



BLANDFORD FORUM TOWN COUNCIL

To: All Members of the Finance & Staffing Committee
(Cllr S Hitchings, Cllr P Osborne, Cllr L Hitchings, Cllr C Stevens, Cllr H Mieville, Cllr L Lindsay, Cllr R Carter, 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 in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 7th June 2021 at 7.00pm** to consider the following items. The meeting is also accessible for the public to attend remotely via Microsoft Teams [using this link](#).

Linda Scott-Giles
Town Clerk
1st 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. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. [Minutes of the Meeting held on 15th March 2021](#)
5. [Town Clerk's Report & Correspondence](#)
6. Analytical Review of Expenditure against Budget for the following:
 - 6.1 [Administration Budget for the year to 31st March 2021](#)
 - 6.2 [Overall Revenue Budget for the year to 31st March 2021](#)

7. Analytical Review of Expenditure against Budget for the following (papers to follow):
 - 7.1 Administration Budget for the year to 31st May 2021
 - 7.2 Overall Revenue Budget for the year to 31st May 2021
 - 7.3 Reserves Accounts as at 31st May 2021
8. Review of Finance Documentation
 - 8.1 There are no cheque payments to retrospectively approve
 - 8.2 To receive and retrospectively approve direct debit payments for the period 1st February 2021 to 30th April 2021 (sheets 181-183) totalling £92,613.05
 - 8.3 To receive and retrospectively approve BACS payments BACS 289 to BACS 291 totalling £15,867.61
 - 8.4 To receive and retrospectively approve CHAPS payments CHAPS 015-016 totalling £930,264.38
 - 8.5 To receive and retrospectively approve Online Faster Payments FP034 to FP050 (which includes payments to other Town Council bank accounts) totalling £1,044,114.30
 - 8.6 [Retrospective approval of the Investment Account for the period 28th February to 28th May 2021](#)
 - 8.7 Report by Chairman on Bank Reconciliation and Petty Cash checks
 - 8.8 [Bank Reconciliation to 30th April 2021](#)
9. [Internal Auditor's Report](#)
10. Review of End of Year Accounts 2020/21 (attached separately by email due to the size of the document)
11. To consider grant applications
 - 11.1 [Blandford Snooker Club](#) (no previous applications)
 - 11.2 [The Artori Academy](#) (no previous applications)
12. To receive an update on the Youth Centre SLA and consider how to proceed
13. Confidential

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admission to Meetings) Act 1960.

 - 13.1 Town Clerk's Report
 - 13.2 To consider the creation of a temporary position

DATES OF FUTURE MEETINGS

21st June Town Council Meeting
28th 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



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

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

Grounds & Maintenance Role – A vacancy has arisen due to a member of the grounds team resigning and this has been advertised.

Interim Finance Cover – Thanks are extended to the Interim Finance Officer, Penny Turner for completing the council's and Trust's year end accounts.

Staff Training – The following health and safety training courses have been booked in for staff:

First Aid
IOSH Managing Safely
IOSH Directing Safely
Scaffold Tower
Manual Handling

Administration Budget for the year to 31st March 2021

	2020/21				
	Annual Budget	Budget to Date	Actual to Date	Budget Variance	Status
INCOME					
Admin	33,988	33,988	38,734	4,746	Over-Budget
Admin Total	33,988	33,988	38,734	4,746	Over-Budget
Corn Exchange	14,744	14,744	9,311	(5,432)	Under-budget
Woodhouse Gardens	6,150	6,150	1,027	(5,123)	Under-budget
Larksmead	1,814	1,814	366	(1,448)	Under-budget
Cemetery	12,300	12,300	13,391	1,091	Over-Budget
Sundries	3,359	3,359	8,687	5,329	Over-Budget
Skate park	0	0	0	0	Under-budget
R & A Income	38,367	38,367	32,783	(5,584)	Under-budget
CCTV, Planters & Markets	26,779	26,779	12,230	(14,549)	Under-budget
Marsh & Ham Toilets	800	800	1,064	264	Over-Budget
Tabernacle Toilets	0	0	0	0	Under-budget
T & GP Totals	27,579	27,579	13,294	(14,285)	Under-budget
Total Income	99,934	99,934	84,811	(15,123)	Under Budgeted Income

EXPENDITURE

Admin	78,113	78,113	56,372	(21,741)	Under-budget
Corn Exchange Project Officer / Consultant	20,000	20,000	0	(20,000)	Under-budget
Salaries	460,230	460,230	420,158	(40,072)	Under-budget
Admin & Payroll	558,343	558,343	476,530	(81,813)	Under-budget
Vehicles	12,634	12,634	9,443	(3,191)	Under-budget
Corn Exchange	45,375	45,375	33,890	(11,484)	Under-budget
Woodhouse Gardens	3,652	3,652	3,369	(283)	Under-budget
Larksmead	2,626	2,626	1,515	(1,111)	Under-budget
Recreation Ground(Trust)	35,123	35,123	35,123	0	Under-budget
Glenmore Workshop	7,453	7,453	6,954	(499)	Under-budget
Cemetery	6,625	6,625	5,770	(855)	Under-budget
Langton	336	336	80	(257)	Under-budget
Skatepark	1,473	1,473	500	(973)	Under-budget
Sundries	21,365	21,365	18,022	(3,343)	Under-budget
R & A Totals	136,661	136,661	114,666	(21,996)	Under-budget
CCTV, Planters & Markets	25,049	25,049	7,922	(17,127)	Under-budget
Marsh & Ham Toilets	16,927	16,927	16,044	(883)	Under-budget
Tabernacle Toilets	3,696	3,696	2,181	(1,515)	Under-budget
T & GP Totals	45,672	45,672	26,147	(19,525)	Under-budget
Total Expenditure	740,677	740,677	617,343	(123,334)	Under-budget
TOTAL (NET COST)	640,743	640,743	532,532	(108,211)	Within Budget

Note

Over budget figure positive variance

Under budget negative variance ()

Overall Revenue Budget for the year to 31st March 2021

ADMINISTRATION COSTS £

N/L code		2020/21 Annual Budget	Budget to Date	Actual to Date	Budget Variance	
4010	Advertising	1,500	1,500	118	(1,381)	
4012	Audit	3,399	3,399	3,039	(360)	
4014	Bank Charges	824	824	158	(666)	
4015	Property Fund Admin Charge	3,388	3,388	3,653	266	
4018	Equipment Maintenance/Hire	515	515	308	(207)	
4028	New Equipment	500	500	606	106	£500 Conference system for council meetings (T/C 08/06/20 Min 16)
4039	IT New Equip	155	155	289	134	£250 - 2 x new outlets in community room
4040	IT Maintenance/Software	9,548	9,548	5,692	(3,856)	
4041	IT Consumables	200	200	170	(30)	
4042	Professional Services	3,605	3,605	5,910	2,305	Agency costs for cover for Finance Officer role w/e 26th Feb to w/e 26/03 £2018
4050	Newsletter	3,090	3,090	2,248	(842)	
4052	Publications	100	100	120	20	
4053	Photocopier Charges	1,538	1,538	484	(1,054)	
4054	Stationery & Printing	2,050	2,050	1,171	(879)	
4057	Subscriptions	1,958	1,958	1,865	(93)	
4060	Postage	800	800	438	(361)	
4064	Town Council Web Site		0		0	
4065	Telephones	1,560	1,560	1,075	(485)	
4094	Staff Training & Travel Exps	3,605	3,605	1,346	(2,259)	
4095	Staff Travel & Expenses	4,350	4,350	1,696	(2,654)	
4096	Cllrs Training & Travel Exps	6,663	6,663	4,477	(2,186)	
4097	Cllrs Welfare/Meeting Exps	528	528	595	67	£528 Conference system for council meetings (T/C 08/06/20 Min 16)
4099	Staff Welfare	300	300	79	(222)	
4301	Health & Safety Staffing	1,538	1,538	50	(1,488)	
	<i>Sub Total</i>	<i>51,711</i>	<i>51,711</i>	<i>35,588</i>	<i>(16,123)</i>	<i>Sub Total</i>
4701	Insurance	15,375	15,375	13,854	(1,521)	Annual insurance less than budget

	<i>Sub Total</i>	<i>15,375</i>	<i>15,375</i>	<i>13,854</i>	<i>(1,521)</i>	
4800	Mayoral Expenses	2,676	2,676	705	(1,971)	Transfer 75% £2007 to general reserves F&S 14/12 pt 38
4802	Civic Expenses	5,550	5,550	4,276	(1,274)	
4805	Civic Twinning	1,000	1,000	0	(1,000)	
4806	Civic - Freedom	500	500	0	(500)	
4803	Honorarium - Town Crier	300	300	300	0	
4807	Honarium - Deputy Town Crier	200	200	200	0	
4804	Honorarium - Mace Bearer	400	400	400	0	
4808	Honarium - Deputy Mace Bearer	300	300	300	0	
4809	Membership to Guild of Mace Bearers and Town Criers	100	100	35	(65)	
	Reserves Grant Monies	0	0	714	714	£714 Grant Income received for N/Plan
	<i>Sub Total</i>	<i>11,027</i>	<i>11,027</i>	<i>6,930</i>	<i>(4,097)</i>	
	TOTAL EXPENSES	78,113	78,113	56,372	(21,741)	
INCOME						
2025	Interest	1,030	1,030	4,381	3,351	Lloyds Fixed investments interest
3894	Misc Income	1,600	1,600	7,375	5,775	£1,629 cricket club donation towards kitchen & appliances / £300 & £200 compensation Santander and £100 compensation from lloyds.
3893	Grant			650	650	Lidl grant £4800 for town pump restoration. Blandford St Mary donation for toilets £250
3897	Overtime Charges	528	528	51	(477)	£714 Groundwork UK for N/Plan
3899	Photocopying	169	169	8	(161)	No Venues Open
3920	Admin Chg- Barnes for Rec	5,563	5,563	5,564	1	Office Closed
3925	Salary Charge out Barnes for a Recreation	25,098	25,098	20,705	(4,393)	No Pension costs
	TOTAL INCOME	33,988	33,988	38,734	4,746	
	NET COST/ (INCOME)	44,125	44,125	17,638	(26,487)	

Retrospective approval of the Investment Account for the period 28th February to 28th May 2021

In line with the Town Council's Investment Policy, the Chairman of Finance & Staffing and the Town Clerk have made the following investments on behalf of the council, seeking the highest possible interest rates and financial security.

Date	Amount £	Period	Rate Gross	Bank
1 st March 2021	171,788.45 (£120,000 plus interest £1263.45 = £121263.45 £50,000 plus interest £525.00 = £50,525.00)	-	0.12%	Santander Business Reserve
9 th April 2021	653,433.44	31 Days	0.3%	Lloyds Fixed Term Interest Account
12 th April 2021	179,723.05	95 Days	0.45%	Santander 95 Day Account
30 th April 2021	250,000	95 Days	0.45%	Santander 95 Day Account
1 st May 2021	95,000	31 Days	0.3%	Santander 31 Day Notice
7 th May 2021	653,433.44	2 Year Fixed Rate	0.90%	Cambridge & Counties Bank
20 th May 2021	60,000	-	0.3%	Lloyds Fixed Term Interest Account
28 th May 2021	90,000	31 Days	0.12%	Santander Business Reserve

CCLA – Property Fund Investment Dividend
Period 1st February 2021 – 31st March 2021

No. of Units	Price per Unit 31st March 2021	Price per Unit (BID) 31st March 2021	Dividend Amount (Jan – March 2021)	Management Expenses (Jan – Mar 21)	Net Amount Received (Jan – Mar 21)	Total Amount of Dividends Received Net of Management Expenses	Mid-Market Value 31st March 2021
	£	£	£	£	£	£	£
88,317	3.1345	2.8908	5,644.43	742.59	4,901.84	159,042	742,370

Bank Reconciliation to 30th April 2021

<u>Bank Statement as at</u>	30th April 2021		
Current Account		£155,528.10	
Less Unpresented Cheques		£0.00	
Plus uncleared receipts		-	£155,528.10
<u>Hampshire Trust Bank - A/c No: 10364802</u>	30th April 2021		
From To			
24/01/2020 10/01/2023		£411,500.00	
22/06/2020 22/06/2021		£420,000.00	
			£831,500.00
<u>Santander 95 Day Notice A/C10555310</u>	30th April 2021	£589,843.55	
Less			£589,843.55
<u>Santander 31 Day Notice A/C10555349</u>	30th April 2021	£181,430.04	
			£181,430.04
<u>Santander Business Reserve A/c 10138119</u>	30th April 2021		
		£38,542.01	
			£38,542.01
<u>Lloyds PLC Fixed Term Deposits as at</u>	30th April 2021		
From To			
07/05/2020 07/05/2021		£89,000.00	
09/04/2021		£653,433.44	
			£742,433.44
Hampshire Trust Bank - 1 Yr Fund			
06/01/2021	30th April 2021	101103.01	
			£101,103.01
<u>CCLA Property Fund Account</u>	30th April 2021		
Purchased		£400,000.00	
30/10/2013 Switched to Long Term Asset		£400,000.00	
31/03/2021 Lloyds Fixed term matured		£276,830.94	
31/03/2021 Switched to Long Term Asset		£276,830.94	
			£0.00
Petty Cash as at	30th April 2021	£79.77	
Less Un-reconciled Item			£79.77

£2,640,459.92

CHECKED BY..... Town Clerk	Date...28th May 2021.....
CHECKED BY..... Chairman of Finance	Date....1st June 2021..... Approval to insert electronic signature

Internal Auditor's Report

DARKIN MILLER ~ CHARTERED ACCOUNTANTS

Accountancy ~ Internal Audit ~ Taxation



FINAL

Internal audit report 2020/21

Visit 3 of 3

BLANDFORD FORUM TOWN COUNCIL

Date: 28th May 2021

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 on site on 12th May 2021.

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 and 2020/21 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 2020/21 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.

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	0
Low	1
Information	1
TOTAL	2

The number of recommendations made at all of the audit visits in 2020/21 and their priorities are summarised in the following table:

Rating	Number			
	Visit 1	Visit 2	Visit 3	TOTAL
High	0	2	0	2
Medium	0	0	0	0
Low	1	1	1	3
Information	0	2	1	3
TOTAL	1	5	2	8

I would like to thank Linda Scott-Giles, Town Clerk; and Penny Turner, Interim Finance Officer for their assistance during this audit.

2020/21 INTERNAL AUDIT OF BLANDFORD FORUM TOWN COUNCIL FINAL REPORT VISIT 3 OF 3: 28th MAY 2021

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (L/M/H)	Management Response	Responsible Officer	Due Date
3.1 – Sign minutes and check date	<p>I reviewed the minutes to confirm that there was no unusual financial activity. I noted no such activity, but did not that only the final pages of the minutes of the Council meeting of 22/03/21 and Corn Exchange Committee meeting of 30/11/20 were signed, and that minute 16 of the Recreation and Amenities Committee meeting of 21/09/20 and minute 27 of the committee of 09/11/20 both noted a review of budgets and earmarked reserves to 03/09/20 (it is likely that the later meeting reviewed reports to a later date).</p> <p>I recommend that all pages of the Council and Committee minutes are signed, and that minute 27 of the R&A Committee is checked to ensure that it refers to the correct date.</p>	L	<p>All pages of the minutes will be signed.</p> <p>The R&A budget review has been checked and this should be dated 23/20/20 and not 03/09/20. This has been amended.</p>	Town Clerk	<p>w/c 31st May 2021</p> <p>Completed</p>
10.1 – Adjusted errors	<p>The following errors were adjusted during the audit:</p> <ol style="list-style-type: none"> 1. Fixed assets was restated to include a £277k addition to the Council's long term investment. 2. Travel costs of £1085 in the prior year were moved from staff costs to other payments in line with the 20/21 change to the Practitioner's Guide requirements. 3. The current year draft AGAR figures for other receipts, staff costs and other payments were amended to bring in income and expenditure that had been coded directly to reserves, and to reflect the increase in the Council's long term investment (which has to be be shown as a payment during the year). 	Info	Noted.	Town Clerk	-

Annual Internal Audit Report 2020/21

BLANDFORD FORUM TOWN COUNCIL

<https://blandfordforum-tc.gov.uk/> ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	N/A		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

14/10/2020 02/02/2021 12/05/2021

Name of person who carried out the internal audit

Mrs R Darkin-Miller LLB(Hons) BFP FCA

Signature of person who carried out the internal audit

 SIGNATURE REQUIRED

Date

27/05/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Blandford Snooker Club – Mike Field

Name of Organisation	Blandford Forum Snooker Club (formerly Blandford Forum Young Men's Institute)
Registered Charity Number (if applicable)	N/A
Contact Name	Mike Field
Address	
Daytime Telephone Number	
Email Address	
Purpose of Organisation	<p>Established in 1918, the snooker club retains a friendly and relaxed environment. As Health Champions, with the local surgery, we promote health and well-being for individuals and groups. We provide weekly pool/snooker for learning disabled from Blandford Community Centre and to elderly/frail players accompanied by a carer.</p> <p>Our current challenge is to complete urgent essential repairs to damaged/loose plaster on walls. Poor ventilation (due to building design) coupled with historic water ingress (repaired), causes a humidity issue. Once plaster is repaired we will buy and use a dehumidifier.</p> <p>We also want to grow membership in numbers and diversity.</p>
Amount Requested	£1500
Purpose of Request	<p>Grant would be used to remove and replace old, damaged, lime based, interior wall plaster and then redecorate. Large patches of plaster are damaged, mouldy and loose from previous water ingress (now repaired). Building is in Blandford conservation area so we have to replace 'like with like'. Work is expensive because of traditional lime plaster and specialist skills. All work needs ladders/scaffolding. Our financial resources are very limited. Repairs needed very soon to save greater future expenditure and to preserve club as a community resource.</p> <p>Labour, materials and tower scaffold £1680.00 Re-decoration using specialist paint: £1000.00 (Quote pre Covid-19.) Improvement to heating - budget £320.</p>
How many Blandford Forum residents will benefit directly?	All players and helpers. Approximately 100 different people used our facilities in 2019, including regular players (members and guests), regular groups, visiting groups and Open Day visitors. We are working to increase this number substantially.
Any further relevant information	All participants benefit socially, emotionally, mentally and physically. One of our next projects is to include interested Food Bank clients, through collaboration with the Food Bank who operate from the URC building.
Signed:	Dated: 20 th March 2021

the success of this application in due course.

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

enclose (delete as applicable):

1. Last set of accounts²
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

1. Accounts: **See below.**

3. Project detail: Erect scaffolding: Remove existing plaster from all walls: Re-plaster with correct lime plaster: Repaint with specialist paint that allows walls to 'breathe'.

Improvement to heating to reduce condensation. This may be by purchasing a dehumidifier or conversion from bottled gas to electric heating.

4a. Photos of condition of some walls. All walls will need to have plaster removed, replaced, redecorated. Details of history of club and cost of membership

4b. Copy of our information sheet for guests.

Balance Sheet

31.10.19 - 31.10.20



Blandford Forum United Reformed Church
Blandford Forum, Dorset. DT11 7PY.

Income

Expenditure

Summary Balance Sheet : 31.10.19 - 31.10.20

Balance in bank	31.10.19	£528.83
Cash in hand	31.10.19	£278.50
Total takings	31.10.19 - 31.10.20	<u>£1,182.84</u>
Total	31.10.19 - 31.10.20	<u>£1,990.17</u>

Total expenditure	31.10.19 - 31.10.20	£1,037.05
Transfer to Deposit a/c		£600.00
Balance in bank	31.10.20	£200.83
Cash in hand	31.10.20	<u>£152.29</u>
Total	31.10.19 - 31.10.20	<u>£1,990.17</u>

Detailed Balance Sheet : 31.10.19 - 31.10.20

Subscriptions for 16 members		£240.00
Takings from snooker tables		£840.00
Takings from pool tables		£88.00
Donations (for H&S)		14.84
Total income		<u>£1,182.84</u>
Closing bank	31.10.19	£528.83
Closing cash	31.10.19	<u>£278.50</u>
Total		<u>£1,990.17</u>

Rent		£600.00
Gas		£233.88
Electric		£60.48
Insurance		£112.00
Covid-19 protection		£12.65
Misc		<u>£18.04</u>
Total expenditure		<u>£1,037.05</u>
Transfer to Dep a/c		£600.00
Closing bank	31.10.20	£200.83
Closing cash	31.10.20	<u>£152.29</u>
Total		<u>£1,990.17</u>

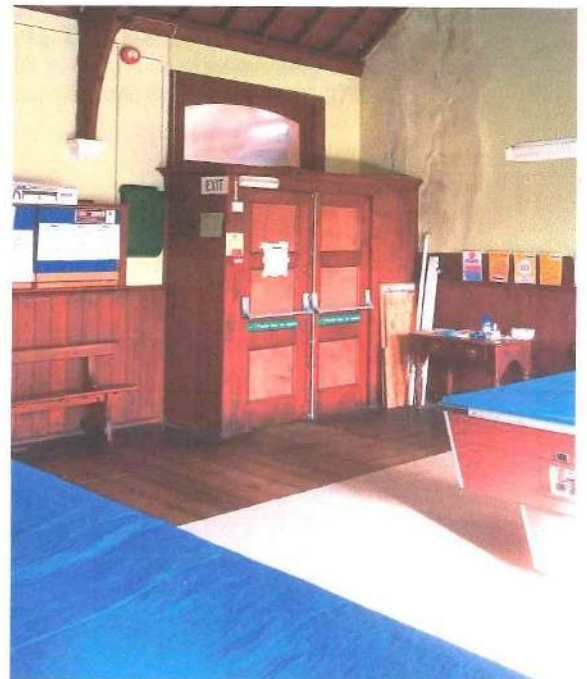
Deposit Account : 31.10.19 - 31.10.20

Balance in bank	31.10.19	£2,700.56
Transfer from current a/c		£600.00
Interest		<u>£1.37</u>
Balance in bank	31.10.20	<u>£3,301.93</u>

³ If you are a new organisation and do not yet have a set of accounts, please ensure you include a business plan.



Plaster debris on floor since December 2020



Contact form

Blandford Forum Snooker Club

Monday from 2pm
Tuesday from 7.30pm
Wednesday from 6pm
Thursday from 7pm

**The Snooker Room
United Reform Church
Off Salisbury Street /
Whitecliff Mill Street
DT11 7DQ**

Established 1918

Our club has been meeting in this URC church room for over 100 years. We are indebted to the church for their continuing support, however we welcome members from any faith or none. Today the snooker club retains its friendly and relaxed environment with a regular core group that is always looking for new members, both ladies and gentlemen. Beginners are most welcome, no experience is necessary. We also welcome players under 18yrs, provided they are accompanied by an adult.

We have two excellent snooker tables and a pool table. Cues are available for free loan.

Rates are £1 per game. We are very happy for potential new members to come as visitors for a few weeks before deciding on membership.

Annual membership: £15
or : £7.50 for non-playing adults*

If you are interested in joining Blandford Forum Snooker Club please fill in the form on the next page or call in on a Tuesday evening around 7.30pm or contact Richard Smith on 07966 276612.



Additional information requested by Blandford Forum Town Council for a grant application from Blandford Forum Snooker Club (formerly Blandford Forum Young Men's Institute)

Blandford Forum Snooker Club relationship with Blandford Forum United Reformed Church (URC)

The club was established by the URC in 1918 and has run continuously from this date. Over the years the club has become increasingly independent from the church and now operates essentially as a separate entity. The club is not denominational and welcomes players of all faiths and none.

In recognition of the historical links with the URC and in recognition of the ongoing community support which the club provides, the church supports the club by charging the club a very modest rent for the room. The club is responsible for its fuel bills, cleaning, decoration etc. The club has its own public liability insurance. The URC do not let the room to any other organisation. In fact the room would need very considerable financial input from the URC in order for it to be let to another group.

Why is the Snooker Club funding the repairs and applying for a grant, rather than asking Blandford URC to fund the repairs?

The URC in Blandford does not have the financial resources to fund the repairs to the damaged plasterwork in the room. However, Blandford URC has indicated that it is happy for the Snooker Club to undertake the work if the club can fund it. The club has received verbal assurances from Blandford URC that we are likely to be able to continue to use the room for at least the next few years.

We hope this is helpful. Please do contact us again if you would like any additional information or clarification.

Chris Williamson and Mike Field
On behalf of Blandford Forum Snooker Club
14th May 2021

The Artori Academy

Regular hirer, The Artori Academy originally enquired about the possibility of free hire for the summer school booking over a two week period, and completed an application, however they did not meet the criteria. The lower the cost of the hiring, the lower the cost for the children.

The Committee Chairman suggested that the application could be taken to the full committee for their consideration as it was not something that could be decided by the Bookings Receptionist, Town Clerk and Committee Chairman based on the Free Hire criteria.

The Chairman has suggested that the Committee considers two options for this application:

Option 1 – Free Hire for part or all of the summer hire period. The full cost for the two weeks is £316.80 (£31.68 a session) as the Academy gets a discount.

Option 2 – A scholarship for a Blandford-based resident at a cost of £180.

APPLICATION FOR FREE VENUE HIRE

Name of Organisation	The Artori Academy Ltd
Registered Charity Number (if applicable)	
Contact Name	Kelly Hunter
Address	
Daytime Telephone Number	
Email Address	
Purpose of Organisation	We are a Performing Arts and Backstage Skills class, focused on helping students adjust and re-socialise after a very strange and dissociated year. We teach confidence building skills, as well as support a number of pupils with disabilities and learning difficulties, as well as offering scholarship places to low income families.
Town Council Venue Requested (The Corn Exchange, Shambles, Town Hall, Council Chamber, Woodhouse Gardens Pavilion, Community Room)	The Town Hall
Date Requested	9 - 13th August & 16 - 20th August
Session Requested Morning 8.00am to 1.00pm Afternoon 1.30pm to 5.30pm Evening 6.00pm to 10.00pm	Morning and Afternoon.
Public Liability Insurance required? Delete as appropriate	N

<p>Purpose of Request</p>	<p>We are hoping to run a summer school offering workshops to local children and young people within the community of Blandford. By being awarded free hire, we would then be able to greatly reduce the cost of our summer school, passing on this saving to local parents, and therefore being able to benefit many more children in the community.</p> <p>Throughout the week we will be offering classes on a range of skills including: Puppetry (both making and performing with the puppet) Devising Theatre, Musical Theatre, and Sound and Light Designing and Engineering. We feel this is something no-one else can offer in North Dorset. We currently hire the Town Hall every week (paid hire) and have been very well received by the community, and we would love to have even more children and young people attend our Summer School, whilst continuing our links with the Council, and being able to continue offering scholarship places to low income families, and for children with outstanding talent.</p>
<p>How many Blandford Forum residents will benefit directly?</p>	<p>We offer scholarship places, and prioritise building friendships and learning to re-socialise after such a difficult year. By being awarded the hall for free, we would then be able to pass on the savings to the parents, and lower our sign up price for the Summer School.</p> <p>We also promote class places within Blandford Military Base (including being advertised on BFBS Radio Station) and ensuring we support local students on receipt of Pupil Premium. Our children are taught by both West End stars and Industry Professionals, giving them inspiration for what they can achieve (some of our employees were born and raised in Blandford and have since made a career in the Arts.)</p> <p>We also support local disabled children, and ensure they are welcome and supported within our classes.</p>
<p>Any further relevant information</p>	<p>I have spoken to Rachael Harding who has spoken to The Town Clerk regarding the fact we are a 'for profit' organisation, however we do not envisage making much profit on this Summer School - instead we want to take all steps possible to make this summer school accessible for as many families as possible, and by reducing out hall hire costs we could then lower the sign up cost for local young people and children.</p>

<p>Signed: K Hunter</p>	<p>Dated: 11/05/2021</p>
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THE
ARTORI
ACADEMY
Of Performing Arts and Production



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

The Artori Academy - Business Plan

Definition: Artori - "To have the talent to excel in highly inspirational lines of endeavour; as a dramatist, musician, writer, or artist. To be lifted by beauty in all forms and to be at the most creative when inspired."

Have you ever stopped to consider the amount of work that goes into a production? Although it is easy to consider the actors, singers and dancers in front of you, we know that the performing arts industry is so much more.

The Artori Academy believes in offering young people a chance to explore what truly makes up the performing arts world. Be that: acting, stage management, lighting design, singing, sound engineering, puppetry, set design - all that you can imagine, as well as just any role in between.



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

THE
ARTORI
ACADEMY
Of Performing Arts and Production

PERFORMANCE & BACKSTAGE SKILLS CLASSES

EVERY
SATURDAY

OUR CURRICULUM INCLUDES:

Acting / Singing / Dancing /
Technical Theatre Skills / Puppetry /
Lighting / Sound / Costume /
Special Effects Wounds & Make up /
Confidence Building & Vocal Training /
Set Design & Painting & Much More!

VENUE

The Town Hall, The Corn Exchange, Blandford, DT11 7AG.

7-16
YEARS

CALL 01258 920355 EMAIL info@theartoriacademy.com

How will it work?

Artori is split into two groups:

Age: 7-10 (The Artori Bambini's)

Age: 11-16 (The Artori Academy)

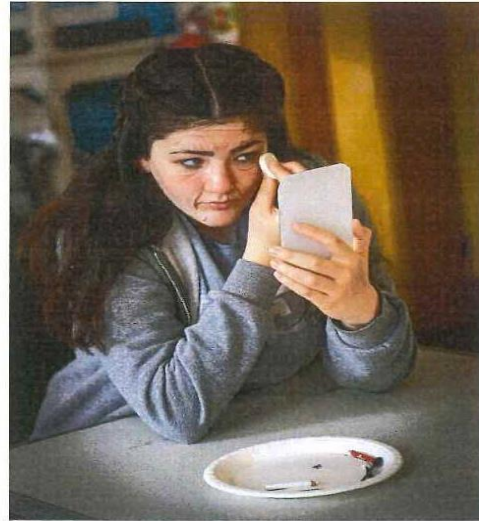
The lessons will be 90 minutes long.

The first 30 minutes of the lesson will be made up of confidence building skills. These will include vocal exercises, elocution work, public speaking skills, self confidence activities and team building activities. These will occur in every session, led by Kelly Hunter. The idea of this section of the lesson is to encourage strong working relationships, as well as self confidence within each student.



The remainder of the lesson - 60 minutes - will be run by a visiting guest lecturer who is a true working professional from the West End, or an International touring artist. These lecturers will deliver a small taster session of what their speciality represents. These contacts are at our disposal, and passionate about educating our future production and performance artists.

Throughout the academic year, the children will cover a range of different skillsets and industry topics. This will then accumulate in a showcase. Within this showcase, each child will take on a different role - with the focus being on each child carrying out their industry specific role to the best of their ability.



Staff Members on our books:

Acting - Kelly Hunter
 Singing - Aphrodite Singers
 Dance - Josie Marie
 Make Up - Alex Anstey (Everyone's Talking About Jamie)
 Sound - Bertie Hunter/Kyle Best (Liam Gallagher / Glastonbury)
 Lights - Kyle Best (Tivoli Theatre)
 Scenic Arts - Megan Harrison (Hamilton / Star Wars / Les Miserables)
 Stage Management - Joanne Templeton (Lost Voice Guy)
 Production Management - Josie Marie
 Puppetry - Megan Harrison

Funding and Scholarship Plans



The Artori Academy was able to come to fruition thanks to support from The Arts Council, who supported us through the months of October - March and enabled us to support local children and assist them with re-socialisation after a very difficult and dissociative year.

As a result of this, it is a priority for us to support members of the local community by offering Scholarship places to pupils from low income families - as it stands, we have 4 scholarship students on our books and have strong links with Blandford Camp, including being advertised on their radio station and we are currently in liaison with their activities co-ordinator on Blandford Base.

Future Plans

We plan to expand the The Artori Academy and take on multiple sites - our immediate plans include sourcing venues in Wimborne and Shaftesbury. Our classes will run at weekends, and we will be able to share staff, with one teacher moving between sites on the same day. This keeps our costs manageable, as well as reaching as many young people as possible. Our focus on rural areas means that we are able to offer opportunities to young people that may not have been accessible to them before.

With this, we will then increase employment opportunities for a range of people, including local teachers and creatives, as well as supporting hire companies, especially during the quieter part of the year, such as January and February.

Summer School

We also hope to offer a Summer School for local children and young people in order to continue assisting them with re-socialising, and also having fun whilst learning. This will include visiting guest lecturers, with the opportunity to learn higher level skills due to the longer workshop time.

We hope for this to be affordable for all, and have spoken to all our workshop co-ordinators in order to keep all costs low - this way we can pass the savings onto parents, and hopefully increase our outreach, and in turn, our uptake, meaning more children and young people can benefit from the services we have to offer.



Contact: Kelly Hunter - 07747534739.
www.theartoriacademy.com

Email: info@theartoriacademy.com

Forecasted Cashflow Term 1

Date	Estimated Expenditure	£
Startup	Insurance	149.71
	Poster design	28
	Poster Print	52.12
	BVM Advert	60
	CPD Training	19.20
Week 1	Hall Hire	32
	Assistant Staff	48
Week 2 - SFX	Hall Hire	32
	Assistant Staff	48
	Alex	80
	Materials	38
Week 3	Hall Hire	32
	Assistant Staff	48
Week 4 - Singers	Hall Hire	32
	Assistant Staff	48
	Singers	80
Week 5 - Sarah Jane - Scenic Artistry	Hall Hire	32
	Assistant Staff	48
	Sarah Jane	100
	Materials	98
Week 6 - Scriptwriting	Hall Hire	32
	Assistant Staff	48
Week 7 - Josie Dance	Hall Hire	32
	Assistant Staff	80
Week 8 - Singers	Hall Hire	32
	Assistant Staff	48
	Singers	80
Week 9 - Shadow Puppets	Hall Hire	32
	Assistant Staff	48
	Megan	80
	Megan Petrol	20
	Megan	30
Week 10 - Shadow Lights	Hall Hire	32
	Assistant Staff	48
	Kit	50
Week 11 - Improvisation	Hall Hire	32
	Assistant Staff	48
Week 12 - Devised Theatre	Hall Hire	32
	Assistant Staff	48
Week 13 - Singers	Hall Hire	32
	Assistant Staff	48
	Singers	80
	Total:	2117.03

Estimated Income	£
Bambini 1	195
Bambini 2	195
Bambini 3	195
Bambini 4	195
Bambini 5	195
Bambini Full Scholarship	0
Bambini 50% Scholarship	97.50
Bambini 50% Scholarship	97.50
Academy 1	228
Academy 2	228
Academy 3	228
Academy 4	228
Academy 5	228
Academy 6	228
Academy Scholarship	114
Total:	2652