



# 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 21<sup>st</sup> June 2021 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  
14<sup>th</sup> June 2021

## **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. Report from Dorset Council Councillors
3. Apologies
4. To receive any Declarations of Interest and Requests for Dispensations
5. Minutes of the Annual Town Council Meeting held on 4<sup>th</sup> May 2021 ([accessible here](#))
6. [Town Clerk's Report & Correspondence](#)
7. [To note decisions made under the Scheme of Delegation](#)
8. Recommendations and Receipt of Minutes
  - 8.1 Finance & Staffing Committee Meeting held on 7<sup>th</sup> June 2021
    - 8.1.1 [Recommendations](#)
    - 8.1.2 To RECEIVE the Minutes ([accessible here](#))

9. To consider grant requests (received since the F&S committee meeting) from:
  - 9.1 [Tricuro Castleman House](#)
  - 9.2 [Life Education Wessex & Thames Valley](#)
10. [To approve Section 1 Annual Governance Statement of the Annual Return for the year ending 31st March 2021](#)
11. [To approve Section 2 Statement of Accounts of the Annual Return for the year ending 31st March 2021](#)
12. Corn Exchange
  - 12.1 [To retrospectively approve expenditure for fees for the Corn Exchange project](#)
  - 12.2 [To consider expenditure authority for progression of the project](#)
13. [To consider the Town Council's position with the payment for use of the sports pavilions April – June](#)
14. [To consider amendments to the co-option policy within Standing Orders](#)
15. To consider requesting additional bins via the Dorset Council as part of the reopening funding
16. Recreations & Amenities Matters:
  - 16.1 [Review and Approval of Allotment Agreements and Rents](#)
  - 16.2 [To note the report by Operations Manager January 2021 – June 2021](#)
17. To receive an update and consider any requests from the:
  - 17.1 Neighbourhood Plan Working Group – Blandford +
  - 17.2 BFTC Commemoration Group
  - 17.3 Climate Change & Biodiversity
  - 17.4 Dorset Council Grant to support the Market Area Enhancement Project
  - 17.5 Community Governance Review Working Group
  - 17.6 To consider forming a Working Group to arrange events for The Queen's Platinum Jubilee 2<sup>nd</sup>–5<sup>th</sup> June 2022
18. 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)

## **A Barnes for a Recreation Trust Meeting will follow this meeting.**

### **DATES OF FUTURE MEETINGS**

28 <sup>th</sup> June	Planning Meeting
5 <sup>th</sup> July	Town and General Purposes Committee 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](http://www.blandfordforum-tc.gov.uk)**

Twinned with Preetz, Germany



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



LOCAL COUNCIL  
AWARD SCHEME  
QUALITY GOLD

Twinned with Mortain, France



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

## **Town Clerk's Report & Correspondence**

Website Back-Up – Following the discussion at the Town Council meeting on 26<sup>th</sup> April, Cllr L Hitchings set up the Town Council's website to back up automatically on a weekly basis to the Town Council's existing Google Drive.

Finance & Staffing Committee Meeting – The committee met in the Corn Exchange on 7<sup>th</sup> June 2021, which was the first meeting held there since the same committee met on 16<sup>th</sup> March 2021, prior to the national lockdown.

Future of Meetings – No response was received regarding the suggestion of a working group to formulate a response to the government consultation on the future of online meetings.

Skatefest – The Chairman of Council asked that the Skatefest is arranged for this year, following last year's event being cancelled, and this has therefore been arranged for Sunday 29<sup>th</sup> August 2021.

Volunteer Dorset – It is hoped that local people will sign up to be Volunteer Ambassadors this summer, greeting visitors to the town and signposting them to the different attractions, beauty spots, shops and restaurants/cafés in the town.

Welcome Back Fund – The Dorset Council has advised that, following the Town Council's request/expression of interest, funding has been forthcoming for a temporary Changing Places toilet and Pop-Up Market in the town. More details are currently awaited.

Code of Conduct, Register of Interests & Complaints Training – The Assistant Town Clerk is arranging for all Councillors, the Town Clerk and Assistant Town Clerk to undertake this essential training that is being run by the DAPTC. The Code will then be an agenda item for consideration and approval.

## To note decisions taken under the Scheme of Delegation

The Openness of Local Government Bodies Regulations 2014 s7 requires the council to keep a record of any decisions made under delegation, together with the relevant paperwork. The Clerk is therefore advised to keep a register or spreadsheet of the decisions taken, associated expenditure and the reasons for the decision together with any rationale. The schedule can then be noted by the council at its next meeting, hence why it is on this agenda. This may also be required for audit purposes in the following year.

The decisions are listed as follows:

### Corn Exchange Meeting – Monday 17<sup>th</sup> May 2021

Minute No. 5 – To consider a request from the Town Museum for display of the Bond doors

**The Town Council does not accept the Museum's offer of the doors for display within the Shambles.**

### Planning Meeting – Monday 24<sup>th</sup> May 2021

Minute No. 4 – To consider and respond to the proposal from 20's Plenty for Dorset

**The Town Council supports the campaign of 20mph in Dorset and 20mph in the whole of Blandford Forum.**

Minute No. 6.1 - P/FUL/2021/00356 and P/LBC/2021/00357 – 20<sup>th</sup> April 2021 – Spice India – 29 Salisbury Street – Replacement of kitchen extractor vent

**The Town Council has no objections to the application as it is replacing equipment.**

Minute No. 6.2 – P/HOU/2021/00746 – 29<sup>th</sup> April 2021 – Mr & Mrs Christopher – 16 Marston Close – Two storey side extension

**The Town Council has no objections to the application as there is no impact to neighbouring amenities.**

Minute No. 6.3 – P/HOU/2021/00333 – 5<sup>th</sup> May 2021 – Mr L Tetley – 153 Salisbury Road – Remove & replace roof to form a first floor and erection of two storey rear extension

**The Town Council has no objections to the application as there is no impact to neighbouring amenities.**

Minute No. 6.4 – P/FUL/2021/00559 – 6<sup>th</sup> May 2021 – Elmform Limited – Hilliers Court North Place – Erection of bin storage shed

**The Town Council has no objections to the application as the bins will be enclosed and there is no substantial harm to the conservation area.**

Minute No. 6.5 – P/FUL/2021/00666 – 10<sup>th</sup> May 2021 – EBELL LTD - 15 Orchard Street – Conversion of rear ground floor to 2no. flats & conversion of ground floor and basement to 1no. maisonette flat

**The Town Council objects to the application due to overdevelopment to the site.**

Minute No 6.6 – P/RES/2021/01217 – 12<sup>th</sup> May 2021 – McCarthy and Stone & Homes England – PLOT 3 The Brewery Bournemouth Road Blandford St Mary – Erect building comprising 45 No. retirement apartments (category II type) with communal facilities and car parking. (reserved matters application to determine access, appearance, landscaping, layout

and scale; and to discharge condition nos. 1, 3, 4, 7, 9, 10, 16, 18, 19, 23, 24 & 27 of Outline Planning Permission No. 2/2017/1706/VARIA).

**The Town Council objects to the application. Although the design, materials and scale reflect the industrial buildings behind and adjacent, if approved, this building would be the largest residential complex in Blandford St Mary and one of the largest in Blandford Forum. It is not domestic in form, and the appearance and size does not harmonise with the housing types of the area. It therefore contravenes B+NP Policy B12 ii. In addition, the scale of this building would form an intrusive and visually dominant feature on the western skyline, when viewed from the adjacent Stour Meadows. It would prevent the important view back to the architecturally significant Brewery building. The Town Council therefore believes that this development contravenes the B+NP Policy B12, paragraph 5.70.**

Minute No. 6.7 – P/PAOD/2021/01378 – 11<sup>th</sup> May 2021 – Euro Prop Ltd – 7A Salisbury Street – Change of use of first & second floors from Offices (B1(a)) to 4 No. Dwellings (C3)

Councillors noted the application and also noted that this is in line with the Blandford+ Neighbourhood Plan Policy B8, (5.50).

Minute No. 6.8 – P/DCC/2021/01597 – 14<sup>th</sup> May 2021 – Minerals & Waste – Development of a waste management centre for the bulking and transfer of waste and recyclables, comprising a covered waste transfer station, with waste storage, sprinkler tank and pump house, and a split-level household recycling centre with vehicle unloading bays and partially covered central yard, a dedicated 're-use centre', WEEE storage building, office building, staff parking area, weighbridge and associated landscaping. Formation of new access from A350.

**The Town Council has no objections to the application.**

Minute No. 10 – To receive plans and consider the list of requirements for the community hall in the northern part of the town from Wyatt Homes

**The Town Council considered the information provided and confirms the final list of requirements for the community hall as follows:**

- a community hall minimum size 400sqm, large enough for group activities to take place and perhaps large enough as a wedding venue for 120 people.
- a flexible stage unit
- sound system
- excellent Wi-Fi facilities
- a fitted kitchen (large enough to cater for the amount of people the hall can hold)
- stackable and storable chairs and tables
- adequate storage for these and other equipment (perhaps more than would normally be envisioned for such a space to accommodate the health-related activities equipment)
- toilet, including disabled, and baby changing facilities.
- an outside space area
- if single storey then additional office space and meeting room for hire; if two storeys, then these rooms should be upstairs.
- sufficient parking with disabled spaces to avoid overspill onto the local estate roads.
- community hall to be owned and administered by BFTC.
- local GP Practice to (perhaps) block hire the hall to enable current and future health and fitness related activities to take place (this will ensure some income)
- open to other groups and organisations to maintain commercial viability.
- wide doors/double doors etc to facilitate disabled access.
- carbon neutral building, alternative heat sources
- EVCP in the car park
- short mat bowling, badminton court
- car parking requirements as per Sports England:

- Mark out bays for maximum utilisation and locate parking for disabled people close to the main entrance.
- Define separate pedestrian routes and install ramped curbs between disabled parking bays and the entrance. Changes of level around the building must be ramped and may require handrails.
- Make sure that service vehicles can turn within the site to access the entrance, refuse area and plant room.
- Provide lighting for security and safety.
- Car park noise is often a nuisance to nearby residents especially in the evening. Siting the building to screen neighbours from the car park can alleviate this problem.
- Provide bicycle lock-up parking close to the entrance where it can be overseen.

Minute No. 11 – To discuss and consider marketing and road names for the development at Nordon

It was agreed that both the Duke of Edinburgh and Ryan will be put forward as suggestions.

Minute No. 12 – To consider a request to install a bench in Holland Way

**The Town Council allows the installation of a bench in Holland Way.**

Minute No. 13 – To consider a grant application from the Blandford Royal British Legion

**A grant of £150 is approved for the display stand and printing costs for the Legion's Armed Forces Day celebrations (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).**

Minute No. 14 – To respond to the premises approval relocation application for the Blandford Group Practice

**The Town Council supports the application of relocating the dispensary for the Blandford Group Practice and requests that the current limitations of who the Practice can dispense to is waived.**

Minute No. 15 – To consider responding to the Technical Consultation on the Consequential Changes to the Permitted Development Rights

**The Town Clerk will respond in consultation with Cllrs Carter, Mievile and Holmes.**

Minute No 16.1 – To respond to the Dorset Council on an initial consultation regarding the annual review of pedestrian crossings (confidential item at this stage of consultation – as requested by the Dorset Council)

The Town Clerk, under the Scheme of Delegation, will send a poll to all Councillors to gain a further steer, to be able to formulate a response.

*Post Meeting Note: Following an online survey 6 Councillors voted in favour of the proposal, 3 against and 2 abstained.*

These decisions were made on the basis of councillor discussion and agreement at open, transparent meetings of the council with public participation invited and encouraged.

It is recommended that the council notes the decisions for audit and transparency purposes.

Linda Scott-Giles  
Town Clerk  
10<sup>th</sup> June 2021

## Finance & Staffing Committee Meeting held on 7<sup>th</sup> June 2021

### Recommendations

#### **MINUTE NO. 10. REVIEW OF END OF YEAR ACCOUNTS 2020/21**

The paper was sent to Councillors via email due to the size of the document. The Town Clerk noted the Interim Finance Officer's efforts in producing the annual accounts and praised her for the work involved.

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

**The end of year accounts for 2020/2021 are approved.**

#### **MINUTE NO. 11. TO CONSIDER GRANT APPLICATIONS**

##### 11.1 Blandford Snooker Club (no previous applications)

The paper was noted (see Appendix K).

It was PROPOSED by Cllr Cross, SECONDED by Cllr Stevens and AGREED unanimously that a **RECOMMENDATION is made to full Council that**

**A grant of £1,500 is approved for plaster work required (Expenditure Authority: Localism Act 2011 s1-8).**

##### 11.2 The Artori Academy (no previous applications)

The paper was noted (see Appendix L).

It was PROPOSED by Cllr White, SECONDED by Cllr Osborne and AGREED unanimously that a **RECOMMENDATION is made to full Council that**

**The Academy is signposted to discuss the possibility of scholarships with the William Williams charity to cover the cost of the summer school placements.**

#### **MINUTE NO. 12. TO RECEIVE AN UPDATE ON THE YOUTH CENTRE SLA AND CONSIDER HOW TO PROCEED**

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

**The Town Council vires the ringfenced SLA money for the youth centre for the 2020/21 financial year to the skate park reserves (1305).**



## Tricuro Castleman House

# Tricuro



### Official

The Town Clerk  
Blandford Forum Town  
Council

Town Clerks Office  
Church Lane  
Blandford  
Dorset  
DT11 7AD



Tricuro Castleman House  
Fairfield Bungalows  
Blandford  
Dorset  
DT11 7HS

01258 452315  
enquiries@tricuro.co.uk  
www.tricuro.co.uk



8<sup>th</sup> June 2021

Dear Sir/Madam

We recently sent out a message on social media, appealing for any seeds, plants, or anything else we could put to good use in our residents' garden here at Castleman House.

We were then told about this grant we could apply for through you, so I thought I would send you the form, in the hope that you may be able to help us.

During the Covid pandemic we sadly lost eleven of our residents. As a tribute to this we would really like to give our Memorial Garden some attention as a mark of respect for those we had to say goodbye to during this awful time.

It has been really tough this past year for the staff and the residents here, and we would really love to be able to put a smile back on peoples' faces and also give the residents something to talk about and also enjoy during the summer months with visits now being able to happen again after having the home shut to visitors for the best part of three months.

I don't have a business plan or anything like that enclosed in this letter, but I am just appealing to your good nature, in the hope that you may be able to help us put a smile back on peoples faces, and to also remember those we lost.

I look forward to hearing from you.

Yours faithfully

*PP Gamma Davies*

Diana Quarrington  
Care Home Manager

The Care Company Wholly Owned by Dorset Council and Bournemouth, Christchurch and Poole Council (BCP)

Tricuro Limited (09536732) and Tricuro Support Limited (09536638)  
Beech House, 28-30 Wimborne Road, Poole, Dorset, BH15 2BU  
Registered in England and Wales



## APPLICATION FOR A GRANT

<b>Name of Organisation</b>	Castleman House
<b>Registered Charity Number (if applicable)</b>	
<b>Contact Name</b>	Gemma Davies (Admin)
<b>Address</b>	Fairfield Bungalows Blandford Dorset DT11 7HS
<b>Daytime Telephone Number</b>	01258 452315
<b>Email Address</b>	Gemma.Davies@tricuro.co.uk
<b>Purpose of Organisation</b>	We are a Residential Care Home
<b>Amount Requested</b>	£500
<b>Is this a Green Grant?</b> <small>Delete as appropriate</small>	Y/N no
<b>Purpose of Request</b>	<p>During lockdown, our residents have had to cope with Isolation, no visits from their loved ones, and they have all been amazing.</p> <p>We have also lost a number of residents due to Covid, so would like to create a memorial garden, to remember those we lost during this pandemic.</p> <p>Now we are able to have families to visit again, we also thought it would be nice for residents to take them in to the garden for a cup of tea and it would also create a talking point for them</p>
<b>How many Blandford Forum residents will benefit directly?</b>	We currently have 30 residents, and they all have family in and around the blandford area.
<b>Any further relevant information</b>	
<b>Signed:</b> Gemma Davies (Admin)	<b>Dated:</b> 8th June 2021

**I enclose (delete as applicable):**

1. Last set of accounts<sup>2</sup>
2. Business plan
3. Project details
4. Supporting documents

**Please return this form together with attachments to:**

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

**Applicants will be notified of the success of this application in due course.**

<sup>2</sup> If you are a new organisation and do not yet have a set of accounts, please ensure you include a business plan.

## Life Education Wessex & Thames Valley

<b>Name of Organisation</b>	Life Education Wessex & Thames Valley
<b>Registered Charity Number (if applicable)</b>	1071094
<b>Contact Name</b>	John Clements
<b>Purpose of Organisation</b>	<p><b>Background:</b> (LEW&amp;TV) is an independent and self-financing charity and delivers the UK's leading health, emotional well-being and drug education programme, 'Coram Life Education', to children (aged 3–11 years) across Dorset, Somerset, Devon and Hampshire. In October 2016 Life Education Thames Valley (Buckinghamshire, Berkshire and Oxfordshire) merged with Wessex, and in the last academic year (2019/20) we saw over 72,000 children in the combined area. Our strap line is <b>'Helping Children Make Healthy Choices'</b>. Programmes address many topical issues e.g. <i>emotional health &amp; well-being, obesity, drugs, alcohol and smoking</i>. In a nutshell, programmes help children:</p> <ul style="list-style-type: none"> <li>• Understand how their bodies work</li> <li>• Understand what they need to do to look after themselves</li> <li>• Understand the adverse effects of drugs, including alcohol, tobacco &amp; new psychoactive substances</li> <li>• Learn the skills and gain the self-confidence to make and implement healthy decisions now and in the future</li> </ul> <p>Lockdown has proved particularly challenging for the children, schools and communities where we deliver our vital skills-for-life education. We are particularly concerned for the mental health and wellbeing of children and the effect isolation has had on their emotional wellbeing. How children react can vary according to their age, how they understand information and communicate their previous experiences and how they cope with stress. Negative reactions may include worrying thoughts and their concern for their friends and family, fear, avoidance, problems sleeping and physical symptoms. Children also react to what they see from parents/carers and how they deal with situations around them. Family concerns about financial problems and job security can also affect children's sense of security, leading to anxiety and depression. Lack of routine, space, contact with other children and reduced opportunities for physical activity affects children's confidence and overall physical and mental health. In addition, there has been a surge in domestic violence during the Covid-19 lockdown and many children are more vulnerable than ever, particularly in pockets of the most deprived areas.</p> <p><b>Why Life Education is so vital</b></p> <p>Research shows that children who have better health and emotional well-being do better in life – both academically and socially. Children are also facing growing pressures at home, at school and with their friends, leaving many primary school pupils ill-equipped for life at secondary school and beyond.</p> <p>Early intervention can prevent mental health problems, obesity and substance misuse in children now and in later life and helps to prevent drug and alcohol-related crime and anti-social behaviour. Our work not only benefits children's health and their futures, but also promotes healthier families and safer communities.</p>

	<p>Life Education programmes empower children with key thinking, learning and social skills to make healthy choices and stay safe online and in the real world. Children graduate with confidence, knowledge and resilience to cope with the stresses of secondary school and life beyond.</p> <p><b>Programme Delivery</b></p> <p>Our programmes can now be delivered either in the schools' own classrooms, or via SCARF Live Online, which uses ZOOM virtual video technology. Programmes focus on the mental health and wellbeing of children, which we are particularly concerned about at this time and the effect that isolation has/is having on their emotional wellbeing.</p> <p>Schools also have access to <b>SCARF</b>, a comprehensive, interactive and flexible set of online resources which supports the entire PSHE curriculum.</p> <p>Through our annual visits, children progressively acquire the skills and knowledge to make their own healthy choices in life. As well as helping the children who participate, the benefits of this preventative education cascade out to the wider community, as children who make the right healthy choices grow up to become better citizens and make a positive contribution to society.</p> <p>We look forward to hearing from you and hope that <b><i>you will be able to continue helping us to help your local children make healthy choices.</i></b></p>
<b>Amount Requested</b>	£430
<b>Is this a Green Grant?</b> <small>Delete as appropriate</small>	N
<b>Purpose of Request</b>	<p>We are writing to request that you kindly consider Life Education Wessex &amp; Thames Valley (LEW&amp;TV) for a grant towards our work of providing health, well-being and drug prevention education to approximately 413 children at Archbishop Wake Primary School when we visit them on July 6th this year.</p> <p><b>The cost</b> to deliver our health programmes to schools is £570 a day; schools contribute approximately 60% of this, and we need to raise the shortfall. We will be spending 2 days visiting the school, which equates to a shortfall of <b>£430</b>. We do not expect your Council to contribute the whole of the difference, but obviously that would be fantastic if you were able. Nevertheless, any contribution you could make would be very would make a real difference to outcomes for local children and families.</p>
<b>How many Blandford Forum residents will benefit directly?</b>	413 pupils
<b>Signed: J. Clements</b>	<b>Dated: 09/06/21</b>

**Additional documents have been emailed to councillors for information.**



# To approve Section 1 Annual Governance Statement of the Annual Return for the year ending 31st March 2021

## Section 1 – Annual Governance Statement 2020/21

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 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*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:

DD/MM/YY

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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www.blandfordforum-tc.gov.uk



# To approve Section 2 Statement of Accounts of the Annual Return for the year ending 31st March 2021

## Section 2 – Accounting Statements 2020/21 for

BLANDFORD FORUM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	2,414,290	2,433,430	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	794,744	801,180	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	414,429	163,777	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	414,146	428,271	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	775,887	671,540	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	2,433,430	2,298,576	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	2,411,245	2,328,423	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	4,407,320	4,692,610	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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 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

SIGNATURE REQUIRED

Date

09/06/21

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## **To retrospectively approve expenditure for fees for the Corn Exchange project**

### **Report**

Councillors were presented with sketch plans for the Corn Exchange project and these were approved. This has now progressed with the architect finalising the sketch plans and producing the Pre-Application document which has now been submitted, and any initial feedback from the pre app is also included in the invoice.

As we have now reached the pre application stage the architect Malcom Simmonds has submitted his invoice. In addition, we have also received the invoice for the structural engineering input, from The Morton Partnership.

Both invoices are in line with the original quotations which Councillors were previously presented with.

### **Financial Implications**

The cost of the invoice from Malcom Simmonds is £5,000.00 + VAT

The cost of the invoice from The Morton Partnership is £2,500.00

### **Recommendation**

It is recommended that Councillors retrospectively approve expenditure of £7,500.00+VAT using funds from Corn Exchange Project Manager budget line.

Jon Goodenough  
Operations Manager  
3<sup>rd</sup> June 2021

## To consider expenditure authority for progression of the project

At the last Corn Exchange meeting it was agreed that the proposal for the next phase would be brought to this meeting to avoid such expenditure authority under a scheme of delegation and to avoid any delay with progressing the project. IPA has therefore submitted the following slides for council's consideration.

### BFCE: Next steps

	Budget period									
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>Cross-cutting tasks</b>										
Measured survey										
M&E strategy										
Pre-application process										
Refreshed CMP										
Consultation & engagement										
<b>Track 1: Single phase</b>										
Re-engage NLHF										
Develop EoI										
Submit EoI			31st							
EoI outcome				20th						
Negative outcome										
Revert to Track 2										
Positive outcome										
Prepare Rnd 1 application										
<b>Track 2: Multi-phase</b>										
Phasing workshop		7th TBC								
Produce Phase 1 cost estimate										
Prepare Planning App & LBC										
Submit Planning App & LBC										
Pursue alternative funds										



## BFCE: Next steps

Months 1-3 (Jul, Aug, Sep)

### Necessary tasks common to both tracks

	Measured survey	M&E Strategy			Totals
Cost	7850	5000			12850

### Track 1: Single Phase - Pursue NLHF grant

	Malcolm Simmonds	The Morton Partnership	Ian Walker Associates	IPA	
Tasks	Manage measured survey work	Inputs to M&E strategy		Project coordination	
	Inputs to M&E strategy			Re-Engage NLHF & fundraising	
				Develop and submit EoI	
Cost	3000	1000		3000	7500

### Track 2: Phased approach (scale of phase TBC)

	Malcolm Simmonds	The Morton Partnership	Ian Walker Associates	IPA	
Tasks	Attend phasing workshop	Attend phasing workshop	Attend phasing workshop	Project coordination	
	Follow-up	Follow-up	Production of phase 1 cost estimate	Attend phasing workshop	
				Fundraising	
Cost	1000	1000	2000	1500	5500
Total fee					£25,850

INGHAM  
PINNOCK  
ASSOCIATES

## **To consider the Town Council's position with the payment for use of the sports pavilions April – June**

### **Background**

It was agreed at the Town Council meeting held on 27<sup>th</sup> April 2020 that the sports clubs would receive payment relief for the period of April to June 2020 due to the lockdown. This was then further reviewed at the full council meeting held on 27<sup>th</sup> July 2020 and councillors agreed to extend the payment relief at half the rent fee for the period July to September 2020. This was in light of the ongoing situation with the pandemic and ongoing maintenance and costs incurred were taken into consideration.

At the Town Council meeting held on 23<sup>rd</sup> November 2020 it was agreed that the Town Council extends the payment relief of 50% to the sports clubs during October and December 2020 and 100% payment relief for November 2020. Most recently, at the meeting held on 22<sup>nd</sup> February 2021, it was agreed that 100% payment relief was to be extended for the period January to March 2021 due to the national lockdown. In addition, the Town Council agreed to waive the utilities charges for the sports clubs, and sending a zero-charge invoice, for the period October 2020 to March 2021.

This was actioned in February and the sports clubs have written with their appreciation and thanks to the council.

The quarterly rent expected for each quarter in 2020/21 from the clubs was as follows:

Bowling club	£439.14
Football club	£379.68
Cricket club	£434.69
Rugby club	£439.14
<b>Total:</b>	<b>£1,692.65</b>

### **Report**

The Town Council now needs to consider the April to June period so that appropriate invoices can be raised.

Councillors will be aware that restrictions were eased on 12<sup>th</sup> April, and again on 17<sup>th</sup> May which enabled the clubs to make use of their facilities. However, it wasn't until May that this took place.

Since the end of December 2020, the sports clubs have been closed and the pavilions were not being used due to the lockdown. During May, the Cricket and Bowling Clubs started using their pavilions but as yet the Football and Rugby clubs have not used theirs. They are likely to resume use of the pavilions later in the summer if restrictions allow.

### **Recommendation**

Councillors are to decide if the sports clubs are to resume paying their quarterly rent and utilities from 1<sup>st</sup> April 2021 or if payment relief is to be extended for the period.

Linda Scott-Giles  
Town Clerk  
26<sup>th</sup> May 2021

## **To consider amendments to the co-option policy within Standing Orders**

Councillors were emailed on 12<sup>th</sup> May 2021 asking for guidance regarding a disparity between NALC's guidance and the Town Council's Standing Orders on co-option (attached at [Appendix A](#)).

The Town Council's Standing Orders state the following, which are to have the presentations in public and the vote in confidential:

*All applicants to be invited to the full Council meeting to give a brief address and answer any questions asked by serving councillors and the Town Clerk. The applicants will then leave the meeting prior to the discussion and voting, which will be by resolution by show of hands (see also standing order 8).*

NALC argues that it would be difficult for a local council to argue that there are special reasons which justify excluding the public during a council meeting when it is making decisions about a matter of public interest such as co-option. Decisions about co-option which are made at council meetings when the public have been excluded will not eliminate the need for a council to explain, for example to unsuccessful candidates, the reasons for its decisions.

Councillors had mixed views about this – expressing concern for candidates putting themselves forward and facing a show of hands vote in a public setting, and concerns over a vote that would be in private if it was on polling day for an election – and it is recommended that Councillors resolve if they would like to amend the Standing Orders to have a secret ballot during the public meeting.

It is necessary to clarify at this stage due to the timing of the Standing Orders working group in July and the co-option meeting date in September.

Linda Scott-Giles  
Town Clerk  
24<sup>th</sup> May 2021

**28. 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

  - Have lived in the district/borough for 12 months prior to nomination
  - Have worked in the district/borough for 12 months prior to nomination
  - Own a property in the district/borough for 12 months prior to nomination
  - Resided in the parish or within 4.8 kilometres (3 miles) of it during the whole of that same 12 month period.
- 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 to give a brief address and answer any questions asked by serving councillors and the Town Clerk. The applicants will then leave the meeting prior to the discussion and voting, which will be by resolution by show of hands (see also [standing order 8](#)).
- 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.
- g. For a candidate to be successful they must have received an absolute majority vote of those present and voting and the Town Clerk will advise candidates of the outcome the next day.

**8. Voting on appointments**

- a. Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.
- b. The Chairman/Vice Chairman of Council shall be elected by an absolute majority, by a show of hands.
- c. If a member is unopposed, a vote must still be taken.

## **Review and Approval of Allotment Agreements and Rents**

Town Council and Allotment Management Committee representatives met on 27<sup>th</sup> May for the yearly meeting. Cllrs Lindsay, White and Mieville were in attendance, along with the Operations Manager, Assistant Town Clerk, Mr Ricketts (Chairman) and Mr Harding (Treasurer). The allotment statement of accounts is attached as Appendix A. The following matters were discussed and agreed between those present:

### **Rent review of the Allotment Management Committee for 2021/22**

The rent paid for the year commencing 29<sup>th</sup> September 2020 was £457.26 (+ VAT) and it was agreed that the rent for the year commencing 29<sup>th</sup> September 2021 would increase by 1.5% in line with the Town Council budget (£6.86), giving a total of £464.12 (+VAT).

### **Rent review for Lamperd's Field Allotments for 2022/23**

The rent payable from September 2021 is £37.92 per full allotment site of 250sqm and pro rata for smaller allotments.

It was agreed that the rent from September 2022 would increase with the rate of inflation of 1.5% to £38.50 for a full 250sqm plot (rounded up from £38.49).

### **Rent review for Elizabeth Road Allotments for 2021/22**

The rent payable from September 2020 was 22p per square metre.

It was agreed that the rent would be increased by 1p to 23p per sqm from September 2021.

### **Review of Agreements**

The Allotment Management Committee requested to include an addition to section B.1.2 for the Lamperd's Field allotment agreements. This would mirror the guidelines for Elizabeth Road allotments.

B.1.2 keep the allotment garden clean, free from weeds and in good state of cultivation and fertility (*a minimum of 75% of the plot should be cultivated*) and in good condition.

At the meeting the Chairman of the AMC requested that Wyatt Homes prepare a soil example report for the new allotment site. Officers have contacted Wyatt Homes to inform them of the request.

### **Recommendations**

Under the R&A Remit it is recommended that the Councillors approve the following:

1. The Allotment Management Committee Rent for 2021/22 increases to £464.12 + VAT.
2. The rent for Lamperd's Field allotment for 2022/23 increases to £38.50 for a full 250sqm plot.
3. The rent for Elizabeth Road allotment plots for 2021/22 is agreed at 23p per square metre.
4. The addition of (*a minimum of 75% of the plot should be cultivated*) is included in section B.1.2 of the Lamperd's Field agreement.
5. Councillors note the request of a soil sample of the new allotment site.

Sybille Maddock  
Assistant Town Clerk  
27<sup>th</sup> May 2021

## **To note the report by Operations Manager January 2021 – June 2021**

### **STAFFING/COVID 19**

All staff continued to work their normal contracted hours during the last lockdown. Office staff are working from home but are still coming onto the office for work not possible remotely. Risk assessments in relation to staff, buildings and hiring's are still being constantly updated in line with government guidelines. Memos have been sent to staff outlining the current procedures to follow and the Covid action plan has been updated (version 5).

Outside staff had their lunch break extended by 15 minutes to allow staff living in the town to go home for lunch to prevent social distancing difficulties at the depot. Those who stay used the extra time to clean surfaces during that period.

### **CORN EXCHANGE**

Regular contact is being maintained with IPA in relation to the renovation of the Corn Exchange.

Works to the Lobby Glazing should have been completed in April.

Beam detectors were replaced by flame detectors which makes maintenance easier and should prevent the false alarms we were getting.

### **PARK ROAD**

There have continued to be issues with unsociable behaviour at Park Road despite the police being informed and their promise of targeting patrols in the area.

Planning works and meetings in regards the demolition of the old toilet block and extension of the car park are progressing. The new three phase supply has been installed.

A CCTV sign was installed on the football stand to deter anti social behaviour at the suggestion of a Councillor

### **LARKSMEAD**

Hedge cutting has been completed.

### **PLAY AREAS**

The surfacing at Langton and Larksmead play areas had started to shrink and pull up and at Langton it had become slippery so contractors were instructed to repair all the surfacing and to scrub it to remove any algae and moss.

### **TOWN**

Summer bedding will be planted and the planters will be back out this year.

### **TREES**

A number of various works were carried out to trees throughout the areas of our responsibility. In particular the pollarding of five Limes at the Cemetery and the removal of one tree at Wyvern Way which was damaging property. A new tree will be planted close by in the Autumn. The tree survey is due this year and has been booked in for September, this will not include the Cemetery as this was done in November 2020.

### **CEMETERY**

The Cemetery became busier for a time but has now settled back to its normal pattern it is not thought that this is Covid related. Funerals are being held in line with government guidelines.

## **HEALTH AND SAFETY**

The Annual Health and Safety audit was carried out on 31<sup>st</sup> March (delayed from last year due to Covid). The Fire Risk Assessments on the following venues are due for renewal and this has been arranged:

The Bowling Pavilion  
The Football Pavilion  
Corn Exchange  
Rugby Pavilion  
Cemetary Workshop & Chapel  
Glenmore Depot  
Tourist Information Centre  
Allotment Building

No other major issues were found, and all documentation was updated prior to the inspection.

Covid risk assessments and action plans have been continuously updated.

## **WORKS CARRIED OUT**

Jan 4 <sup>th</sup>	New Covid 19 risk assessments completed in line with new guidelines
Jan 5 <sup>th</sup>	Christmas lights and trees taken down
Jan 28 <sup>th</sup>	Fiesta van MOT and service
Feb 8 <sup>th</sup>	Boilers serviced at Corn Exchange and Larksmead
Feb 23 <sup>rd</sup>	All fire extinguishers serviced.
Mar 2 <sup>nd</sup>	Repairs carried out to Town Hall Roof
Mar 5 <sup>th</sup>	New rocking horse springer installed at Langton Play Area
Mar 8 <sup>th</sup>	Alarms and emergency lighting serviced in Corn Exchange.
Mar 10 <sup>th</sup>	Skatepark annual maintenance inspection report carried out.
Mar 20 <sup>th</sup>	Transit Van MOT and service
Mar 30 <sup>th</sup>	Works completed to disabled unit at Marsh and Ham Toilets
Mar 31 <sup>st</sup>	Health and safety audit carried out by Town Council H&S advisors
Apr 4 <sup>th</sup>	Boiler inspections carried out by insurance company
Apr 15 <sup>th</sup>	Lobby glazing works signed off and completed.
Apr 28 <sup>th</sup>	Works to upgrade alarms in Corn Exchange
May 12 <sup>th</sup>	Light fitting and disabled alarm repaired in Woodhouse Gardens Pavilion
May 20 <sup>th</sup>	Surfacing repaired at Langton and Larksmead play areas.
May 25 <sup>th</sup>	Toilet flush repaired Marsh and Ham Toilets
June 1 <sup>st</sup>	Handwash unit repaired in Marsh and Ham toilets



**VANDALISM**  
**January 2021-June 2021**

<b><u>Date</u></b>	<b><u>Location</u></b>	<b><u>Remarks</u></b>
5 Jan	Skate Park	Broken Glass
15 Jan	Park Road	Broken Glass
20 Jan	Park Road	Broken glass and litter
7 Feb	Park Road	Security fencing damaged
7 Feb	Park Road	Drug paraphernalia
18 Feb	Skate Park	Broken Glass
25 Feb	Railway Arches	Broken Glass
1 Mar	Town Hall roof	Damage to tiles and loft door (police informed)
15 Jan	Skate Park	Broken Glass
20 Jan	Park Road	Herras fencing damaged
22 Jan	Railway Arches	Broken bottles
2 Feb	Park Road	Broken Glass
18 Feb	Skate Park	Broken Glass
2 Mar	Marsh and Ham Toilets	Toilet blocked
10 Mar	Park Road	Broken Glass
21 Mar	Skate Park	Broken Glass
28 Mar	Skate Park	Covid signage removed
3 Apr	Park Road	Broken Glass and litter
11 Apr	Marsh and Ham Toilets	Toilet blocked
20 Apr	Skate Park	Broken Glass
28 Apr	Railway Arches	Broken Glass
10 May	Skate Park	Broken Glass
17 May	Park Road	Broken Glass
31 May	Railway Arches	Bottles and broken glass
1 June	Marsh and Ham Toilets	Toilet blocked

Evidence of drug use at public toilets at various times throughout the period and an increase of anti-social behaviour continues at Park Road (Police aware), although this has shown signs of improvement.