date	Budget Variance	Status
Comments					
INCOME					
Admin	33,429	30,643	31,548	905	Over-Budget
Admin Total	33,429	30,643	31,548	905	Over-Budget
Corn Exchange	13,786	12,637	12,579	(57)	Under-budget
Woodhouse Gardens	6,090	5,583	5,737	154	Over-Budget
Larksmead	1,810	1,659	1,810	151	Over-Budget
Cemetery	12,672	11,616	17,593	5,977	Over-Budget
Sundries	3,497	3,205	4,324	1,118	Over-Budget
Skate park	0	0	0	0	Under-budget
R & A Income	37,854	34,700	42,042	7,343	Over-Budget
CCTV, Planters & Markets	23,447	21,493	26,371	4,878	Over-Budget
Marsh & Ham Toilets	508	465	925	459	Over-Budget
Tabernacle Toilets	0	0	0	0	Under-budget
T & GP Totals	23,954	21,958	27,296	5,338	Over-Budget
Total Income	95,237	87,301	100,886	13,586	On Target
EXPENDITURE					
Admin	78,700	72,141	71,501	(640)	Under-budget
Corn Exchange Project Officer / Consultant	20,600	18,883	0	(18,883)	Under-budget
Salaries	500,000	458,333	168,427	(289,906)	Under-budget
Admin & Payroll	599,300	549,358	239,929	(309,430)	Under-budget
Vehicles	12,626	11,573	10,004	(1,569)	Under-budget
Corn Exchange	50,140	43,476	39,960	(3,515)	Under-budget
Woodhouse Gardens	3,652	3,348	3,479	131	Over-Budget
Larksmead	2,335	2,140	3,941	1,801	Over-Budget
Recreation Ground (Barnes Trust)	35,546	32,584	22,560	(10,023)	Under-budget
Glenmore Workshop	7,617	6,982	6,379	(603)	Under-budget
Cemetery	6,887	6,313	9,547	3,235	Over-Budget
Langton	332	304	98	(206)	Under-budget
Skatepark	1,421	1,303	591	(712)	Under-budget
Sundries	21,135	19,374	21,677	2,303	Over-Budget
R & A Totals	141,690	127,396	118,236	(9,160)	Under-budget
CCTV, Planters & Markets	22,118	20,274	19,163	(1,111)	Under-budget
Marsh & Ham Toilets	15,551	14,255	10,319	(3,936)	Under-budget
Tabernacle Toilets	1,672	1,532	593	(940)	Under-budget
T & GP Totals	39,340	36,062	30,074	(5,987)	Under-budget
Total Expenditure	780,330	712,816	388,239	(324,577)	Under-budget
TOTAL (NET COST)	685,093	625,516	287,353	(338,163)	Within Budget
Note					
Over budget figure positive variance					
Under budget negative variance ()					

General Reserves

Nominal Code(s)	Standard Asset Replacement Accruals	Responsible Committee	Balances	Sub Totals
			£	£
1300	IT	F & S	21,033.73	
1305	Skate park	R & A	147,989.53	
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	
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	
				400,651.37
	Earmarked Accounts			
10510-10540	Recreation & Amenities Funds B/Heights	R & A	805,514.14	
1020-1045&1135	Town & General Purposes Committee	T & GP	20,778.79	
1060-1096	Recreation & Amenities Funds Other	R & A	117,032.83	
				943,325.76
	Other Earmarked Accounts			
1001	Earmarked Interest	F & S	4,363.39	
1002	Property Fund Dividend	F & S	38,425.60	
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	
1012	The Blandford Events Group	T/C	442.17	
1013	Neighbourhood Plan	T/C	1,375.93	
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	239,399.72	
				522,558.99
	Capital Projects			
1104	Corn Exchange S106 Funds	T/C	83,177.06	
1105	Corn Exchange	T/C	439,952.08	
1110	Corn Exchange Promotions Group	T/C	2,907.73	
1115	Corn Exchange Project Development	T/C	108,928.83	
1116	Corn Exchange HLF Stage 1 Matchfunding	T/C	117,379.97	
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	
1175	CCTV / ANPR - New Equipment	T & GP	14,161.40	
				949,799.88
				2,816,336.00 Total Reserves

Retrospective approval of the Investment Account for the period 1st November 2022 to 28th February 2023

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
9 th January 2023	103,092.14	Renewal of One Year Business Bond	3.75	Hampshire Trust Bank
10 th January 2023	420,142.50	1 Year Business Bond	3.75	Hampshire Trust Bank
10 th January 2023	426,112.05	1 Year Business Bond	2.11	Hampshire Trust Bank

CCLA – Property Fund Investment Dividend Statement for the period to 31st December 2022

Statement of unitholding held on 31 December 2022					
Date	Description	Cost/Proceeds £	Price per unit p	Number of units	Total unitholding
01/10/22	Brought Forward				252,825.00
31/12/22	Carried Forward				252,825.00

On 31 December 2022 the mid market value (net asset value) of one unit in the Fund was 293.95 pence and the bid market value of one unit was 289.39 pence giving your investment at that date a mid market value of £ 743,179.09 and bid market value of £ 731,650.27.

Advice of management expenses for the period to 31 December 2022			
For Period Ended	Number of units held	Expenses per unit p	Total Expenses £
31/10/22	252,825.00	0.185800	469.75
30/11/22	252,825.00	0.170000	429.80
31/12/22	252,825.00	0.162200	410.08
			1,309.63

Statement of dividends for the period to 31 December 2022					
For Period Ended	Number of units held	Gross per unit p	Gross Distribution £	Expenses Paid £	Amount Payable £
31/10/22	252,825.00	1.225200	3,097.61	469.75	2,627.86
30/11/22	252,825.00	1.239300	3,133.26	429.80	2,703.46
31/12/22	252,825.00	1.139500	2,880.94	410.08	2,470.86
			9,111.81	1,309.63	7,802.18

The dividend payment of £7,802.18 for the period will be paid to the nominated bank account, reference Blandford Forum To on 31/01/2023

Bank Reconciliation to 28th February 2023

<u>Bank Statement as at</u>		28th February 2023		
Current Account			£21,663.94 ✓	
Less Unpresented Cheques			£0.00	
Plus uncleared receipts			£0.00	
				£21,663.94 ✓
<u>Hampshire Trust Bank - A/c No: below</u>		28th February 2023		
From	To	Accounts		
11/01/2023	10/01/2024	11535793 3.75%	£420,142.50	
Old Acc No	Expired 10/01/23	10495192		
23/07/2022	22/07/2024	11208028 2.11%	£426,112.05	
		Annual Interest in Jan and July		£846,254.55 ✓
<u>Santander 95 Day Notice A/C1055310</u>		28th February 2023	£797,174.34 ✓	
				£797,174.34 ✓
<u>Santander 31 Day Notice A/C1055349</u>		28th February 2023	£128,397.47 ✓	
				£128,397.47 ✓
<u>Santander Business Reserve A/c 10138119</u>		28th February 2023		
			£50,468.37 ✓	
				£50,468.37 ✓
<u>Lloyds PLC Fixed Term Deposits as at</u>		28th February 2023		
From	To			
Hampshire Trust Bank - 1 Yr Fund @ 3.75%		28th February 2023	103092.14	
11528753	08/01/2023 - 10/01/2024	Annual Interest in Jan		£103,092.14 ✓
Old Acc No	11001623			
<u>CCLA Property Fund Account</u>		28th February 2023		
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%)		28th February 2023	£659,330.45	
07/05/2021	07/05/2023	Annual Interest in May		£659,330.45 ✓
Petty Cash as at		28th February 2023	£250.00	
Less	Un-reconciled Item		0	
				£250.00 ✓
				£2,606,631.26

CHECKED BY.....
Town Clerk

Date

13/3/23

CHECKED BY.....
Chairman of Finance

Date

13/3/2023
Approval by email

To receive the Internal Auditor's Report

DARKIN MILLER ~ CHARTERED ACCOUNTANTS

Accountancy ~ Internal Audit ~ Taxation



FINAL

Internal audit report 2022/23

Visit 2 of 3

BLANDFORD FORUM TOWN COUNCIL

Date: 13th February 2023

Report author: R Darkin-Miller
Email: r.darkin@darkinmiller.co.uk

Introduction

This report contains a note of the audit recommendations made to Blandford Forum Town Council following the carrying out of internal audit testing on site on 8th February 2023.

The audit work has been carried out in accordance with Appendix 9 of the 'Governance and Accountability for Local Councils: A Practitioners' Guide', as amended by the additional requirements of the later AGARs.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage.

The report issued after the final visit for 2022/23 (which will be in May or June 2023) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Payments
2. Risk Management
3. Budgetary Control
4. Payroll
5. Transparency Code
6. Public Rights
7. Publication

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	1
Medium	1
Low	2
Info	0
TOTAL	4

I would like to thank Linda Scott-Giles, Town Clerk; and Amanda Crocker, Finance Officer for their assistance during this audit.

**INTERNAL AUDIT OF BLANDFORD FORUM TOWN COUNCIL
FINAL REPORT VISIT 2 OF 3: 13th FEBRUARY 2023**

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
3.1 – Check minute numbers and date of meeting approved for Planning Committee	<p>I reviewed the minutes to confirm that there was no unusual financial activity. I noted no such activity but did note that there are duplicate minutes references in the Planning Committee minutes of the meetings of 07/11/22, 05/12/22 and 16/01/23; and that minute 56 of the meeting of 16/01/23 refers to the approval of the minutes of 07/11/22, but these had already been approved at the meeting of 05/12/22. The minutes of the meeting of 05/12/22 do not appear to have been approved.</p> <p>I recommend that the minute numbers are corrected, and that the minutes of the meeting of 05/12/22 are approved at the next meeting (or that, if they were approved at the meeting of 16/01/23, that minute 56 is amended accordingly).</p>	L	The Planning minutes of November, December and January have been amended and re-signed by Planning chairman, Cllr Carter with the correct numbering and minute date/month.	Town Clerk	Completed on 9 th February 2023
4.1 – Ensure budget monitoring report dates updated	I checked the most recent budget monitoring report to confirm that there were no significant unexplained variances from budget. There was one budget line overspent by £20k (Admin), but a note had been added to the report to explain the reason for the overspend.	L	Noted	Town Clerk / RFO	Immediate
	<p>The Finance Officer confirmed that the report related to the period to 31/10/22, but the heading on the report read 'Annual Revenue Budget Report as at 31st August 2022', with a September 2022 date for the F&S Committee.</p> <p>I recommend that the report headings are updated to ensure that it is clear which period is being reported.</p>				
5.1 – Raise sales and purchase invoices on Sage when monies fall due rather than when payment is received or made	<p>I noted that sales invoices are initially raised on the relevant system (bookings for room hire, cemeteries for burial income etc) and then raised again on Sage when the monies are received. This means that there is a duplication of work, and that the sales ledger is not being properly operated as a debt management system. The RFO noted that purchase invoices are also not being processed on Sage until payment is made.</p> <p>I recommend that sales invoices are raised on Sage when the liability arises, and that purchase invoices are processed on Sage when they are received. This will mean that all income and expenditure is recorded on Sage, and that the Council has an accurate picture of monies owed and owing, enabling better debt management. I further recommend that the Council considers whether or not sales invoices could be raised just once (on Sage) rather than in the related systems, as this will save a duplication of work.</p>	H	<p>Noted and the system will be amended to ensure invoices are added to Sage prior to other processing work.</p> <p>The bookings invoices are generated on a monthly basis, as part of the booking system on specialised software.</p>	Town Clerk / RFO	Immediate

<p>13.1 – Consider publishing additional information required by the Transparency Code</p>	<p>I checked to see that the Council published information on its website in accordance with the Local Government Transparency Code 2015. The majority of information has been published in accordance with the code, and appears to be up to date, but I noted that there was no note of the title, grade, permanence of role (whether permanent or temporary), contact details, salary ceiling and salary in £5k brackets for those staff being paid in excess of £50k. Note that there is some debate as to whether or not some of these requirements breach General Data Protection Regulations (GDPR) provisions regarding the sensitivity of personal data.</p> <p>I recommend that the Council considers whether or not to publish the information required under the Code, in order to balance compliance with the Transparency Code with the requirements of the GDPR.</p>	<p>M</p>	<p>This will be rectified as soon as possible.</p>	<p>Town Clerk</p>	<p>w/c 13th March 2023</p>
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Insurance Risk Assessment relating to the Town Council's Insurance Cover and Approval of Insurance Premiums for 2023/2024

At the Finance & Staffing Committee meeting held on 15th March 2021, a recommendation was made to full council on 22nd March 2021, which was approved as follows:

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Carter and AGREED unanimously that the Town Council:

- **Approves the removal of business interruption cover.**
- **Confirms that there are no other aspects of insurance cover that they wish to amend.**
- **Approves expenditure authority to enter into a further 3-year long term agreement with Company A until 18th April 2024 at a cost of £13,803.52 for 2021/2022 (Expenditure Authority: Localism Act 2011 s1-8).**
- **Approves expenditure of up to £1,750 for the awaited additional amount for the Railway Arches cover and the clerk will report the amount back to council (Expenditure Authority: Localism Act 2011 s1-8).**

Following discussion and research, the insurance company did not recommend any additional insurance cover for the railway arches.

The Town Council's current policy has been shared with Councillors to ensure they have all the information available to them. In addition, when assessing the Council's risks, it should be noted that it was agreed in 2011 that the Council would not insure the following:

- Larksmead palisade fencing
- Fencing at the Lamperd's Field compound
- Park Road play area fencing
- Railway Arches fencing
- Grit Bins

On the assumption there is no change, the total cost to the Town Council and Barnes for a Recreation Trust is £14,236.36.

It is important to note that changes will need to be made to the policy during the year which may increase the costs as extra equipment is purchased. Zurich has confirmed that it can include the Community Fridge instead of the fridge having separate insurance cover. This is at no extra cost.

Recommendation

It is recommended that the Committee makes a RECOMMENDATION to full Council that it:

- **Confirms there are no other aspects of insurance that they wish to amend, apart from the inclusion of the Community Fridge.**
- **Agrees the insurance premium for 2023/24 of £14,236.36 including taxes, subject to any changes the Council decides to make (Expenditure Authority: Localism Act 2011 s1-8).**

Linda Scott-Giles
Town Clerk
13th March 2023

Review of Asset Register

The full asset register is too large to distribute, however a summary sheet has been sent to Councillors.

The full asset register has a breakdown for each location and can be obtained from the Town Clerk.

Various members of staff updated the files last year and the Mace Bearer was also involved by carrying out a full audit of the Town's Silver.

Councillors will recall that this resulted in restating the asset figure on the AGAR.

This agenda item must be a recommendation to full council.

Linda Scott-Giles
Town Clerk
13th March 2023

To consider the current status of bad debts with the Town Council

The Town Council's Financial Regulations cover the process of managing and considering the writing off of bad debts. This has also been checked with the Internal Auditor as we are nearing the end of the financial year. Section 9.4 states that:

Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

The Town Clerk has checked with the RFO and there are no debts outstanding at this time and no action is required.

Linda Scott-Giles
Town Clerk
14th February 2023

Free Venue Hire Update

Applications were received for 2022/2023 from the following people/organisations:

Artsreach has been a regular hirer for several years now and was agreed £300 for this period. So far, they have held an event on the 18th November 2022 and have another booked for the 24th February 2023..

Blandford Literary Festival were granted 2 sessions at Woodhouse Gardens, which they were very grateful for.

The Artori Academy, who hire the Town Hall every Saturday and have a week's hire in August for their summer school, were granted £194.88 for their end of year Showcase.

Continuing from their previous years success, which is very worthwhile to the local residents, Sarah Rampton from "In Jolly Good Company" was awarded £648 in total of bookings made for Woodhouse Gardens pavilion which allowed them to have 2 sessions a month for the year. So far they have booked up until the 24th July, with the remainder of their dates to be confirmed.

The Blandford Group Practice were granted venue hire 3 times a year for "public facing consultations" by the Town Council in June. They have not booked any dates yet but have since booked "Wellbeing Walk-Ins on the last Tuesday of the month in the Corn Exchange.

Blandford Yuletide Festival were approved Free Hire of the Corn Exchange for 2 sessions on the Friday and 1 session on the Saturday for this annual event, which involves the local church, schools, businesses and residents.

Oh No It Isn't, have not been able to provide a pantomime for the last couple of years due to Covid-19, however Sam James has helped at certain events where he can. It was agreed that their approved hire from April 2022 could be carried over to 2022/2023. The Wicked Witches of Oz took place on 13th & 14th January 2023.

Recommendation

Councillors are asked to note the report and continue their commitment to the free venue hire for applicants which provides a lot of events for the Town.

Rachael Harding
Bookings Receptionist
10th January 2023

At agenda setting, the Chairman of Finance & Staffing Committee suggested removing the required link to performing arts because it restricts the council's ability to support worthwhile causes. The Committee is required to consider this proposal at the meeting.

Linda Scott-Giles
Town Clerk
8th March 2023

Name of Organisation	Home-Start Blackmore Vale (previously Home-Start North Dorset)
Registered Charity Number (if applicable)	1138382
Contact Name	Charlotte Devereux
Address	Office 2 The Exchange Sturminster Newton, Dorset DT10 1FH
Purpose of Organisation	<p>The objects of the charity are:</p> <p>a) to safeguard, protect and preserve the good health, both mental and physical of children and parents of children.</p> <p>b) to prevent cruelty or maltreatment of children.</p> <p>c) to relieve sickness, poverty amongst children and parents of children.</p> <p>d) to promote the education of the public in better standards of childcare.</p> <p>Home-Start Blackmore Vale supports families (with a child under 5 years) going through a difficult time in their lives. There could be many reasons for this but might be Mental Health, Domestic Abuse, Rural Isolation, Physical Disabilities, Multiple Births or Bereavement. We recruit and train volunteers then carefully match each with a family in need of support. Volunteers come from all walks of life, with one thing in common, they have parenting experience, with 2 or 3 hours of free time available each week to help provide emotional and practical help to local families. Support is confidential, flexible and totally responsive to the family's needs.</p>
Amount Requested	£1,000
Is this a Green Grant? <small>Delete as appropriate</small>	<u>No</u>
Purpose of Request	The grant will support our volunteer costs in Blandford (travel is £500 a year alone). The grant will also support our family support walking group in Blandford and our home visiting service in Blandford.
How many Blandford Forum residents will benefit directly?	150 - we supported 86 families and 126 children across North Dorset last year. This equates to approx. 150 individuals in Blandford including volunteers.
Any further relevant information	Please see attached information*
Signed: C R Devereux	Dated: 16 January 2023

*(distributed to Councillors by email with the agenda)

In response to the application, the applicant was asked the number of families with a DT11 7 post code. The reply was as follows: 11 families in DT11 7 but a further 9 families with a Blandford address from April 22 – Feb 23.

Name of Organisation	Blandford Information Centre
Registered Charity Number (if applicable)	Unregistered Partnership Trust and Limited Company No 05832724
Contact Name	Nicci Brown
Address	Riverside House, West Street, Blandford
Daytime Telephone Number	01258 459346
Purpose of Organisation	Provision of information about the town to Blandford residents and visitors and sale of goods on behalf of Blandford and other local residents, businesses and organisations
Amount Requested	£750
Is this a Green Grant? <small>Delete as appropriate</small>	No
Purpose of Request	To set up a new and professional Information Centre website providing a solid resource to visitors and residents.
How many Blandford Forum residents will benefit directly?	All residents wishing to access information, but particularly those seeing the benefit of tourists visiting and staying in the town, those thinking of visiting, and the visitors themselves.
Any further relevant information	Last business accounts attached, together with forecast as supplied in support of our SLA and project details in covering letter (see below).
Signed: <i>Nicci Brown</i>	Dated: 22/1/23

As you know, since you generously support us through a service level agreement, the Blandford Information Centre has been helping townsfolk and visitors alike for many years and in the process helping sustain the local economy.

Run entirely by a dedicated team of volunteers and trustees, it presents a friendly, helpful and welcoming face to the public six days a week throughout the year.

As well as providing guidance and advice to allcomers, the centre also provides a valuable service through sales on behalf of local event organisers and businesses.

But it is facing strong financial headwinds.

Our main income streams have been grants in the form of your own service level agreement and donations from local suppliers of goods sold on their behalf, and from those for whom we make ticket sales, including a substantial contribution from the Great Dorset Steam Fair.

Thankfully, the Town Council support has continued and we thank them for that; without it the centre would simply not exist.

But other factors have conspired against us: the Covid pandemic, of course, hit us hard as it did virtually every voluntary organisation.

With more and more ticket sales offered online and the likelihood of other events from which we have received donations in the past reducing, the decision by the GDSF organisers not to hold a steam fair in 2023 is a serious blow. We are also yet to receive the usual donation from GDSF 2022.

We have been forced to cancel, postpone or revisit a number of the plans we had for the forthcoming year and reconsider our funding model.

However, a major project that we are very anxious to bring to fruition and to which we are already financially committed is the construction of a new website.

We feel strongly that none of the other local sites, some of which we link to on our existing website and some of which have ceased, properly fulfil the brief required. The one we are planning will be a smart, professional 'shop window' aimed primarily at visitors and would-be visitors to the area, as well as providing a solid resource to benefit local people.

We had already committed to and begun construction of the website when the steam fair cancellation was announced, and other unexpected expenses such as the failure of our office computer and need to replace it have compounded our financial problems.

The design of the new website and sourcing of the material is all being done by the trustees but, in order to produce something of sufficient quality, it was necessary to employ a specialist professional website builder at a cost of £750.

We feel it is a modest outlay for something that will bring innumerable benefits to the Blandford area, but it is a hefty sum for us to find in the present climate. Abandoning the project at this stage would be unfortunate and remain costly, as we have already committed to it.

We hope Blandford Forum Town Council will be able to help us with this specific website project.

APPLICATION FOR A GRANT

23 FEB 2023

BLANDFORD FORUM
TOWN COUNCIL

Name of Organisation	Creating Musical Participation – Sing Together
Registered Charity Number (if applicable)	N/A
Contact Name	Caroline Pugh
Email Address	creatingmusicalparticipation@gmail.com
Purpose of Organisation	<p>Sing Together for Health and Well- Being is an established group well attended by residents of Blandford and surrounding villages. Each week we sing well-known songs as part of a social activity as part of the Blandford Health Champions network associated with Whitecliff Surgery.</p> <p>Although I am providing services as a volunteer and participants are encouraged to give a donation there are a number of costs involved from hall hire, providing resources, travel costs and of course public liability insurance.</p> <p>Having received a grant in 2022 this really helped to establish the group which is now running well and manages most weeks to be self-sustaining.</p>
Amount Requested	£200
Is this a Green Grant? Delete as appropriate	No
Purpose of Request	<p>To establish a second weekly Sing Together session primarily for people living with dementia.</p> <p>Currently I have a couple of regular participants whose health is deteriorating and for whom the style of the current group will soon be less accessible for them in its current form.</p> <p>It is becoming apparent that establishment of a second session focused for those living with dementia is needed.</p> <p>Having also spoken with Sara Stringer from the Blandford Surgery, and Lucy Hodgson, the Dementia Coordinator for Help and Care in the area, it is likely that by targeting this new group for those living with dementia at a more advanced stage it will become equally as successful as the first group.</p> <p>I need to create new resources for this group, and obtain music copies of well-known songs, printing costs of resources and posters, and hall hire for the additional time until the group becomes established and hopefully self-sustaining.</p> <p>Whilst I am not expecting to be paid for my time in delivering these sessions, I am nevertheless spending quite a lot of my time building up the resources and a network to be able to offer the sessions to more local residents.</p> <p>My current register of approximately 20 (usually around 12-15 attend each week) is testament to the success of the group so far. Therefore the grant I am asking for is to help establish the new group, with the intention of it becoming self-sustaining as with the first group.</p>
How many Blandford Forum residents will benefit directly?	Over the next year I hope that this additional session will benefit up to around 15 residents attending weekly specifically with types of dementia and their carers.
Any further relevant information	<p>I have trained with Singing for the Brain (Alzheimer's Society) and have a long professional career as a musician and class music teacher.</p> <p>The grant that helped establish my group and was instrumental in me being able to continue even when the numbers initially were low has been much appreciated.</p> <p>Since September 2021 when I began the very first group, over 40 residents have participated, and of those very few at the beginning, 2 are still regularly attending whilst others have been unable to continue due to deterioration in their health.</p>

Sing Together Blandford - Weekly sessions

This summary shows transactions relevant to my sessions in Blandford for the last 3 months. The sessions have been running since September 2021 but initially needed support from a grant to help cover costs

In addition there are proportionate costs of public liability insurance, printing costs and other costs for resources

Further costs include mileage allowance which is an easy calculation.

What is much more difficult to calculate is contributions such as purchasing a replacement pedal for my keyboard, payment for music software (for arranging copies of music), all of which are essential in delivering high quality sessions but are very difficult to separate out into for the different groups I run each week.

I have done income and expenditure for the last 3 months as it shows the general trend.

	December	January	February
Donations from Participants in each month	130.30	184.10	164.50
Hall hire - Blandford Rugby Clubhouse	39.00	52.00	43.00
Mileage for sessions @0.45 per mile	21.60	28.80	28.80
Contributions towards Public liability	6.00	8.00	8.00
Contributions towards printing costs	5.00	5.00	5.00
	71.60	93.80	84.80
Excess of income over specific expenditure	58.70	90.30	79.70

This demonstrates that with a viable group of around 12-15 participants each week the group will eventually be self sustaining
The grant I am applying for will help to cover these costs whilst I am building up the numbers

Sing Together – Connections through song – a dementia friendly singing group

Building on from the successful Sing Together for Health and Well Being that already forms part of the Blandford Health Champions I am seeking to start a second group aimed more specifically to help people with dementia. Both Whitecliff Surgery and local dementia advisors are supporting this new initiative.

The group will meet weekly throughout the year at the Blandford Rugby Clubhouse 3-3.45pm and although there is no charge, donations are welcomed by participants to cover the costs incurred for room hire, resources and general costs such as public liability insurance and travel reimbursement.

Carers are welcome to accompany their loved ones.

It is anticipated that once the group is established donations will be such that they can cover the costs outlined above as is the case with my other groups.

Sing Together for Health and Well-Being groups run in Blandford, Dorchester and Wimborne and I also run a Musical Memory Lane group in Oakdale for Prama Life.

If you have further questions, please do let me know

Sing Together

Connections through Song

a dementia friendly group

In conjunction with The Blandford Group Practice Health Champions

Tuesdays 3.00 - 3.45

Blandford Rugby Club House, 53 East Street
Blandford Forum DT11 7DX

Next to Star House, down the alleyway, some limited parking, for blue badge and drop off only



Come and join us for our singing sessions
Enhance the well-being of those living with dementia,
carers are very welcome
Singing can often boost confidence and well-being
Unlocks memories leading to conversations
Open to all, donations welcome



Caroline 07984 828642



creatingmusicalparticipation@gmail.com



www.creatingmusicalparticipation.com



facebook.com/CreatingMusicalParticipation

To consider a request from the Town Museum to increase the funding for the Service Level Agreement



Blandford Forum Museum, Heritage and Arts Trust
Bere's Yard, The Market Place, Blandford Forum, Dorset, DT11 7HQ
Charity Reg No. 1190608
Phone: 01258 450388 or 01258 458911
Email: contact@blandfordtownmuseum.org.uk
Website: blandfordtownmuseum.org.uk

SLA Request
24 January 2023

Many years ago, the Blandford Forum Town Council agreed to provide a Service Level Agreement of £2000 to Blandford Museum on the proviso that we supplied requested statistics, worked with schools, and most importantly, established a Free Entry policy for access to the museum and the collections. Free Entry was central to the agreement.

We agreed to this and have never looked back because our visitor numbers skyrocketed from about 1000 to over 6000 in the first year. We feel that increasing visitor numbers is crucial and our commitment to our Free Entry policy is as strong as ever.

Since then, we have taken an ever-increasing community role, which has brought in our **Museum Garden** and **Archaeology Groups**, and this year the Blandford and District Civic Society have become the **Museum Civic Group** and Blandford War on Waste and the Clean Up Blandford Campaign have joined us forming an encompassing **Environmental Group**.

Our commitment to supporting these local community groups that share common interests with us and helping them to grow does not come without additional expenses. We provide insurance, both on site and off, basic funding when needed, advertising, and access to all the museum facilities.

For this reason, we would like to request an increase in our SLA funding from £2000 to £2500 a year. We realize this might better have been brought up before the last agreement was signed, but at that time two of the groups had not talked with us about coming in under the museum umbrella.

We would like to ask the Council to consider it now, if possible.

Sincerely,

Sylvia Hixson Andrews, Director
Joy Reynolds, Chairman



Caring for the past, informing the future
"Making the prehistory, history, cultural and artistic life of our community accessible to all, enriching the lives of residents, visitors and generations to come."

To consider changing providers for water contract

Laser Energy, who supply the Town Council with its utilities via Kent County Council, have been in touch to ask if the council would like to receive a quote for its water supply.

The company they propose is a carbon neutral company. They will take two months upfront payment.

The Town Council currently has contracts in place for its utilities until 1st October 2025 but this is not the case for water.

Due to the quote being more expensive than the existing provider, Laser Energy has discussed this with Everflow to see if there is anything they can do with the price and they have been able to reduce the cost slightly, however there is still an increase of £94.55 a year.

Laser Energy has therefore listed the benefits of going ahead with Everflow below:

- This contract is fixed for 3 years. Normally we see increases in costs every April so you will be avoiding these increases.
- You will have all your energy procurement managed under one roof (with Laser Energy) as we will be able to look after the gas, electricity, and water.
- Your council will be using a provider that is Carbon Neutral and this will also help if you are looking into a carbon reduction plan.

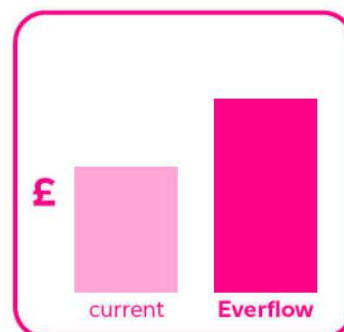
It is recommended that Councillors consider the report and the quote on the following pages and considers switching water providers.

Linda Scott-Giles
Town Clerk
16th February 2023

Your quote summary

Save money with transparent pricing

	Wholesale services	Retail services	Annual spend
Current supplier/s	£4,242.04	£357.61	£4,599.65
Everflow	£4,242.04	£552.16	£4,794.20
Savings with Everflow		-54 %	-£194.55



Prices exclude VAT and are valid for 28 days from date of quote.

All suppliers buy the water at the same wholesale rates!

Key terms & conditions

Please ensure that you have read our full terms & conditions which are available at: www.everflowwater.com/standard-conditions.

All prices quoted are based upon a three year contract unless otherwise stated.

Your payment profile with us will be two months up front followed by 34 monthly payments with the last month uncharged.


All prices are based upon payment via Direct Debit and electronic billing unless explicitly stated otherwise.


Early termination fees apply-see full T&Cs.


Wholesale prices may increase or decrease annually (in April or June, depending on your wholesaler).

Why switch to Everflow Water?

Simple – to save money and receive a higher quality service. As the UK's fastest growing water supplier, we offer:


 Transparent pricing – wholesale rates plus a fully fixed, great value service fee

 On average, our customers save over £150 a year by switching to Everflow Water

 'Excellent' customer service

 Dedicated service team

 Average call waiting time – under 1 minute


 Water audits available

Charges breakdown

The following breakdown is applicable for all of these sites

Customer name	Premises address	Postcode	Supply point ID (SPID)
Blandford Forum Town Council	UNIT 18 AT HIGHER SHAFTESBURY AVE	DT11 8AR	3015475789
Blandford Forum Town Council	THE PAVILLION RECREATION GROUND	DT11 7BY	3015236067





Customer name	Premises address	Postcode	Supply point ID (SPID)
Blandford Forum Town Council	WOODHOUSE GARDENS CONVENIENCES	DT11 7DW	3015478362
Blandford Forum Town Council	WOODHOUSE GARDENS PAVILION	DT11 7DW	3015478370
Blandford Forum Town Council	TOWN CLERKS OFFICES	DT11 7AD	3015062115
Blandford Forum Town Council	TOILETS	DT11 7AW	3015232339
Blandford Forum Town Council	PAVILION	DT11 7LU	3015233807
Blandford Forum Town Council	CEMTERY SUPPLY	DT11 7TQ	3015449087

Your Everflow rates



Retail fee

The retail fee covers all the services we provide, including meter reading, supplier management, customer support and billing.

Retail fee (£/annum)	£552.16
Wholesale (£/annum)	£4,242.04
Total charge (£/annum)	£4,794.20

Consumption

This is the amount of water we estimate you're going to be using over the next year, based on previous usage.

Wholesale rates

These are the rates you will see on your bill. They are set by your wholesaler; we don't mark them up and we display our retail fee separately so you can see that you're getting excellent value from the retail services we deliver. Wholesalers typically adjust their rates every April.

Consumption (m³)			Unit rates (£/m³)		Fixed rates (£/annum)				Total annual wholesale charge
SPID	Water	Waste	Water	Waste	Water	Waste	Surface drainage	Roads drainage	
3015475789	23.02 m³	21.87 m³	£2.0590	£1.6549	£4.00	N/A	£23.00	£21.00	£131.59
3015236067	118.06 m³	112.15 m³	£2.0590	£1.6549	£4.00	N/A	£23.00	£21.00	£476.68
3015478362	69.49 m³	66.02 m³	£2.0590	£1.6549	£4.00	N/A	£23.00	£21.00	£300.34
3015478370	94.45 m³	89.73 m³	£2.0590	£1.6549	£4.00	N/A	£23.00	£21.00	£390.97
3015062115	250.98 m³	238.43 m³	£2.0590	£1.6549	£48.00	N/A	£115.00	£109.00	£1,183.35
3015232339	297.26 m³	282.4 m³	£2.0590	£1.6549	£4.00	N/A	£23.00	£21.00	£1,127.40
3015233807	123.2 m³	117.04 m³	£2.0590	£1.6549	£4.00	N/A	£23.00	£21.00	£495.36
3015449087	24.33 m³	23.12 m³	£2.0590	£1.6549	£4.00	N/A	£23.00	£21.00	£136.36

The pricing information above has been generated using industry held information regarding your meter details and consumption. This information is correct as of the date of the quote, but may be subject to change.