



# BLANDFORD FORUM TOWN COUNCIL

To: All Members of the Recreation & Amenities Committee  
(Cllr H White, Cllr L Lindsay, Cllr L Hitchings, Cllr C Jacques, Cllr J Stayt, Cllr S Hitchings, Cllr R Carter, Cllr N Lacey-Clarke)

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

Dorset Council Councillors

Dear Member

## **RECREATION & AMENITIES COMMITTEE MEETING**

You are summoned to attend a meeting of the Recreation & Amenities Committee to be held **online** using Microsoft Teams on **Monday 9<sup>th</sup> November 2020 at 7.00 pm** to consider the following items.

Linda Scott-Giles  
Town Clerk  
2<sup>nd</sup> November 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 4<sup>th</sup> 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](mailto:admin@blandfordforum-tc.gov.uk) or 01258 454500.

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 Monday 21<sup>st</sup> September 2020](#)

5. Town Clerk's Report & Correspondence
6. Review of Recreation & Amenities Budgets to 23<sup>rd</sup> October 2020
  - 6.1 [Analytical Review of Revenue Budget](#)
  - 6.2 [Review of Earmarked Reserves](#)
  - 6.3 [Reserve Accounts](#)
7. [Report by Operations Manager September 2020 – November 2020](#)
8. [Consideration of the proposed budget for the year 2021/2022 and recommendation to Town Council](#)
  - 8.1 Revenue Budget (paper to follow)
  - 8.2 Earmarked Reserves (see 6.2)
  - 8.3 Reserve Accounts (see 6.3)

**Minutes of the Town Council and Committee meetings are available from Blandford Library, the Town Clerk's Office and at [www.blandfordforum-tc.gov.uk](http://www.blandfordforum-tc.gov.uk).**

#### **DATES OF FUTURE MEETINGS**

16<sup>th</sup> November      Town & General Purposes Committee  
23<sup>rd</sup> November      Town Council Meeting

Twinned with Preetz, Germany



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



Twinned with Mortain, France



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| ANNUAL REVENUE BUDGET REPORT as at 23rd October 2020 |                |                |                      |                 |  |              |  |  |
|--|----------------|----------------|----------------------|-----------------|--|--------------|--|--|
|  | 2020/21        |                |                      |                 |  |              |  |  |
|  | Annual Budget  | Budget to Date | Actual Spend to Date | Budget Variance |  | Status       | Comments   |  |
| <b>INCOME</b>  |                |                |                      |                 |  |              |  |  |
| Corn Exchange  | 14,744         | 9,829          | 2,744                | (7,085)         |  | Under-budget | Venue Closed to end of August - Coronavirus  |  |
| Woodhouse Gardens                                    | 6,150          | 4,100          | 1,331                | (2,769)         |  | Under-budget | Venue Closed till August - Coronavirus   |  |
| Larksmead  | 1,814          | 1,209          | 220                  | (990)           |  | Under-budget | No rental for April -June & 50% of rent for July - September   |  |
| Cemetery   | 12,300         | 8,200          | 5,512                | (2,688)         |  | Under-budget | Light usage  |  |
| Sundries   | 3,359          | 2,239          | 3,091                | 851             |  | On Target    | Timing - Grass cutting DC  |  |
| Skate park   | 0              | 0              | 0                    | 0               |  | Under-budget |  |  |
| <b>Total Income</b>                                  | <b>38,367</b>  | <b>25,578</b>  | <b>12,898</b>        | <b>(12,680)</b> |  | Under-budget |  |  |
| <b>EXPENDITURE</b>                                   |                |                |                      |                 |  |              |  |  |
| Vehicles   | 12,632         | 8,421          | 5,974                | (2,447)         |  | On Target    |  |  |
| Corn Exchange  | 45,375         | 30,250         | 22,696               | (7,554)         |  | On Target    |  |  |
| Woodhouse Gardens                                    | 3,652          | 2,435          | 1,988                | (447)           |  | On Target    |  |  |
| Larksmead  | 2,626          | 1,751          | 704                  | (1,047)         |  | On Target    |  |  |
| Recreation Ground (as Corporate                      | 35,123         | 23,415         | 10,000               | (13,415)        |  | On Target    | £9,000 to be used from Barnes Reserves   |  |
| Cemetery   | 6,625          | 4,417          | 4,217                | (200)           |  | On Target    |  |  |
| Glenmore Workshop                                    | 7,453          | 4,969          | 4,218                | (751)           |  | On Target    |  |  |
| Langton  | 336            | 224            | 80                   | (144)           |  | On Target    |  |  |
| Skatepark  | 1,473          | 982            | 200                  | (782)           |  | On Target    |  |  |
| Sundries   | 21,365         | 14,243         | 9,865                | (4,378)         |  | On Target    | underspend on amenity Area by £2,068 / no vandalism to railway arched, budgeted £660 / Lighter cleaning exp and building maint |  |
| <b>Total Expenditure</b>                             | <b>136,660</b> | <b>91,107</b>  | <b>59,941</b>        | <b>(31,166)</b> |  |              |  |  |
| <b>TOTAL COST</b>                                    | <b>98,293</b>  | <b>65,529</b>  | <b>47,043</b>        | <b>(18,485)</b> |  | On Target    |  |  |
| Note   |                |                |                      |                 |  |              |  |  |
| Over budget figure positive variance                 |                |                |                      |                 |  |              |  |  |
| Under budget negative variance ( )                   |                |                |                      |                 |  |              |  |  |

**ANNUAL REVENUE BUDGET REPORT as at 23rd October 2020**

**SUMMARY**

|                                      | <b>Annual Budget</b> | <b>Budget to Date</b> | <b>Actual Spend to Date</b> | <b>Budget Variance</b> | <b>Status</b> | <b>Comments</b> |
|--------------------------------------|----------------------|-----------------------|-----------------------------|------------------------|---------------|-----------------|
| <b>REVENUE</b>                       |                      |                       |                             |                        |               |                 |
| VEHICLE RUNNING COSTS                | 12,632               | 8,421                 | 5,974                       | (2,447)                | On Target     |                 |
| CEMETERY                             | (5,675)              | (3,783)               | (1,295)                     | 2,488                  | Over-Budget   | Low Income      |
| GLENMORE WORKSHOP                    | 7,453                | 4,969                 | 4,218                       | (751)                  | On Target     |                 |
| LARKSMEAD                            | 812                  | 541                   | 485                         | (57)                   | On Target     |                 |
| CORN EXCHANGE                        | 30,631               | 20,421                | 19,951                      | (470)                  | On Target     | Venue Closed    |
| RECREATION GROUND                    | 35,123               | 23,415                | 10,000                      | (13,415)               | On Target     |                 |
| WOODHOUSE GARDENS                    | (2,498)              | (1,665)               | 657                         | 2,322                  | Over-Budget   | Venue Closed    |
| SUNDRIES                             | 18,006               | 12,004                | 6,774                       | (5,230)                | On Target     |                 |
| LANGTON ROAD                         | 336                  | 224                   | 80                          | (144)                  | On Target     |                 |
| SKATEPARK                            | 1,473                | 982                   | 200                         | (782)                  | On Target     |                 |
| <b>REVENUE TOTAL</b>                 | <b>98,293</b>        | <b>65,529</b>         | <b>47,043</b>               | <b>(18,485)</b>        | On Target     |                 |
| <b>Total</b>                         | <b>98,293</b>        | <b>65,529</b>         | <b>47,043</b>               | <b>(18,485)</b>        |               |                 |
| Note                                 |                      |                       |                             |                        |               |                 |
| Over budget figure positive variance |                      |                       |                             |                        |               |                 |
| Under budget negative variance ( )   |                      |                       |                             |                        |               |                 |

Agenda Item No. 6.2

| Expenditure against R & A Earmarked Reserves 2020/21 |  |                          |                                  |                   |                   |               |               |                    |                                |               |
|--|--|--------------------------|----------------------------------|-------------------|-------------------|---------------|---------------|--------------------|--------------------------------|---------------|
| As At 23rd October 2020                              |  |                          |                                  |                   |                   |               |               |                    |                                |               |
|  |  | Balance as at<br>31/3/20 | Income &<br>Transfer of<br>funds | Budget<br>2020/21 | Total<br>Reserves | Spend YTD     | Committed YTD | Current<br>Balance | Proposed budget for<br>2021/22 |               |
| 1050   | Allotment  | 4,566                    | 525 (1)                          |                   | 5,091             | 125 (10)      |               | 4,965              | 0                              |               |
| 10510  | B/Heights Phase 1 - POS - S106                       | 80,563                   | 26 (1)                           |                   | 80,589            | 4,249 (2)     |               | 76,341             | 0                              |               |
| 10520  | B/Heights Phase 2 - POS - S106                       | 43,636                   | 15 (1)                           |                   | 43,651            | 3,753 (3)     |               | 39,898             | 0                              |               |
| 10521  | B/Heights Phase 2 - Playarea Maint - S106            | 61,554                   | 21 (1)                           |                   | 61,575            | 5,006 (5)     |               | 56,569             | 0                              |               |
| 10522  | B/Heights Phase 2 - Playarea Capital - S106          | 0                        |                                  |                   | 0                 |               |               | 0                  | 0                              |               |
| 10530  | B/Heights Phase 3A -POS - AREA 1 (20 years) - S106   | 13,289                   | 4 (1)                            |                   | 13,293            |               |               | 13,293             | 0                              |               |
| 10531  | B/Heights Phase 3A -POS - AREA 2 (20 years) -S106    | 50,803                   | 15 (1)                           |                   | 50,818            |               |               | 50,818             | 0                              |               |
| 10532  | B/Heights Phase 3A -POS - AREA 3 (20 years) - S106   | 57,259                   | 17 (1)                           |                   | 57,276            |               |               | 57,276             | 0                              |               |
| 10533  | B/Heights Phase 3A -POS - AREA 4 (20 years) - S106   | 24,406                   | 7 (1)                            |                   | 24,413            |               |               | 24,413             | 0                              |               |
| 10534  | B/Heights Phase 3A -COM SUM - LAP (20 years) - S106  | 34,788                   | 11 (1)                           |                   | 34,798            |               |               | 34,798             | 0                              |               |
| 10535  | B/Heights Phase 3A -COM SUM - LEAP (20 years) - S106 | 171,885                  | 52 (1)                           |                   | 171,937           |               |               | 171,937            | 0                              |               |
| 10536  | B/Heights Phase 3A -COM SUM - NEAP (20 years) - S106 | 113,093                  | 34 (1)                           |                   | 113,128           |               |               | 113,128            | 0                              |               |
| 10537  | B/Heights Phase 3A -CAP SUM - LAP -S106              | 9,946                    | 2 (1)                            |                   | 9,948             |               |               | 9,948              | 0                              |               |
| 10538  | B/Heights Phase 3A -CAP SUM - LEAP -S106             | 52,633                   | 10 (1)                           |                   | 52,643            |               |               | 52,643             | 0                              |               |
| 10539  | B/Heights Phase 3A -CAP SUM - NEAP -S106             | 116,571                  | 23 (1)                           |                   | 116,594           |               |               | 116,594            | 0                              |               |
| 10540  | B/Heights Public Arts - S106                         | 16,999                   | 13 (1)                           |                   | 17,012            |               | 16,837 (8)    | 175                | 0                              |               |
| 1060   | Planned Preventative Maint (PPM)                     | 13,505                   |                                  | 11,000            | 24,505            |               | 12,430 (9)    | 12,075             | 11,000                         |               |
| 1061   | Cemetery Chapel (PPM)                                | 5,000                    |                                  | 1,000             | 6,000             |               |               | 6,000              | 1,000                          |               |
| 1062   | Cemetery Workshop (PPM)                              | 7,000                    |                                  | 1,000             | 8,000             |               |               | 8,000              | 1,000                          |               |
| 1064   | Cemetery Wall  | 35,654                   |                                  | 1,000             | 36,654            |               | 0             | 36,654             | 0                              |               |
| 1065   | Disability Discrimination Act (DDA)                  | 1,874                    |                                  | 500               | 2,374             |               |               | 2,374              | 0                              |               |
| 1067   | Play Area Fencing & Surfacing                        | 10,199                   |                                  | 500               | 10,699            |               |               | 10,699             | 500                            |               |
| 1068   | Larksmead Outdoor Fitness                            | 500                      |                                  | 500               | 1,000             |               |               | 1,000              | 500                            |               |
| 1069   | Langton Fencing                                      | 0                        |                                  | 0                 | 0                 |               |               | 0                  | 0                              |               |
| 1070   | Seat Replacement                                     | 1,696                    |                                  | 0                 | 1,696             |               |               | 1,696              | 0                              |               |
| 1071   | Skatefest  | 300                      |                                  | 2,500             | 2,800             | 200 (6)       |               | 2,600              | 0                              |               |
| 1075   | Tree Survey & Works (5 Years)                        | 10,863                   |                                  | 3,500             | 14,363            | 5,650 (4)     |               | 8,713              | 3,500                          |               |
| 1080   | H & S Works Memorials                                | 1,063                    |                                  | 100               | 1,163             |               |               | 1,163              | 100                            |               |
| 1090   | Woodhouse Garden Wall Repairs                        | 20,150                   |                                  | 500               | 20,650            |               |               | 20,650             | 500                            |               |
| 1096   | Contingency  | 0                        |                                  | 500               | 500               |               |               | 500                | 500                            |               |
|  |  | <b>959,795</b>           | <b>777</b>                       | <b>22,600</b>     | <b>983,171</b>    | <b>18,983</b> |               | <b>29,267</b>      | <b>934,922</b>                 | <b>18,600</b> |

(if Contingency budget is unspent on 31st March 2021 balance will transfer to PPM code 1060)

PTO



## Agenda Item No. 6.3

| <b>Reserve Accounts as at 23rd October 2020</b> |   |                                    |               |                      |  |
|---|---|------------------------------------|---------------|----------------------|--|
| Nominal Code                                    | <b>Standard Asset Replacement Accruals</b>                                | Responsible Committee              | Balances<br>£ | Committed Funds<br>£ | Description of Committed Funds   |
| 1300  | IT  | F & S                              | 18,004.49     |                      |  |
| 1305  | Skate park  | R & A                              | 93,065.58     |                      |  |
| 1310  | General Play Equipment  | R & A                              | 69,503.06     |                      |  |
| 1315  | Maintenance Equipment Replacement   | R & A                              | 9,544.94      |                      |  |
| 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                              | 8,373.10      |                      |  |
| 1351  | B/Heights Play Equipment  | R & A                              | 9,568.00      |                      |  |
| 1352  | B/Heights Maintenance Equipment Replacement                               | R & A                              | 1,879.74      |                      |  |
|   |   |                                    |               | <b>307,046.27</b>    |  |
|   | <b>Earmarked Accounts</b>   |                                    |               |                      |  |
|   | Recreation & Amenities Funds  | R & A                              | 964,188.70    | 29,266.83            | £16,836.83.83 B/Heights Public Arts Works / £10000 WHG Roof / £2,430 Changing Room Flooring in Football Pavilion   |
|   | Town & General Purposes Committee   | T & GP                             | 48,418.16     | 591.00               | £250 Interpretation board:Langton & Marsh / £341 TIC Out & About Booklet   |
|   |   |                                    |               | <b>982,749.03</b>    |  |
|   | <b>Other Earmarked Accounts</b>   |                                    |               |                      |  |
| 1001  | Earmarked Interest  | F & S                              | 9,945.07      | 380.00               | £380 Pointing work of WHG wall   |
| 1002  | Property Fund Dividend  | F & S                              | 11,355.26     | 1,392.00             | £1392 - Path around Cricket Club   |
| 1004  |   |                                    |               |                      |  |
| 1005  | Election Costs  | T/C                                | 7,683.70      |                      |  |
| 1006  | Youth Services  | T/C                                | 25,726.03     | 15,000.00            | 2019/20 Grant not given to Youth Centre as no signed annual accounts received  |
| 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                              | 2,220.24      |                      |  |
| 1011  | Land North of Bypass / Sport & Recreation                                 | T/C                                | 5,772.98      | 5,770.98             | £4.11 Cricket Club Refurb S106 Monies / £4,608 Path around Cricket Club / £1,157.87 Cricket Club refurb  |
| 1012  | The Blandford Events Group  | T/C                                | 442.17        |                      |  |
| 1013  | Neighbourhood Plan  | T/C                                | 8,014.39      | 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                             | 57,764.49     | 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                                | 252,528.16    | 24,902.27            | £1,221.25 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  |
|   |   |                                    |               | <b>486,795.86</b>    |  |
|   | <b>Capital Projects</b>   |                                    |               |                      |  |
| 1104  | Corn Exchange S106 Funds  | T/C                                | 82,909.40     |                      |  |
| 1105  | Corn Exchange   | T/C                                | 528,583.99    | 105,993.15           | £6,997.77 committed for Lift Installation - Donation from FOTF / £3,665.70 Replacement Lantern Lights / £39,696.60 Architect Fees / £1609.60 Corn Exchange Roof / £19,402 Underspend of Salaries 2017/18 for project manager / £21,639.88 Underspend of Salaries for 2018/19 for Project Manager / £12,981.60 Underspend Corn Exch Maint 2019/20 |
| 1110  | Corn Exchange Promotions Group  | T/C                                | 3,091.93      |                      | Replacement of external notice boards  |
| 1115  | Corn Exchange Project Development   | T/C                                | 29,528.83     |                      |  |
| 1116  | Corn Exchange HLF Stage 1 Matchfunding                                    | T/C                                | 77,379.97     |                      |  |
| 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                             | 2,625.56      | 260.00               |  |
| 1175  | CCTV - New Equipment  | T & GP                             | 12,161.40     |                      |  |
|   |   |                                    |               | <b>812,320.74</b>    |  |
|   |   | <b>Total Reserves</b>              |               | <b>2,588,911.90</b>  |  |
|   | Surplus from 2019/20 as at 31/03/2020                                     |                                    |               | 113,175.81           | Due to grants & S106 funds received in 2019/20   |
|   |   | <b>Total Available in Reserves</b> |               | <b>2,702,087.71</b>  |  |

## Report by Operations Manager September 2020 – November 2020

### **STAFFING/COVID 19**

All staff have continued to work their normal contracted hours. Office staff continue to work a rota which enables bubbles to be maintained. Risk assessments in relation to staff, buildings and hiring's are constantly updated in line with government guidelines. We are reviewing everything that we do on a regular basis.

### **CORN EXCHANGE**

Regular contact is being maintained with IPA in relation to the renovation of the Corn Exchange. Work on updating the Conservation Management Plan by the Town Clerk and Operations manager is progressing. Also, work is taking place has on a business plan.

Planning for the lobby glazing has been achieved and we are now planning the works with a specialist glazing company and a local carpenter.

We have also re started the project to light up the Façade which was suspended during our contract with our previous architect.

### **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.

### **LARKSMEAD**

Staff have installed a stock fence along a 30 metre stretch of the hedge line at Larksmead as residents had complained of dogs going in their gardens due the thinness of the existing hedge. Grateful thanks have been received.

A small amount of tree works are planned for this Autumn/Winter period.

### **TOWN**

Winter bedding has been planted in the base planters around town.

### **TREES**

A number of requests for works to be carried out to trees throughout the areas of our responsibility have been received. Site visits have been carried out and where required works have been added to the list for this Autumn/Winter period. Quotes for the works have now been sought. The Cemetery trees will be surveyed in November and all other trees are due to be surveyed in 2021.

### **CEMETERY**

The Cemetery has been no busier this year than normal, in fact it has been very quiet over the last two months. A new casualty board for the war graves section has been installed.

### **PUBLIC TOILETS**

Rough sleeping and drugs use continue despite staff locking the toilets at night, the Police have been made aware of this situation. The renovation to the disabled unit at the M&H toilets has been delayed due to struggle to source the correct sink and drier etc.

### **BADBURY HEIGHTS**

The hedge at Sandbourne avenue has been cut back in response to resident requests.



## **HEALTH AND SAFETY**

Legionella testing has been carried out at all venues.

Alarms and emergency lighting have been serviced.

PAT testing and the annual tree survey is due.

Asbestos survey (Quarterly)

Annual emergency lighting serviced at all venues.

In addition to this, risk assessments have been carried out to ensure all venues and open spaces are Covid secure, as previously mentioned this is an ongoing process.

## **WORKS CARRIED OUT**

|         |  |
|---------|--|
| 15 Sept | Covid signage replaced at play areas                                     |
| 21 Sept | Fence installed at Larksmead by staff                                    |
| 28 Sept | Play equipment repaired at Larksmead                                     |
| 9 Oct   | Emergency lighting checks on venues and associated repairs.              |
| 13 Oct  | Herras fencing installed to temporarily protect rear of Cricket Pavilion |
| 26 Oct  | Winter bedding planted out   |
| 28 Oct  | Weatherproof external sockets installed to WHG Pavilion                  |
| 3 Nov   | Alarms serviced at Corn Exchange   |
| 4 Nov   | Repairs to Ford Ranger   |

## **VANDALISM**

### **September 2020 - November 2020**

| <b><u>Date</u></b> | <b><u>Location</u></b> | <b><u>Remarks</u></b>   |
|--------------------|------------------------|---|
| 10 Sept            | Skate Park             | Broken Glass  |
| 19 Sept            | Park Road              | Broken Glass  |
| 8 Oct              | Marsh and Ham          | Toilet blocked  |
| 20 Oct             | Skate Park             | Broken Glass  |
| 22 Oct             | Marsh and Ham          | Toilet Blocked  |
| 24 Oct             | Park Road              | Gas cover pulled off and fencing damaged at Cricket Pavilion (Police Informed). |

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).

## Consideration of the proposed budget for the year 2021/2022 and recommendation to Town Council

### R&A Earmarked Reserves

Please note that this information is a result of officers' discussions and is merely intended to help the Committee reach its decisions. No suggestions for new projects have been received from Councillors due to the unknown situation with budgets, which was discussed at the meeting held on 21<sup>st</sup> September 2020.

#### 1050 Allotment – £0

#### 10510-10540 Badbury Heights – s106 monies

Councillors will note that there has been some expenditure, therefore it is recommended that these budgets are replenished. This has not yet been added to the budget.

The S106 monies for Persimmon POS phase 1 is to be spent over 20 years,

S106 monies for POS phase 2 is to be spend over 10 years.

S106 monies for Phase 2 commuted sum is to be spent over 10 years.

Persimmon S106 monies have their own budget and is not included in the precept monies.

Staff wages / SARA on equipment maintenance, SARA for Glenmore depot , POS and capital commuted sums for Phase 1 & Phase 2 are included in the Persimmon budget. The RFO calculates how much is required each year, so that the funds last the period that they are to be spent in.

Once the period has exceeded as to when the S106 monies are due to be spent, the Town Council will have to fund all the costs through the precept.

The expenditure that has been paid for **2020/21** so far is as follows:

|                    |  |      |
|--------------------|--|------|
| <b>POS Phase 1</b> | Tree works                                   | £750 |
|                    | Cutting back overgrowth at Sandbourne Avenue | £400 |

**Total for this year to date is £1,150.** This amount is over the budgeted figure and it is recommended that this amount should be replenished

There was expenditure in **2019/20** as follows:

|                    |  |         |
|--------------------|--|---------|
| <b>POS Phase 2</b> | 3 x Shrubs at Balmer Road                        | £19.47  |
|                    | Repairs & Service Roundabout at Balmer Rd        | £666.67 |
|                    | Steel Barrier & Fixings alongside roadside & rec | £830    |

**Total POS Phase 2 2019/20 is £1,516.14**

|                                     |  |        |
|-------------------------------------|--|--------|
| <b>Phase 2 Commuted Sum 2019/20</b> | ROSPA  | £79.58 |
|                                     | Repair gate at Balmer Rd                             | £75.00 |
|                                     | Install barriers to path outside Balmer Rd Play area | £1408  |

**Total Phase 2 commuted sum 2019/20 is £1,562.58.**

These amounts did not exceed the budget and therefore will not need to be replenished.

The RFO has stated that if we are replenishing the expenditure spent, then we will need to create budget lines within the revenue budget for Persimmon.

#### 1060 Planned Preventative Maintenance – £11,000

This budget line is used for a variety of unanticipated building/maintenance costs, and we are also accruing to replace the old roof at Woodhouse Gardens pavilion. Therefore, it is recommended that £11,000 is added to the budget. Please also see Contingency below.

#### 1061 Cemetery Chapel – £1,000 & 1062 Cemetery Workshop – £1,000

These budget lines were introduced eight years ago to gradually build up a sufficient budget for carrying out the repointing works raised by the PPM condition survey to the exterior of the Chapel and the Workshop. It is recommended that the budget is continued at £1,000 for each building, due to the nature of the buildings and especially now they have been listed.

#### 1064 Cemetery Wall – £0

It is not recommended that additional funds are raised for this budget line, although this will need to be retained for future works as this is now listed and therefore not only applies to the boundary wall with Davis Gardens but the whole of the wall enclosing the cemetery.

#### 1065 DDA – £0

Due to the lack of expenditure carried out this year and no large projects being scheduled it is recommended that no additional funds are included in the budget. Situations do change at all venues depending on usage, and we would want to make our venues as accessible as possible, but we do have the PPM budget, which could be used as a back-up if required.

#### 1067 Play Area Fencing & Surfacing – £500

As issues tend to arise, particularly with the surfacing, and both fencing and surfacing are expensive items, it is recommended that £500 is included in the budget.

#### 1068 Larksmead Outdoor Fitness – £500

It is suggested that the current balance of £500 is adequate for any necessary maintenance.

#### 1070 Seat Replacement – £0

The seat replacement budget has a balance of £1,696 and it is not recommended to increase this budget line.

#### 1075 Tree Survey & Works – £3,500

It is recommended that the budget line is replenished with the amount spent on the amenity area works, as the tree survey is due in 2021 and this always highlights extra works.

#### 1080 Health & Safety Memorials – £100

It is recommended that £100 is added to this budget line.

#### 1090 Woodhouse Gardens Wall Repairs – £500

It is recommended that this budget is gradually built back up again as there are still bays that have not yet been worked on, as well as the boundary wall at the back of the pavilion which now requires work (this is in hand although an exact cost is not yet known). It is therefore recommended that this contribution is reduced to £500 for 2020-21.

#### 1096 Contingency – £500

Any remaining balance in the Contingency budget is transferred to the PPM budget line at the end of the financial year.

## **Additional Information**

Comments from the budget consultation held on Saturday 19<sup>th</sup> September 2020 at the community expo were as follows:

- Litter bins around central store area
- More toilets
- Clean Tabernacle toilets more often
- Seating areas around the wider town, not just the town centre
- Take forward actions from the Town Team/Town Council survey (full council issue)
- Electronic wall board visible from street (*this has previously been suggested by the Operations Manager and Cllr John Stayt for the Shambles*).

## **Recommendation**

The above will give a budget of £18,600, which is £4,000 less than last year's budget for Recreation & Amenities.

It is also recommended that budget lines are created within the revenue budget for Persimmon to replenish the expenditure to date.

There are no other proposals for Capital Reserves.

Linda Scott-Giles  
Town Clerk  
22<sup>nd</sup> October 2020