



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Members of the Public & Press

Dorset Council Councillors

Dear Member

TOWN COUNCIL MEETING

You are summoned to attend a meeting of the Town Council which will be held in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 12th July 2021 at 7.00 pm** to consider the following items.

This meeting will also be available to view online using Microsoft Teams [using this link](#).

Linda Scott-Giles
Town Clerk
5th July 2021

A G E N D A

Prior to consideration of the following Agenda, there will be a democratic quarter of an hour, which may be extended at the discretion of the Committee, during which time members of the public may speak. During the course of the meeting, members of the public and our elected representatives from the Dorset Council may indicate they wish to speak, and, at the discretion of the Chairman, and with the approval of the Members, they may be allowed to do so on points of information only. The Committee may on occasion invite members of the public to comment on specific issues where points of information or their particular knowledge on a subject might prove of benefit to the Committee.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available.

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

1. Public Session
2. Report from Dorset Council Councillors
3. Apologies
4. To receive any Declarations of Interest and Requests for Dispensations
5. [Minutes of the Town Council Meeting held on 21st June 2021](#)
6. [Town Clerk's Report & Correspondence](#)
7. Recommendations and Receipt of Minutes
 - 7.2 Town & General Purposes Committee Meeting held on 5th July 2021
 - 7.2.1 Recommendations (none)
 - 7.2.2 [To RECEIVE the Minutes](#)

8. Civic Report
9. [To adopt the new Code of Conduct](#)
10. [To consider expenditure approval for the purchase of a card machine for Mayoral matters](#)
11. [To consider procedures for the lighting up of the Town Hall façade](#)
12. [To respond to the survey on the Town and Parish Council Members Allowances Review](#)
13. [To consider a lease for the Blandford Rugby Football Club at Larksmead](#)
14. To consider proposing motions for the Dorset Association of Parish & Town Councils (DAPTC) AGM
15. To consider a request for financial support for the Mayor's Fun Day community event on 21st August 2021 at the Crown Meadows
16. To receive an update and consider any requests from the:
 - 16.1 Neighbourhood Plan Working Group – Blandford +
 - 16.2 BFTC Commemoration Group
 - 16.3 Climate Change & Biodiversity
 - 16.4 Dorset Council Grant to support the Market Area Enhancement Project
 - 16.5 Community Governance Review Working Group
 - 16.6 The Queen's Platinum Jubilee 2nd-5th June 2022
17. Reports from Community and Local Organisations (Councillors are requested to advise the Chairman of Council or the Town Clerk if they wish to make a report under this heading)
18. 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.

 - 18.1 To consider a nomination for Freeman of Blandford Forum (Stage 1) (distributed to Councillors separately)

DATES OF FUTURE MEETINGS

19 th July	Corn Exchange Meeting
26 th July	Planning Meeting
6 th September	Planning Meeting
13 th September	Finance & Staffing Committee

Minutes of the Town Council and Committee meetings are available from the Town Clerk's Office and online at www.blandfordforum-tc.gov.uk

Twinned with Preetz, Germany



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



Twinned with Mortain, France



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Town Clerk's Report & Correspondence

FOI – Mortality Data – A gentleman from Lytchett Matravers has submitted a FOI request regarding the cemetery. He requested the number of burials performed in the town over the period 2015-2021 for each year. The results are as follows and were sent to the applicant:

2015 - 32
2016 - 26
2017 - 29
2018 - 28
2019 - 35
2020 - 28
2021 - 18

Recruitment – A groundsman has been appointed, following six interviews held on Tuesday 29th June 2021. A temporary part-time position has also been offered to one of the candidates to help manage the workload due to the impact of having less staff during the summer months.

Nordon Site – Aster have advised that they have put forward Duke's Parade for the name of the road, following the council's suggestions, and the development will be known as Nordon Rise.

External Audit – The Town Council's accounts for 2020/21 have been submitted to the external auditor, PKF Littlejohn and the website has been updated with all the required documents: <https://blandfordforum-tc.gov.uk/accounts>

Events – Jamie Jigsaw and the Skatefest are returning this August!

Town Hall Plaques – Peter Snow CBE (British radio and television presenter and historian) has agreed to attend the rededication of the Town hall plaques in November, a century after his grandfather unveiled them in 1921.

To adopt the new Code of Conduct

The DAPTC has written to the council regarding the following training that is being scheduled for June and July relating to:

- A new **LGA Code of Conduct** which has been adopted by BCP and Dorset Council in the last 6-8 weeks (April – June period)
- For the **Dorset Council** area – a new digital **Register of Interests process** replacing submission by word document or handwritten entries
- A new **Complaints Procedure** in the Dorset Council area which was approved 6-8 weeks ago

CODE OF CONDUCT: Whilst DAPTC can't mandate the adoption of the new code, both BCP and Dorset Council invite parishes and towns to adopt the same Code of Conduct. This will help ensure consistency of approach and also aid Monitoring Officers in handling any subsequent complaints. The purpose of the training was to give councillors a refresher on the Code of Conduct and touch on the main differences with the new version ahead of them considering the adoption of the code at a council meeting. A copy of the new LGA Code of Conduct is [attached below](#) and a word version for council to edit will be made available via our website.

REGISTER of INTERESTS (ROI): Parish and town councils in the Dorset Council area will move over to a new digital process accessed via the Dorset Council website. A link and webpage will go live in July to enable this and all parish and town councillors will be asked to re-submit their register of interests. The aim of the training was to explain how this will work and the role of the Clerk in ensuing this change lands effectively. This will help Dorset Council deliver fully accessible ROIs for members of the public to view and also a far easier way for councillors to maintain the accuracy of councillors' records going forward.

DORSET COUNCIL COMPLAINTS PROCEDURE: A new complaints procedure has been approved and adopted at Dorset Council that councillors should read so they are aware of what happens if they wish to make a complaint or are the subject of a complaint.

Financial Impact

For larger Parishes & Towns (Electorate > 3,000) the cost is £100 per council and the cost of the Clerk's briefing is within the above costs and therefore the above represents the total cost to each council participating. The more attending, the lower the cost per councillor.

The Town Clerk and Assistant Town Clerk attended the Clerk & Officer Briefing on 22nd June 2021.

All Councillors have been encouraged to attend the training provided and Councillors Osborne, Cross, S Hitchings, Jacques, White, Stevens, Lindsay, Carter, L Hitchings, Mieville, Holmes and Clark have been booked on the training sessions. Cllrs Lacey-Clarke and Quayle receive Code of Conduct training in their capacity as Dorset Councillors. Cllr Stayt is still recovering and therefore not able to attend a training session at this time.

Linda Scott-Giles
Town Clerk
22nd June 2021

Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities,

police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when:

- you are acting in your capacity as a councillor and/or as a representative of your council
- you are claiming to act as a councillor and/or as a representative of your council
- you are giving the impression that you are acting as a councillor and/or as a representative of your council
- you refer publicly to your role as a councillor or use knowledge you could only

obtain in your role as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. *Respect*

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken

under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

a. given to me in confidence by anyone

b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless

- i. I have received the consent of a person authorised to give it;
- ii. I am required by law to do so;
- iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
- iv. the disclosure is:
 - 1. reasonable and in the public interest; and
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
 - 3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and declare my interests.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might

arise. It is also important that the public know about any interest that might have to be declared by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or declare a disclosable pecuniary (i.e. financial) interest is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and declaring interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B

Registering interests

1. Within 28 days of this Code of Conduct being adopted by the local authority or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests). Disclosable Pecuniary Interests means issues relating to money and finances.
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
3. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor/member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.
4. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Declaring interests

5. Where a matter arises at a meeting which directly relates one of your Disclosable Pecuniary Interests, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest, just that you have an interest.
6. Where a matter arises at a meeting which directly relates to one of your Other registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', again you do not have to declare the nature of the interest.

7. Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

8. Where a matter arises at a meeting which *affects* –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a friend, relative, close associate; or
- c. a body included in those you need to declare under Disclosable Pecuniary Interests you must disclose the interest.

9. Where the matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the

	area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;	
Any Body -	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

To consider expenditure approval for the purchase of a card machine for Mayoral matters

The Town Council's bank account is kept separate to the Mayor's bank account. All the funds in the Mayor's bank account are for the Mayor's chosen charity.

As habits change, with people preferring quick card payments, it is becoming increasingly difficult for staff to manage this with the purchase of calendars and tickets to Mayoral events from the office, which have to be in cash to avoid use of the Town Council's card machine. When customers can see the Town Council's card machine in the office whilst this is explained to them, it is clearly frustrating for them.

We made an exception in 2020, during the pandemic, as we wouldn't have sold any calendars if we had asked for people to come in and pay in cash, but this is not ideal from an accounting and audit view.

The suggested machine to purchase is viewable at this link: https://sumup.co.uk/solo-card-reader/?prc=UKAIR19072021-s-UKAIRB29072021&a_aid=merchantmachine at a cost of £119 and it is recommended to use funds from the Civic budget (4802).

It is recommended that this card machine is purchased solely for the Mayor's Charity sales, which will also enable the Mayor to use it in the Corn Exchange for bar and ticket sales as well as by office staff.

Linda Scott-Giles
Town Clerk
6th July 2021

To consider procedures for the lighting up of the Town Hall façade

The Town Hall scaffolding will soon be removed, although the Conservation Officer has not yet approved the scheme so it is likely it will be reinstated at some point in the future.

In the meantime, it is recommended that Councillors agree when the façade should be lit in different colours to recognise the good work of a charity / organisation to coincide with the annual awareness day or for a national event.

The Conservation Officer has indicated that they are not supportive of the façade being lit in a basic white/yellow light every evening, which was planned due to the benefit to the residents/visitors and the cost involved.

In June, a survey was included in the newsletter that is distributed to every household, seeking their views but no responses have yet been received, apart from 24th June for St John Ambulance. The deadline is 9th July 2021, although this has been extended on Facebook until Sunday 11th July and any responses will be brought to the meeting for consideration.

June – Armed Forces Week – red, white and blue

24th June for St John Ambulance – green

3rd September – Merchant Navy Day – red, white and blue

15th September – Battle of Britain – red, white and blue

November – Remembrance events (various) – red

December – Yuletide / Christmas period?

7th March – Commonwealth – blue and yellow

Any relevant NHS anniversaries or events – blue

Name ²	Date for lighting up the Town Hall facade	Reason for lighting up the Town Hall facade	What colour(s) should it be lit?
Pat Osborne	1st May	May Day/ International Workers Day	Red
Pat Osborne	28 April	Workers Memorial Day	Red
Pat Osborne	4 May	Firefighters memorial day	Red
Pat Osborne	23 April	St George's Day	White with red
Terry Clarkson	Thursday 11th November and/or Sunday 14th November	The above dates are Armistice day and Remembrance Sunday respectively.	Red, similar to the RBL poppies of remembrance.
Jed Wakefield- Coombes	June 2022	LGBTQ+ Pride Month	Red, orange, yellow, green, blue, purple

It is recommended that Councillors agree the frequency of lighting and the special events for the lighting of the Town Hall façade.

Linda Scott-Giles
Town Clerk
24th May 2021

Agenda Item No. 12

To respond to the survey on the Town and Parish Council Members Allowances Review

The DAPTC has written to clerks to bring attention to some important work being done on allowances for the parish and town council tier in Dorset.

As part of their review, an independent panel is looking to understand how the previous recommendations on allowances have been used or varied, additionally the extent to which allowances are being used or not.

To this end a short survey has been designed to gather this information before publication of updated recommendations. As we pay allowances the DAPTC has asked that clerks discuss the matter with the Chairman and members about how the council wants to respond and deal with the survey.

The panel would like each council to respond to the survey, which has a deadline of 30th September 2021.

A draft version of the survey, with proposed responses, has been completed by the clerk and circulated to members prior to the meeting.

Linda Scott-Giles
Town Clerk
3rd July 2021

To consider a lease for the Blandford Rugby Football Club

Background

Following the request of the BRFC to establish a long-term lease with the Town Council, Councillors resolved at the Town Council meeting on 16th October 2017 (in confidential session) that

The Town Councils approves 'in principle' the concept of developing a long term in full repairing lease, between Blandford Rugby Football Club and Blandford Forum Town Council for Larksmead Pavilion.

The Town Council instructs officers to work with the club to develop the basis of the lease and the financial terms of that lease for Town Council consideration.

Information

Items relating to the Rugby Club are usually discussed by the R&A Committee however, due to the length of the lease and commitment involved it was thought to have this discussed at full council.

The club were sent an example lease between Sherborne Town Council and their sports clubs, which are situated at the same site (see [Appendix A](#)). BRFC have reviewed the document with their solicitor and are happy to proceed on the same basis.

An example Heads of Terms from Shaftesbury Football Club was received, which has been adapted (see Appendix A) as a basis for the Rugby Club use.

Recommendation

Councillors should consider if they wish to enter into a lease with the Blandford Rugby Football Club and therefore engage the Town Council's solicitor to draw up the Heads of Terms. If Councillors wish to enter into a lease it is suggested for full council to approve this

in principle, along with expenditure approval for solicitor fees, and for the R&A Committee to discuss the details of the lease.

Sybille Maddock
 Assistant Town Clerk
 May 2021

Appendix A

Heads of Terms for Lease to Blandford Rugby Football Club

Property:	Blandford Rugby Football Club at Larksmead, to include playing fields and clubhouse.
Name and address of landlord:	Blandford Forum Town Council
Name and address of tenant:	Blandford Rugby Football Club 53 East Street Blandford Forum Dorset DT11 7DX
Name and address of guarantor:	None required
Length of the term:	25 years. With mutual break clauses at 1, 5, 10, 15 and 20 years. OR 50 years. With mutual break clauses at 1, 5, 10, 15, 20, 25, 30, 35, 40 and 45 years.
Is the lease a new tenancy for the purposes of the Landlord and Tenant (Covenants) Act 1995?	Yes.
Is the lease contracted out of the Landlord and Tenant Act 1954?	Yes.
Initial rent:	£1,782.90 + VAT per annum for the first five years after which the rent will be reviewed.
Rent payment dates:	Twice a year. April and October.
Rent review dates:	Every 5 years.
Rent review provisions:	An upwards only rent review to stay the same or increase by either market rent or RPI.

Permitted use and any restrictions on use:	Sports field with ancillary amenities and clubhouse facilities. Ability to use for other charitable purposes at the Tenants discretion provided they do not conflict with the provision of rugby.
Repair and decoration provisions, including obligations when the lease ends:	Tenant to repair/maintain facilities. Tenant must not repair or decorate where doing so would reduce the minimum energy efficiency of any building on the property. Tenant must ensure that building remains compliant with the Minimum Energy Efficiency Regulations throughout the Lease term.
Insurance provisions:	Tenant to insure and provide Landlord with copies of: <ol style="list-style-type: none"> 1. Buildings Insurance 2. Public Liability 3. Employers Liability 4. Any other insurances taken out for the benefit of the property
Alterations provisions:	No external or structural alterations without Landlord consent. Any internal alterations with necessary consents/ certificates. For the avoidance of doubt 75% of the property should remain available as playing fields.
Restrictions on alienation:	Not to assign or sublet the whole without Landlords consent. This includes via the disposal or acquisition of shares in the Tenant. May sublet car parking spaces on short-term licences only.
Service charge provisions:	None.
Details of any break clauses:	Mutual break every fifth anniversary of the term. Landlords break only exercisable if the Tenant is in material breach of the Lease. Tenant cannot break if they are in breach of the Lease (this is standard).
Any rights of first refusal (including under the Landlord and Tenant Act 1987) or options to buy the reversion:	None.
Any other material terms:	<ol style="list-style-type: none"> 1. Landlord consent required to any new signage 2. Landlord must be invited to annual AGM 3. Tenants to provide annually: <ol style="list-style-type: none"> a. Audited A/c's b. Business Plan c. Monthly meeting minutes evidencing compliance with constitutional documents d. AGM Minutes e. Insurances 4. Tenants to provide EPC 5. No loans (including directors/shareholder loans) to the Tenant to be made without Landlord consent 6. Blandford Rugby Football Club must remain affiliated with governing sports bodies otherwise the lease may be terminated immediately on loss of affiliation.

	<ol style="list-style-type: none">7. Parties to acknowledge club house building belongs to BFTC.8. Club House to remain a licenced premise and no surrenders of licence (whether through direct surrender or non-payment of the annual fee) permitted.
Details of any rent deposit:	None