



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 19th June 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
12th 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:
 - 5.1 [Statutory Annual Meeting of the Town Council held on 9th May 2023](#)
 - 5.2 [Town Council meeting held on 9th May 2023](#)
6. [Town Clerk's Report & Correspondence](#)

7. Civic Report
8. Recommendations and Receipt of Minutes
 - 8.1 Finance & Staffing Meeting
 - 8.1.1 [Recommendations](#) (including financial statements)
 - 8.1.2 To RECEIVE the Minutes (to follow)
9. [To consider expenditure for further improvements to the CCTV system](#)
10. To receive an update and consider any requests from the:
 - 10.1 Neighbourhood Plan – Blandford + Monitoring Group
 - 10.2 BFTC Commemoration Group
 - 10.3 Climate Change & Biodiversity
 - 10.4 Dorset Council Grant to support the Market Area Enhancement Project
11. To fill the vacancies on the Finance & Staffing and Recreation & Amenities Committees and external organisations following the resignation of Emily Bray
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)
 - 12.1 To appoint a representative to the Joint Partnership Working Meetings (see [Clerk's Report](#) for an update)
13. [To consider Planning Application P/FUL/2023/02302 & P/FUL/2023/02303 Alaska House, 80 Salisbury Street Blandford Forum Dorset DT11 7PS](#) (due to timing)

DATES OF FUTURE MEETINGS

3 rd July	Town Council Meeting
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

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



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Town Clerk's Report & Correspondence

Representatives to External Organisations – Joint Partnership Working Meetings – The Town Clerk wrote to PC Ian Titley (Garrison) and he confirmed that he wasn't aware of there being any planned meetings and assumed they had fallen by the wayside due to the prolonged Covid issues. He advised that staff logistics at Blandford Police Station, and with the military too, have altered dramatically over the last three years but agreed to speak to PC Harness about it. PC Titley confirmed that there is an appetite to re-start and asked the Town Clerk to arrange a date/venue. The Town Clerk has advised that it is best for the Blandford Police to continue with the management of the meetings, but a room can be made available. This item is on the agenda to appoint the representative to the meetings.

Flying the Union Flag – It appears that the MoD guidance has changed – research was taking place about another matter when this was discovered (and has been checked with ex-GSO Bob Brannigan) – and the Town Hall flags have been altered accordingly. Where UK government buildings only have one flagpole, the Union Flag should be flown every day except on certain occasions when you may wish to fly other flags, including but not limited to, the national flags of the constituent nations of the United Kingdom, the Armed Forces Day flag, the Commonwealth flag, county and other local flags, and other flags which may promote civic pride. DCMS may issue ad-hoc guidance encouraging UK government buildings to fly such flags throughout the year, alongside the Union Flag. Where UK government buildings have more than one flagpole, and two flags are being flown, the Union Flag must always be flown in the superior position which is either the highest flagpole, the centre flagpole where there is an odd number of poles of the same height, or the left centre flagpole viewed from the front of the building, where there is an even number of poles of the same height. In England, it is now possible to fly more than one flag on the same flagpole if there is enough space.* If so, the Union Flag should always fly on top ('in the superior position'). UK government building flagpoles should not remain empty – the default should be flying the Union Flag if no other flag is being flown.

Notice of Vacancy in the Office of Councillor for Old Town Ward – The notice provided by Dorset Council on notification of Emily Bray's resignation, was displayed on the Town Council's social media platforms from 6th June, as well as council notice boards. If by 26th June 2023 a request for an election to fill the vacancy is made to the Returning Officer at Dorset Council, by ten electors who are registered in the Old Town Ward, an election will be held to fill the vacancy, otherwise the vacancy will be filled by co-option. If an election is called, it will take place not later than 29 August 2023.

Town Council Newsletter – A total of 4,500 copies of the newsletter were printed, which included the Chairman's Report and Councillors and staff are in the process of hand delivering them. Thanks to Cllr L Hitchings, Cllr Carter, Cllr Holmes, Cllr Cross and Cllr Mieville and staff for taking the time to deliver them in time for the Armed Forces Day Expo.

Neighbourhood Plan – Efforts have been made to update the figures for the Memorandum of Understanding and Council had authorised this amendment, once the Census figures were confirmed because Dorset Council's statistics page shows much older figures and groups BFTC in with the parish of Langton Long. However, the [Census page](#) excludes some of Westbury Way, Diamond Way and Downside Close. The Committee Clerk has asked the DC Officer if they can provide figures excluding Langton Long, so we can ensure our numbers are accurate, but this is not possible. The Elections Team assisted with figures, but they are for electorate and not population. The revised figures distributed to the B+ group have therefore been sent with an explanation and will be considered prior to being adopted by the group. In addition, the consultation responses to the Reg 16 consultation on the Blandford + NP Review are now available to view on Dorset Council's [website](#) and the DC Planning Officer will inform Intelligent Plans and Examinations (IPE) so they can inform the examiner.

Recommendations from Finance & Staffing Committee

Minute No. 9 – TO APPROVE AMENDED ASSET TOTALS

Value as at 1st March 2023 (Excluding Trust Assets) Revised to Cost of Asset or Estimate of Value using Insurance Value if needed

All Risks	Total b/fwd 2021/22	Acquisition 2022/23	Disposal 2022/23	Total c/fwd 2022/23
TOWN HALL COMPLEX				
Chair Store	4,500	0	0	4,500
Chamber	9,675	0	0	9,675
Corn Exchange	26,977	0	0	26,977
Community Room	1,125	0	0	1,125
Offices	17,282	1,313	0	18,595
Outside Front	1,828	0	0	1,828
Robes Cupboard	9,840	0	0	9,840
Shambles	1,510	0	0	1,510
Store	28,159	0	0	28,159
Storeroom	4,328	429	0	4,757
Town Hall	31,346	0	0	31,346
Under Stage	10,294	1,900	0	12,194
	146,864	3,642	0	150,506
Badbury Heights	42,808	2,988	0	45,796
Cemetery Chapel	6,704	0	0	6,704
Cemetery Workshop	4,249	0	0	4,249
Cemetery	5,093	0	0	5,093
CCTV	53,062	742	0	53,803
Civic	278,047	0	0	278,047
Elizabeth Road Allotments	522	0	0	522
Football Club	4,275	0	0	4,275
Glenmore Workshop	42,632	510	0	43,142
Lamperd's Field Allotments	17,170	278	0	17,448
Langton	42,328	0	0	42,328
Larksmead Pavilion	275	0	0	275
Larksmead Tractor Garage	684	0	0	684
Larksmead Rec and Play Area	75,936	2,902	0	78,838
Old Bath House (signage)	268	0	0	268
Park Road Car Park	0	5,443	0	5,443
Park Road Play Area	24,345	0	0	24,345
Park Road Storage Shed	5,759	0	0	5,759
Skate Park	132,223	493	0	132,716
Tabernacle	759	0	0	759
WHG Pavilion	3,905	0	0	3,905
WHG Shed	2,562	0	0	2,562
	743,605	13,356	0	756,961
Material Damage Insurance				
Street Furniture	168,886	4,567	0	173,453
	168,886	4,567	0	173,453
Not Insured	68,824	0	1,170	67,654
Properties (Excluding Trust Properties)	2,767,209	0	0	2,767,209
Motor Vehicles	64,230	0	0	64,230
Long Term Investment	682,985	0	0	682,985
B/d 01/04/22 - Restated for LT investment:				
Hampshire Trust Bank	411,500	426,112	411,500	426,112
Cambridge & Counties Bank (2yr fixed rate)	654,433	659,330	654,433	659,330
	5,708,535	1,107,007	1,067,103	5,748,440

It was PROPOSED by Cllr Holmes, SECONDED by Cllr L Hitchings and AGREED unanimously that a **RECOMMENDATION** is made to full Council that

The updated Asset Register is approved.

ACTION: TOWN COUNCIL

Minute No. 10 – INTERNAL AUDITOR'S REPORT AND SIGNED ANNUAL INTERNAL AUDIT REPORT PAGE OF THE ANNUAL GOVERNANCE STATEMENT OF THE ANNUAL RETURN

The paper was noted (see Appendix I of F&S committee agenda).

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Mievill and AGREED unanimously that a **RECOMMENDATION** is made to full Council that

The Town Council notes the Internal Auditor's Report and the Annual Governance Statement of the Annual Return.

ACTION: TOWN COUNCIL

Minute No. 11 – TO APPROVE SECTION 1 ANNUAL GOVERNANCE STATEMENT OF THE ANNUAL RETURN FOR THE YEAR ENDING 31ST MARCH 2023

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Blandford Forum Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DATE

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Holmes and AGREED that a **RECOMMENDATION** is made to full Council that

The Town Council approves Section 1 – Annual Governance Statement of the Annual Return for the year ending 31st March 2023.

ACTION: TOWN COUNCIL

Minute No. 12 – TO APPROVE SECTION 2 STATEMENT OF ACCOUNTS OF THE ANNUAL RETURN FOR THE YEAR ENDING 31ST MARCH 2023

Section 2 – Accounting Statements 2022/23 for

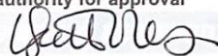
Blandford Forum Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	RESTATED 1,233,643	1,397,541	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	792,183	803,241	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	170,587	1,237,010	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	461,022	451,355	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	337,850	1,544,116	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	RESTATED 1,397,541	1,442,321	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	RESTATED 1,425,325	1,422,077	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	RESTATED 5,707,535	5,748,440	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

06/06/2023

I confirm that these Accounting Statements were approved by this authority on this date:

COMMITTEE

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Holmes and AGREED that a **RECOMMENDATION** is made to full Council that

The Town Council approves Section 2 – Statement of Accounts of the Annual Return for the year ending 31st March 2023.

ACTION: TOWN COUNCIL

The Town Clerk has confirmed the dates of the Exercise of Public Rights as 21st June 2023 to 1st August 2023 and the required information and Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Review will be published on the Town Council's website from Tuesday 20th June 2023.

Minute No. 13 – TO CONFIRM ANY CONFLICT OF INTERESTS WITH THE EXTERNAL AUDITOR BDO LLP

This form must be completed, along with a minute of the full council meeting, to confirm any conflicts of interest with the external auditor.

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	BLANDFORD FORUM TOWN COUNCIL
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☐

I confirm that there are no conflicts of interest with BDO LLP.

☐

I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
19 th June 2023	Minute No.

Signed (Clerk/RFO)

Print Name LINDA SCOTT-GILES (CLERK)
(RFO)

AMANDA CROCKER

Signed (Chair)

Print Name CLLR HUGO MIEVILLE

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Lacey-Clarke and AGREED unanimously that a **RECOMMENDATION** is made to full Council that

The Town Council confirms that it does not have any conflicts of interest with BDO LLP.

ACTION: TOWN COUNCIL

Minute No. 14 – REVIEW OF END OF YEAR ACCOUNTS 2022/23

This item was deferred to the full council meeting scheduled for Monday 19th June 2023 and will be circulated to Councillors.

ACTION: TOWN COUNCIL

Minute No. 15 – TO CONSIDER A REQUEST FROM THE BLANDFORD YOUTH & COMMUNITY CENTRE FOR A NEW SLA (DISTRIBUTED TO COUNCILLORS BY EMAIL ON 31ST MAY 2023)

The paper was noted (see Appendix L).

A discussion was held on the essential and valuable work of the Youth & Community Centre, but concerns were raised over the financial accountability.

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Lacey-Clarke and AGREED unanimously that

The Town Council forms a working group of the whole committee in order to arrange a meeting with the Trustees of the Blandford Youth & Community Centre to discuss the possibility of a new SLA. In addition, the matter is subsequently deferred to a full council meeting.

ACTION: TOWN COUNCIL

To consider further improvements to the CCTV system

Background

This year, Councillors approved expenditure for two new dome cameras as well as four fixed cameras to be added to the existing locations. A bridge was also installed with the dome cameras, to help link up the system and connect to the Police station.

Report

Now the CCTV system is moving further and further up Salisbury Street towards the Police station, the contractor would like to suggest adding three more bridge pairs which would allow the hardware to be re-sited to the Police station. This would make operation far more fluid. Discussions have been held with the Police and they have viewed the high quality of images that can be seen on the system held at the council office. This would be an improvement to the situation at the station, where it can be difficult to follow an issue around the town (for example).

The sockets would need to be added to the columns, along with permission sought from Dorset Council, which is not included in the quote but will be approximately £1,700. The bridges would need to be units with a higher throughput and a quote of £2,890.00 + VAT has been provided along with the recommendation that this would be a great change for the system.

Additional Information

The Town Clerk asked other clerks in the county to complete a survey on how they finance and manage their town centre systems and the results are [shown overleaf](#). Funding has been applied for £2500.00 from the Operation Relentless a Police fund tackling anti-social behaviour. Officers have also investigated funding from the Dorset Safety Team

Recommendation

It is recommended that Councillors approve expenditure of up to £5,000 + VAT to relocate the CCTV system hardware to the Police station (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Linda Scott-Giles
Town Clerk
6th June 2023

Name of Council	Does your town/parish have a CCTV system?	If yes, does your council pay for the CCTV system? Please add any details below including if you manage it as well as pay for it and/or who does pay for it:	Does your town/parish have an ANPR system?	If yes, does your council pay for the ANPR system/SIM cards, etc.? Please add any details below including if you manage it as well as pay for it and/or who does pay for it:
West Moors Town Council	Yes	Yes, we manage and pay all costs relating to the CCTV as it covers property owned by the TC.	No	n/a
Wimborne Minster	Yes	We have a number of loans and maintenance agreements in place from EDDC days	No	n/a
Verwood TC	Yes	Yes for the car park and we alone have access to view unless police request	No	n/a
Swanage TC	Yes	We pay for it, but access is through the police. Works easily as they are co-located with TC.	No	n/a
Corfe Mullen Town Council	Yes	The Council purchased CCTV in 2021/22 for the Council Offices, Village Hall and Grounds Unit at the Recreation Ground, due to vandalism and anti-social behaviour. The CCTV is monitored by the Clerk/Deputy Clerk via an app on our phones and/or PC. An annual maintenance visit is carried out by the provider at a cost to the Council. Council will also be considering for the 2023/24 budget setting further CCTV at the Recreation Ground.	No	n/a
Lytchett Minster and Upton	Yes	For use solely around recreation ground. Not monitored. All paid for by TC	No	n/a
Wareham Town Council	Yes	Yes, Dorset Police used to pay £600 towards this, but withdrew in April 2023 and now pay nothing.	Yes	No
Weymouth Town Council	Yes	No	No	n/a
Sturminster Newton	Yes	Yes, and we have just spend around £15k upgrading it, we also managed it and pay any related costs.	No	n/a
Shaftesbury	Yes	STC paid for the installation of the CCTV system	No	n/a
Gillingham Town Council	Yes	GTC pay for the system but the monitoring equipment is at the Police Station	No	n/a

PLANNING APPENDIX A – NEW PLANNING APPLICATIONS
To be considered at Town Council Meeting 19.6.2023

	Application & Date	Application Details	Comments/ Blandford + Neighbourhood Plan 2011-2033
1	<u>P/FUL/2023/02302</u> & <u>P/FUL/2023/02303</u> Deadline 28 th June (extension denied) Alaska House	80 Salisbury Street Blandford Forum Dorset DT11 7PS Proposed Alterations, Repair & Refurbishment	Blandford + NP policies B1 and B11