



BLANDFORD FORUM TOWN COUNCIL

To: All Members of the Finance & Staffing Committee
(Cllr S Hitchings, Cllr P Osborne, Cllr L Lindsay, Cllr L Hitchings, Cllr R Carter, Cllr C Stevens, Cllr H Mieville, Cllr H White and Cllr A Cross)

All other Members of the Town Council
Members of the Public & the Press

Dorset Council Councillors

Dear Member

FINANCE & STAFFING COMMITTEE

You are summoned to attend a meeting of the Finance & Staffing Committee which will be held **online** using Microsoft Teams on **Monday 1st June 2020 at 7.00pm** to consider the following items.

Linda Scott-Giles
Town Clerk
26th May 2020

A G E N D A

This meeting will be held in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4th April 2020. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England.

Members of the public are invited to join the meeting by [clicking here](#). If, as a member of the public, you wish to speak in the Public Session, please notify the Town Clerk prior to the meeting via admin@blandfordforum-tc.gov.uk or 01258 489490.

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.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

1. Public Session
2. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. Minutes of the Meeting held on 16th March 2020 ([accessible here](#) – these minutes are to be approved, but signed at a later date)
5. Town Clerk's Report & Correspondence ([paper attached](#))
6. Analytical Review of Expenditure against Budget for the following:
 - 6.1 Administration Budget for the year to 31st March 2020 ([paper attached](#))
 - 6.2 Overall Revenue Budget for the year to 31st March 2020 ([paper attached](#))

7. Analytical Review of Expenditure against Budget for the following:
 - 7.1 Administration Budget for the year to 18th May 2020 ([paper attached](#))
 - 7.2 Overall Revenue Budget for the year to 18th May 2020 ([paper attached](#))
 - 7.3 Reserves Accounts as at 18th May 2020 ([paper attached](#))
8. Review of Finance Documentation
 - 8.1 To receive and retrospectively approve the list of cheque payments 011100 – 011117 (sheets 862-865) totalling £105,832.79
 - 8.2 To receive and retrospectively approve direct debit payments for the period 1st February 2020 to 30th April 2020 (sheets 169-171) totalling £85,077.31
 - 8.3 To receive and retrospectively approve BACS payments BACS 257 to BACS 264 totalling £35,591.40
 - 8.4 To receive and retrospectively approve CHAPS payments CHAPS 013-014 (Transfer Precept monies to Santander Notice Account and Transfer S106 monies for Cricket Club Refurb and Badbury Heights Public Arts Works to Santander Reserve Account – BFTC) totalling £501,835
 - 8.5 To receive and retrospectively approve Online Faster Payments FP001 to FP006 comprising of 28 individual payments totalling £134,148.85. Online Faster Payments have replaced cheque payments due to the lockdown and working from home because of the COVID-19 Pandemic.
 - 8.6 Retrospective approval of the Investment Account for the period 24th January to 19th May 2020 ([paper attached](#))
 - 8.7 Report by Chairman on Bank Reconciliation and Petty Cash checks
 - 8.8 Bank Reconciliation to 30th April 2020 ([paper attached](#))
9. Internal Auditor's Report ([paper attached](#))
10. Review of End of Year Accounts 2019/20 (attached separately by email)
11. To consider amending the Town Council's procedures for banking processes and bank charges
12. To consider grant applications – (current available balance is £10,000, which includes £3,384.22 from 2019/20 underspend)
 - 12.1 Freedom Street Party – Justine Templeman ([paper attached](#) – no previous applications)

DATES OF FUTURE MEETINGS

8 th June	Town Council Meeting
15 th June	Recreation & Amenities Committee Meeting
22 nd June	Planning Meeting

Minutes of the Town Council and Committee meetings will be available from Blandford Library, the Town Clerk's Office and at www.blandfordforum-tc.gov.uk as soon as possible.

Twinned with Preetz, Germany



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



Twinned with Mortain, France



Tel: 01258 454500 • Fax: 01258 454432
Email: admin@blandfordforum-tc.gov.uk
www.blandfordforum-tc.gov.uk

Town Clerk's Report & Correspondence

1. Public Conveniences – Tarrant Monkton & Launceston Parish Council has kindly donated £200 towards the public conveniences.
2. Cheques – Any cheques received at present are paid into the bank on a fortnightly basis by the Town Clerk.
3. Contracts & Manuals – Staff contracts and employee manuals have all been updated to include minor amendments introduced from 6th April 2020.
4. Staffing – All staff are working although the hours and shifts for the grounds and caretaking staff members have been amended to enable them to work within the social distancing guidelines.
5. Neighbourhood Plan – The Project Coordinator's contract has now come to an end and the Assistant Town Clerk has taken on the administration of the Neighbourhood Plan and the steering group.
6. Internal Auditor's Report – Councillors will see in the internal auditor's report that we were looking at ways in which we can evidence the publication of the public notice on the website to advise that the Public Rights period to view is available. This has since been resolved by the husband of the Bookings Receptionist, enabling four log-ins for staff who update the website and each will produce an activity log.

Administration Budget for the year to 31st March 2020

ADMINISTRATION COSTS £

N/L code		2019/20			Budget Variance
		Annual Budget	Budget to Date	Actual to Date	
4010	Advertising	1,689	1,689	650	(1,039)
4012	Audit	3,399	3,399	2,780	(619)
4014	Bank Charges	824	824	268	(556)
4015	Property Fund Admin Charge	3,305	3,305	3,062	(243)
4018	Equipment Maintenance/Hir	515	515	276	(239)
4028	New Equipment	530	530	60	(470)
4039	IT New Equip	155	155	0	(155)
4040	IT Maintenance/Software	9,548	9,548	9,166	(382)
4041	IT Consumables	200	200	131	(69)
4042	Professional Services	3,605	3,605	4,682	1,077
4050	Newsletter	3,090	3,090	2,136	(954)
4052	Publications	100	100	48	(53)
4053	Photocopier Charges	1,632	1,632	995	(637)
4054	Stationery & Printing	2,060	2,060	972	(1,088)
4057	Subscriptions	1,910	1,910	1,883	(27)
4060	Postage	1,030	1,030	480	(550)
4065	Telephones	1,560	1,560	1,114	(446)
4094	Staff Training & Travel Exps	3,605	3,605	1,122	(2,483)
4095	Staff Travel & Expenses	4,244	4,244	3,049	(1,195)
4096	Cllrs Training & Travel Exps	6,633	6,633	5,393	(1,240)
4097	Cllrs Welfare/Meeting Exps	515	515	324	(191)
4099	Staff Welfare	370	370	198	(172)
4301	Health & Safety Staffing	1,500	1,500	1,555	55
	<i>Sub Total</i>	<i>52,019</i>	<i>52,019</i>	<i>40,341</i>	<i>(11,678)</i>
4701	Insurance	17,510	17,510	14,149	(3,361)
	<i>Sub Total</i>	<i>17,510</i>	<i>17,510</i>	<i>14,149</i>	<i>(3,361)</i>
PTO					
4800	Mayoral Expenses	2,611	2,611	2,611	0
4802	Civic Expenses	5,712	5,712	5,659	(53)
4805	Civic Twinning	1,000	1,000	0	(1,000)
4806	Civic - Freedom	500	500	100	(400)
4803	Honorarium - Town Crier	300	300	300	0
4807	Honarium - Deputy Town Cri	200	200	200	0
4804	Honorarium - Mace Bearer	400	400	400	0
4808	Honarium - Deputy Mace Be	300	300	300	0
4809	Membership to Guild of Mace Bearers and Town Criers	100	100	70	(30)
	<i>Sub Total</i>	<i>11,123</i>	<i>11,123</i>	<i>9,640</i>	<i>(1,483)</i>
	TOTAL EXPENSES	80,652	80,652	64,130	(16,522)
INCOME					
2025	Interest	1,030	1,030	1,968	938
3894	Misc Income	1,560	1,560	6,529	4,969
3893	Grant	0	0	167,464	167,464
3897	Overtime Charges	515	515	592	77
3899	Photocopying	165	165	287	122
3920	Admin Chg- Barnes for Rec Salary Charge out Barnes	5,427	5,427	5,428	1
3925	for a Recreation	24,404	24,404	22,069	(2,335)
	TOTAL INCOME	33,101	33,101	204,336	171,235
	NET COST/ (INCOME)	47,551	47,551	(140,206)	(187,757)

£2000 , Barrister Fees for Lamperds Field Allotments

PTO

£687 Contribution towards professional fees WW1 Book / £500 BUFC
Contribution towards football stand / £750 Santander Compensation / £698
Town Team contribution for insuring Tourism Signs / Ticket Sales for Gerald
Dickens / Ticket Sales for Family christmas Show / Ticket Sales for Beatles
with wings / Bar Sales from Kate Adie Event / £475.86 Interest from Cricket
club S106 monies

£2500 - Dorset Council Clean up blandford / £600 S106 monies for Railway
Arches / £84,527 S106 monies for Cricket Club refurb / £24,111 LEADER grant
monies for Railway Arches / £2,220 & £3,329 & £2,680 S106 monies for
Railway arches / £22,495 2nd part of LEADER monies for Railway Arches /
£25,000 Cricket club donation towards refurbishment

Grant monies received £167,464 / Bank Int Rec'd and Misc Inc

Overall Revenue Budget for the year to 31st March 2020

2019/20					
	Annual Budget	Budget to Date	Actual to Date	Budget Variance	Status
Comments					
INCOME					
					Due to grant monies / S106 monies recieved £2500 - Dorset Council Clean up blandford / £600 S106 monies for Railway Arches / £84,527 S106 monies for Cricket Club refurb / £24,111 LEADER grant monies for Railway Arches / £2,220 & £3,329 & £2,680 S106 monies for Railway arches / £22,495 2nd part of LEADER monies for Railway Arches / £25,000 Cricket club donation towards refurbishment
Admin	33,101	33,101	204,336	171,235	Over-Budget
Admin Total	33,101	33,101	204,336	171,235	Over-Budget
Corn Exchange	14,611	14,611	18,906	4,295	Over-Budget
Woodhouse Gardens	4,500	4,500	4,448	(52)	Under-budget
Larksmead	1,769	1,769	1,862	93	Over-Budget
Cemetery	11,845	11,845	14,685	2,840	Over-Budget
Sundries	2,957	2,957	3,287	330	Over-Budget
Skate park	0	0	0	0	Under-budget
R & A Income	35,682	35,682	43,188	7,506	Over-Budget
CCTV, Planters & Markets	28,957	28,957	22,741	(6,216)	Under-budget
Marsh & Ham Toilets	800	800	2,846	2,046	Over-Budget
Tabernacle Toilets	0	0	0	0	Under-budget
T & GP Totals	29,757	29,757	25,586	(4,171)	Under-budget
Total Income	98,540	98,540	273,110	174,570	On Target
Total Grant monies and S106 monies received £167,464					
EXPENDITURE					
Admin	80,652	80,652	64,130	(16,522)	Under-budget
Corn Exchange Project Officer / Consultant	18,699	18,699	0	(18,699)	Under-budget
Salaries	408,189	408,189	405,689	(2,500)	Under-budget
Admin & Payroll	507,540	507,540	469,819	(37,721)	Under-budget
Vehicles	12,101	12,101	11,857	(244)	Under-budget
Corn Exchange	56,544	56,544	37,029	(19,515)	Under-budget
Woodhouse Gardens	3,386	3,386	3,757	371	Over-Budget
Larksmead	2,650	2,650	2,129	(521)	Under-budget
Recreation Ground(Trust)	33,821	33,821	33,821	0	Under-budget
Glenmore Workshop	7,500	7,500	6,379	(1,121)	Under-budget
Cemetery	6,518	6,518	5,823	(695)	Under-budget
Langton	388	388	112	(276)	Under-budget
Skatepark	1,649	1,649	1,061	(588)	Under-budget
Sundries	14,737	14,737	15,796	1,059	Over-Budget
R & A Totals	139,294	139,294	117,763	(21,531)	Under-budget
CCTV, Planters & Markets	29,314	29,314	14,607	(14,707)	Under-budget
Marsh & Ham Toilets	16,962	16,962	12,262	(4,700)	Under-budget
Tabernacle Toilets	3,779	3,779	2,560	(1,219)	Under-budget
T & GP Totals	50,055	50,055	29,429	(20,626)	Under-budget
Total Expenditure	696,889	696,889	617,011	(79,878)	Under-budget
TOTAL (NET COST)	598,349	598,349	343,901	(254,448)	Within Budget
Note					
Over budget figure positive variance					
Under budget negative variance ()					
Markets - Loss of income from parking meters less than budgeted due to Markets not opening /Market Advertising & New equipment costs a lot lower than budgeted					

Administration Budget for the year to 18th May 2020

ADMINISTRATION COSTS £

ADMINISTRATION COSTS		2020/21				
N/L code		Annual Budget	Budget to Date	Actual to Date	Budget Variance	
4010	Advertising	1,500	250	105	(145)	
4012	Audit	3,399	566	0	(566)	
4014	Bank Charges	824	137	166	29	
4015	Property Fund Admin Charge	3,388	565	745	180	Timing
4018	Equipment Maintenance/Hire	515	86	224	138	Timing
4028	New Equipment	500	83	0	(83)	
4039	IT New Equip	155	26	0	(26)	
4040	IT Maintenance/Software	9,548	1,591	1,876	285	Timing
4041	IT Consumables	200	33	0	(33)	
4042	Professional Services	3,605	601	2,575	1,974	Timing Annual Employment Services
4050	Newsletter	3,090	515	400	(115)	
4052	Publications	100	17	0	(17)	
4053	Photocopier Charges	1,538	256	9	(247)	
4054	Stationery & Printing	2,050	342	72	(270)	
4057	Subscriptions	1,958	326	95	(231)	
4060	Postage	800	133	0	(133)	
4065	Telephones	1,560	260	118	(142)	
4094	Staff Training & Travel Exps	3,605	601	275	(326)	
4095	Staff Travel & Expenses	4,350	725	234	(491)	
4096	Cllrs Training & Travel Exps	6,663	1,110	0	(1,110)	
4097	Cllrs Welfare/Meeting Exps	528	88	21	(67)	
4099	Staff Welfare	300	50	0	(50)	
4301	Health & Safety Staffing	1,538	256	0	(256)	
	Sub Total	51,711	8,619	6,914	(1,705)	Sub Total
4701	Insurance	15,375	2,563	14,011	11,448	Timing - Annual Insurance
	Sub Total	15,375	2,563	14,011	11,448	
						PTO
4800	Mayoral Expenses	2,676	446	0	(446)	
4802	Civic Expenses	5,550	925	25	(900)	
4805	Civic Twinning	1,000	167	0	(167)	
4806	Civic - Freedom	500	83	0	(83)	
4803	Honorarium - Town Crier	300	50	0	(50)	
4807	Honarium - Deputy Town Crier	200	33	0	(33)	
4804	Honorarium - Mace Bearer	400	67	0	(67)	
4808	Honarium - Deputy Mace Bearer	300	50	0	(50)	
4809	Membership to Guild of Mace Bearers and Town Criers	100	17	0	(17)	
	Sub Total	11,027	1,838	25	(1,813)	
	TOTAL EXPENSES	78,113	13,019	20,950	7,931	
INCOME						
2025	Interest	1,030	172	10	(162)	
3894	Misc Income	1,600	267	30	(237)	No Hirer's Liability
3893	Grant	0	0	0	0	
3897	Overtime Charges	528	88	51	(37)	No Venues Open
3899	Photocopying	169	28	0	(28)	Office Closed
3920	Admin Chg- Barnes for Rec Salary Charge out Barnes for a	5,563	927	0	(927)	Timing
3925	Recreation	25,098	4,183	3,363	(820)	
	TOTAL INCOME	33,988	5,665	3,454	(2,211)	
	NET COST/ (INCOME)	44,125	7,354	17,496	10,142	

Overall Revenue Budget for the year to 18th May 2020

2020/21					
	Annual Budget	Budget to Date	Actual to Date	Budget Variance	Status
INCOME					
Admin	33,988	5,665	3,454	(2,211)	Under-budget
Admin Total	33,988	5,665	3,454	(2,211)	Under-budget
Corn Exchange	14,744	2,457	220	(2,237)	Under-budget
Woodhouse Gardens	6,150	1,025	232	(793)	Under-budget
Larksmead	1,814	302	0	(302)	Under-budget
Cemetery	12,300	2,050	1,160	(890)	Under-budget
Sundries	3,359	560	2,180	1,621	Over-Budget
Skate park	0	0	0	0	Under-budget
R & A Income	38,367	6,394	3,792	(2,601)	Under-budget
CCTV, Planters & Markets	26,779	4,463	780	(3,683)	Under-budget
Marsh & Ham Toilets	800	133	600	467	Over-Budget
Tabernacle Toilets	0	0	0	0	Under-budget
T & GP Totals	27,579	4,597	1,380	(3,216)	Under-budget
Total Income	99,934	16,656	8,626	(8,029)	Under Budgeted Income
EXPENDITURE					
Admin	78,113	13,019	20,950	7,931	Over-Budget
Corn Exchange Project Officer / Consultant	20,000	3,333	0	(3,333)	Under-budget
Salaries	460,230	76,705	69,209	(7,496)	Under-budget
Admin & Payroll	558,343	93,057	90,159	(2,898)	Under-budget
Vehicles	12,634	2,106	2,106	1	Under-budget
Corn Exchange	45,375	7,562	4,013	(3,550)	Under-budget
Woodhouse Gardens	3,652	609	186	(423)	Under-budget
Larksmead	2,626	438	0	(438)	Under-budget
Recreation Ground(Trust)	35,123	5,854	0	(5,854)	Under-budget
Glenmore Workshop	7,453	1,242	712	(530)	Under-budget
Cemetery	6,625	1,104	560	(544)	Under-budget
Langton	336	56	0	(56)	Under-budget
Skatepark	1,473	245	0	(245)	Under-budget
Sundries	21,365	3,561	2,907	(654)	Under-budget
R & A Totals	136,661	22,777	10,485	(12,292)	Under-budget
CCTV, Planters & Markets	25,049	4,175	1,732	(2,443)	Under-budget
Marsh & Ham Toilets	16,927	2,821	1,142	(1,679)	Under-budget
Tabernacle Toilets	3,696	616	187	(429)	Under-budget
T & GP Totals	45,672	7,612	3,061	(4,551)	Under-budget
Total Expenditure	740,677	123,446	103,705	(19,741)	Under-budget
TOTAL (NET COST)	640,743	106,791	95,078	(11,712)	Within Budget

Note

Over budget figure positive variance

Under budget negative variance ()

Reserves Accounts as at 18th May 2020

Nominal Code	Standard Asset Replacement Accruals	Responsible Committee	Balances £	Committed Funds £	Description of Committed Funds
1300	IT	F & S	17,557.49		
1305	Skate park	R & A	80,369.58		
1310	General Play Equipment	R & A	65,938.06		
1315	Maintenance Equipment Replacement	R & A	8,583.94		
1320	Vehicle Replacement	R & A	13,668.00		
1325	Tractor Replacement	R & A	16,701.20		
1330	Mower Replacement	R & A	31,915.27		
1340	CCTV- Replacement Fund	T & GP	34,908.44 -	12,852.20	£12,852.20 CCTV Cameras
1345	Benches	T/C	12,766.65		
1350	Glenmore Depot	R & A	8,955.10		
1351	B/Heights Play Equipment	R & A	9,568.00		
1352	B/Heights Maintenance Equipment Replacement	R & A	1,879.74		
				289,959.27	
	Earmarked Accounts				
	Recreation & Amenities Funds	R & A	958,336.90 -	26,836.83	£16,836.83.83 B/Heights Public Arts Works / £10000 WHG Roof
	Town & General Purposes Committee	T & GP	42,973.45 -	974.33	£250 Interpretation board:Langton & Marsh / £341 TIC Out & About Booklet /£383.33 Christmas Lights for Street
				973,499.19	
	Other Earmarked Accounts				
1001	Earmarked Interest	F & S	7,989.25 -	380.00	£380 Pointing work of WHG wall
1002	Property Fund Dividend	F & S	6,743.94 -	1,392.00	£1392 - Path around Cricket Club
1004					
1005	Election Costs	T/C	7,683.70		
1006	Youth Services	T/C	10,726.03		
1007	Woodhouse Gardens Wall Rebuild (Moved to R & A)	R & A	-		
1008	High Street Clean Up	F & S	-		
1009	BFTC Commemoration Group	T/C	350.50		
1010	Capital Interest	F & S	2,128.84		
1011	Land North of Bypass / Sport & Recreation	T/C	-	2,488.44	£213.82 Cricket Club Refurb S106 Monies / £4,608 Path around Cricket Club / -7310.26 loan repayment
1012	The Blandford Events Group	T/C	442.17		
1013	Neighbourhood Plan	T/C	3,800.39 -	300.39	Consultancy Fees
1015	Support for Essential Services (Earmarked)	T/C	28,049.00		
1017	Woodhouse Garden Re-build	T/C	19,981.67		
1019	Old Bath House / St Peter & St Paul's Churchyard (Listed Wall & Town Pump	T & GP	52,764.49 -	4,242.00	£4,242 Town Pump Restoration
1335	Civic Regalia	F & S	18,949.84		
1185	Pension Deficit	F & S	20,000.00	-	
1195	Improvements to Market Place	T/C	70,000.00	-	
1500	General Reserves	T/C	254,259.57 -	29,689.87	£2,121.25 C/Exch Maintenance / £1,597.80 Payroll /£2,932.22 Underspend from Grant Budget 2019/20 / £452 Underspend from Grant Budget 2018/19 / £18,699 Underspend from Project Manager Salary 2019/20 / £3,887.60 Extend Woodhouse Gardens
				467,867.13	
	Capital Projects				
1104	Corn Exchange S106 Funds	T/C	82,909.40		£6,997.77 committed for Lift Installation - Donation from FOTF / £3665.70 Replacement Lantern Lights / £45,296.60 Architect Fees / £1609.60 Corn Exchange Roof / £19,402 Underspend of Salaries 2017/18 for project manager / £25,940 Underspend of Salaries for 2018/19 for Project Manager Replacement of external notice boards
1105	Corn Exchange	T/C	539,123.51 -	102,911.67	
1110	Corn Exchange Promotions Group	T/C	2,841.93		
1115	Corn Exchange Project Development	T/C	27,028.83		
1116	Corn Exchange HLF Stage 1 Matchfunding	T/C	74,879.97		
1120	Corn Exchange & Venues Refurbishment Project	T/C	79,000.00	-	
1122	Corn Exchange Community Hall S106 Funds	T/C	103,292.81		
1125	Cemetery Field Project	R & A	1,000.00 -	1,000.00	£1000 Statue Contingency
1135	Railway Arches	T & GP	4,950.56 -	260.00	LEADER grant
1175	CCTV - New Equipment	T & GP	11,661.40		
				822,516.74	
	Total Reserves			2,553,842.33	
	Surplus from 2019/20			113,175.81	Due to grants & S106 funds received in 2019/20
	Total Available in Reserves			2,667,018.14	

Retrospective approval of the Investment Account for the period to 24th January to 19th May 2020

Retrospective Approval of the Investment Account for the period 24th January 2020 to 19th May 2020

Fixed Term Investments & Corporate Notice Accounts since last Finance & Staffing Committee Meeting 16th March 2020

Date	Amount £	Period	Rate Gross	Interest £	Bank
24 th January 2020	105,999.73	18 Days	0.4%	20.91	Santander Business Reserve
10 th February 2020	94,559.73	14 Days	0.4%	14.52	Santander Business Reserve
20 th February 2020	103,942.13	365 Days	1.05%	1,100.36	Lloyds
24 th February 2020	131,393.73	2 Days	0.4%	2.88	Santander Business Reserve
24 th February 2020	153,610.60	30 Days	0.55%	69.50	Santander 31 Day Notice
25 th February 2020	101,593.73	19 Days	0.4%	21.17	Santander Business Reserve
26 th February 2020	120,000.00	366 Days	1.05%	1,263.45	Lloyds
27 th February 2020	50,000.00	365 Days	1.05%	525	Lloyds
16 th March 2020	92,673.36	7 Days	0.4%	7.11	Santander Business Reserve
25 th March 2020	57.62	28 Days	0.55%	0.08	Santander 31 Day Notice
23 rd March 2020	15,173.36	2 Days	0.4%	0.33	Santander Business Reserve
25 th March 2020	131,608.36	13 Days	0.4%	18.75	Santander Business Reserve
8 th April 2020	108,882.61	9 Days	0.4%	10.74	Santander Business Reserve
9 th April 2020	179,185.49	365 Days	0.3%	537.56	Lloyds
9 th April 2020	651,479.00	365 Days	0.3%	1,954.44	Lloyds

17 th April 2020	233,747.61	5 Days	0.4%	12.81	Santander Business Reserve
21 st April 2020	76,927.61	2 Days	0.4%	1.69	Santander Business Reserve
21 st April 2020	156,970.83	9 Days	0.55%	21.30	Santander 31 Day Notice
23 rd April 2020	67,761.61	13 Days	0.4%	9.66	Santander Business Reserve
30 th April 2020	180,590.83	22 Days	0.55%	59.89	Santander 31 Day Notice
30 th April 2020	378,496.45	96 Days	0.65%	576.56	Santander 95 Day Notice
6 th May 2020	22,311.61	16 Days	0.4%	3.92	Santander Business Reserve
7 th May 2020	89,000	365 Days	0.3%	267.00	Lloyds

CCLA – Property Fund Investment Dividend – Period 1st February 2020 to 30th April 2020

No. of Units	Price per Unit As of 31st October 2013	Price per Unit (BID) As of 30th April 2020	Dividend Amount As of 31st March 2020	Management Expenses (For March 2020)	Net Amount Received March 2020	Total Amount of Dividends Received Net of Management Expenses	Net Asset Value of Fund As at 30th April 2020
	£	£	£	£	£	£	£
164508	2.4315	2.862	6,096.33	745.06	5,351.27	140,003.98	478,241.21 (down from £496,073.87 as at 31/01/20)

Bank Reconciliation to 30th April 2020

<u>Bank Statement as at</u>	30th April 2020	
Current Account		£33,442.06
Less Unpresented Cheques		£127.40
Plus uncleared receipts		£33,314.66

<u>Santander Fixed Term Deposits as at</u>	30th April 2020	
From To		
03/04/2020 03/05/2020		£0.00
		£0.00

<u>Hampshire Trust Bank - A/c No: 10364802</u>	30th April 2020	
From To		
03/07/2019 22/06/2020		£420,000.00
24/01/2020 10/01/2023		£411,500.00
		£831,500.00

<u>Santander 95 Day Notice A/C10555310</u>	30th April 2020	
01/04/2020		£378,497.29
Less		£378,497.29

<u>Santander 31 Day Notice A/C10555349</u>	30th April 2020	
01/04/2020		£180,646.45
		£180,646.45



<u>Santander Business Reserve A/c 10138119</u>	30th April 2020	
01/04/2020		£67,761.61
		£67,761.61

<u>Lloyds PLC Fixed Term Deposits as at</u>	30th April 2020	
From To		
07/05/2019 07/05/2020		£89,000.00
06/01/2020 06/01/2021		£100,000.00
20/02/2020 22/02/2021 S106		£103,942.13
26/02/2020 26/02/2021		£120,000.00
27/02/2020 26/02/2021		£50,000.00
09/04/2020 09/04/2021 S106		£651,479.00
09/04/2020 09/04/2021 S106		£179,185.49
		£1,293,606.62

<u>CCLA Property Fund Account</u>	30th April 2020	
Purchased		£400,000.00
Less Un-reconciled Item		£400,000.00
30/10/2013 Switched to Long Term Asset		£0.00

Petty Cash as at	30th April 2020	£250.00
Less Un-reconciled Item		£250.00

£2,785,581.43

CHECKED BY 	Date <u>15th May 2020</u>
Town Clerk	
CHECKED BY 	Date <u>12/05/2020</u>
Chairman of Finance	

Internal Auditor's Report

Internal audit report 2019/20

Visit 3 of 3

BLANDFORD FORUM TOWN COUNCIL

Date: 22nd May 2020

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

Introduction

This report contains a note of the audit recommendations made to Blandford Forum Town Council following the carrying out of internal audit testing remotely on 21st May 2020.

The audit work has been carried out in accordance with Appendix 9 of the 2014 'Governance and Accountability for Local Councils: A Practitioners' Guide', as amended to include additional tests required by the AIAR section of the 2018/19 AGAR.

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

Audit Opinion

The internal audit for 2018/19 has now been completed in accordance with the provisions of the Practitioners' Guide and the CIPFA code of internal audit practice.

Based on the sample testing carried out at this final audit visit and during the year, all of the Council's current financial controls reviewed during the testing appear to be operating effectively, with the exception of test L: public rights.

In order to test compliance with the Council's requirement for the exercise of public rights, I checked the Council's calculation of its public rights period, and checked the Council's website during the statutory public rights period to confirm that the required items had been published. I can confirm that the Council correctly calculated the period, and published the correct information on its website. The External Auditor subsequently confirmed that, in order to pass this test, a Council must be able to demonstrate via its website audit trail that all required information was uploaded the day before the public rights period commenced, and that the information remained on the website for the duration of the period. The Council's website does not have this facility. I have, therefore, assessed the test as 'not covered'.

Please include a copy of this audit report with the annual return sent to your external auditor.

Audit Recommendations

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

Recommendations are graded as follows:

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

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

Rating	Number
High	0
Medium	1
Low	0
Information	0
TOTAL	1

The number of recommendations made at all of the audit visits in 2019/20 and their priorities are summarised in the following table:

Rating	Number			
	Visit 1	Visit 2	Visit 3	TOTAL
High	0	0	0	0
Medium	0	0	1	1
Low	1	2	0	3
Information	0	1	0	1
TOTAL	1	3	1	5

I would like to thank Linda Scott-Giles, Town Clerk; and Jenny Tempier, Responsible Financial Officer for their assistance during this audit.

**2019/20 INTERNAL AUDIT OF BLANDFORD FORUM TOWN COUNCIL
DRAFT REPORT VISIT 3 OF 3: 22nd MAY 2020**

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/ Medium / High)	Management Response	Responsible Officer	Due Date
12.1 – Public Rights	<p>I checked to see that the Council was compliant with its statutory duties as regards the exercise of public rights during the summer of 2019. I confirmed that the Council had correctly calculated the public rights dates, and I checked the Council's website during the statutory period of public rights to confirm that all required information had been published. The External Auditor subsequently confirmed that, in order to pass the public rights test, a Council needed to provide a website audit trail to prove that the information had been uploaded before the public rights period started, and that it was in place for the duration. The Council does not currently have such a facility on its website.</p> <p>I recommend that the Council considers whether to switch to a website that provides an audit trail.</p>	M	The town council recently updated its website (May 2020) and is investigating how it can provide an adequate audit trail to evidence when the notice is uploaded. It may be possible to add a plug-in that will provide an activity audit trail of every change that is made, in which case the notice will be included in this. If this is not possible, we can do a screenshot and send it to the IA once it is uploaded (so this can be checked the day before and the day after the public rights period).	Town Clerk	Summer 2020

Freedom Street Party – Justine Templeman

I am organising a street party for the fabulous people of Blandford Forum to celebrate the past few months of isolation. Many people have struggled with their mental health during this period which is why I posted on Facebook about a party to keep peoples spirits up and give them something to look forward to. The party already has over 500 members, two bands booked, the kids entertainment has started to role in, restaurants and cafes are messaging me to get on board to help.

I am of course aware we may be too early with the current government guidelines, but I continue to watch and will abide by the social gathering rules. We are going to postpone the event to a later date if August 30th isn't viable.

My aim is to raise funds for the NHS and the Blandford Food Bank at which I have been a key worker for the last few months and have seen how important that charity is to Blandford.

I plan to have the bands in the Corn Exchange so we can have money collections on the door as people come in. The public can donate to enter the show, I thought this would be not only easier to arrange but saves money and time printing out tickets and making bookings. Each person will get stamped so I know they have donated and can come and go as they please throughout the day.

Another way I aim to make money is to 'pay and book' a table in the street. I want the key workers in the square with a VIP area for them to sit and watch the attractions. The rest of the tables in that area will be £5.00 each then cheaper as they get away from the Market Place. Each area will have a zone and the town folk can arrange who gets which table!

I'm also arranging a family dog show, again an entry fee will apply, and a rosette given to all who take part.

My theme for the whole event is a Circus... Fire eaters, stilt walkers, clowns, magicians and of course a Big Top Circus on the Meadows or in a car park area. The circus I have contacted is The Showman Circus. I also contacted an entertainer to mingle with the tables and crowds.

Sponsors – TBC

Justine Templeman – I will donate £200 towards the costs.

Costs

Circus - £480.00

Lucy the Street entertainer – £282.00

40 X Tables = £200.00

240 Chairs = £24.00

PA System = £25.00

Corn Exchange Hire – Afternoon & evening = £127.00

Road Closure – TBC

Public Liability Insurance – Estimate £245.00

APPLICATION FOR A GRANT

Name of Organisation	The Freedom Street Party Blandford
Registered Charity Number (if applicable)	
Contact Name	Justine Templeman
Address	<div></div> <div>Blandford Forum</div> <div></div>
Daytime Telephone Number	<div></div>
Email Address	<div></div>
Purpose of Organisation	To organise a street party for the community of Blandford and raise money for the NHS & Food Bank
Amount Requested	£500 - £1000 – Any would be gratefully, received. Thank you.
Purpose of Request	<p>To enable the party to be a success I would like to hire entertainment, provide activities for children, hire a circus, have tables and chairs lining the streets, close roads off.</p> <p>Hand sanitisers Towels</p> <p>Licences</p> <p>Road closures</p>
How many Blandford Forum residents will benefit directly?	ALL OF THEM
Any further relevant information	<p>From the current response to my Facebook, Blandford residents are behind this 100%.</p> <p>We will be guided by the government with regards to the strict guidelines but everyone is aware the date will change, but it will happen..</p>
Signed: J Templeman	Dated:18/05/20

APPLICATION FOR FREE VENUE HIRE

Name of Organisation	The Freedom Street Party Blandford
Registered Charity Number (if applicable)	
Contact Name	Justine Templeman
Address	<div></div> Blandford Forum
Daytime Telephone Number	<div></div>
Email Address	<div></div>
Purpose of Organisation	Street party to raise money for the NHS and the Food Bank
Town Council Venue Requested (The Corn Exchange, Shambles, Town Hall, Council Chamber, Woodhouse Gardens Pavilion, Community Room)	The Corn Exchange, The Shambles,
Date Requested	Sunday 30 th August 2020
Session Requested Morning 8.00am to 1.00pm Afternoon 1.30pm to 5.30pm Evening 6.00pm to 10.00pm	8.00am – 10pm
Public Liability Insurance required? Delete as appropriate	Y
Purpose of Request	To have music for the event, the bands would like this area to play. I can then charge for entry and raise money for the charities.
How many Blandford Forum residents will benefit directly?	All of them.
Any further relevant information	
Signed: J. Templeman	Dated: 18/05/20