



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Members of the Public & Press

Dorset Council Councillors

Dear Member

TOWN COUNCIL MEETING

You are summoned to attend a meeting of the Town Council which will be held in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 3rd July 2023 at 7.00 pm** to consider the following items. This meeting will also be available to view online using Microsoft Teams [using this link](#).

Linda Scott-Giles
Town Clerk
26th June 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. Public Session
2. Report from Dorset Council Councillors
3. Apologies
4. To receive any Declarations of Interest and Requests for Dispensations
5. [Minutes of the Town Council meeting held on 19th June 2023](#)
6. [Town Clerk's Report & Correspondence](#)
7. Civic Report

8. Recommendations and Receipt of Minutes
 - 8.2 Recreation & Amenities Meeting
 - 8.2.1 Recommendations (none)
 - 8.2.2 [To RECEIVE the Minutes](#)
9. [To consider amending the calendar of meetings for May 2024](#)
10. [To consider the archive of the Mayoral Scroll](#)
11. To receive an update and consider any requests from the:
 - 11.1 Neighbourhood Plan – Blandford + Monitoring Group
 - 11.2 BFTC Commemoration Group
 - 11.3 Climate Change & Biodiversity Working Group
 - 11.4 Dorset Council Grant to support the Market Area Enhancement Project
12. Reports from Community and Local Organisations (Councillors are requested to advise the Chairman of Council or the Town Clerk if they wish to make a report under this heading)

DATES OF FUTURE MEETINGS

10 th July	Town & General Purposes Committee meeting
17 th July	Planning Meeting
24 th July	Town Council Meeting (Corn Exchange)
31 st July	Town Council Meeting

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

Twinned with Preetz, Germany



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



Twinned with Mortain, France



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www.blandfordforum-tc.gov.uk**

Town Clerk's Report & Correspondence

Coronation Expenditure – At the meeting held on TC Meeting held on 20th February 2023, the following resolutions were passed:

146.5 King's Coronation

The paper was noted (see Appendix I).

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Mieville and AGREED (10 in favour, 1 against and 1 non-vote) that

The previously agreed budget of £2,500 is used for the Town Council events and the outdoor live music event, being organised by members of the Yuletide and Georgian Fayre Committees, is underwritten up to £1,000 by the Town Council using funds from General Reserves, if required (Expenditure Authority: General Power of Competence Localism Act 2011 s1-8).

ACTION: TOWN CLERK

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

The Town Council approves expenditure for the window competition and treasure hunt, using funds from Tourism under the Town & General Purposes committee's earmarked reserves (Expenditure Authority: General Power of Competence Localism Act 2011 s1-8).

ACTION: TOWN CLERK

The Blandford Yuletide has now confirmed its expenditure, as follows, and presented an invoice for £765.68, which has since been paid. The only outstanding amount to be paid is for the portaloos, which is expected to be charged to the Town Council for under £200, keeping it within budget.

The Kings Charles 111 Coronation Festival Accounts		
	Actual	Notes
Income		
Richards Mr Softee Ice Creams	£85.00	Cash banked 23rd May 2023
Gin Claire	£70.00	BACS - 11th May 2023
Rum life	£100.00	BACS - 9th May 2023
Bigger Bites (Burger van)	£150.00	Cash - Banked 15th May 2023
Ken's Kabs Sponsorship	£314.40	Sponsorship for the Yellow advance signs - Paid direct to Ashley Print
Charles Cole Children's rides	£0.00	
Income Total	£719.40	
Expenditure		
Late September	£500.00	Invoice Received - Paid 18th May 2023
Yellow Brick Road	£150.00	Invoice Received - Paid 18th May 2023
Joe D Rose	£200.00	Paid 9th June 2023
Band Sound Engineer	£100.00	Invoice Received - Paid 18th May 2023
Garrison Sound Engineer & Equipment	£100.00	
Ashley Press	£314.40	Yellow advance signs Paid direct to Ashley Print
Dorset Council - TENS licence	£21.00	Online application - Paid by Steve - reimbursed 18th May 2023
Public Liability Insurance	£99.68	Invoice received Paid by Colin - reimbursed 18th May 2023
Brandon's Toilet Hire	£0.00	No longer a cost to us as its being invoiced direct to BFTC.
Expenditure Total	£1,485.08	
Total (Surplus / Deficit)	-765.68	

The budget for the Town Council's contribution to the events was £2,500. The total expenditure for the Town Council items was £3,940.99, but with the income from the bears/bags (£601) and two grants (£2,560), we were left with an unspent balance of £1,720.01.

To consider the current vacancy for the position of Town Councillor – The Dorset Council has not received enough requests for an election to take place to fill the vacancy on the Town Council. Therefore, the Town Council must move forward to fill the vacancy by co-option as soon as practicable. The Town Clerk has published a notice online and on the notice boards as per Section 28 of the Town Council's [Standing Orders](#), which is also pasted below for information.

Co-option policy

a. When a casual vacancy has been declared (e.g. on receipt of a letter of resignation, death, ineligibility or a seat has been left vacant because no eligible candidate stood at the 4-yearly election) the Town Clerk will immediately notify the Returning Officer at the Dorset Council, issue the public notice and advise council members accordingly.

b. If the required 10 electors of a ward have not called for a poll within the legally specified time period (currently 14 days) following public notification of a Notice of Vacancy then the Returning Officer will notify the Town Clerk who will then instigate the following co-option procedure:

- i. Advise council members by memo/email that a poll has not been claimed and that the co-option process is being activated by the Town Clerk.
- ii. Prepare notices for Town Council notice boards.
- iii. Place advertisement in local press under Public Notices for 2 consecutive weeks with the date for receipt of applications being no later than 7 days after the publication date of the second advertisement.

c. Legal requirements to be a local councillor are as follows:

To be eligible to stand for election you must be: • 18 or over on the day of nomination • And a UK, Commonwealth or EU citizen You must also be a registered voter in the electoral area or: • registered as a local government elector for the area of the parish; or • during the whole of the 12 months preceding that day or those days occupied as owner or tenant land or other premises in the parish; or • principal or only place of work during those 12 months has been in the parish; or • during the whole of those 12 months resided in that parish or within 4.8 kilometres of it.

d. Copies of applicants' letters and CVs to be circulated to all Councillors with a minimum of 7 days' notice of the full Town Council meeting.

e. All applicants to be invited to the full Council meeting (open/public session) to give a brief address and answer any questions asked by serving councillors and the Town Clerk, prior to Councillors voting by secret ballot and the outcome being announced. For a candidate to be successful they must have received an absolute majority vote of those present and voting.

f. The Town Council is not obliged to co-opt to fill any vacancy. Even if the council invites applications for co-option it is not obliged to select anyone from the candidates that apply. However, it is not desirable that electors in a particular ward be left partially or fully unrepresented for a significant amount of time.

To consider amending the calendar of meetings for May 2024

The Town Clerk has been preparing for next year, and raised concern that the existing timetable for May means that newly appointed councillors, from the elections scheduled for 2nd May, will find out on 3rd May if they have been successful (if it is contested), then there is a Bank Holiday weekend and the Annual Meeting of the Town Council will be held on the 7th May. This does not allow much time for staff to distribute the agendas to the new councillors or for the councillors to absorb the contents of this – very long – document. If the dates are changed, so the annual meeting is moved to the 13th May, the agenda can be distributed to councillors on 3rd or 7th May and any queries can also be dealt with w/c 6th May.

The legislation states that:

A community council shall in every year hold an annual meeting.

- In a year which is a year of ordinary elections of community councillors, the annual meeting of a community council shall be held on, or within fourteen days after, the day on which the councillors elected at that election take office, and in any other year the annual meeting shall be held on such day in May as the community council may determine.
- The annual meeting of a community council shall be held at such hour as the council may fix or, if no hour is so fixed, 6 o'clock in the evening.

EXISTING

MAY 2024	
Thursday 2	Elections (TBC)
Monday 6	Bank Holiday
Tuesday 7	Annual Meeting of the Town Council / Town Council meeting
Monday 13	Planning Meeting
Friday 18	Mayor Making Ceremony
Monday 20	Town Council Meeting (Corn Exchange)
Monday 27	Bank Holiday

PROPOSED

MAY 2024	
Thursday 2	Elections
Monday 6	Bank Holiday
Monday 13	Annual Meeting of the Town Council / Town Council meeting
Monday 20	Planning Meeting / Town Council Meeting (Corn Exchange)
Friday 24	Mayor Making Ceremony
Monday 27	Bank Holiday

Recommendation

It is recommended that the Town Council considers amending the council diary for May 2024 and decides if councillors are content with the proposed changes to the Planning and Corn Exchange meeting and Mayor Making dates.

Linda Scott-Giles
Town Clerk
21st June 2023

To consider the archive of the Mayoral Scroll

The Town Clerk recently informed councillors that in 2043, the Mayoral Scroll will be 200 years old. It was unrolled in January 2023 by staff and an image was taken of each entry dating back to 1843. The most recent entry signed by Cllr Hugo Mieville has also been scanned and added to the others, so we are completely up to date.

Following a visit to the Dorset History Centre, and seeing the difference in climate conditions there, the Town Clerk discussed archiving the scroll on its 200th anniversary with the previous Mayor. A note has been put with the scroll, to suggest this to future Mayors/officers and recommend they take a photo of each entry, continuing the work we have recently carried out. The scroll is currently wrapped in a cloth in the fire safe and there are damp proof measures in place, however the staff can see the impact the moisture within the safe is having on the documents although, at present, the scroll is in good condition.

This report was therefore presented to Councillors in March to consider if they wish to recommend to the future council to archive the scroll on its 200th anniversary or if it should be archived after the Mayor Making ceremony held in May. That would then mark the 180th anniversary of the scroll and the end of a council term. It is also a year when we will be decanting the building and carrying out a major archive exercise. The new scroll would therefore be started in May 2024.

Councillors instructed the Town Clerk to find out what kind of access we would have to the scroll once archived, and if we could both add to it each year and bring it to our venues for display from time to time.

Cllr Cross enquired at a Trustee's meeting of the Town Museum about the possibility of housing this object. They confirmed they would be more than happy to undertake this task because the atmosphere in the Museum is correct and they feel it would be a fitting place to retain such an object and would relish the prospect.

The Dorset History Centre was also approached and the archivist confirmed that *'this is certainly something we would like to add to the collections but perhaps need to sort out the practicalities first. What is the diameter of the scroll as it currently stands? It looks quite large and I'm not sure if it will fit inside one of our archival boxes. In theory there's no issue with the annual access and addition, however this would obviously result in the scroll becoming larger and larger over time which presents further storage problems. We were wondering perhaps if the council would be amenable to separating say the last 30/80 years if this were possible and using that as the basis of a new scroll. This rather depends on the size of the remainder old scroll and if that can be accommodated. It would mean that the older part of the scroll was always safely stored here at Dorset History Centre and the newer part could go out every year for display and addition. Obviously display and production of the scroll at DHC would be difficult so we would ask if we could also have a copy of the digital scan that could be accessed by the public in place of the original. Please let us know the councils' thoughts on this. Perhaps we can arrange for you to bring it to DHC for me and our conservator to have a look at'*

This suggestion to separate the scroll and archiving 100 or 150 years of it (whether that is locally or in Dorchester) may appeal to Councillors and it is recommended that this is discussed. Councillors may wish to defer the decision to the new council next year, although it is the Town Clerk's view that the longevity of the current council means they are in a more fitting position to decide what the scroll's future should be.

Linda Scott-Giles
Town Clerk
21st June 2023