



# BLANDFORD FORUM TOWN COUNCIL

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

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 13<sup>th</sup> September 2021 at 7.00pm** 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  
6<sup>th</sup> September 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 7<sup>th</sup> June 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 31<sup>st</sup> July 2021](#)
  - 6.2 [Overall Revenue Budget for the year to 31<sup>st</sup> July 2021](#)
  - 6.3 [Reserves Accounts as at 31<sup>st</sup> July 2021](#)

7. Review of Finance Documentation
  - 7.1 There are no cheque payments to retrospectively approve
  - 7.2 To receive and retrospectively approve direct debit payments for the period 1<sup>st</sup> May 2021 to 31<sup>st</sup> July 2021 (sheets 184-186) totalling £82,702.10
  - 7.3 There are no BACS payments to retrospectively approve
  - 7.4 There are no CHAPS payments to retrospectively approve
  - 7.5 To receive and retrospectively approve Online Faster Payments FP051 to FP058 totalling £124,922.08 (includes payments to other Town Council bank accounts)
  - 7.6 [Retrospective approval of the Investment Account for the period 29<sup>th</sup> May to 31<sup>st</sup> July 2021](#)
  - 7.7 Report by Chairman on Bank Reconciliation and Petty Cash checks
  - 7.8 [Bank Reconciliation to 31<sup>st</sup> July 2021](#)
8. To consider grant applications (current available balance is £11,561, which includes £3,641 underspend from 2020/21)
  - 8.1 [In Jolly Good Company](#) (a grant of £1,470 was approved in September 2020 with free hire to the value of £320).
9. To consider entering into a Service Level Agreement with the Blandford Foodbank
10. 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.

  - 10.1 Town Clerk's Report
  - 10.2 To note the Town Clerk's Appraisal (in accordance with Standing Orders). This was carried out online using Microsoft Teams on 5<sup>th</sup> May 2021 with Cllrs Lindsay and S Hitchings.
  - 10.3 To receive a report regarding the Town Council's salaries budget and current workload, retrospective expenditure authority and to consider requests for the 2022-2023 budget (sent to Councillors only).

## **DATES OF FUTURE MEETINGS**

20<sup>th</sup> September      Recreation & Amenities Committee Meeting  
27<sup>th</sup> September      Town Council Meeting

**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)**

Twinned with Preetz, Germany



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



Twinned with Mortain, France



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[www.blandfordforum-tc.gov.uk](http://www.blandfordforum-tc.gov.uk)

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

Temporary Finance Cover – Penny Turner's last week with the council will be w/c 13<sup>th</sup> September. Penny has worked hard for the council and will be missed. We wish her well at University in September. Before she leaves, she will be handing over to a new temporary finance officer who will be covering part of the RFO role two days a week.

Manual Handling Training – All staff will receive manual handling training on Friday 1<sup>st</sup> October.

SLA Renewals – Letters have been sent to organisations who currently have a service level/provision agreement with the council, to determine if they would like this to be considered for renewal from 1<sup>st</sup> April 2022. The responses will be brought to the December committee meeting for consideration.

## Administration Budget for the year to 31<sup>st</sup> July 2021

N/L code		2021/22				
		Annual Budget	Budget to Date	Actual to Date	Budget Variance	
4010	Advertising	1,015	338	66	(272)	
4012	Audit	3,399	1,133	508	(625)	Phasing of budget - external audit not yet completed
4014	Bank Charges	824	275	178	(97)	
4015	Property Fund Admin Charge	3,439	1,146	1,207	61	
4018	Equipment Maintenance/Hire	406	135	21	(115)	
4028	New Equipment	508	169	3	(166)	
4039	IT New Equip	102	34	30	(4)	
4040	IT Maintenance/Software	9,691	3,230	7,308	4,077	IT support 10 days £500 per day for office and councillor IT support
4041	IT Consumables	200	67	0	(67)	
4042	Professional Services	5,583	1,861	12,263	10,402	Hays Agency - Finance Cover April to 9th July £6600. External Accountant Finance cover Dec 20- March 21 £1068. 1 Yr of 5 yr Contract Prof Services £2940
4050	Newsletter	2,538	846	1,044	198	
4052	Publications	122	41	0	(41)	
4053	Photocopier Charges	1,218	406	155	(251)	
4054	Stationery & Printing	1,523	508	271	(236)	
4057	Subscriptions	2,089	696	1,503	806	Phasing of budget
4060	Postage	711	237	196	(41)	
4065	Telephones	2,761	920	81	(839)	Mobile phone charges incurred only to date
4094	Staff Training & Travel Exps	3,659	1,220	1,516	297	
4095	Staff Travel & Expenses	3,553	1,184	504	(681)	
4096	Cllrs Training & Travel Exps	6,663	2,221	32	(2,189)	Planning Course for Cllr Stayt. No other expenditure to date
4097	Cllrs Welfare/Meeting Exps	508	169	55	(114)	
4099	Staff Welfare	254	85	26	(58)	
4301	Health & Safety Staffing	1,776	592	0	(592)	
	<i>Sub Total</i>	<i>52,538</i>	<i>17,513</i>	<i>26,969</i>	<i>9,456</i>	<i>Sub Total</i>
4701	Insurance	15,606	5,202	13,147	7,945	Budget phased evenly. Annual insurance charge £13,147
	<i>Sub Total</i>	<i>15,606</i>	<i>5,202</i>	<i>13,147</i>	<i>7,945</i>	

		2021/22			
N/L code		Annual Budget	Budget to Date	Actual to Date	Budget Variance
4800	Mayoral Expenses	2,716	905	0	(905)
4802	Civic Expenses	5,583	1,861	444	(1,417)
4805	Civic Twinning	500	167	0	(167)
4806	Civic - Freedom	500	167	0	(167)
4803	Honorarium - Town Crier	300	100	0	(100)
4807	Honarium - Deputy Town Crier	200	67	0	(67)
4804	Honorarium - Mace Bearer	400	133	0	(133)
4808	Honarium - Deputy Mace Bearer	300	100	0	(100)
4809	Membership to Guild of Mace Bearers and Town Criers	100	0	0	0
	Reserves Grant Monies	0	0		0
	<i>Sub Total</i>	<i>10,599</i>	<i>3,500</i>	<i>444</i>	<i>(3,056)</i>
	<b>TOTAL EXPENSES</b>	<b>78,743</b>	<b>26,214</b>	<b>40,560</b>	<b>14,345</b>
INCOME					
2025	Interest	1,030	343	3,988	3,645
3896	Website	0	0	22	22
3894	Misc Income	1,624	541	21	(520)
3893	Grant	0		0	0
3897	Overtime Charges	536	179	0	(179)
3899	Photocopying	172	57	87	29
3898	Hirers Liability	0	0	0	0
3920	Admin Chg- Barnes for Rec	5,443	1,814	1,412	(403)
3925	Salary Charge out Barnes for a Recreation	25,538	8,513	5,161	(3,351)
	<b>TOTAL INCOME</b>	<b>34,343</b>	<b>11,448</b>	<b>10,691</b>	<b>(757)</b>
	<b>NET COST/ (INCOME)</b>	<b>44,400</b>	<b>14,767</b>	<b>29,869</b>	<b>15,102</b>

No expenses claimed to date.

Salary costs recharged Sept

Salary costs recharged Sept

Salary costs recharged Sept

Salary costs recharged Sept

Interest includes interest received for Santander accounts which need to be allocated against Capital interest and Earmarked interest - PT awaiting info on this process.

Salary recharge based on prior year. Budget too high?



# Overall Revenue Budget for the year to 31<sup>st</sup> July 2021

2021/22

	Annual Budget	Budget to Date	Actual to Date	Budget Variance	Status	Comments
<b>INCOME</b>						
Admin	34,343	11,448	10,691	(757)	Under-budget	Barnes salary recharges under budget (budget too high?) offset by interest charges which includes interest on the Santander accounts to be transferred to Capital and earmarked interest - await information on process for split of interest
<b>Admin Total</b>	<b>34,343</b>	<b>11,448</b>	<b>10,691</b>	<b>(757)</b>	Under-budget	
Corn Exchange	13,796	4,599	4,019	(580)	Under-budget	
Woodhouse Gardens	4,568	1,523	1,309	(214)	Under-budget	
Larksmead	0	0	101	101	Over-Budget	
Cemetery	12,485	4,162	5,365	1,203	Over-Budget	
Sundries	3,409	1,136	4,179	3,043	Over-Budget	Census Income - No budget
Skate park	0	0	0	0	Under-budget	
<b>R &amp; A Income</b>	<b>34,258</b>	<b>11,419</b>	<b>14,973</b>	<b>3,553</b>	Over-Budget	
CCTV, Planters & Markets	21,044	7,015	7,930	915	Over-Budget	
Marsh & Ham Toilets	800	267	850	583	Over-Budget	Toilet donations more than budgeted to date
Tabernacle Toilets	0	0	0	0	Under-budget	
<b>T &amp; GP Totals</b>	<b>21,844</b>	<b>7,281</b>	<b>8,780</b>	<b>1,499</b>	Over-Budget	
<b>Total Income</b>	<b>90,445</b>	<b>30,148</b>	<b>34,444</b>	<b>4,295</b>	On Target	
<b>EXPENDITURE</b>						
Admin	78,743	26,214	40,560	14,345	Over-Budget	IT support for office and councillors total £4000. Hays Agency - Finance cover April to 9th July £6600. Accountant charges for Finance cover Dec 20 to March 21 £1000. Insurance £13854 - phasing of budget giving £7K variance offset to date by reduced admin expenses. Consultancy costs Ingham Pinnock allocated against capital spend
Corn Exchange Project Officer / Consultant	20,000	6,667	0	(6,667)	Under-budget	
Salaries	460,230	153,410	137,220	(16,190)	Under-budget	
<b>Admin &amp; Payroll</b>	<b>558,973</b>	<b>186,291</b>	<b>177,780</b>	<b>(8,512)</b>	Under-budget	
Vehicles	12,461	4,154	3,548	(606)	Under-budget	
Corn Exchange	45,820	15,273	8,767	(6,506)	Under-budget	Buildings maintenance £4400 under budget. Capital spend allocated to reserves.
Woodhouse Gardens	3,702	1,234	507	(727)	Under-budget	
Larksmead	2,420	807	123	(684)	Under-budget	
Recreation Ground(Trust)	35,123	11,708	0	(11,708)	Under-budget	Barnes Grant April to July £11708 to be paid August
Glenmore Workshop	7,422	2,474	2,302	(172)	Under-budget	
Cemetery	6,755	2,252	2,746	495	Over-Budget	
Langton	338	113	96	(17)	Under-budget	
Skatepark	1,495	498	96	(403)	Under-budget	
Sundries	21,988	7,329	6,338	(992)	Under-budget	
<b>R &amp; A Totals</b>	<b>137,523</b>	<b>45,841</b>	<b>24,523</b>	<b>(21,319)</b>	Under-budget	
CCTV, Planters & Markets	22,192	7,397	5,932	(1,465)	Under-budget	Andy, Market Manager to contact DC re parking charges for this year as not billed to date. This variance is offset by overspend against budget to date on sleeper planters for donated Dwarf Palms £1600 and bedding plants £2885 T.C. 22/02 Min 142
Marsh & Ham Toilets	17,228	5,743	1,783	(3,960)	Under-budget	Rates Relief 21/22 & 20/21 £1248 rebate. Contract cleaning under budget due to timing of budget and invoices
Tabernacle Toilets	3,617	1,206	(1,015)	(2,221)	Under-budget	Rates Relief 21/22 and 20/21 rebate £1422
<b>T &amp; GP Totals</b>	<b>43,038</b>	<b>14,346</b>	<b>6,700</b>	<b>(7,646)</b>	Under-budget	
<b>Total Expenditure</b>	<b>739,535</b>	<b>246,478</b>	<b>209,002</b>	<b>(37,476)</b>	Under-budget	
<b>TOTAL (NET COST)</b>	<b>649,090</b>	<b>216,330</b>	<b>174,559</b>	<b>(41,771)</b>	Within Budget	

Note  
Over budget figure positive variance  
Under budget negative variance ( )

Reserves Accounts as at 31<sup>st</sup> July 2021

16 August 2021

## Capital Reserves Balances for Period ending 31st July 2021

Item Description	Balance	RECEIPTS / REVENUE FUNDING	Expenditure	Balance
1001 Interest Earnt From Earmarked Interest	4,363.39			4,363.39
1002 Switch to General Reserve Property Fund Interest Switch to General Reserve	14,421.32	742.59		15,163.91
1004	-			0.00
1005 By-Election Costs	7,683.70			7,683.70
1006 Youth Services Transferred from grant accrual 2019/20	10,726.03			10,726.03
1007 Woodhouse Wall - Rebuild - moved to 1090 Moved to 1090	-			0.00
1008 High Street Clean Up	-			0.00
1009 The Commemoratoion Grp (Was WW1 Working Group)	310.50			310.50
1010 Interest Earnt From Capital Interest Switch to General Reserve	2,793.86			2,793.86
1011 Land North of Bypass / Sport & Recreation Facilities S106 Monies Cricket Club Pavilion Loan Awarded to Cricket Club 27/04/20 Min 174 Additional costs for cricket club refurb	5,772.98			5,772.98
1012 Blandford Events Group	442.17			442.17
1013 Neighbourhood Plan Groundwork UK Grant	8,488.39		1,444.46	7,043.93
1015 Support for Essential Services	28,049.00			28,049.00
1017 Woodhouse Pavillion Re-build	19,981.67			19,981.67
1019 Old Bath House (Listed) * St Peter & St Paul Churchyard (Listed Wall) & Town Pump S106 Lidl's	52,964.49			52,964.49
1051	-			0.00
1180 Blandford Leisure Centre Grant 13/14	-			0.00
1185 Pension Deficit	20,000.00			20,000.00
1195 Improvements to Market Place from DC	70,000.00			70,000.00
	245,997.60	742.59	1,444.46	245,295.63
<b><u>T &amp; GP Earmarked Reserves</u></b>				
1020 Town Maps / Noticeboards / Fingerposts	5,833.68			5,833.68
1021 DCC Highways	10,161.80			10,161.80
1022 Dog Warden	-			0.00
1025 Xmas lights	1,206.17	5,750.00		6,956.17
1030 Tourism	5,129.76		325.00	4,804.76
1035 Twinning	1,302.81			1,302.81
1040 Town Improvements	12,897.84	500.00		13,397.84
1042 Seat Replacement	1,633.81	500.00		2,133.81
1045 T & GP Contingency	500.00	250.00		750.00
	38,665.87	7,000.00	325.00	45,340.87
<b><u>R &amp; A Earmarked Reserves</u></b>				
1050 Allotments (Ring Fenced)	4,805.36		630.00	4,175.36
10510 B/Heights Phase 1 POS (20 years) (S106 monies)	74,835.56	249.44	3,069.37	72,015.63
10520 B/Heights Phase 2 POS S106 (10 Yrs from 15/01/18)	38,552.38	147.42	3,082.76	35,617.04
10521 B/Heights Phase 2 Playarea Commuted Sum S106 (10 yrs)	56,568.90	198.04	5,101.36	51,665.58
10522 B/Heights Phase 2 Playarea Capital Sum S106	-			0.00
10530 B/Heights Phase 3A -POS - AREA 1 (20 years) - S106	13,383.08	38.61	89.90	13,331.79
10531 B/Heights Phase 3A -POS - AREA 2 (20 years) -S106	51,160.59	147.91	342.18	50,966.32
10532 B/Heights Phase 3A -POS - AREA 3 (20 years) - S106	57,662.27	166.80	386.14	57,442.93
10533 B/Heights Phase 3A -POS - AREA 4 (20 years) - S106	24,577.51	70.67	164.40	24,483.78
10534 B/Heights Phase 3A -COM SUM - LAP (20 years) - S106	34,798.21	102.06		34,900.27
10535 B/Heights Phase 3A -COM SUM - LEAP (20 years) - S106	171,937.03	503.48		172,440.51
10536 B/Heights Phase 3A -COM SUM - NEAP (20 years) - S106	113,127.56	330.01		113,457.57
10537 B/Heights Phase 3A -CAP SUM - LAP -S106	9,977.61	0.65		9,978.26
10538 B/Heights Phase 3A -CAP SUM - LEAP -S106	52,797.82	3.46		52,801.28
10539 B/Heights Phase 3A -CAP SUM - NEAP -S106	116,935.85	7.68		116,943.53
10540 B/Heights Public Arts	13,011.55			13,011.55
1060 PPM	24,505.37	5,500.00		30,005.37
1061 Cemetery Chapel -PPM	6,000.00	500.00		6,500.00
1062 Cemetery Workshop -PPM	8,000.00	500.00		8,500.00
1064 Cemetery Wall	31,654.49			31,654.49
1065 DDA	2,373.87			2,373.87



1067	Play Area Fencing & Surface	10,698.66	250.00	1,741.00	9,207.66
1068	Larksmead Outdoor Fitness	1,000.00	250.00		1,250.00
1069	Langton Fencing				0.00
1070	Seat Replacement	1,695.85			1,695.85
1071	Skate Fest	2,600.00		25.00	2,575.00
1075	5 Year Tree Survey & Works	8,713.20	1,750.00		10,463.20
1080	H & S Memorials B'Ford Cemetery	1,163.00	50.00		1,213.00
1085	War Memorial Maintenance				0.00
1090	W/House Gdn Wall Maintenance	20,650.00	250.00		20,900.00
1096	R & A Contingency	500.00	250.00		750.00
		963,685.72	11,266.23	14,632.11	950,319.84
	<b>Capital Projects</b>				
1104	Corn Exchange S106 Funds	83,150.06	27.00		83,177.06
1105	Corn Exchange Regeneration	524,990.28	11,000.00	49,812.48	486,177.80
	Underspend 2019/20 c/exch maint				
1110	Corn Exchange Promotions Group (CEPG)	3,091.93			3,091.93
1115	Corn Exchange Project Development	29,528.83	20,000.00		49,528.83
1116	Corn Exchange HLF Stage 1 Matchfunding	77,379.97	10,000.00		87,379.97
1120	Corn Exchange & Town Venues Refurbishment Fund	79,000.00			79,000.00
1122	Corn Exchange - Community Hall S106 Monies (village Hall Fund)	103,292.81			103,292.81
1125	Cemetery Field Project	1,000.00			1,000.00
1135	Railway Arches	2,625.56	500.00		3,125.56
	S106 Monies Foundation Steps Railway Archse				
	LEADER Grant				
	S106 Monies Lidl OBH				
1175	CCTV / ANPR - Capital Project New Equipment	12,161.40	1,000.00		13,161.40
1190	Badbury Heights Phase 2 Play Area S106				0.00
		916,220.84	42,527.00	49,812.48	908,935.36
	<b>Standard Asset Replacement Accruals</b> <b>(as per CF SORP 2004)</b>				
1300	IT	16,719.49	3,447.00		20,166.49
1305	Skate park	158,065.58	20,000.00		178,065.58
	Additional accrual on precept				
	Transfer from 2019/20 Blandford Youth Ctr underspend 19/20				
	Transfer from Blandford Leisure Ctr SLA				
1310	General Play Equipment	68,323.06	4,771.00		73,094.06
1315	Maintenance Equipment Replacement	9,544.94	1,862.00		11,406.94
1320	Vehicle replacement	13,668.00	1,295.00		14,963.00
	Sold Equipment				
1325	Tractor replacement	16,701.20			16,701.20
	Sold Equipment				
1330	Mower Replacement	31,915.27	1,643.00	654.50	32,903.77
	Sold Equipment				
1340	CCTV & ANPR	34,232.92	1,449.00		35,681.92
1345	Benches	12,516.65			12,516.65
1350	B/Heights Glenmore Depot	8,373.10	2,011.83		10,384.93
1351	B/Heights Play Equipment	9,568.00	4,926.28		14,494.28
1352	B/Heights Maintenance Equip Replacement	1,879.74	507.08		2,386.82
		381,607.95	41,912.19	654.50	422,765.64
1335	Civic Regalia Repairs & Conservation	18,949.84			18,949.84
	<b>General Reserve</b>				
1500	General Reserve	284,500.13			
	Sale of OBH		20,000.00		
	Fire alarm maintenance			1,564.00	
	Groundwork electric supplies			600.00	
				1,577.98	
		284,500.13	20,000.00	3,741.98	300,768.16
	<b>Total Reserves</b>	2,839,527.85	123,448.01	70,610.53	2,892,365.33
	2020/21 Surplus as I & E account	135,878.81	Balance to 1000	Balance to 1099	135,878.81
	<b>Total Reserves</b>	2,975,406.66			3,028,244.14



**Retrospective approval of the Investment Account for the period  
29<sup>th</sup> May to 31<sup>st</sup> July 2021**

<b>Date</b>	<b>Amount £</b>	<b>Period</b>	<b>Rate Gross</b>	<b>Bank</b>
29 <sup>th</sup> May 2021	90,000	-	0.12%	Santander Business Reserve

**CCLA – Property Fund Investment Dividend – Period 1<sup>st</sup> April 2021 to 30<sup>th</sup> June 2021**

<b>No. of Units</b>	<b>Price per Unit 30<sup>th</sup> June 2021  £</b>	<b>Price per Unit (BID) 30<sup>th</sup> June 2021  £</b>	<b>Dividend Amount (April – June 2021)  £</b>	<b>Management Expenses (April – June 2021)  £</b>	<b>Net Amount Received (April – June 2021)  £</b>	<b>Total Amount of Dividends Received Net of Management Expenses  £</b>	<b>Mid Market Value 30<sup>th</sup> June 2021  £</b>
88,317	3.0369	2.9898	8,451.44	1,207.49	7,243.95	166,286	767,804

# Bank Reconciliation to 31<sup>st</sup> July 2021

Bank Statement as at

30th July 2021

Current Account

£34,154.16

Less Unpresented Cheques

£0.00

Plus uncleared receipts

£34,154.16

Hampshire Trust Bank - A/c No: 10364802

31st July 2021

From To

24/01/2020

10/01/2023

22/06/2021

22/06/2022

£411,500.00

£423,150.00

£834,650.00

Santander 95 Day Notice A/C10555310

31st July 2021

Less

£590,361.62

£590,361.62

Santander 31 Day Notice A/C10555349

31st July 2021

£186,573.40

£186,573.40

Santander Business Reserve A/c 10138119

31st July 2021

£88,571.48

£88,571.48

Lloyds PLC Fixed Term Deposits as at

31st July 2021

From To

Hampshire Trust Bank - 1 Yr Fund

06/01/2021

31st July 2021

101103.01

£0.00

£101,103.01

CCLA Property Fund Account

31st July 2021

Purchased

30/10/2013 Switched to Long Term Asset

31/03/2021 Lloyds Fixed term matured

31/03/2021 Switched to Long Term Asset

£400,000.00

£400,000.00

£276,830.94

£276,830.94

£0.00

Cambridge & Counties Bank (2 yr fixed rate)

7th May 2021

£653,433.44

£653,433.44

Petty Cash as at

31st July 2021

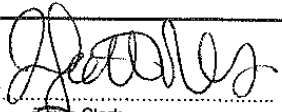
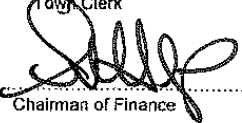
£164.88

Less

Un-reconciled item

£164.88

£2,489,011.99

CHECKED BY 	Date <u>18/8/2021</u>
CHECKED BY 	Date <u>26/8/2021</u>
Town Clerk	Chairman of Finance
	Approval to insert electronic signature

## In Jolly Good Company

### APPLICATION FOR A GRANT

<b>Name of Organisation</b>	In Jolly Good Company CIC
<b>Registered Charity Number (if applicable)</b>	Companies House Registration Number 11773921
<b>Contact Name</b>	Sarah Rampton
<b>Address</b>	
<b>Daytime Telephone Number</b>	
<b>Email Address</b>	injollygoodcompany@gmail.com
<b>Purpose of Organisation</b>	<p>In Jolly Good Company is a Community Interest Company. We are a 'not for profit' and are limited by guarantee.</p> <p>In Jolly Good Company provides uplifting indoor and outdoor activities for older people, some of whom have memory loss. We call these our Jolly Days or Step Outside groups.</p> <p>We work together with the communities where we are based to help to alleviate loneliness and isolation. We also invite local schools to enjoy our activities together with our older participants. In addition, we collaborate with local musicians, writers, craftspeople and artists to enrich our sessions. We reach out to museums, libraries and other community organisations to collaborate with us too. In Blandford, we have excellent links with the Whitecliff Mill Medical Practice.</p> <p>Please see our website for more details of our activities in other places.</p> <p><a href="http://www.injollygoodcomapny.com">www.injollygoodcomapny.com</a></p>
<b>Amount Requested</b>	£1, 070
<b>Purpose of Request</b>	<p>We are asking you for match funding to help us to carry on running the now very popular 'Step Outside' group in Blandford. We are asking for 50% of another 6 months worth of running costs (for 12 sessions). These are twice monthly on the 2nd and 4th Monday afternoons at The Woodhouse Gardens Pavilion from 2 - 4 pm. Our first session took place on the 14th June (staff and Volunteer Training) and sessions began on the 28th June. We are due to run under this current funding stream until 22nd November 2021. We are therefore asking you for help</p>



with the 6 months starting from 13th December 2021, until 13th June 2022. We have applied to The Woodhouse Community Chest for £1500 towards this cost, but will not hear if we have been successful until October.

If we are unsuccessful, we plan to apply to Coral Samuel Charitable Trust, who are helping us to fund our Jolly Days in Shaftesbury. Coral Samuel are open to the possibility of helping us in Blandford too. We are very keen to keep this much needed group alive for the foreseeable future.

We have 12 regular guests, plus a team of 8 volunteers (who benefit as much as the guests) - all people from Blandford or surrounding villages (the oldest volunteer is 97!). We have capacity for up to 30 participants.

At our first meeting we asked the group what they would like to do and they all said that above all they like music. They all seem to love the venue and those who can, go out and enjoy the gardens as part of our afternoon. It is possible that we may do some gardening at some point, if any of them would like to.

We always listen to our guests and go with their preferences. So we are collaborating with local musicians who come to entertain us at the group.

We would like to open the opportunity up to even more local musicians to come and play. The voluntary donations that we invite our guests to pay (around £5 per head or £8 per couple) enable us to pay the musicians. If anyone cannot afford the £5/£8, they can discreetly put in the pot whatever they can afford, or not pay at all. We aim to be open to all and as flexible as possible.

Musicians are paid between £30 - 60 per session.

We would also like to invite local schoolchildren to come and join us for music, once it is safe to do so.

Some of our guests have been referred by their GP surgery, others have found out about us from our social media, website or recent press articles and there are still more people joining. We are well known to Help and Care who now run the team of Dementia Coordinators for Dorset.

We have an excellent website that is being regularly updated and an ongoing active Social Media campaign. It is such a joy to be with this group and to see them really loving live music again and enjoying the beautiful gardens. Our afternoons are always rounded off with tea and cake as well of course!

**This free venue hire application cannot be dealt with under delegated authority because it isn't a performing arts group, although they do include such activities, hence why it is on the agenda for the committee to consider.**

## **APPLICATION FOR FREE VENUE HIRE**

<b>Name of Organisation</b>	In Jolly Good Company CIC Ltd
<b>Registered Charity Number (if applicable)</b>	11773921
<b>Contact Name</b>	Sarah Rampton
<b>Address</b>	
<b>Daytime Telephone Number</b>	
<b>Email Address</b>	injollygoodcompany@gmail.com
<b>Purpose of Organisation</b>	We are a dementia friendly company set up to provide fun, friendship and support to older people living in Dorset. We do this through our Step Outside and Jolly Days activity groups as well as our other projects. We currently run groups in Wimborne St Giles, Shaftesbury, Kingston Lacy as well as Blandford.
<b>Town Council Venue Requested</b> (The Corn Exchange, Shambles, Town Hall, Council Chamber, Woodhouse Gardens Pavilion, Community Room)	Woodhouse Gardens Pavilion.
<b>Date Requested</b>	10th January 2022, until 27th June 2022 (second and fourth Mondays of each month)

<b>How many Blandford Forum residents will benefit directly?</b>	up to 30 per session (currently we are up to 20 people).
<b>Any further relevant information</b>	The amount requested excludes the cost of venue hire.
<b>Signed: Sarah Rampton</b>	<b>Dated: 3/8/2021</b>

<b>Session Requested</b> Morning 8.00am to 1.00pm Afternoon 1.30pm to 5.30pm Evening 6.00pm to 10.00pm	Afternoon, our meetings are from 2 - 4 pm
<b>Public Liability Insurance required?</b> Delete as appropriate	No, we have our own
<b>Purpose of Request</b>	Blandford Step Outside group
<b>How many Blandford Forum residents will benefit directly?</b>	Up to 30
<b>Any further relevant information</b>	
<b>Signed: Sarah Rampton</b>	<b>Dated: 3/08/2021</b>



**Blandford Step Outside Costs - 13th December 2021 - 13th June 2022 = 12 sessions**

£150 per session covers:

£100 (2 staff - needed for the numbers we are hosting, plus to meet the increased needs of participants post pandemic - now seen at all of our groups)

£20 mileage

£20 admin (including bookkeeping and accountancy)

£10 insurance

TOTAL £150

X 12 sessions = TOTAL £1,800

Contribution to ongoing Social Media and Website edits and hosting TOTAL £450

Contribution to ongoing Staff and Volunteer Training (First Aid, Safeguarding and Data Protection)

TOTAL £200

Cost of refreshments = TOTAL £120

TOTAL COST OF PROJECT = £2570

MINUS -AMOUNT APPLIED FOR TO COMMUNITY CHEST = £1500 (decision pending)

**Application total to Blandford TC = £1070**

**(Room hire - £320 - Blandford TC separate application)**

**Additional note:** We will send a copy of our accounts on a separate email.

Our current bank balance stands at £22,000. Although this is undoubtedly a healthy position for us to be in, these are restricted reserves and are allocated to our other groups and projects. These are as follows: Jolly Days in Wimborne St Giles and Shaftesbury, Step Outside allotments in Kingston Lacy as well as Jolly TV, our ongoing project with Dorset Council. Our total monthly running costs are at just over £3,000 per month in order to run all of the projects. This means we have roughly 6 - 7 months of running costs in hand. We currently employ one full time team member on the payroll and six (self employed) part time staff, plus self employed musicians who are paid on a sessional basis.