



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Dorset Council Councillors

Members of the Public & Press

Dear Member

ANNUAL MEETING OF THE TOWN COUNCIL

You are summoned to attend the Annual Meeting of the Town Council which will be held in the **Corn Exchange**, Market Place, Blandford Forum on **Tuesday 9th May 2023** at **6:30pm** to consider the following items. This meeting will also be accessible [online using Microsoft Teams](#).

Linda Scott-Giles
Town Clerk
27th April 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 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. Election of the Chairman of Council/Town Mayor (the Chairman will deliver his/her Declaration of Office)
 - 1.1 To confirm the Mayor's Charities for 2023/24
 - 1.2 To confirm the Mayor's Chaplain for 2023/24
2. Election of the Vice Chairman of Council/Deputy Town Mayor
3. Apologies
4. To receive any Declarations of Interest and Requests for Dispensations
5. [Confirm the accuracy of the Minutes of the Town Council meeting held on 17th April 2023](#)
6. Receive and note minutes of and/or to determine recommendations made by committees (None)

7. [Review of delegation arrangements to committees, sub-committees, employees and other local authorities](#)
8. [Review of the terms of references for committees](#)
9. [Appointment of members to existing committees](#)
 - 9.1 Town Council Planning (All Members)
 - 9.1.1 Election of Chairman
 - 9.1.2 Election of Vice Chairman
 - 9.2 Recreation & Amenities
 - 9.2.1 Nine Members including the Chairman and Vice Chairman of Council
 - 9.2.2 Election of Chairman
 - 9.2.3 Election of Vice Chairman
 - 9.3 Town & General Purposes
 - 9.3.1 Nine Members including the Chairman and Vice Chairman of Council
 - 9.3.2 Election of Chairman
 - 9.3.3 Election of Vice Chairman
 - 9.4 Finance & Staffing (subject to decisions made at Agenda Item No. 8 above)
 - 9.4.1 Nine Members including the Chairman and Vice Chairman of Council and the Chairmen of Recreation & Amenities and Town & General Purposes Committees
 - 9.4.2 Election of Chairman
 - 9.4.3 Election of Vice Chairman
10. [Appointment of any new committees, confirmation of the terms of reference, the number of members \(including, if appropriate, substitute councillors\) and receipt of nominations to them](#)
11. [Review and adoption of appropriate standing orders and financial regulations](#)
12. [Review of arrangements \(including legal agreements\) with other local authorities, not-for-profit bodies and businesses](#)
13. Reports from representatives of community and local organisations (written reports to be tabled at the meeting)
14. [Review of representation and subsequent appointment on external bodies and arrangements for reporting back](#)
15. [Review the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the General Power of Competence and confirm that the Town Council still meets the criteria of The Parish Councils \(General Power of Competence\) \(Prescribed Conditions\) Order 2012](#)
16. [Review of inventory of land and assets including buildings and office equipment including the formation of a Working Group to inspect the Town Council's Deeds and Trusts](#)
17. [Review and confirmation of arrangements for insurance cover in respect of all insured risks](#)
18. [Review of the Council's and/or staff subscriptions to other bodies](#)
19. [Review the Council's complaints procedure](#)

20. [Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information, data protection legislation and website accessibility](#)
21. [Review of the Council's policy for communicating with the press/media](#)
22. [Review of the Council's employment policies and procedures](#)
23. [To confirm the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council](#)
24. [Review of the Council's Risk Assessment Management Policy Arrangements \(including Financial\)](#)
25. [Review of the Council's Business Continuity Plan](#)
26. [Review of the Council's Climate Change and Biodiversity Action Plan](#)

DATES OF FUTURE MEETINGS

19 th May	Mayor Making Ceremony
22 nd May	Town Council Meeting (Corn Exchange)
29 th May	Bank Holiday
5 th June	Planning Meeting
12 th June	Finance and Staffing Meeting

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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Review of Delegation Arrangements to Committees, Sub-Committees, Employees and other Local Authorities

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review any delegation arrangements it might have for its Committees, Sub-Committees, Employees or with other Local Authorities.

Delegation Arrangements to Committees

The Town Council operates with a Committee structure. This structure has been in place for many years and has worked well.

Each Committee operates within an agreed remit (terms of reference) and the remits of each Committee feature in another report later in the agenda.

With the above in mind there is no need to review the present arrangements.

Delegation Arrangements to Sub-Committees

The Town Council at present does not have any formal sub-committees.

The Town Council operates with Working Groups that are established either by the Town Council or a Committee and meet as frequently as is required while a particular issue is considered. A Working Group reports back to either its parent Committee or Town Council/Planning on a regular basis or once the task has been completed. When the task of the Working Group has been completed the Working Group disbands.

With the above in mind there is no need to review the present arrangements.

Delegation Arrangements to Employees

The Town Council delegates a range of tasks and responsibilities to various employees of the Council and these are clearly detailed in the Standing Orders and Financial Regulations.

With the above in mind there is no need to review the present arrangements.

Delegation Arrangements to Other Local Authorities

The Town Council does not at present delegate to, or have delegated to it, any responsibility for the provision of a service. There is therefore no need to review the present arrangements.

Recommendation

The delegation arrangements the Town Council presently has in place in relation to Committees, Sub Committees, Employees and with other Local Authorities as detailed above does not appear to require change for the 2023/24 Mayoral year, hence the Town Council is requested to approve the report.

Linda Scott-Giles
Town Clerk
14th April 2023

Review of Terms of Reference for Committees

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the opportunity to review the Terms of Reference for Committees.

General Terms of Reference Applicable to All Committees

The Town Council introduced the general terms of reference for all committees ([viewable here](#)) in January 1999. This was later amended in March 2002 and last updated in 2019 to reflect the change to the Dorset Council. The document continues to work well and there is no apparent reason to amend the document.

Corn Exchange Meetings

This was introduced in 2020 and the remit is [viewable here](#). The document continues to work well and there is no apparent reason to amend the document.

Town Council Planning Committee

The remit and delegated powers of the Town Council Planning Committee ([viewable here](#)) were last reviewed in May 2022. A minor amendment, regarding the modification review of the neighbourhood plan, has been made under the third bullet point at 6.3.1 changing 'will need to be initiated in 2022' to 'were initiated in 2022 and submitted to Dorset Council in April 2023'. Otherwise, the document continues to work well and there is no apparent reason to make further amendments to the document apart from the above.

Finance & Staffing Committee

The remit and delegated powers of the Finance & Staffing Committee ([viewable here](#)) were last reviewed in May 2022 and last updated in May 2021. At the council meeting held on 27th March 2023, it was PROPOSED by Cllr Lindsay and SECONDED by Cllr Lacey-Clarke and AGREED (10 in favour, 3 against and 1 abstention) that

The Town Council would like all Councillors to be members of the Finance & Staffing Committee and a report is therefore prepared for the next council meeting to put forward considerations for the F&S committee to adopt the same format as Planning meetings.

Because this annual meeting agenda considers the remit and delegated powers for Finance & Staffing, it was felt the most appropriate for this matter.

A [draft document has been included below for council's consideration](#).

Introducing a F&S Committee, which includes all members will reduce the amount of recommendations made to full council each time and avoid duplicate discussions and debate over grant applications. However, Councillors may not wish to commit to another Monday evening meeting four times a year if they do not usually attend a F&S committee meeting.

Councillors may wish to proceed by adopting the document, make amendments or make further considerations that the Town Clerk has not included.

Town & General Purposes Committee

The remit and delegated powers of the Town & General Purposes Committee ([viewable here](#)) were last reviewed in May 2021 and were later amended to include the Markets. The Old Bath House can be removed from the remit due to the sale in 2021. The document continues to work well and, subject to the above, there is no apparent reason to amend the document.

Recreation & Amenities Committee

The remit and delegated powers of the Recreation & Amenities Committee ([viewable here](#)) were last reviewed in May 2021. The document continues to work well and there is no apparent reason to amend the document.

Recommendation

That the Town Council agrees that:

- No changes are required to the General Terms of Reference Applicable to All Committees
- No changes are required to the remit and delegated powers of the Corn Exchange
- Minor amendments have been made to the remit and delegated powers of the Town Council Planning Committee and the website has been updated accordingly
- Amendments are required to the remit and delegated powers of the Finance & Staffing Committee, as detailed in the report above [and in the draft remit below](#)
- No changes are required to the remit and delegated powers of the Town & General Purposes Committee
- No changes are required to the remit and delegated powers of the Recreation & Amenities Committee

Linda Scott-Giles
Town Clerk
14th April 2023

DRAFT Finance & Staffing Remit

REMIT AND DELEGATED POWERS

FINANCE & STAFFING COMMITTEE

1. The General Terms of Reference will apply to all Committees and Town Council.
2. The Finance & Staffing Committee will meet on a quarterly cycle unless otherwise required.
3. All Councillors are members of the Finance & Staffing Committee and the quorum shall be nine.
4. There will be up to a 15-minute public session at the start of each meeting.
5. Remit – to monitor, oversee and review all matters relating to Council's finances and its use of resources, ensuring the efficient and effective management of those resources including land, property, IT and finance.

6. Terms of Reference – Finance

6.1 Delegated to Committee

6.1.1 To prepare the Council's financial strategy:

- To review the annual revenue estimates for payroll and administration as proposed by the Town Clerk & RFO.
- To prepare the overall capital budget on receipt of the committees' capital budget proposals and including IT requirements.
- To make decisions on the precept based on the combined revenue estimates and capital budget in December/January each year.

6.1.2 Quarterly to:

- Review the overall revenue expenditure against budget.
- Review and retrospectively approve the Council's investments for the previous period.
- Receive and retrospectively approve the list of payments including cheques, direct debits, standing orders and telepay for the previous period.

6.1.3 Ongoing control and audit of the Council's income and expenditure

- A minimum of two internal audits to be undertaken each financial year by an independent internal auditor.
- To consider matters arising from the report of the internal and external auditors and where considered necessary make changes to the Council's system of controls.
- Review at least annually the Council's Financial Regulations.

6.1.4 Undertake annually the risk assessment in relation to the Council's insurance cover.

6.1.5 Insure against such risks as the committee deems necessary to cover.

6.1.6 Ensure budgetary provision for the attendance of Councillors and Staff on training courses.

6.1.7 The writing off of bad debts over the Town Clerk's authorised level.

6.1.8 Any other matters which may from time to time be delegated by full council meetings.

6.1.9 To consider all information technology matters.

6.2 Delegated to Town Clerk

- The purchase of supplies and services as per the authority given in Financial Regulations Budgetary Control and Authority to Spend Point 4 and Contracts Point 11.
- Ongoing control and internal audit of the Council's income and expenditure.
- Line Management for RFO.
- Approval of emergency repairs to Council buildings and equipment in liaison with Chairman or Vice Chairman of appropriate committee and Chairman of Council as per the authority given in Financial Regulations Point 4.8.
- Staff training within budget limits.

6.3 Delegated to Responsible Financial Officer (RFO)

As per job description under auspices of Town Clerk.

6.4 Delegated to Operations Manager

The purchase of supplies and services as per the authority given in Financial Regulations 4.

6.5 Delegated Powers – Staffing

The Chairman of Council shall have delegated powers to act in terms of line management of the Town Clerk. The Chairman of Council and the Chairman of the Finance & Staffing Committee have delegated powers to carry out the appraisal of the Town Clerk (carried out annually in May).

7. Powers Delegated to Town Clerk

- Line Manager as per staff structure.
- Responsible for day-to-day management of Council business.
- Compliance with Grievance/Disciplinary procedures as agreed by Council.
- Responsible for staff appointments below Grade 23.
- Responsible for staff appointments Grade 23 and above in conjunction with the Chairman of Finance and Staffing Committee.
- Salary reviews and recommendations to Finance & Staffing Committee.
- Periodical review of administration/staffing.
- Staff appraisals.
- To monitor and develop members of staff and review their training needs in line with budget.

8. Delegated to Committee

- Oversee the general management of staff by receiving written and verbal reports from the Town Clerk and make recommendations to Council as appropriate.

- Consider annual staff salary reviews.
- Assist with appointment of staff/be involved as required in interview process for Town Clerk, RFO and Operations Manager.
- Recommend appointments and termination of contracts in respect of Town Clerk, RFO and Operations Manager to full Council.
- To resolve grievance and disciplinary matters referred by Town Clerk according to procedures.
- To refer appeals to Appeals Committee.
- Ensure Councillors follow guidelines regarding Code of Conduct regarding Staff Line Management.
- To keep under review matters relating to health, safety and welfare of all Council employees.
- To consult on general staff matters.

9. General

In the absence of the Town Clerk at times of holidays/sickness, routine matters to be dealt with by the Operations Manager/Committee Clerk/RFO as appropriate and matters usually referred to the Town Clerk will be referred to the Chairman of Council if required.

10. Referred Business

- Any matter with a staffing implication referred from another Committee or full Council.
- To consider such matters which due to the deadline response date are unable to be dealt with at the next full Council meeting.

Appointment of members to existing committees

DRAFT DOCUMENT

<u>EXISTING 2022/23</u>	<u>2023/2024</u>
<p><u>TOWN COUNCIL PLANNING (16)</u></p> <p>Committee Chairman Cllr Carter Committee Vice Chairmen Cllr Herbert Committee Members All Town Councillors</p>	<p>Cllr R Carter (VC) Cllr R Holmes (VC) Cllr A Cross (VC) Cllr K Herbert (VC)</p> <p>All Town Councillors</p>
<p><u>RECREATION & AMENITIES COMMITTEE (9)</u></p> <p>Committee Chairman Cllr L Lindsay Committee Vice Chairman Cllr E Bray Chairman of Council Cllr C Stevens Vice Chairman of Council Cllr H Mieville Committee Members Cllr N Lacey-Clarke Cllr S Hitchings Cllr R Carter Cllr L Hitchings Cllr H White</p>	<p>Cllr L Lindsay (C) Cllr E Bray (VC) Cllr R Carter Cllr L Hitchings Cllr S Hitchings Cllr H White Cllr N Lacey-Clarke</p>
<p><u>TOWN & GENERAL PURPOSES COMMITTEE (9)</u></p> <p>Committee Chairman Cllr A Cross Committee Vice Chairman Cllr N Lacey-Clarke Chairman of Council Cllr C Stevens Vice Chairman of Council Cllr H Mieville Committee Members Cllr B Quayle Cllr P Clark Cllr C Jacques Cllr R Holmes Cllr K Herbert</p>	<p>Cllr A Cross (C) Cllr R Holmes (VC) Cllr K Herbert Cllr B Quayle Cllr P Clark Cllr C Stevens Cllr H Mieville Cllr C Jacques</p>
<p><u>FINANCE & STAFFING COMMITTEE (9 / 16?)</u></p> <p>Committee Chairman Cllr L Hitchings Committee Vice Chairman & Chairman of Town & General Purposes Committee Cllr A Cross Chairman of Council Cllr C Stevens Vice Chairman of Council Cllr H Mieville Chairman of Recreation & Amenities Committee Cllr L Lindsay Committee Members Cllr H White Cllr S Hitchings Cllr E Bray</p>	<p>Cllr L Hitchings (C)</p> <p>All Town Councillors?</p> <p>This is subject to discussion / confirmation at agenda item no. 8.</p>

Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to consider establishing any new committees, terms of reference member numbers and Councillor nominations.

New Committees

This matter has been given consideration by Officers and there is no apparent reason why any new committees need to be established for the 2023/24 Mayoral year.

Working Groups

In May 2019, Councillors confirmed membership of the following working groups for the five-year term:

- Neighbourhood Plan working group (memorandum of understanding)
- Public Art (project completed)
- Corn Exchange (no longer relevant)
- Climate Change working group

However, all councillors can attend all working groups.

Recommendation

That the Town Council continues with its existing Committee structure for the 2023/24 Mayoral year.

Linda Scott-Giles
Town Clerk
14th April 2023

Review and Adoption of appropriate Standing Orders and Financial Regulations

Introduction

In 2018, The National Association of Local Councils (NALC) published revised Model Standing Orders. The Town Council adopted the Standing Orders and numerous amendments have since been made.

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review and adopt appropriate Standing Orders and Financial Regulations.

Standing Orders ([viewable here](#))

The Town Council last adopted the Standing Orders in September 2021 and they are reviewed each year.

Should council conclude to treat Finance & Staffing as per Planning meetings, it is recommended that delegated authority is given to the Town Clerk to make the associated amendments.

Financial Regulations ([viewable here](#))

In 2019 NALC published Model Financial Regulations, which were adopted by full Council and most recently updated in September 2021.

Recommendation

That the Town Council considers the contents of the report and makes any changes prior to adopting the updated Standing Orders and Financial Regulations for the 2023/24 Mayoral year.

Linda Scott-Giles
Town Clerk
14th March 2023

Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review any arrangements or charters with financial contributions to other local authorities.

Arrangements, Charters and Agreements

- a) Blandford Market – The Town Council is still awaiting for the Dorset Council to transfer the Blandford Market and its Charter. In the meantime, the Town Council has an agreement with Dorset Council's parking services to reimburse them for loss of income from Market Place parking spaces.
- b) Grass Cutting – The Town Council has contracts in place with Blandford Scouts and the Dorset Council for grass cutting services.
- c) Play Area Checks – An agreement is in place with Blandford St Mary Parish Council for health and safety checks of the outdoor gym equipment they have at Stour Meadows. The term for this agreement was changed from annual to 5 years in 2018.
- d) MVS Blandford – A four-year agreement (expiring December 2023) is in place with local mechanics, MVS Blandford, for the Town Council's vehicles in return for vehicle sponsorship. Councillors are asked to consider if they wish for other quotes including the present one to be sought from local garages due to the longevity of this agreement.
- e) General Servicing Agreements – The Town Council has agreements in place with the following providers for essential services:
 - Fire and Intruder Alarms
 - Fire appliances
 - Toilet cleaning
 - Utilities contracts
 - Waste disposal
 - Sanitary waste disposal
 - IT support
 - Photocopier
 - Franking Machine
 - Clock servicing
 - Hot water boilers
- f) Health and Safety and Human Resources – The Town Council has a 5-year agreement in place with Ellis Whittam for this support (expires May 2026).
- g) Insurance – The Town Council approved a three-year contract for its insurance provision in March 2021.

Service Level Agreements

- a) Blandford Youth & Community Centre – The Town Council has not renewed the SLA from 1st April 2023 at this time, however it resolved to carry over the unclaimed funds from the April-June 2021 and July-September 2021 periods into the 2022-23 financial year to assist

the Blandford Youth & Community Centre. This has now been paid and they have been invited to apply for another SLA.

- b) Treads – The Council will make a financial contribution to Treads of £2,000 a year for the financial years 2022/23, 2023/24 and 2024/25.
- c) Blandford Information Centre – The Council will make a financial contribution to the TIC of £2,000 a year for the financial years 2022/23, 2023/24 and 2024/25.
- d) Town Museum – The Council will make a financial contribution to the Museum of £2,000 a year for the financial years 2022/23, 2023/24 and 2024/25. Councillors are aware that an increase was requested at the council meeting held on 17th April 2023 and the outcome was to increase the SLA to £2,500 a year.
- e) Fashion Museum – The Council will make a financial contribution to the Fashion Museum of £2,500 a year for the financial years 2022/23, 2023/24 and 2024/25.
- f) Citizen’s Advice Bureau – The Council will make a financial contribution to the CAB of £5,000 a year for the financial years 2022/23, 2023/24 and 2024/25.
- g) Boxing Club – The Council will make a financial contribution to the Club of £15,000 for the financial year 2022/23, and £2,500 for the financial years 2023/24 and 2024/25.
- h) Foodbank – The Council will make a financial contribution of £5,000 a year for the financial years 2022/23, 2023/24 and 2024/25.

Each SLA has varying conditions for the funding the Town Council provides.

Service Provision Funding Agreement

- a) Blandford Stour Valley Band – The agreement is for the Council to make a financial contribution to the Band of £1,500 a year for the financial years 2022/23, 2023/24 and 2024/25 to offset the cost of the Band’s rehearsal and storage space. In return the Band performs in the Town at various events throughout the year.

Should you wish to view any of the documentation referred to in this report, please contact the Town Clerk.

Recommendation

That the Town Council notes the arrangements currently in place with other local authorities, not-for-profit bodies and businesses.

Linda Scott-Giles
Town Clerk
14th April 2023

**REPRESENTATIVES TO COMMUNITY AND LOCAL ORGANISATIONS AND
TOWN COUNCIL APPOINTMENTS 2023-2024**

DRAFT DOCUMENT

ORGANISATION	REPRESENTATIVE 2022/23	REPRESENTATIVE 2023/24
BFTC Commemoration Group	Cllr Quayle Cllr Stevens Cllr Cross Cllr Carter	Cllr Stevens Cllr Cross Cllr Carter
Age Concern	Cllr Herbert	Cllr Herbert
Allotment Society	Cllr Lindsay Cllr Mieville	Cllr Lindsay Cllr Mieville
Ancient Monuments Officer	Cllr Clark	Cllr Clark Cllr N Lacey-Clarke
Blandford + Neighbourhood Plan	Cllr Carter Cllr Cross Cllr Herbert	Cllr Carter Cllr Cross Cllr Holmes
Blandford Area Youth Management Committee	Cllr Lacey-Clarke Cllr Jacques Cllr Bray	Cllr Lacey-Clarke Cllr Jacques Cllr Bray
Blandford Fashion Museum	Cllr Holmes Cllr Bray	Cllr Holmes Cllr Stevens
Blandford Food Bank	Cllr S Hitchings	Cllr S Hitchings
Blandford Forum Charities (4 Cllrs) (Five year term)	Cllr Quayle Cllr Carter Cllr Clark Cllr Holmes	Cllr Quayle Cllr Carter Cllr Clark Cllr Holmes Cllr Cross
Blandford Leisure Centre Consultative Group	Cllr Herbert Cllr Carter	Cllr Herbert Cllr Carter
Blandford Literary Festival	Cllr Mieville	Cllr Mieville
Blandford Opportunity Group	Cllr L Hitchings Cllr Mieville	Cllr L Hitchings
Blandford Public Transport Group Parish Transport Representative	Cllr S Hitchings	Cllr S Hitchings
Blandford Yuletide Festival	Cllr L Hitchings Cllr Stevens Cllr Bray	Cllr L Hitchings Cllr Stevens Cllr Clark
Blandford Business Group	Cllr Stevens Cllr Cross (Chair of T&GP)	Cllr Stevens Cllr Lacey-Clarke Cllr Cross
Citizens Advice Dorset	Cllr Osborne	Cllr Osborne
Civic Society Group of the Blandford Museum Arts & Heritage Trust	Cllr Quayle Cllr Cross	Cllr Quayle Cllr Cross
Clean Up Blandford Campaign	Cllr Quayle Cllr Stevens Cllr Cross Cllr Mieville	Cllr Stevens Cllr Cross Cllr Mieville

Cycling Officer	Cllr L Hitchings	Cllr L Hitchings
Diversity Representative	Cllr Mieville Cllr Bray	Cllr Mieville Cllr Lacey-Clarke
Dorset Association of Parish & Town Councils (DAPTC) Larger Councils and North Dorset	Cllr White Cllr Stevens	Cllr White Cllr Stevens
Flood Warden	Cllr Clark	Cllr Clark
Foundation Governors Blandford Secondary School Foundation	Cllr Carter Cllr Mieville Cllr Lacey-Clarke (Deputy)	Cllr Carter Cllr Mieville Cllr Lacey-Clarke
Free Expression	Cllr Osborne	
Garrison/Police/Council Joint Partnership Group	Cllr S Hitchings Cllr Holmes Cllr Bray	Cllr S Hitchings Cllr R Holmes Cllr Bray Cllr Clark Cllr Quayle
Georgian Fayre	Cllr L Hitchings Cllr Cray	
Great Dorset Steam Fair	Cllr Bray	
Mortain & Blandford Twinning Association	Cllr Cross Cllr Carter	Cllr Cross Cllr Carter
Pretz Twinning Association	Cllr Bray Cllr Carter	Cllr Carter
Remembrance Sunday Planning Group (5-year term)	Cllr Lindsay Cllr Carter Cllr Holmes Cllr Bray	Cllr Lindsay Cllr Holmes Cllr Carter Cllr Bray
Rights of Way Officer	Cllr Clark	
TIC Observer	Cllr Bray	Cllr Bray
TREADS	Cllr Mieville Cllr Bray	Cllr Mieville
Tree Warden	Cllr Clark	Cllr Clark
William Williams Charity Representative	Cllr White	Cllr Lacey-Clarke Cllr White

Review the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the General Power of Competence and confirm that the Town Council still meets the criteria of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

Introduction

This agenda item is two items combined because they are so closely linked.

Expenditure

The Town Council used to apply s137 for its expenditure authority prior to the General Power of Competence and Councillors will be aware that s137 has not been applied for some time. During the last financial year, the Town Council has only used the General Power of Competence.

Eligibility

Section 28 of the Town Council's Standing Orders confirms the eligibility requirements, which this council has been approving on an annual basis to avoid it being missed from the agenda on an election year (!), which are as follows:

- The General Power of Competence (GPC) is a power of first resort, giving a local authority "the power to do anything that individuals generally may do" where permitted by the Localism Act 2011 s1-8.
- Before exercising the General Power of Competence, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- To be eligible, the number of councillors elected at the last election (or subsequent by-election) must equal or exceed two thirds of the total numbers of seats on the council and the council must have a qualified clerk. It must confirm it remains eligible at every annual meeting of the council after ordinary elections and can use the GPC as long as it does not break other laws.

Recommendation

That the Town Council notes its expenditure incurred under the General Power of Competence and confirms that it continues to meet the criteria of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

Linda Scott-Giles
Town Clerk
14th April 2023

Review of Inventory of Land and Assets Including Buildings and Office Equipment and the Formation of the Town Council's Deeds and Trusts Working Group

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its inventory of land and assets and to form a Working Group to inspect the Town Council's Deeds and Trusts.

Inventory of Land

The Town Council has responsibility for various parcels of land and buildings in Blandford Forum and these are all included in the land inventory at [Appendix A – Land Inventory](#).

In 2009 the Town Council registered land that it already owned with the Land Registry, which is also detailed at Appendix A.

If any Member would like to see the Land Registry titles, please contact the Town Clerk.

Inventory of Assets (including buildings and office equipment)

The Town Council's Responsible Financial Officer maintains an Asset Register and all the items listed have a description, date acquired, model and serial numbers, purchase price, value price, insurance details and comments box (where appropriate).

The Asset Register includes, but is not limited to, the following:

- a. Office and IT equipment
- b. Civic and Mayoral items
- c. Furniture
- d. Fire Extinguishers
- e. Christmas Decorations
- f. Street Furniture
- g. Plant Fixtures and Fittings (hot water and condensing boilers)
- h. Grounds Maintenance equipment
- i. Motor Vehicles
- j. CCTV Equipment

Due to the size of these documents, copies have not been made available for Members. If any Member would like to see the Asset Register, please contact the Town Clerk.

The Asset Register was last approved at the 27th March 2023 Town Council meeting.

Inspection of the Town Council's Deeds and Trusts

The Town Council agreed on 18th May 2018 that deeds and trusts should be reviewed on an annual basis. This is considered valuable background for newer members as it provides an interesting background to the land and properties that the Town Council owns or manages.

Recommendation

To approve the list of land registered to the Town Council and note Appendix A.

To approve that the Town Council's Asset Registers are updated regularly and were last reviewed at full council on 27th March 2023.

To agree on Members to form the Working Group to carry out the next annual review of the Town Council's deeds and trusts. Now that all Councillors have completed this task, the Town Clerk suggests the new staff carry it out in order to familiarise themselves with the documents.

Linda Scott-Giles

Town Clerk

14th April 2023

Land Inventory

The deeds, documents and agreements for the list below are available to view in the Town Clerk's Office by arrangement.

Item No.	Location	Use	Area (m ²) (if known)	Title No.	Ordnance Survey Map Reference	Own	Lease	Maintain
1.	Cemetery, Chapel, Workshop and Cemetery Field, Salisbury Road	Burials	23,328	DT374396	ST8907SW	✓		
2.	Closed Churchyard of St Peter & St Paul, East Street/Market Place	Closed Churchyard	1,545	-	-			✓
3.	Corn Exchange and Town Clerk's Office, Market Place	Town Council offices and community venues	-	DT375116	ST8806SW	✓		
4.	Damory Down Amenity Areas	Amenity areas/open spaces	-	DT30798	ST8807	✓		
5.	Dr David's Memorial Plot (DC), Wimborne Road	Memorial grass/shrub area	8	DT358635	-			✓
6.	Elizabeth Road Allotments/Philip Road	Allotments	-	-	-			✓
7.	Unit 18, Glenmore Business Park (Depot), Higher Shaftesbury Lane	Welfare unit and storage	-	DT397470	ST8907NW	✓		
8.	Lamperd's Field Allotments and Store, Salisbury Road	Allotments and storage compound	-	DT284885	ST8907NE		✓	
9.	Langton Play Area	Play Area	1,503.01	DT358635	ST8806SE	✓		
10.	Langton Car Park/back of M&S (grass cutting), Langton Road (DC)	Amenity areas/open spaces	1,529.44	-	-			✓
11.	Larksmead Recreation Ground, Pavilion and Play Area, Larksmead	Recreational area	25,787.85	DT374443	ST8907SE	✓		

12.	Marsh & Ham (grass cutting), off of West Street (DC)	Amenity areas/open spaces	2,571.93	-	-			✓
13.	Marsh & Ham Toilet Block / Information Centre, off West Street (DC)	Public Conveniences	-	-	-		✓	
14.	Park Road Recreation Ground, Car Park, Pavilions, Play Area and (closed) toilet block (Barnes for a Recreation Ground Trust), Park Road	Recreational area	15,692.74	DT374492	ST8806NW	✓		
15.	Railway Arches (DC), Stour Meadows (back of Langton Road long stay car park)	Redundant railway arches	-	DT264601	ST8806SE		✓	
16.	Skate Park (DC), Stour Meadows car park (back of Hall & Woodhouse brewery)	Skate Park	1,280.50	DT300638	ST8805NE		✓	
17.	Tabernacle Toilet Block, The Tabernacle	Public Conveniences	-	-	-	✓		
18.	The Great Fire Monument (Town Pump), Market Place	Monument	-	-	-	✓		
19.	Woodhouse Gardens and Pavilion, The Tabernacle	Formal gardens and community venue	412	DT358635	ST8806SE	✓		
20.	Badbury Heights development – amenity areas (Phase 1 & 2 transferred, Phase 2 Play Area, awaiting 3a & 3b), off Higher Shaftesbury Lane	Amenity areas/open spaces	-	DT410020	-	✓		

Review and Confirmation of Arrangements for Insurance Cover in Respect of all Insured Risks

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its insurance cover.

Insurance Cover in Respect of All Insured Risks

An Insurance Risk Assessment of the Town Council's Insurance Cover was carried out, and Premiums for 2023/2024 were approved by the Finance & Staffing Committee on 20th March 2023 and subsequently approved by Town Council on 27th March 2023.

The full policy schedule was sent to Councillors with the F&S agenda, but should Councillors wish to view it again please request a copy from the Town Clerk.

Recommendation

That the Town Council notes that its Insurance Cover in respect of all insured risks has been approved for the 2023/2024 Mayoral year.

Linda Scott-Giles
Town Clerk
14th April 2023

Review of the Council's and/or Employees' Membership of Other Bodies

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its/or its employees' membership of other bodies.

The Council's Membership of Other Bodies

- a) The Town Council annually takes out Membership of the Dorset Association of Parish and Town Councils (DAPTC). BFTC automatically obtains the support services and guidance offered to Town Council from the National Association of Councils (NALC) once it has joined its County Association. The Membership of DAPTC is through the Annual Subscription scheme and the total cost for the subscription in 23/24 £1,444.56. The pricing list is shown overleaf, for information.
- b) The Town Council is a Member of the Institute of Cemetery and Crematorium Management (ICCM). Membership is essential for cemetery management training, which includes memorial safety, and they also offer legal advice by telephone. The membership cost is currently £95.00 a year.
- c) The Town Council joined the National Association of British Market Authorities (NABMA) in 2015. NABMA offers support and advice on both indoor and outdoor markets. The membership cost is £384.00 for 2023/2024.
- d) The Town Council has approved expenditure of £2,940 + VAT per annum to enter into a further five-year agreement with Ellis Witham (Expenditure Authority: Localism Act 2011 s1-8) from May 2021. Ellis Witham provides support and consultancy on H&S and HR issues, and the service has proven to be extremely valuable in the past.
- e) The Town Council takes out Membership of the Society of Local Council Clerks (SLCC) on an annual basis. This provides the Town Clerk with training events, seminars and a Dorset and national network for Clerks to share and exchange ideas and experiences. The subscription cost for 2023/2024 is £458.00. The SLCC provides valuable information on various subject matters and is a very useful resource, which other staff members also benefit from with online training courses.

Recommendation

That the Town Council notes the report.

Linda Scott-Giles
Town Clerk
14th April 2023

DAPTC Subscription charges 2023/2024

Category	Scale of Electors	Subscriptions 2023/2024
1	0 - 150	£57.68
2	151-250	£92.24
3	251-350	£144.71
4	351-450	£187.54
5	451-550	£234.77
6	551-650	£280.27
7	651-750	£331.29
8	751-850	£365.92
9	851-950	£421.32
10	951-1050	£484.13
11	1051-1200	£534.41
12	1201-1400	£584.42
13	1401-1650	£686.32
14	1651-2000	£860.89
15	2001-2500	£881.89
16	2501-3200	£944.43
17	3201-4150	£1,001.89
18	4151-5400	£1,123.01
19	5401-7000	£1,270.24
20	7001-9000	£1,444.56
21	9001-13000	£1,598.27
22	13000 -14,999	£1,859.30
23	15000-24,999	£2,045.23
24	25,000+	£2,843.44
	Parish meetings	£38.29

Review of BFTC's Complaints Procedure

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its complaints procedure.

Code of Practice for Handling Complaints

BFTC had for some years a code of practice for handling complaints, which was replaced by NALC's recommendation as a result of Minute No. 83 of the Town Council meeting held on 8th September 2014. The Complaints procedure ([viewable on our website here](#)) has been updated to be in line with NALC's Legal Topic Note 9E on Handling Complaints.

An Employee Complaint

The procedure confirms that such a complaint will be dealt with as an employment matter.

It would appear that the present procedures work and there is no need to change or amend the process used.

A Councillor Complaint

The procedure confirms that complaints about a Councillor are subject to the jurisdiction of the Dorset Council, unless it is a breach of the rules about Disclosable Pecuniary Interests which will be a criminal offence to be reported to the police.

It would appear that the present procedures work and there is no need to change or amend the process used.

A General Complaint

If a general complaint is received, it should if possible be resolved by the Town Clerk, other proper officer or Chairman of Council. If this is not possible then a formal process will ensue and this will involve the formation of a Councillor panel, as detailed in Section 3 of the Complaints Procedure.

Recommendation

That the Town Council's Complaints Procedure is approved for the 2023/2024 Mayoral year.

Linda Scott-Giles
Town Clerk
14th April 2023

Review of the Council's policies, procedures and practices in respect of its obligations under Freedom of Information, Data Protection legislation and Website Accessibility Statement

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review the procedure for handling requests under the General Data Protection Regulations 2018 and the Data Protection Act 2018.

In 2021, the review of the council's website accessibility statement was added to this annual item due to its importance.

Detail

All Councils should produce a paper that details the information it holds and where the information can be located under the Model Publication Scheme.

The Town Council adopted a Privacy Policy at the Town Council meeting held on 23rd April 2018 and the Model Publication Scheme has since been merged into this Policy.

This is available to view on our website:

[Privacy Policy and Freedom of Information](#)

The council's website accessibility statement is also available to view on the council's website:

[Website Accessibility Statement](#)

Recommendation

That the Town Council's Privacy Policy, including Freedom of Information Policy, and its Website Accessibility Statement are approved for the 2023/2024 Mayoral year.

Linda Scott-Giles

Town Clerk

14th April 2023

Review of the Council's Policy for Communicating with the Press & Media

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review the policy for dealing with the Press or Media.

Background

A Town Council Working Group to review the Press & Media Policy was formed following receipt of NALC's model policy. The Town Council adopted a policy and retained section 21 of the Town Council's Standing Orders at the Town Council Meeting held on Monday 8th December 2014. These have been reviewed annually since.

The Press & Media Policy (distributed to councillors by email) and section 21 of the Standing Orders have worked well to date and there is no apparent reason to amend the document.

Recommendation

That the Town Council agrees that the Press & Media Policy and section 21 of the Standing Orders continue to be appropriate for the 2023/2024 Mayoral year.

Linda Scott-Giles
Town Clerk
14th April 2023

Review of the Council's employment policies and procedures

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its employment policies and procedures. This was an additional agenda item for the annual meeting, introduced by NALC as part of their amended Standing Orders (April 2018).

Detail of the Report

The Town Council has the following documents in place with regards to employment policies and procedures, which are all verified and updated by officers and Ellis Whittam:

- Employee Manual
- Training Policy
- Equality Policy
- Privacy Policy
- Contracts, Offer Letters and Job Descriptions
- Risk Assessments
- Office Procedures
- Strategic Plan
- And other associated documents

Some of these documents are available from the Town Clerk should Councillors wish to see a copy.

Councillors will recall that a Menopause Policy was also adopted by council in March this year.

Recommendation

That the Town Council's employment policies and procedures are approved for the 2023/2024 Mayoral year.

Linda Scott-Giles
Town Clerk
14th April 2023

Confirm the Dates, Times and Place of Ordinary Meetings of the Full Council for the Year Ahead

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review the Council Diary for 2023/24.

Council Diary

At the Town Council Meeting held in January 2023 the Town Council agreed the [calendar of meetings for May 2023 – May 2024](#).

It may be that some meetings need to be merged in 2024 depending on room availability due to the Corn Exchange project and relocation.

Recommendation

To note the calendar for the 2023/2024 Mayoral year.

Linda Scott-Giles

Town Clerk

14th April 2023

Review of the Risk Assessment Management Policy (including Financial) Arrangements for 2023/24

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its risk assessment management policy.

Detail of the Report

Changes to the Accounts and Audit Regulations 2011 required the Council to conduct an annual review of internal control, which includes the arrangements for management of risk. While a review of the risks affecting the outside sites, together with administration and staff has been carried out, in light of the added regulation it was felt that a financial risk assessment was needed.

The Town Council reviews this document annually, and it was most recently updated for the Finance & Staffing Committee meeting held on 20th March 2023 and subsequently approved by full Council on 27th March 2023.

The policy was distributed to Councillors by email with the F&S agenda in March but Councillors may request a copy from the Town Clerk.

Recommendation

That the Town Council's Risk Assessment Management Policy (including Financial) is approved for the 2023/2024 Mayoral year.

Linda Scott-Giles
Town Clerk
14th April 2023

Review of the Council's Business Continuity Plan

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to establish or review its Business Continuity Plan.

Background

The Business Continuity Plan (distributed to Councillors by email) was reviewed by staff in April 2023 and only minor changes were made.

An additional note has been made regarding the relocation of the offices for the Corn Exchange project.

Due to the IT changes approved earlier this year and taking place at the time of writing the report, the external IT company has been asked to comment on the amendments required to update the document in line with the new system.

Recommendation

That the Town Council agrees that the Business Continuity Plan continues to be appropriate for the 2023/2024 Mayoral year. Any amendments required to the IT information are made by the Town Clerk once the information is received.

Linda Scott-Giles
Town Clerk
14th April 2023

Review of the Council's Climate Change and Biodiversity Action Plan

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its Climate Change and Biodiversity Action Plan ([viewable here](#)).

Background

The Plan was amended and approved by council in March 2022.

Recommendation

That the Town Council agrees that the Climate Change and Biodiversity Action Plan continues to be appropriate for the 2023/2024 Mayoral year.

Linda Scott-Giles
Town Clerk
14th April 2023