



BLANDFORD FORUM TOWN COUNCIL

To: All Members of the Finance & Staffing Committee
(Cllr S Hitchings, Cllr P Osborne, Cllr L Lindsay, Cllr L Hitchings, Cllr H Mieville, Cllr H White, Cllr C Stevens, Cllr A Cross and 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 to be held in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 13th December 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
6th December 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
 - 1.1 Daniel Cadisch, Citizens Advice Dorset
 - 1.2 David Pardoe, Blandford Boxing Club
2. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. [Minutes of the Meeting held on 13th September 2021](#)
5. Town Clerk's Report & Correspondence
6. Analytical Review of Expenditure against Budget for the following:
 - 6.1 [Administration Budget for the year to 31st October 2021](#)
 - 6.2 [Overall Revenue Budget for the year to 31st October 2021](#)
 - 6.3 [Reserve Accounts as at 31st October 2021](#)

7. Review of Finance Documentation
 - 7.1 To receive and retrospectively approve the list of cheque payments 011121-011127 (Sheet 869) totalling £430.83
 - 7.2 To receive and retrospectively approve direct debit payments for the period 1st August 2021 to 31st October 2021 (sheets 187-189) totalling £85,697.59
 - 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 FP059 to FP069 totalling £499,325.32 (includes transfers to other Town Council bank accounts)
 - 7.6 [Retrospective approval of the Investment Account for the period 1st August to 31st October 2021](#)
 - 7.7 Report by Chairman on Bank Reconciliation and Petty Cash checks
 - 7.8 [Bank Reconciliation to 31st October 2021](#)
8. [To receive the Internal Auditor's Report](#)
9. [Review of Variable Direct Debits](#)
10. [To consider the continuation of existing Service Level Agreements and the introduction of new ones](#)
11. To consider grant applications
 - 11.1 [Blandford Environmental Trust](#)
12. [To consider the recommendations of the Dorset Parish Independent Remuneration Panel](#)
13. Confidential

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

 - 13.1 To receive the Payroll budget (staff grading) for the year 2022/23 (to be tabled)

The public and press will then be welcomed back into the meeting for the following items;
14. Consideration of the Town Council Budget for 2022/23
 - 14.1 Consideration of the proposed revenue budget for Administration Costs for 2022/23 (awaiting figures from DC on 10th December 2021)
 - 14.2 [Recommendations from Committees](#)
 - 14.2.1 [To consider the inclusion of the Contingency budget lines for the T&GP and R&A Committees](#)
 - 14.3 [Consideration of the overall budget for the year 2021/22 and recommendation of the precept for 2022/23](#)

Twinned with Preetz, Germany



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Administration Budget for the year to 31st October 2021

N/L code		2020/21 Annual Budget	Actual	Forecast	2021/22 Annual Budget	Actual to 31/10/21	Forecast
4010	Advertising	1,500	145	900	1,015	211	500
4012	Audit	3,399	3,039	2,820	3,399	2,508	3,399
4014	Bank Charges	824	158	160	824	245	500
4015	Property Fund Admin Charge / Exp	3,388	3,653	3,000	3,439	1,207	3,439
4018	Equipment Maintenance/Hire	515	308	320	406	805	1,000
4028	New Equipment	500	606	580	508	10	500
4039	IT New Equip	155	289	289	102	30	100
4040	IT Maintenance/Software	9,548	5,742	10,576	9,691	9,121	9,691
4041	IT Consumables	200	170	175	200	0	200
4042	Professional Services	3,605	7,282	4,100	5,583	14,668	20,000
4050	Newsletter/Forum focus	3,090	2,248	2,500	2,538	1,301	2,538
4052	Publications	100	120	120	122	243	243
4053	Photocopier Charges	1,538	484	650	1,218	487	800
4054	Stationery & Printing	2,050	1,171	1,000	1,523	863	1,523
4057	Subscriptions	1,958	1,960	1,910	2,089	1,503	2,100
4060	Postage	800	438	580	711	272	600
4065	Telephones	1,560	1,075	1,225	2,761	165	1,225
4094	Staff Training & Travel Exps	3,605	1,346	1,000	3,659	2,998	3,800
4095	Staff Travel & Expenses	4,350	1,806	1,520	3,553	1,020	3,000
4096	Cllrs allow, Training & Travel Exps	6,663	4,477	4,600	6,663	2,347	5,500
4097	Cllrs Welfare / Meeting Exps	528	595	674	508	55	150
4099	Staff Welfare	300	79	100	254	82	250
4301	Health & Safety Staffing	1,538	50	1,200	1,776	0	750
	<i>Sub Total</i>	51,711	37,241	39,999	52,538	40,142	61,808
4701	Insurance	15,375	13,854	15,375	15,606	13,147	13,147
	<i>Sub Total</i>	15,375	13,854	15,375	15,606	13,147	13,147

4800	Mayoral Expenses	2,676	705	100	2,716	0	2,716
4802	Civic Expenses	5,550	4,292	4,000	5,583	1,958	4,500
4805	Civic Twinning	1,000	0	0	500	0	0
4806	Civic - Freedom	500	0	0	500	0	250
4803	Honorarium - Town Crier	300	300	300	300	250	300
4807	Honorarium - Deputy Town Crier	200	200	200	200	0	200
4804	Honorarium - Mace Bearer	400	400	400	400	350	300
4808	Honorarium - Deputy Mace Bearer	300	300	300	300	0	300
4809	Membership to Guild of Mace Bearers and Town Criers	100	35	70	100	35	100
	<i>Sub Total</i>	11,027	6,232	5,370	10,599	2,593	8,666
	TOTAL EXPENSES	78113	57,327	60,744	78,743	55,882	83,621
INCOME							
2025	Interest	1,030	4,381	1,000	1,030	1,365	1,500
2003	Property Fund Dividend	0	24,374	21,500	0	0	0
3893	Grant Income	0	650	6,261	1,624	45	45
3894	Misc Income	1,600	7,375	3,000	0	0	0
3897	Overtime Charges	528	51	51	536	0	100
3899	Photocopying	169	0	35	172	120	150
3920	Admin Charge - Barnes for Rec	5,563	5,564	5,564	5,443	2,824	5,443
3925	Salary charge -out to Barnes for a Recreation	25,098	20,705	20,764	25,538	10,323	25,538
	TOTAL INCOME	33,988	63,100	58,175	34,343	14,676	32,776
	NET COST	44,125	(5,773)	2,569	44,400	41,206	50,845

Overall Revenue Budget for the year to 31st October 2021

2021/22

	Annual Budget	Budget to Date	Actual to Date	Budget Variance	Status	Comments
INCOME						
Admin	34,343	20,033	14,928	(5,106)	Under-budget	Barnes salary recharges under budget
Admin Total	34,343	20,033	14,928	(5,106)	Under-budget	
Corn Exchange	13,796	8,048	6,991	(1,057)	Under-budget	
Woodhouse Gardens	4,568	2,664	3,347	683	Over-Budget	
Larksmead	0	0	101	101	Over-Budget	
Cemetery	12,485	7,283	9,933	2,650	Over-Budget	
Sundries	3,409	1,989	4,990	3,002	Over-Budget	Census Income - No budget
Skate park	0	0	0	0	Under-budget	
R & A Income	34,258	19,984	25,363	5,379	Over-Budget	
CCTV, Planters & Markets	21,044	12,276	12,546	270	Over-Budget	
Marsh & Ham Toilets	800	467	850	383	Over-Budget	Toilet donations more than budgeted to date
Tabernacle Toilets	0	0	0	0	Under-budget	
T & GP Totals	21,844	12,742	13,396	653	Over-Budget	
Total Income	90,445	52,759	53,686	927	On Target	
EXPENDITURE						
Admin	78,743	45,934	51,088	5,168	Over-Budget	IT support engineering 7.5 hrs £5000 + Office cloud 365 £1800 + Qrtly FTTC INC and backup £351 per quarter +system monitoring £150 + ESET 9 x 3yr lics £345, Sage accounts lic £780 + sage payroll £890 + design software Subs £100, Insurance £13854 - phasing of budget giving £7K variance offset to date by reduced admin expenses.
Corn Exchange Project Officer / Consultant	20,000	11,667	0	(11,667)	Under-budget	Consultancy costs Ingham Pinnock allocated against capital spend
Salaries	460,230	268,468	300,301	31,834	Over-Budget	Agency Finance Officer
Admin & Payroll	558,973	326,068	351,390	25,335	Over-Budget	
Vehicles	12,461	7,269	5,691	(1,578)	Under-budget	
Corn Exchange	45,820	26,728	16,690	(10,039)	Under-budget	Buildings maintenance £4400 under budget. Capital spend allocated to reserves.
Woodhouse Gardens	3,702	2,159	886	(1,273)	Under-budget	
Larksmead	2,420	1,412	804	(608)	Under-budget	
Recreation Ground(Trust)	35,123	20,488	17,698	(2,790)	Under-budget	Barnes Grant paid in Sept 21
Glenmore Workshop	7,422	4,330	4,048	(282)	Under-budget	
Cemetery	6,755	3,940	4,247	307	Over-Budget	
Langton	338	197	226	28	Over-Budget	
Skatepark	1,495	872	96	(777)	Under-budget	
Sundries	21,988	12,826	9,626	(3,200)	Under-budget	
R & A Totals	137,523	80,222	60,010	(20,212)	Under-budget	
CCTV, Planters & Markets	22,192	12,946	11,664	(1,281)	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 + hanging baskets £350 T.C. 22/02 Min 142
Marsh & Ham Toilets	17,228	10,050	4,403	(5,647)	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	2,110	(800)	(2,910)	Under-budget	Rates Relief 21/22 and 20/21 rebate £1422
T & GP Totals	43,038	25,105	15,267	(9,839)	Under-budget	
Total Expenditure	739,535	431,395	426,666	(4,716)	Under-budget	
TOTAL (NET COST)	649,090	378,636	372,980	(5,643)	Within Budget	

Note

Over budget figure positive variance

Under budget negative variance ()

Reserve Accounts as at 31st October 2021

Nominal Code	Standard Asset Replacement Accruals	Responsible Committee	Balances £	Committed Funds £	Description of Committed Funds
1300	IT	F & S	23,613.49		
1305	Skate park	R & A	183,065.58		
1310	General Play Equipment	R & A	65,111.76		
1315	Maintenance Equipment Replacement	R & A	13,268.94		
1320	Vehicle Replacement	R & A	16,258.00		
1325	Tractor Replacement	R & A	16,701.20		
1330	Mower Replacement	R & A	34,546.77		
1340	CCTV / ANPR	T & GP	36,230.92	12,852.20	£12,852.20 CCTV Cameras
1345	Benches	T/C	12,516.65		
1350	Glenmore Depot	R & A	10,384.93		
1351	B/Heights Play Equipment	R & A	14,494.28		
1352	B/Heights Maintenance Equipment Replacement	R & A	2,386.62		
				415,726.94	
	<u>Earmarked Accounts</u>				
10510-10540	Recreation & Amenities Funds	R & A	816,351.80	5,192.00	B/Heights Public Arts Works / £10000 WHG Roof / Tree works
1020-1045	Town & General Purposes Committee	T & GP	42,212.39	591.00	£250 Interpretation board: Langton & Marsh / £341 TIC Out & About Booklet
				852,781.19	
	<u>Other Earmarked Accounts</u>				
1001	Earmarked Interest	F & S	4,363.39		
1002	Property Fund Dividend	F & S	15,163.91	1,392.00	£1392 - Path around Cricket Club
1004			-		
1005	Election Costs	T/C	7,683.70		
1006	Youth Services	T/C	10,726.03		
1007	Woodhouse Gardens Wall Rebuild (Moved to R & A)	R & A	-		
1008	High Street Clean Up	F & S	-		
1009	BFTC Commemoration Group	T/C	310.50		
1010	Capital Interest	F & S	2,793.86		
1011	Land North of Bypass / Sport & Recreation	T/C	5,772.98	5,766.87	£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	7,043.93	7,643.93	Consultancy Fees
1015	Support for Essential Services (Earmarked)	T/C	28,049.00		
1017	Woodhouse Garden Re-build	T/C	19,981.67		
1019	Old Bath House / St Peter & St Paul's Churchyard (Listed Wall & Town Pump)	T & GP	52,964.49	-	
1335	Civic Regalia	F & S	18,849.84		
1185	Pension Deficit	F & S	20,000.00	-	
1195	Improvements to Market Place	T/C	70,000.00	-	
					£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 / £10,000 Demolition of Toilet Block / £4,300 Supply & Installation of fencing at Park Road / £2,275 Supply & Install Table Tennis Table at Larksmead / F&S 14/12/20 underspend virements
1500	General Reserves	T/C	292,845.65	38,541.87	
				503,646.45	
	<u>Capital Projects</u>				
1104	Corn Exchange S106 Funds	T/C	83,177.06		
					£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 / £17,354.17 Underspend of Salaries for 2018/19 for Project Manager / £12,981.60 Underspend Corn Exch Maint 2019/20 Replacement of external notice boards
1105	Corn Exchange	T/C	502,467.30	116,106.49	
1110	Corn Exchange Promotions Group	T/C	3,091.93		
1115	Corn Exchange Project Development	T/C	69,528.83		
1116	Corn Exchange HLF Stage 1 Matchfunding	T/C	97,379.97		
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 Maintenance contingency
1135	Railway Arches	T & GP	3,625.56	260.00	
1175	CCTV / ANPR - New Equipment	T & GP	14,161.40		
				839,358.37	
	Total Reserves			2,611,512.95	
	Surplus from 2020/21 as at 31/03/2021			135,878.81	
	Total Available in Reserves			2,747,391.76	

Retrospective approval of the Investment Account for the period 1st August to 31st October 2021

Date	Amount £	Period	Rate Gross	Bank
1 st October 2021	100,000 (transfer of precept amount)	-	0.12%	Santander Business Reserve
30 th September 2021	250,000	95 days	0.45%	Santander 95 Day Notice Account

CCLA – Property Fund Investment Dividend – Period 1st July 2021 to 30th September

No. of Units	Price per Unit 30th September 2021 pence	Price per Unit (BID) 30th September 2021 pence	Dividend Amount (July - September 2021) £	Management Expenses (July - September 2021) £	Net Amount Received (July – September 2021) £	Total Amount of Dividends Received Net of Management Expenses £	Mid Market Value 30th September 2021 £
252,825	314.11	309.24	8,078.26	1,272.97	6,805.29	173,091	794,148

Bank Reconciliation to 31st October 2021

<u>Bank Statement as at</u>	31st October 21	
Current Account		£33,770.38 ✓
Less Unpresented Cheques		£0.00
Plus uncleared receipts		£0.00
		<u>£33,770.38 ✓</u>

<u>Hampshire Trust Bank - A/c No: 10364802</u>	31st October 21	
From To		
24/01/2020 10/01/2023		£411,500.00 ✓
22/06/2021 22/06/2022		£423,150.00 ✓
		<u>£834,650.00 ✓</u>

<u>Santander 95 Day Notice A/C10555310</u>	31st October 21	
Less		£740,939.94 ✓
		<u>£740,939.94 ✓</u>

<u>Santander 31 Day Notice A/C10555349</u>	31st October 21	
		£186,714.52 ✓
		<u>£186,714.52 ✓</u>

<u>Santander Business Reserve A/c 10138119</u>	31st October 21	
		£158,611.20 ✓
		<u>£158,611.20 ✓</u>

<u>Lloyds PLC Fixed Term Deposits as at</u>	31st October 21	
From To		

Hampshire Trust Bank - 1 Yr Fund		£0.00 ✓
06/01/2021	31st October 21	101103.01 ✓
		<u>£101,103.01 ✓</u>

<u>CCLA Property Fund Account</u>	31st October 21	
Purchased		£400,000.00 ✓
30/10/2013 Switched to Long Term Asset		-£400,000.00 ✓
31/03/2021 Lloyds Fixed term matured		£276,830.94 ✓
31/03/2021 Switched to Long Term Asset		-£276,830.94 ✓
		<u>£0.00 ✓</u>

Cambridge & Counties Bank (2 yr fixed rate)	7th May 2021	£653,433.44 ✓
		<u>£653,433.44 ✓</u>

Petty Cash as at	31st October 21	£250.00 ✓
Less Un-reconciled Item		£250.00 ✓
		<u>£250.00 ✓</u>

£2,709,472.49

CHECKED BY..... Town Clerk	Date..... 10/11/21
CHECKED BY..... Chairman of Finance	Date..... 15/11/21
Approval to insert electronic signature	

INTERNAL AUDIT OF BLANDFORD FORUM TOWN COUNCIL
FINAL REPORT VISIT 1 OF 3: 11th NOVEMBER 2021

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Resp. Officer	Due Date
3.1 – Sign minutes and update website	<p>I reviewed the minutes to confirm that there was no unusual financial activity. I found no such activity, but noted that:</p> <p><u>Council</u> The final page of the minutes of 21/06/21 have not been signed or dated.</p> <p><u>Minutes not on website</u> The R&A minutes of 21/09/20 and the Planning minutes of 26/07/21 are not on the Council's website.</p> <p><u>Title of minutes incorrect on website</u> The correct date is used for the links to the F&S minutes of 07/06/21 and 13/09/21, but the title of both sets of minutes is noted as 'Draft Minutes R&A 9 May 2005'.</p> <p>I recommend that the final page of the Council minutes of 21/06/21 is signed, and that the website is updated with the missing minutes, in order to ensure that a complete record of agreed Council business and decisions is held and is available to the public.</p>	L	<p>The Chairman of Council has been asked to sign on Monday 8th November 2021.</p> <p>These have now been added.</p> <p>This has been amended.</p>	<p>TC</p> <p>TC</p> <p>TC</p>	<p>8/11/21</p> <p>5/11/21</p> <p>5/11/21</p>
7.1 – Check hours worked and paid for August	I checked to see that other payments to employees were reasonable, properly supported and approved by Council. I found that no overtime was paid for the sample month, and mileage was supported by signed mileage claims. I did note that 5 members of staff	M			

	<p>were paid their contract hours, but that the timesheets for the 5 week period showed that fewer hours had been worked than were paid. 3 of the staff are caretakers (where the Council has previously considered and confirmed the treatment of hours). 1 member of staff made up the difference in hours paid and worked by using a day of leave.</p> <p>I recommend that the August hours worked and paid are checked for the final member of staff, with any adjustments required to pay made in the next payroll.</p>		<p>Noted – this will be checked back to July through to October and actioned in the November payroll.</p>	TC	25/11/21
7.2 – Telepay charge	<p>I checked to see that the correct amount of net pay had been made to the correct employee. I found that the correct pay was paid for the sample month, but that the bank had charged a £5 fee due to the late receipt of the Telepay salaries report. The Clerk noted that the salaries report has to be faxed, and is sent on time from the Council offices, but that the bank have said on a handful of occasions that it has been received late. The Clerk also noted that the specification for the new printer/copier (which is being procured as part of the routine asset replacement programme) will include fax capability which should assist in ensuring that the report is sent and received on time in future.</p>	Info	<p>We send the salaries on time and receive a confirmation fax that it has been sent but occasionally Lloyds Telepay advise that they have not received it. Test faxes have been sent and a replacement fax machine has been researched to avoid future problems as the machine can be temperamental.</p> <p>The report for the replacement printer with fax facility will be considered by council at its November meeting.</p>	TC	Nov/Dec 21

Review of Variable Direct Debits

This item is usually part of the March agenda, however G3 (the council's IT contractor) has offered the council the opportunity of paying via direct debit and the committee is therefore asked to approve the inclusion of G3 / Prime & Modern Ltd in the variable direct debit list.

Company	Service/Supply	Frequency
Allstar Business Solutions Ltd	Fuel Card	Variable
American Express	Card Payment Processing Charge	Variable
Card Saver Ltd	Merchant Card Terminal	Monthly
Data Protection Register	Subscription	Annually
Dorset Council	Bin Rental & Waste Collections	Quarterly
Dorset Council	Bin Emptying at Elizabeth Road Allotments	Quarterly
Dorset Council	Loss of Revenue of Car Parking due to Market	Quarterly
Dorset Council	Rates	10 Monthly
EE Ltd	Grd & Property Mgers & Charge-hand Mobile Phone	Monthly
EVO Payments	Transaction Charges for Card Receipts	Monthly
KCOM (<i>soon to be NASSTAR</i>)	Web Hosting and Broadband to Woodhouse Gardens	Quarterly
Environment Agency	Water extraction from bore hole	Annually
Fuel Card Services Ltd	Fuel Card	Monthly
ITEC	Photocopy charges	Monthly
Lloyds	Charge Card / Service Charge	Monthly
Glenmore Holdings Ltd	Quarterly Management Charge for Glenmore Depot	Quarterly
Information Commission	Info Commission	Yearly
L.A.M.I.T	CCLA Property Fund Management Fee	Quarterly
Prime & Modern Limited	IT contractor (previously G3)	Monthly
Quadient (was Neopost Ltd)	Franking re-fill	Variable
Sage	Payroll Cover	Annually
Sage	Accounts Cover	Annually
Total Gas & Power	Electric - Corn Exchange	Monthly
Total Gas & Power	Electric - Park Road	Monthly
Total Gas & Power	Electric - Woodhouse Garden	Monthly
Total Gas & Power	Electric - Cemetery Workshop	Monthly
Total Gas & Power	Electric - Marsh & Ham Toilets	Monthly
Total Gas & Power	Electric - Cemetery Chapel	Monthly
Total Gas & Power	Electric - Larksmead Pavilion	Monthly
Total Gas & Power	Electric - Larksmead Floodlights	Monthly
Total Gas & Power	Electric - Tabernacle Toilet	Monthly
Total Gas & Power	Electric - Glenmore Depot	Monthly
PHS Group	Sanitary Disposal, Needle Disposal, hand dryers, fresheners	Annually
Rentokil	Quarterly Pest Control (currently on hold)	Quarterly
SW Comms	Telephone Lines & Calls	Monthly
Southern Electric	CCTV Electric	Quarterly
Gazprom Energy	Gas - Corn Exchange	Monthly
Gazprom Energy	Gas- Larksmead	Monthly
Gazprom Energy	Gas- Woodhouse Gardens	Monthly
water2business	Water Bill - Pavilion/ Cemetery	Half Yearly
water2business	Water Corn Exchange	Half Yearly
water2business	Water Park Road Recreation Ground - Pavilion	Half Yearly
water2business	Water Park Road - Old Public Toilets	Half Yearly
water2business	Water -Toilets Ham & Marsh Car Park	Half Yearly
water2business	Water Woodhouse Garden/ Tabernacle Toilet	Half Yearly
water2business	Water Glenmore Workshop	Half Yearly

To consider the continuation of existing Service Level Agreements and the introduction of new ones

Existing Service Level Agreements

The existing service level/provision agreements expire on 31st March 2022. The Town Clerk has therefore written to recipient organisations in September asking if they would like the council to consider renewing the agreement and if any changes are required.

Fashion Museum - £2,000 a year

The Fashion Museum has written thanking the council for its continued financial support, which makes a significant difference to the Museum, and has asked the council to continue with the Service Level Agreement, as explained by the Museum Administrator below:

In view of increased costs over the period we would like you to consider an increase in the amount of the SLA award. The annual amount of £2000 has remained unchanged since the inception of our relationship with the Council in 2015. As you may be aware, the Museum is also undergoing a very necessary external refurbishment to our Grade II listed home, Lime Tree House, currently estimated at a cost of £114,000 to which the Museum has raised funds of £23,000. We would therefore be grateful to anyone or organisation who can help us bridge this gap in any way however small. To this end, I'd be appreciative if the Town Council would consider an additional £500 annual increase to the SLA award.

Information Centre - £2,000 a year

The Information Centre has written to say: Thank you so much. We would very much like to continue with the SLA and have no additions or amendments that we have in mind.

Town Museum - £2,000 a year

The Town Museum has responded to confirm that: We very much appreciate the support we receive from the council and would like the support to continue. The £2000 supplied by the Council each year helps us to keep the museum open as free entry, which we recognise is very important. The collection we house is in the ownership of the Trust legally, but we feel it belongs to the people of Blandford Forum in spirit. It is for this reason we do not want to charge them to learn about their community. As we also rely on volunteers to run all aspects of the museum, we are keenly aware that our volunteers often come initially as visitors, so the more visitors the better! Our visitor number went from about 1000 to 6000 during the first year of free entry, a five-fold increase. We reached 10,000 in the year before the pandemic. The Blandford Forum Town Council support helps us engage with the entire Blandford Community. It helps us collect information and artefacts from our past and keep that history alive through exhibitions and events. We hope that your support will continue.

Citizens Advice Dorset - £2,500 a year

A response was received confirming that: We very much value our partnership with Blandford Forum Town Council and the support provided by the SLA has been vital in maintaining our services in the town. On that basis we would respectfully request that the SLA be extended beyond March 2022. As you would expect, our costs continue to rise with inflation so we would very much appreciate it if the Council could consider some form of uplift for any new SLA.

TREADS - £4,000 a year

A response was received, as follows: First may I again thank the Council for the financial support that they have provided for the project over many years which, at times, has made the difference between surviving or closing the project. The project now however is probably in a better position than it has ever been in terms of activities and outcomes for young people and with a move to a new location, we will in addition to working with The Blandford School also be able to work more closely with the Food Bank and Victim Support. Over the past two years

when I have been given the opportunity to provide updates to the Town Council I have expressed the wish to be less dependent on the Town Council and Dorset Council for funding and this aim has been one of our main priorities this year. I am now pleased to report that, as a result of a number of bids that have been submitted, our financial standing is now in a better place and - although this funding does not support core activities - it does mean that we can deliver specific projects over the next 14 months. Unfortunately, as is always the case, funding awarded is ring fenced and cannot be transferred and used for core funding. Accordingly if the Committee were minded to continue to support us we would request that consideration is given to a further grant with a 50% reduction to reflect the progress we are making in being less reliant on the Town Council's financial support whilst at the same time recognising that we are not quite ready or able yet to survive on our own.

Councillors may therefore wish to reduce Treads' funding from £4,000 a year to £2,000 a year and consider reallocating the other £2,000.

Youth Centre - £15,000 a year

All previous unclaimed grants for the years 2019-2020 and 2020-2021 were reallocated to the skate park accruals. This financial year, the April – June period has been missed as the reports needed to be submitted by end of July, and the reports needed to be submitted by the end of October for the July – September quarter were not received either. Hence no payment has been made yet this year. A response was received confirming that the Youth Centre would very much like to continue with the SLA and there are different individuals involved in the organisation now. the Youth Leader added that: *I feel we could take the additional needs club because that is something we don't provide as we are a very inclusive club and young people with additional needs are welcomed into their peer group nights and attend with our support or some bring a carer. I also feel our young volunteer programme could be added where we recruit train support young people from the local schools whom are 15 or above to become youth work assistants. The Blandford School even suggest young people this would benefit to build their confidence and improve their school attendance while building soft skills. I believe this is incredibly important for not only them but for the community on turning young people's lives around and supporting them on a better path. We also provide outreach into the community speaking to young people in identified known ASB areas of Blandford offering support, guidance, interventions as well as a clear presence to the public that these areas of Blandford are being noticed and something is doing something about.*

Service Provision Agreement with Blandford Stour Valley Band - £2,000 in exchange for ten performances

A response was received confirming that: *The Band is very grateful for the support from the Council and would very much like to be considered for an extension of the Service Provision Agreement following the expiry of the current agreement on 31st March 2022.*

New Service Level Agreements

The Blandford Boxing Club has submitted further details, as requested after discussions held at the September meeting. These two documents are attached to the email with the agenda due to their size.

The Blandford Food Bank had also expressed an interest in receiving a service level agreement, but no response has been received at this stage.

Recommendation

It is recommended that Councillors consider the content of the report and make a recommendation to full council to continue/increase/introduce/cease the SLAs/SPA with local organisations.

Linda Scott-Giles, Town Clerk, 19th October 2021

Grant Application – Blandford Environmental Trust

Name of Organisation	Blandford Environmental Trust
Registered Charity Number (if applicable)	Company Limited by Guarantee: Registration no: 07285622
Contact Name	Sylvia Hixson Andrews
Address	14-15 Bryanston Street, Blandford Forum, DT11 7AZ
Daytime Telephone Number	01258 458911
Email Address	sylhixsonandrews@gmail.com
Purpose of Organisation	<p>Blandford Environmental Trust manages Angus Wood on St Leonard's Avenue in Blandford Forum. Angus Wood is owned by the Woodland Trust, and Blandford Environmental Trust volunteers leased the wood from them in 2010 on a 25-year lease. It is maintained as a managed 'natural' woodland and kept as near to 'natural' as possible. It is managed to promote diversity of habitat for wildlife by promoting tree growth again but maintaining ground and bush vegetation and keeping ivy on trees to provide homes for wildlife. Native tree species only are encouraged.</p> <p>Volunteer workdays are held on the last Saturday of each month and include BET members and young members from the local schools. The woodland is always open to the public and is well-used. We hold several large fundraising events each year but have only been able to hold one (Halloween) over the last several years due to the pandemic. We have recently started holding coffee/cake mornings for seniors, the disabled, and those who live alone, when weather permits.</p>
Amount Requested	£345
Is this a Green Grant? Delete as appropriate	Yes
Purpose of Request	<p>We have submitted our Management Plan with this application. We overplant open root small trees quite regularly because in the wild these trees often do not survive (we lose about 40% of those planted. Some areas are still tree-bare. This year the plan is to plant Hazels at a less mature stage as well as two well established potted trees (and Oak and a Field Maple). We have also requested funding for a new spade, and auger, and a pick axe, as well as poles to secure some of the larger trees.</p>

How many Blandford Forum residents will benefit directly?	The entire Blandford Community area. The woodland is used by dogwalkers, local walkers and children. It is wheelchair accessible and is used by people of all ages. BET uses it for special days and events and we work with other groups who are looking to hold appropriate events in the space.
Any further relevant information	See enclosed management plan. The project details are encompassed by this document as the project plan is to promote a mixed broadleaf woodland area available to all the public at all times.
Signed: <i>Sylvia Hixson Andrews</i>	Dated: 24/11/2021

Additional documents sent by email with the agenda.

Linda Scott-Giles
Town Clerk
29th November 2021

To consider the recommendations of the Dorset Parish Independent Remuneration Panel

Background

Under the Local Authorities (Members' Allowances) (England) Regulations 2003, parish and town councils may introduce a scheme of allowances for the payment of basic and travel/subsistence allowances to councillors. The Dorset Parish Independent Remuneration Panel undertook a review in 2019 to consider levels of allowances for parish and town councillors and produced a report and recommendations. This was considered by council in January 2020 and Councillors voted unanimously to retain their existing allowance. Councillors can claim an allowance of £350 per year, which is £450 for the Chairman of Council/Mayor (agreed in 2017).

Another review has since taken place. Councillors were sent the Dorset Parish Independent Remuneration Panel's document by email on 30th November 2021 and the Chairman of Council requested that it is added to this agenda for consideration.

There is no obligation on parish and town councils to adopt a scheme of allowances, however, if a council wishes to adopt a scheme it must have regard to the Dorset Parish Independent Remuneration Panel recommendations and follow the regulations as set out in the document 'New Council Constitutions – Guidance on Consolidated Regulations for Local Authority Allowances'.

Additional Information

The electorate figure recorded in May 2020 was 9,705 so Blandford Forum Town Council falls under the small market category and therefore the maximum allowance for Councillors is up to £534 and double this for the Chairman.

Three Councillors do not claim this allowance, which is intended for Council-related costs associated with stationery, printing, telephone, etc. It is not to cover time or loss of income as it is a voluntary role.

In 2020, the Town Clerk checked with some other towns in Dorset and found the following information:

- Gillingham Town Council – Councillors resolved for no allowance or mileage.
- Shaftesbury Town Council – Councillors currently receive £360 and agreed on 14th January 2020 to increase it to £520 each, with the Chairman receiving double that amount.
- Sturminster Newton Town Council – Councillors do not claim allowance or mileage.
- Wareham Town Council – Councillors resolved for no allowance.

Financial Implications

The implication on the budget would be an additional £2,944 if council were inclined to increase the allowance to the maximum amount of £534, as recommended by the panel.

Recommendation

Councillors are asked to consider if they wish to increase the Councillor allowance in accordance with the recommendations from the panel (up to a maximum of £534) or if they wish to retain the existing allowance of £350.

Linda Scott-Giles
Town Clerk
2nd December 2021

Recommendations from Committees

Recreation & Amenities Committee Meeting held on Monday 8th November 2021

Minute No. 20 – CONSIDERATION OF THE PROPOSED BUDGET FOR THE FINANCIAL YEAR 2022/2023 AND RECOMMENDATION TO FINANCE & STAFFING COMMITTEE MEETING

20.1 Revenue Budget

The revenue budget will be taken to the Finance & Staffing Committee meeting in December as there has not yet been an opportunity to set the budgets.

20.2 Earmarked Reserves

It was noted that the Allotments line is not correct, as it is not in debit, and the following items need to be reallocated to the agreed budget line.

CE Project measured survey	£7,851
Consultancy fee for CE Mech	£2,500

The balance of £500 from Contingency was not moved at the end of the last financial year 2020/21 and needs to be checked for 2019/20 and this requires actioning.

ACTION: TOWN CLERK

20.2 Earmarked Reserves (cont)

It was PROPOSED by Cllr Lacey-Clarke, but it did not move to be seconded, that the PPM budget line is not added to and the Contingency budget line is removed.

It was PROPOSED by Cllr White, SECONDED by Cllr Carter and AGREED (4 in favour, 2 abstentions and 1 against) that the Committee makes a **RECOMMENDATION to the Finance & Staffing Committee to**

Include a budget for the Cemetery Wall at £1,000 and sets the Earmarked Reserves at £16,500 for the 2022/23 financial year.

ACTION: FINANCE & STAFFING COMMITTEE

Town & General Purposes Committee Meeting held on Monday 15th November 2021

Minute No. 32 – CONSIDERATION OF THE PROPOSED BUDGET FOR THE YEAR 2022/2023 AND RECOMMENDATION TO FINANCE & STAFFING COMMITTEE MEETING

32.1 Revenue Budget

This budget has not yet been prepared and will be presented to the Finance & Staffing Committee meeting in December.

32.2 Earmarked Reserves

In addition to the information in the report, the Town Clerk suggested viring the balance of the DC Highways budget line (£10,162) but Cllr Quayle felt the budget line should remain in place as the committee might wish to use it to provide additional pavement cleaning on behalf of Dorset Council.

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Mieville and AGREED (6 in favour, 1 against, 1 abstention) that

A total of £5,000 is vired from the DC Highways budget line 1021 to the new budget line 1043 for the Queen's Jubilee events and any remaining balance is transferred back to 1021 after June 2022.

ACTION: TOWN CLERK

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Holmes and AGREED (7 in favour, 1 against) that **a RECOMMENDATION is made to the Finance & Staffing Committee that**

The Town & General Purposes Committee Earmarked Reserves budget is approved at £10,500 for the 2022/2023 financial year.

ACTION: FINANCE & STAFFING COMMITTEE

32.3 Reserve Accounts

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Cross and AGREED (5 in favour, 1 against, 2 abstentions) that

£500 is added to the Railway Arches budget line.

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Holmes and AGREED (6 in favour, 1 against, 1 abstention) that

The CCTV budget line is not added to.

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Mieville and AGREED (6 in favour, 1 against, 1 abstention) that **a RECOMMENDATION is made to the Finance & Staffing Committee that**

The Town & General Purposes Committee Reserves Account budget is approved for the 2022/2023 financial year by including £500 for the Railway Arches.

ACTION: FINANCE & STAFFING COMMITTEE

Agenda Item No. 14.2.1

To consider the inclusion of the Contingency budget lines for the T&GP and R&A Committees

It is recommended that the Finance & Staffing Committee considers the requirement for the Contingency budget lines to be included in both the R&A and T&GP Earmarked Reserves and makes a recommendation to full council to be considered.

Linda Scott-Giles
Town Clerk
26th November 2021

**Consideration of the overall budget for the year 2021/22 and
recommendation of the precept for 2022/23**

The Dorset Council has advised that the housing figures will be provided to town and parish councils on Friday 10th December 2021. The draft budget will then be updated and circulated to all Councillors. Please let the Town Clerk know if you require a copy prior to these figures being provided/added.

To date, the Town Clerk and the Operations Manager have gone through each budget line and this has been checked with the interim finance officer. It has been a very different challenge this year, reflecting on an unusual financial year during the lockdowns. However, we have been able to consider any underspends by comparing them with the 2019/20 financial year and adjusted the forecast and budget for next year accordingly.

The council's resolution to cease funding for the leisure centre and to progress the Corn Exchange project by considering a Public Works Board Loan has resulted in £50,000 being included in the budget, as per 2021/22.

The toilet rates are no longer payable and these have therefore been removed.

The sports clubs rent has been set at 1.5% at this stage.

The rates have been set at 2.5%, following a guidance note from the RFO on last year's budget sheet.

The overall budget has been increased by 1.5% despite this being under the current rate of inflation.

It has been noted that some actions have not been carried out due to the lack of a permanent RFO. The following action therefore needs attention:

- Create Railway Arches line in T&GP Earmarked Reserves

It is also recommended that the following action is carried out as the Census budget line is no longer required:

- Transfer Census budget line to General Reserves and delete it

This can be discussed in full at the committee meeting, which all Councillors are encouraged to attend.

Linda Scott-Giles
Town Clerk
2nd December 2021