



# 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 **online** using Microsoft Teams on **Monday 14<sup>th</sup> December 2020 at 7.00pm** to consider the following items.

Linda Scott-Giles  
Town Clerk  
7<sup>th</sup> December 2020

## **A G E N D A**

This meeting will be held in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4<sup>th</sup> April 2020. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England.

Members of the public are invited to join the meeting by [using Microsoft Teams](#). If, as a member of the public, you wish to speak in the Public Session, please notify the Town Clerk prior to the meeting via [admin@blandfordforum-tc.gov.uk](mailto:admin@blandfordforum-tc.gov.uk) or 01258 454500.

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

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

1. Public Session
2. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. [Minutes of the Meeting held on 14<sup>th</sup> September 2020](#)
5. [Town Clerk's Report & Correspondence](#)
6. Analytical Review of Expenditure against Budget for the following:
  - 6.1 [Administration Budget for the year to 20<sup>th</sup> November 2020](#)
  - 6.2 [Overall Revenue Budget for the year to 20<sup>th</sup> November 2020](#)
  - 6.3 [Reserve Accounts as at 24<sup>th</sup> November 2020](#)

7. Review of Finance Documentation
  - 7.1 To receive and retrospectively approve the list of cheque payments 011120 (Sheet 868) totalling £104.46
  - 7.2 To receive and retrospectively approve direct debit payments for the period 1<sup>st</sup> August 2020 to 30<sup>th</sup> September 2020 (Sheets 175 – 176) totalling £58,148.80
  - 7.3 To receive and retrospectively approve BACS payments BACS 276 to BACS 283 totalling £22,816.47
  - 7.4 To receive and retrospectively approve Online Faster Payments FP017 to FP025 comprising of 30 individual payments totalling £476,457.15 (of which £400,590 are payments to other Town council bank accounts).
  - 7.5 [Retrospective approval of the Investment Account for the period to 1<sup>st</sup> August 2020 to 25<sup>th</sup> November 2020](#)
  - 7.6 Report by Chairman on Bank Reconciliation and Petty Cash checks
  - 7.7 [Bank Reconciliation to 31<sup>st</sup> October 2020](#)
8. [To receive the Internal Auditor's Report](#)
9. [To consider adopting a General Reserves policy](#)
10. [To receive a report regarding virement from General Reserves to cover expenditure in 2020/21](#)
11. [To receive a report regarding virement from underspend of various budgets in 2020/21](#)
12. To consider grant applications (current available balance is £11,234.22, which includes £3,384.22 from 2019/20 underspend) - £1,000 has been included in the grants awarded for the green grant match funding for community groups)
  - 12.1 [Blandford Opportunity Group](#) (awarded £1,000 in 2017/18 for a support grant)
  - 12.2 [Panda Pre-school](#)
  - 12.3 [Blandford Railway Club](#)

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 2021/22

**The public and press will then be welcomed back into the meeting for the following items;**

14. Consideration of the Town Council Budget for 2021/22
  - 14.1 Consideration of the proposed revenue budget for the Finance & Staffing Committee for 2021/22<sup>1</sup>
  - 14.2 [Recommendations from Committees](#)
  - 14.3 [Consideration of the overall budget for the year 2020/21 and recommendation of the precept for 2021/22](#)

Twinned with Preetz, Germany



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



Twinned with Mortain, France



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<sup>1</sup> Paper to follow – awaiting the housing figures from the Dorset Council, anticipated 11<sup>th</sup> December 2020. Please note this document will be a draft budget for Councillor consideration and it includes the committee recommendations at Agenda Item No. 14.2.

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

Thank You – Daniel Cadisch from the Citizens Advice, Central Dorset and Mark Williams from Treads have both written to thank the town council for its ongoing support.

Financial Impact of COVID-19 – The RFO has advised that the financial impact on the budgets since the second lockdown is that the council is still within budget and currently showing that we have not overspent the precept. There is a shortfall of income compared to the budgeted income from the hiring of venues of £12,700. However, there has also been lower expenditure of £15,200 than what was budgeted for.

Stay Local – Shop Local – Banners, posters and social media platforms are being used to promote staying local and shopping local, supporting local businesses.

## Administration Budget for the year to 20<sup>th</sup> November 2020

### ADMINISTRATION COSTS     £

N/L code		Annual Budget	2020/21		Budget Variance	
			Budget to Date	Actual to Date		
4010	Advertising	1,500	1,000	118	(881)	
4012	Audit	3,399	2,266	2,551	285	Timing
4014	Bank Charges	824	549	58	(492)	Card Merchant Service Fees
4015	Property Fund Admin Charge	3,388	2,258	2,182	(77)	
4018	Equipment Maintenance/Hire	515	343	286	(57)	Timing
4028	New Equipment	500	333	580	246	£500 Conference system for council meetings (T/C 08/06/20 Min 16)
4039	IT New Equip	155	103	289	185	£250 - 2 x new outlets in community room
4040	IT Maintenance/Software	9,548	6,365	4,209	(2,156)	Sage software 2019/20 price freeze
4041	IT Consumables	200	133	61	(72)	
4042	Professional Services	3,605	2,403	3,642	1,239	Timing £2,396.10 Annual Employment Services / £875 Barrister Fees for Allotments / £192 50% cost of survey monkey used for Persimmon & C/Exch consultations
4050	Newsletter	3,090	2,060	1,768	(292)	
4052	Publications	100	67	0	(67)	
4053	Photocopier Charges	1,538	1,025	255	(770)	
4054	Stationery & Printing	2,050	1,367	635	(731)	
4057	Subscriptions	1,958	1,305	1,464	159	Timing- DAPTC Annual Subs
4060	Postage	800	533	199	(334)	
4064	Town Council Web Site		0		0	
4065	Telephones	1,560	1,040	704	(336)	
4094	Staff Training & Travel Exps	3,605	2,403	496	(1,907)	
4095	Staff Travel & Expenses	4,350	2,900	884	(2,016)	
4096	Cllrs Training & Travel Exps	6,663	4,442	2,262	(2,179)	

4097	Cllrs Welfare/Meeting Exps	528	352	585	233	£528 Conference system for council meetings (T/C 08/06/20 Min 16)
4099	Staff Welfare	300	200	92	(108)	
4301	Health & Safety Staffing	1,538	1,025	329	(696)	
	<i>Sub Total</i>	<i>51,711</i>	<i>34,474</i>	<i>23,649</i>	<i>(10,826)</i>	<i>Sub Total</i>
4701	Insurance	15,375	10,250	14,011	3,761	Timing - Annual Insurance
	<i>Sub Total</i>	<i>15,375</i>	<i>10,250</i>	<i>14,011</i>	<i>3,761</i>	
4800	Mayoral Expenses	2,676	1,784	36	(1,748)	£714 Grant Income received for N/Plan
4802	Civic Expenses	5,550	3,700	2,689	(1,012)	
4805	Civic Twinning	1,000	667	0	(667)	
4806	Civic - Freedom	500	333	0	(333)	
4803	Honorarium - Town Crier	300	200	150	(50)	
	Honorarium - Deputy Town					
4807	Crier	200	133	100	(33)	
4804	Honorarium - Mace Bearer	400	267	200	(67)	
	Honorarium - Deputy Mace					
4808	Bearer	300	200	150	(50)	
4809	Membership to Guild of Mace					
	Bearers and Town Criers	100	67	35	(32)	
	Reserves Grant Monies	0	0	714	714	
	<i>Sub Total</i>	<i>11,027</i>	<i>7,351</i>	<i>4,074</i>	<i>(3,278)</i>	
	<b>TOTAL EXPENSES</b>	<b>78,113</b>	<b>52,075</b>	<b>41,733</b>	<b>(10,342)</b>	
INCOME						
2025	Interest	1,030	687	190	(496)	£1,629 cricket club donation towards kitchen & appliances / £300 & £200 compensation Santander and £100 compensation from Lloyds £714 Groundwork UK for N/Plan / £2,000 community fridge
3894	Misc Income	1,600	1,067	2,270	1,203	
3893	Grant				0	

3897	Overtime Charges	528	352	51	(301)	No Venues Open
3899	Photocopying	169	113	8	(105)	Office Closed
3920	Admin Chg- Barnes for Rec	5,563	3,709	2,782	(927)	Timing
	Salary Charge out Barnes for					
3925	a Recreation	25,098	16,732	13,823	(2,909)	No Pension costs
	<b>TOTAL INCOME</b>	<b>33,988</b>	<b>22,659</b>	<b>19,124</b>	<b>(3,535)</b>	
	<b>NET COST/ (INCOME)</b>	<b>44,125</b>	<b>29,417</b>	<b>22,609</b>	<b>(6,808)</b>	

## Overall Revenue Budget for the year to 20<sup>th</sup> November 2020

2020/21						
	Annual Budget	Budget to Date	Actual to Date	Budget Variance	Status	Comments
<b>INCOME</b>						
Admin	33,988	22,659	19,124	(3,535)	Under-budget	Venues and Office closed - Barnes Salary lower than budgeted
<b>Admin Total</b>	33,988	22,659	19,124	(3,535)	Under-budget	
Corn Exchange	14,744	9,829	8,399	(1,430)	Under-budget	Venue Closed from 20/03/20 - re-opens in August (included £150 advance payment for M Boon - refunded through shambles) - Closed from 03/11/20
Woodhouse Gardens	6,150	4,100	1,349	(2,751)	Under-budget	
Larksmead	1,814	1,209	220	(990)	Under-budget	No rental income during April - June - 50% for July to Sept - Invoice to be raised in September
Cemetery	12,300	8,200	6,037	(2,163)	Under-budget	Reduced Activity
Sundries	3,359	2,239	3,152	913	Over-Budget	Timing - Annual NDDC Grass Cutting
Skate park	0	0	0	0	Under-budget	
<b>R &amp; A Income</b>	38,367	25,578	19,156	(6,422)	Under-budget	
CCTV, Planters & Markets	26,779	17,853	9,353	(8,500)	Under-budget	Planter Sponsorship - Timing - Shambles £2,955 under budget re-opened 30/07 / Indoor market £2,089 under budget, re-opened 02/07/20 / Street Market £3,522 under budget, re-opened 04/06/20
Marsh & Ham Toilets	800	533	1,000	467	Over-Budget	£500 Charlton Marshall PC Toilet donation / £100 South Tarrant Valley Toilet donation / £200 Tarrant Monkton & Launceston toilet donation
Tabernacle Toilets	0	0	0	0	Under-budget	
<b>T &amp; GP Totals</b>	27,579	18,386	10,353	(8,033)	Under-budget	
<b>Total Income</b>	99,934	66,622	48,633	(17,989)	Under Budgeted Income	

## EXPENDITURE

Admin	78,113	52,075	41,733	(10,342)	Under-budget	Timing due to Annual insurance and annual employment services / Lower Staff Travel Costs, Stationery costs, Printing costs and IT Price freeze on annual subs
Corn Exchange Project Officer / Consultant	20,000	13,333	0	(13,333)	Under-budget	
Salaries	460,230	306,820	281,172	(25,648)	Under-budget	
<b>Admin &amp; Payroll</b>	<b>558,343</b>	<b>372,229</b>	<b>322,906</b>	<b>(49,323)</b>	Under-budget	
Vehicles	12,634	8,423	6,173	(2,250)	Under-budget	
Corn Exchange	45,375	30,250	25,125	(5,125)	Under-budget	Utilities lower due to venues closure / PPL licence lower due to venue closure
Woodhouse Gardens	3,652	2,435	2,132	(303)	Under-budget	
Larksmead	2,626	1,751	710	(1,041)	Under-budget	
Recreation Ground (Trust)	35,123	23,415	10,000	(13,415)	Under-budget	
Glenmore Workshop	7,453	4,969	4,791	(177)	Under-budget	
Cemetery	6,625	4,416	4,710	293	Over-Budget	Timing
Langton	336	224	80	(145)	Under-budget	
Skatepark	1,473	982	200	(782)	Under-budget	
Sundries	21,365	14,243	10,187	(4,056)	Under-budget	
<b>R &amp; A Totals</b>	<b>136,661</b>	<b>91,108</b>	<b>64,107</b>	<b>(27,001)</b>	Under-budget	
CCTV, Planters & Markets	25,049	16,699	6,926	(9,773)	Under-budget	
Marsh & Ham Toilets	16,927	11,285	5,871	(5,414)	Under-budget	
Tabernacle Toilets	3,696	2,464	1,256	(1,208)	Under-budget	
<b>T &amp; GP Totals</b>	<b>45,672</b>	<b>30,448</b>	<b>14,054</b>	<b>(16,395)</b>	Under-budget	
<b>Total Expenditure</b>	<b>740,677</b>	<b>493,784</b>	<b>401,066</b>	<b>(92,719)</b>	Under-budget	
<b>TOTAL (NET COST)</b>	<b>640,743</b>	<b>427,162</b>	<b>352,433</b>	<b>(74,729)</b>	Within Budget	

Note

Over budget figure positive variance

Under budget negative variance ( )



## Reserve Accounts as at 24<sup>th</sup> November 2020

Nominal Code	<u>Standard Asset Replacement Accruals</u>	Responsible Committee	Balances £	Committed Funds £	Description of Committed Funds
1300	IT	F & S	18,004.49		
1305	Skate park	R & A	93,065.58		
1310	General Play Equipment	R & A	69,503.06		
1315	Maintenance Equipment Replacement	R & A	9,544.94		
1320	Vehicle Replacement	R & A	13,668.00		
1325	Tractor Replacement	R & A	16,701.20		
1330	Mower Replacement	R & A	31,915.27		
1340	CCTV / ANPR	T & GP	34,908.44	- 12,852.20	£12,852.20 CCTV Cameras
1345	Benches	T/C	12,516.65		
1350	Glenmore Depot	R & A	8,373.10		
1351	B/Heights Play Equipment	R & A	9,568.00		
1352	B/Heights Maintenance Equipment Replacement	R & A	1,879.74		
				<b>306,796.27</b>	
	<u>Earmarked Accounts</u>				
	Recreation & Amenities Funds	R & A	963,112.64	- 29,266.83	£16,836.83 B/Heights Public Arts Works / £10000 WHG Roof / £2,430 Changing Room Flooring in Football Pavilion
	Town & General Purposes Committee	T & GP	41,532.51	- 591.00	£250 Interpretation board: Langton & Marsh / £341 TIC Out & About Booklet
				<b>974,787.32</b>	

### Other Earmarked Accounts

1001	Earmarked Interest	F & S	10,245.87	- 380.00	£380 Pointing work of WHG wall
1002 1004	Property Fund Dividend	F & S	16,461.75	- 1,392.00	£1392 - Path around Cricket Club
1005	Election Costs	T/C	7,683.70		
1006	Youth Services	T/C	25,726.03	- 15,000.00	2019/20 Grant not given to Youth Centre as no signed annual accounts received
1007	Woodhouse Gardens Wall Rebuild (Moved to R & A)	R & A	-		
1008	High Street Clean Up	F & S	-		
1009	BFTC Commemoration Group	T/C	310.50		
1010	Capital Interest	F & S	2,241.87		
1011	Land North of Bypass / Sport & Recreation	T/C	5,772.98	- 5,770.98	£4.11 Cricket Club Refurb S106 Monies / £4,608 Path around Cricket Club / £1,157.87 Cricket Club refurb
1012	The Blandford Events Group	T/C	442.17		
1013	Neighbourhood Plan	T/C	8,014.39	- 300.39	Consultancy Fees
1015	Support for Essential Services (Earmarked)	T/C	28,049.00		
1017	Woodhouse Garden Re-build	T/C	19,981.67		
1019	Old Bath House / St Peter & St Paul's Churchyard (Listed Wall & Town Pump	T & GP	52,964.49	-	
1335	Civic Regalia	F & S	18,949.84		
1185	Pension Deficit	F & S	20,000.00	-	
1195	Improvements to Market Place	T/C	70,000.00	-	

					£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
1500	General Reserves	T/C	252,528.16	- 41,477.27	
				<b>475,051.78</b>	
	<b>Capital Projects</b>				
1104	Corn Exchange S106 Funds	T/C	82,909.40		
					£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
1105	Corn Exchange	T/C	524,298.28	- 101,707.44	
1110	Corn Exchange Promotions Group	T/C	3,091.93		Replacement of external notice boards
1115	Corn Exchange Project Development	T/C	29,528.83		
1116	Corn Exchange HLF Stage 1 Matchfunding	T/C	77,379.97		
1120	Corn Exchange & Venues Refurbishment Project	T/C	79,000.00	-	
1122	Corn Exchange Community Hall S106 Funds	T/C	103,292.81		
1125	Cemetery Field Project	R & A	1,000.00	- 1,000.00	£1000 Statue Contingency
1135	Railway Arches	T & GP	2,625.56	260.00	
1175	CCTV / ANPR - New Equipment	T & GP	12,161.40		
				<b>812,320.74</b>	
	<b>Total Reserves</b>			<b>2,568,956.11</b>	

Surplus from 2019/20 as at 31/03/2020

113,175.81

Due to grants & S106 funds received in 2019/20

**Total  
Available in  
Reserves**

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**2,682,131.92**

## Retrospective approval of the Investment Account for the period to 1<sup>st</sup> August 2020 to 25<sup>th</sup> November 2020

### Fixed Term Investments & Corporate Notice Accounts since last Finance & Staffing Committee Meeting held on 1<sup>st</sup> June 2020

Date	Amount £	Period	Rate Gross	Interest £	Bank
24 <sup>th</sup> August 2020	13,760.67	35 Days	0.12%	1.58	Santander Business Reserve
22 <sup>nd</sup> September 2020	63,878.09	30 Days	0.12%	6.09	Santander Business Reserve
22 <sup>nd</sup> September 2020	120,152.37	10 Days	0.3%	9.90	Santander 31 Day Notice
2 <sup>nd</sup> October 2020	240,152.37	52 Days	0.3%	102.82	Santander 31 Day Notice
2 <sup>nd</sup> October 2020	439,466.17	113 Days	0.45%	612.24	Santander 95 Day Notice
22 <sup>nd</sup> October 2020	38,937.93	31 Days	0.12%	3.97	Santander Business Reserve
23 <sup>rd</sup> November 2020	50,468.62	31 Days	0.12%	5.14	Santander Business Reserve
23 <sup>rd</sup> November 2020	140,579.06	31 Days	0.3%	35.82	Santander 31 Day Notice

### CCLA – Property Fund Investment Dividend – Period 1<sup>st</sup> August 2020 to 31<sup>st</sup> October 2020

No. of Units	Price per Unit As of 31 <sup>st</sup> October 2013 £	Price per Unit (BID) As of 31 <sup>st</sup> July 2020 £	Dividend Amount As of 30 <sup>th</sup> September 2020 £	Management Expenses (For July - Sept 2020) £	Net Amount Received Oct 2020 £	Total Amount of Dividends Received Net of Management Expenses £	Net Asset Value of Fund as at 31 <sup>st</sup> October 2020 £
164508	2.4315	2.7681	5,818.48	711.99	5,106.49	149,721.79	465,919.56 (up from £465,557.64 as at 31/07/20)

Bank Reconciliation to 31<sup>st</sup> October 2020

Bank Statement as at	31st October 2020	
Current Account		£28,939.27
Less Unpresented Cheques		£0.00
Plus uncleared receipts		£28,939.27

Hampshire Trust Bank - A/c No: 10364802	31st October 2020	
From To		
24/01/2020 10/01/2023		£411,500.00
22/06/2020 22/06/2021		£420,000.00
		£831,500.00

Santander 95 Day Notice A/C10555310	31st October 2020	
01/10/2020		£439,977.61
Less		£439,977.61


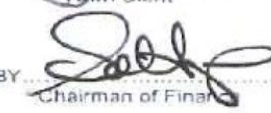
Santander 31 Day Notice A/C10555349	31st October 2020	
01/10/2020		£240,579.06
		£240,579.06

Santander Business Reserve A/c 10138119	31st October 2020	
01/10/2020		£38,937.93
		£38,937.93

Lloyds PLC Fixed Term Deposits as at	31st October 2020	
From To		
06/01/2020 06/01/2021		£100,000.00
20/02/2020 22/02/2021 S106		£103,942.13
26/02/2020 26/02/2021		£120,000.00
27/02/2020 26/02/2021		£50,000.00
09/04/2020 09/04/2021 S106		£651,479.00
09/04/2020 09/04/2021 S106		£179,185.49
07/05/2020 07/05/2021		£89,000.00
		£1,293,606.62

CCLA Property Fund Account	31st October 2020	
Purchased		£400,000.00
Less Un-reconciled item		£400,000.00
30/10/2013 Switched to Long Term Asset		£0.00

Petty Cash as at	31st October 2020	
		£250.00
Less Un-reconciled item		£250.00

CHECKED BY: 	Date: 13/11/2020
Town Clerk	
CHECKED BY: 	Date: 12/11/2020
Chairman of Finance	

£2,873,790.49

**INTERNAL AUDIT OF BLANDFORD FORUM TOWN COUNCIL  
FINAL REPORT VISIT 1 OF 3: 15<sup>th</sup> OCTOBER 2020**

**Appendix 1 – Recommendations and Action Plan**

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
6.1 – VAT underclaim	<p>I checked to see that all petty cash spent was recorded and supported by VAT invoices/receipts. I found that only one petty cash reimbursement had been processed in 2020/21 as at 14/10/20, which was a claim of £172.34 paid in August 2020. The claim was fully supported by receipts.</p> <p>I noted that VAT had been claimed in error on postage, but not claimed on one of the mobile phone top-up vouchers. The net impact was a net underclaim of £1.11 on total possible VAT of £22.43. I also noted that no VAT was claimed on an Amazon order as no invoice had been provided (a VAT invoice is required to claim VAT), meaning that £2.08 of VAT was foregone. The RFO noted that no large value items are purchased through Amazon, so the amount of VAT foregone is limited.</p> <p>I recommend that the two transactions are amended on Sage so that the correct VAT code has been used.</p>	L	Noted and subsequently amended by the RFO.	RFO	14 <sup>th</sup> October 2020

## **To consider adopting a General Reserves policy**

### **Introduction**

As per the Governance and Accountability Practitioners Guide, the Town Council needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves.

The generally accepted recommendation in the Practitioners Guide about the appropriate minimum level for a General Reserve is that this should be maintained at between three and twelve months of Net Revenue Expenditure (NRE). The reason for the wide range is to cater for the large variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months, the larger the authority the nearer to 3 months. In practice, any authority with an NRE more than £200,000 should plan on 3 months equivalent General reserve. It is important that each authority adopt a General Reserve Policy the level appropriate to their size and situation and plan their budget so as to ensure that the adopted level is maintained. Changes in activity level / range of services provided will inevitably lead to changes in the requisite minimum level of the General Reserve in order to provide a working capital for those activities.

### **Detail of the Report**

The RFO reviews its General Reserves on a regular basis and reports to Council in December and March the expenditure that has occurred through the year and makes recommendations to transfer from the Interest received on investments on the earmarked reserves to the General Reserve. A report regarding the virement to General Reserves to cover expenditure is included in the December F & S Agenda.

As the Town Council is in excess of Net Revenue Expenditure of £200,000, then if the General Reserve falls below the 3 month NRE then it is to consider including the deficit in the budget to bring it back to 3 months of NRE.

### **Recommendation**

The Committee is requested to consider the detail of the report regarding General Reserves and to decide if this should be included in the financial regulations as well as reporting to Finance & Staffing in December and March, so that there is a formal policy in place.

Jenny Tempier  
Responsible Financial Officer  
10<sup>th</sup> November 2020



## To receive a report regarding virement from General Reserves to cover Expenditure in 2020/21

### Introduction

It was agreed with the Chairman of Finance & Staffing that any expenditure that occurred throughout the year which was not budgeted for was to be taken from General Reserves and reviewed at Budget Setting and to vire from the Interest Earnt on Investment Reserves, including dividends received from the Property Fund back to General Reserves so that the expenditure repayment does not need to be included onto the precept. In practice, the Town Council should plan on 3 months equivalent of the net revenue expenditure in General reserve. Anything under the 3 months equivalent should be included in the budget to bring it to the suggested amount

### Detail of the Report

The balance on the General Reserves as at 11<sup>th</sup> November 2020 is £252,528. The available funds that are to be kept in General Reserves should be between 3 months and 12 months of the precept (between 25% and 100% of precept). The Town Council currently holds only 32% of the precept in General Reserves.

The expenditure through General Reserves throughout the 2020/21 year as at 11<sup>th</sup> November 2020 is as follows:

Expenditure Reserve	From General	Date of Payment	Date of Minute	Amount
Additional Works for Cricket Club Refurbishment		26/02/2020	T/C 24/02/2020 Min 160.1	£13,117.66
Business Rates for Street Market 2019/20 Relief awarded in error		27/04/2020	Chairman of F & S (used the committed amount for the underspend of rates recovery)	£662.72
Planning Application fees for Lobby glazing		31/07/2020	T/C 23/04/18 Min 203.3.1 & Town Clerks report 08/06/2020	£251.83
Release of Retention for WHG Refurbishment		03/08/2020	T/C 25/03/19 Min 184	£2,046.08
<b>TOTAL</b>				<b>£16,078.29</b>

The available funds on the Interest Earnt on Investments as at 11<sup>th</sup> November 2020 are as follows:

AVAILABLE INTEREST ON RESERVES	AMOUNT
Interest Earnt on Earmarked Investments	£9,865.87
Interest Earnt on Property Fund	£15,069.75
Interest Earnt on Capital Investments	£2,241.87

The Committee is asked to consider transferring:

- £9,865 from Interest Earnt on Earmarked Investments to General Reserves
- £0 from Interest Earnt on Capital Investments to General Reserves
- £6,213 from Interest Earnt on Property Fund to General Reserves

The total of the virement would be £16,078. The total of the expenditure agreed to be taken from General Reserves during 2020/21 is £16,078. Therefore, there has been no cost to General Reserve as at 11<sup>th</sup> November 2020. There would be a balance left on Interest earnt on

Property Fund of £8,856 (with another estimated amount of £5000 to be received in January 2021) and a balance on the Capital Investment of £2,242, which could be transferred to the General Reserve when the committed expenditure is spent. There is a total of £16,575 of committed expenditure to come out of the General Reserve.

After the above virements from the investments to the General Reserve this would take the General Reserves fund to £268,606 which would be 34% of the 2020/21 Precept. After the committed expenditure is spent, the General reserve would be 32%.

### **Recommendation**

The Committee is requested to consider the above suggestions and, if are satisfied with the approach, agree the following resolution:

**The Finance and Staffing Committee makes a RECOMMENDATION to Town Council to vire £9,865 from the Interest Earnt on Earmarked Investments budget line (Code 1001), and £6,213 from Interest Earnt on the Property Fund budget line (Code 1002) to General Reserves (Code 1500).**

Jenny Tempier  
Responsible Financial Officer  
12<sup>th</sup> November 2020

## **To receive a report regarding virement from underspend of various budgets in 2020/21**

### **Detail of the Report**

As of the date of this report, there will be underspends on the following budgets for 2020/21.

1. Mayoral Allowance: The Mayor has said that she will not be drawing the full amount against this for this year due to the circumstances of Covid-19. The budgeted figure for the year is £2,676 and the Mayor has advised she will only be claiming 25% of the full amount, which is £669.
2. Grant to Dorset Council for Blandford Leisure Centre: Budgeted figure of £50,000. The Leisure Centre has received all 10 years of grant monies. This has been requested that this amount be transferred to the skatepark accrual as the equipment is going to need to be replaced and falls part of the leisure category.
3. SLA with Blandford Youth & Community Centre: At the full council meeting held on 28<sup>th</sup> September 2020, it was agreed to continue with the current SLA for 2020/21 and wait to receive all the reports/signed accounts required for the 2020/21 grant monies before it can be released; and to transfer the £15,000 in accruals from the 2019/20 financial year to Reserves budget line 1006 Youth Services and await the signed annual accounts before releasing the 2019/20 grant monies. The committee is asked to consider allocating the 2019/20 £15,000 to the skatepark refurbishment as no further information has been received both for last year and this financial year from the Youth Club.
4. Salaries Budget: Budgeted figure for the year is £460,230. As of 31<sup>st</sup> October 2020, there is an underspend of £19,505. This is due to budgeted figure including a 5% pay rise and a 2.75% was awarded. Change of hours for two members of staff were included, but this did not happen and also the cover for sickness / maternity has not been needed.

Any further underspends from other budgets will be reviewed at the March Finance & Staffing committee meeting, which will support the loss of the booking income incurred from the closure of the Town Councils venues.

### **Recommendation**

The Committee is requested to consider the above suggestions and, if are satisfied with the approach, agree the following resolution:


**The Finance and Staffing Committee makes a RECOMMENDATION to Town Council to vire the underspend from the mayoral allowance to General Reserves (Code 1500), vire the underspend of the Blandford Leisure Centre Grant, £50,000 to Skatepark Accrual (Code 1305) and vire the underspend of the salaries budget to General Reserves (Code 1500).**

Jenny Tempier  
Responsible Financial Officer  
13<sup>th</sup> November 2020

## To consider grant applications – Blandford Opportunity Group

### APPLICATION FOR A GRANT

<b>Name of Organisation</b>	Blandford Opportunity Group
<b>Registered Charity Number (if applicable)</b>	1027771
<b>Contact Name</b>	Nicola Roper
<b>Address</b>	Williams Opportunity Hall, Whitecliff Gardens, Blandford, Dorset, DT11 7BU
<b>Daytime Telephone Number</b>	01258 456187
<b>Email Address</b>	Blandfordoppgrp@talktalk.net
<b>Purpose of Organisation</b>	<p>The group provides a quality Early Years educational setting for all children from 0 to 5 years of age. At the advice of Ofsted, and because of the group's Outstanding award from Ofsted, the group now take all children.</p> <p>The group specialise in children with any additional need including those with complex and multiple needs. The group also offers help and support to the parents of the children.</p> <p>The group works closely with all statutory services including health, social care and the local family partnership zone. The group have great links with the local food bank and other helping charities, which we can signpost our families to for additional help if needed.</p>
<b>Amount Requested</b>	£2500
<b>Is this a Green Grant?</b> Delete as appropriate	No
<b>Purpose of Request</b>	<p>New IT equipment is needed for the office. The current equipment was bought on a grant back in 2016 and is in need of updating and renewing. We are wanting to replace the main PC and also if possible buy a new laptop so if we need to work from home in the future this will be possible. Covid 19 has stopped our fundraising in the community and we have been unable to raise the funds this year required for the new equipment.</p>
<b>How many Blandford Forum residents will benefit directly?</b>	<p>The group currently have 30 children on record and in the past year have had another 20 children as children grown and leave the setting for school. This is potentially 100 – 200 Blandford residents that will benefit directly as their children are with us. Year on year we have new children joining and leaving so it is a continuous roll of Blandford residents being helped.</p>

<p><b>Any further relevant information</b></p>	<p>The new equipment will allow us to carry on with the work we do in supporting local families. 68% of our children are currently classed as coming from deprived backgrounds. These children can all be supported and helped, but in order to do this we need constant internet access and a quicker computer to be able to process all the funding forms and early years pupil premium requests we have to make to local council and early years departments.</p> <p>HMRC Making Tax Digital is also now becoming more relevant and currently we run Windows 7 which is not compatible with this option.</p>
<p><b>Signed:</b> </p>	<p><b>Dated:</b> 11/11/2020</p>

**I enclose (delete as applicable):**

1. Last set of accounts<sup>1</sup>
2. Business plan
3. Project details
4. Supporting documents

**Please return this form together with attachments to:**

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

**Applicants will be notified of the success of this application in due course.**

**Last set of accounts have been emailed separately to Councillors.**

Additional information was sought to support the application, which has been provided below on 17<sup>th</sup> November 2020:

**ADDITIONAL INFORMATION – BLANDFORD FORUM TOWN COUNCIL GRANT 2020**

**ORGANISATION AIMS**

Blandford Opportunity Group opened in 1992 at the request of local health workers as there was a need for an Opportunity group. An Opportunity group by definition is a preschool for children with the majority having additional needs. We take children from birth to 5 years including those who have been identified as having additional needs; these children come from all over Dorset, but mostly from Blandford and the surrounding villages. We have no barriers to inclusion at all. Any child is able to come to the group and we are open to all children. We have very regular visits from occupational therapists and physiotherapists. We are also supported by the hearing and vision support services, Speech and language therapists, Educational psychologists and Portage. Children are referred by health workers who have identified the child as having additional needs, from other preschools and parents are now able to ring up for a place. At our last Ofsted inspection, we gained an Outstanding award. The Ofsted Inspector also advised that because our facility was so good, we should offer it to all children, not just those with an additional need. This is what we did and the preschool is now open to every child. We currently have a various mix of children who attend our setting, currently over 50% having some sort of additional need.

**IMPACTS OF COVID**

We have been open during the lockdowns, during the first lockdown we only offered places for key worker children, and this lockdown we have remained open to ALL children. Government early years recommendations are that the children have fresh air and are outside as much as possible. Because of this, we have been able to negotiate and rent a larger area outside behind our current tiny outside play area. We have rented the new area and we are in the processes of developing it so the children will have a larger area to play in and be able to spend more time outdoors. Luckily our office already has plenty of space between the desks so we are already working in a Covid secure way, with plenty of cleaning and plenty of antibacterial gel to hand!



We will face a huge deficit in our funding this year as we have been unable to fund raise at all in the local community. We will be unable to get out into the community and do the usual fundraising, the Georgian Fayre, the supermarket Christmas bag pack, the annual race night and the annual yuletide festival events to name a few, in which we can raise over £12,000. We also annually attend and enter a team in the Dragon Boat Race at the Sherborne Country Fair and always benefit from a £5,000 donation after this event, the event did not take place so we did not receive this. We also try to be involved with larger events and were hoping to be a part of the Great Dorset Steam Rally again, when we did this in the past we raised over £4,000. All these amounts are a huge loss to our charity. We now only received 65% of our income from Dorset Council so we rely heavily on our fundraising and grant writing for the additional 35% needed to operate.

## **WHO BENEFITS FROM THE GROUP**

The group currently have 30 children on record and in the past year have had another 20 children, as children grow and leave the setting for school. Annually this is potentially 100 – 200 Blandford residents that will benefit directly as their children are with us. Year on year we have new children joining and leaving so it is a continuous roll of Blandford residents being helped. Our ethos is to help the families as well as the children.

The new IT equipment will allow us to carry on with the work we do in supporting local families. 68% of our children are currently classed as coming from deprived backgrounds. These children can all be supported and helped, but in order to do this we need constant internet access and a quicker computer to be able to process all the funding forms, special needs forms and early years pupil premium requests we have to make to local council and early years departments. HMRC Making Tax Digital is also now becoming more significant and by 2023 we will need to adhere to the new digital regulations, currently we run Windows 7 which is not compatible with this option.

We also employ 10 local staff who also all benefit greatly from their jobs with us.


If you need any further information please don't hesitate to contact us.

**Chairman Mr C Stevens, President Mr S Hitchings, Treasurer Mr R Henley, Secretary Mrs N Roper, Group Leader Mrs S Kevern**



## To consider grant applications – Panda Pre-school

### APPLICATION FOR A GRANT

Name of Organisation	PANDA PRE-SCHOOL
Registered Charity Number (if applicable)	1024173
Contact Name	ALISON MORRIS
Address	MILLDOWN ROAD BLANDFORD FORUM DT11 7SN
Daytime Telephone Number	01258 458151
Email Address	Pandapreschool@hotmail.co.uk
Purpose of Organisation	EARLY YEARS SETTING TO PROVIDE CARE + EDUCATION IN THE LOCAL AREA
How many members/clients are Blandford Forum residents?	60+ families and future children.
Amount Requested	£14,114.90
Purpose of Request	We need to update our ICT equipment to meet the needs of the children with their progression to school. Since Covid-19 we have noticed gaps in children's learning and development we need to build upon. We also require additional and replacement outdoor equipment to enhance children's imagination and physical development.
How many Blandford Forum residents will benefit directly?	Initially 80+ their families with future children benefiting from them on.
Any further relevant information	We feel we need to support children's early development and usually raise money through our own fundraising events. We are still trying to do some events but know the amount we raise will be far lower.
Signed: 	Dated: 12-11-2020

**Last set of accounts have been emailed separately to Councillors, but a breakdown of the items included is provided below.**

External PVC strip curtains to attach to our outdoor covered area allowing additional use of this area in all weathers. £1758.00

ActivBoard 10Touch Dry Erase Interactive Whiteboard x 1 to share between all the children £1824.00

2 x Touch Screen computers where staff can support children's learning and interaction through ICT.  
£699.00 each

3 x outdoor octagonal benches and 3 individual benches £345.24

2 x laptops £758.00

Wooden outdoor corner play cottage £2638.80

2 x Outdoor sinks £431.88

6 x bikes and 6 x trikes £1165.68



12<sup>th</sup> November 2020

Dear Blandford Forum Town Council

Panda Pre-school is a Committee run pre-school that has been in Blandford Forum for many years. We were due to celebrate our 40<sup>th</sup> Anniversary this summer but sadly with Covid-19 restrictions in place we could not have the celebration and reunion party we hoped, where families, past and present could have some fun and help raise additional funds for Panda. We were all looking forward to this day long event, which would bring many local residents together to catch up with each other and share their stories and memories of past times.

We remained open during the initial lockdown period to ensure parents could work if they needed to. We would usually hold regular fundraising events during this time and throughout the year to replace, update or improve the equipment and materials however we have been unable to do this in the same way but we are managing to hold a raffle and staff are doing a sponsored walk on 18<sup>th</sup> December this term.

We have never applied for a grant from you before as we have always managed, over time, to raise any money we've required but now feel it necessary to ensure we can provide the care and learning opportunities Blandford's early years children deserve.

We have noticed a gap in the children's learning since the break with Covid-19 and need to put things in place to try and bridge the gap. ICT and physical skills are some of the areas we want to improve.

The ICT we, and schools, are different to what children use at home. Our Promethean board, a large interactive screen, is completely broken and does not work. The children benefit from its range of material and skills it allows the children to develop. Having one in each room ensure all children has the opportunity to use it.

As you can imagine, our bikes and trikes are well used and need to be replaced at times. In light of the additional hand washing required, the outside washing facilities will be a great benefit. Being outside is the safest place to be and the tables and chairs will allow us to do activities/have snack/lunch easier and have lovely story times using the outside classroom and story chair.

We have a lovely covered area outside but when it rains it still gets quite wet around the edge and lessens the space we can use. Having the PVC Strip curtains will enable us to have more children outside with the additional space this would provide.

We hope you will consider our application as this will not only benefit children today but for many years to come.

Yours sincerely

Alison Morris

Manager



## Blandford Railway Club

APPLICATION FOR A GRANT

Name of Organisation	BLANDFORD FORUM RAILWAY CLUB
Registered Charity Number (if applicable)	N/A
Contact Name	ROBERT STEPHENSON (CHAIRMAN)
Address	
Daytime Telephone Number	
Email Address	
Purpose of Organisation	TO PROMOTE INTEREST IN LOCAL RAILWAY HISTORY AND MEET A SOCIAL NEED FOR OLDER MEN IN PARTICULAR
Amount Requested	£ 1,000
Purpose of Request	TO HELP WITH OUR OPERATING COSTS AND ASSIST SURVIVAL WHILE THE CLUB IS CLOSED DUE TO COVID-19 RESTRICTIONS
How many Blandford Forum residents will benefit directly?	26 OUT OF 55 MEMBERS
Any further relevant information	/
Signed: R F Stephenson	Dated: 26.11.2020

I enclose (delete as applicable):

1. Last set of accounts<sup>2</sup>
2. Business plan
3. Project details
4. Supporting documents

Please return this form together with attachments to:

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

**Applicants will be notified of the success of this application in due course.**

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

# BLANDFORD FORUM RAILWAY CLUB 2019

Account type	Account desc	Sum of Amount
Income	Door Takings	£1,994.80
	Canteen takings	£1,040.17
	Subscriptions	£1,000.00
	Donations	£1,881.58
	Charity Collection	£100.60
	outing	£800.00
	raffle	£90.50
	Misc	£277.30
	Scouts	£12.00
<b>Income Total</b>		<b>£7,196.95</b>
Op.Expense	Rent	-£1,500.00
	Insurance	-£471.78
	canteen exp	-£547.16
	BT	-£277.47
	IT	-£394.27
	outing	-£695.00
	Spetisbury	-£162.41
	Bailey gate	-£749.59
	doorbury	-£345.60
	saynors green	£0.00
	workshop	-£81.82
	Test Track	-£82.59
	WW2	-£93.90
	Model exp	-£138.38
	scouts exp	-£368.20
	Donation Expenses	-£67.00
	Misc Exp	-£222.43
	Newsletter	-£32.51
<b>Op.Expense Total</b>		<b>-£6,230.11</b>
<b>Grand Total</b>		<b>£966.84</b>

## Bank

Opening Balance	£2,124.90
Surplus / Deficit	<b>£966.84</b>
Closing Balance	<b><u>£3,091.74</u></b>

## BLANDFORD FORUM RAILWAY CLUB; BUSINESS PLAN 2020/2021

### An Outline of the Club current aims;

1. To survive the covid lockdown which has caused the club to be closed since March 2020 and pay our fixed costs, insurance and overhead charges in the premises which we share with the Scouts.
2. To reinstate member subscriptions when we can re-open possibly in summer 2021.
3. To continue to work at home on components for the modelling projects in hand, the main club railway layout being 'Bailey Gate' and the cheese factory at Sturminster Marshall.
4. To be ready to show models and attend events after re-opening such as the Expo at the Corn Exchange which we attended in September 2020 and at the next opportunity to take the working and fully scenic model to Milldown School and Budmouth School, Weymouth as an educational resource.
5. To be ready to participate in WW2 events which the Council had planned with our large hand built and fully scenic model of 'The Bridge over the River Kwai' and related items.
6. To reinstate a full programme for our 55 club members of films, talks, visits and weekly social meetings in the scout hut as soon as permitted.
7. To continue to circulate a bi-monthly electronic newsletter to members during the club closure to assist with mental well being.

### Funding Notes:

1. The Blandford Forum Railway Club started 2020 with a balance of club funds £3,091
2. Subscriptions in January 2020 raised £1,175
3. Expenditure in 2020 to date has been £1,639 on overheads and £1,330 on modelling projects
4. Scouts generously reduced the club rent from April 2020 to storage charges only
5. The club BT phone line and internet connection has been cancelled at the scout hut to effect a saving of almost £500 per year
6. The Club holds a £2,000 grant from the William Williams Charity given in early 2020 under their educational support scheme in order that we can take models to schools and we do not want to erode this with operating costs.
7. During a normal operating year the club receives weekly door takings from members at meetings and raises money with a canteen, sales of books, donations, profits on trips and dinners. None of this has been possible since March 2020.

At agenda setting, the Committee Chairman requested a breakdown of the 2020 expenditure, which has been provided below:

### Expenses in the year to November 2020

Rent	£465
BT phone	311
Web host	85
Insurance	486
Donation to scouts	117 (repairs contribution)
Charity donation	100 (Christmas card sales)
Membership WAMRC	10
Sundry and newsletter	65
Total	<u>£1639</u>

## Recommendations from Committees

### Recreation & Amenities Committee Meeting held on Monday 9<sup>th</sup> November 2020

#### Minute No. 29 – CONSIDERATION OF THE PROPOSED BUDGET FOR THE YEAR 2021/2022 AND RECOMMENDATION TO TOWN COUNCIL

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

**A budget line is created within the Revenue Budget and £1,150 is included to replenish the overspend, during this financial year so far, on Phase One of the Persimmon Homes Public Open Spaces.**

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

**The Revenue Budget is approved (*with the inclusion of the Persimmon Homes Phase One replenishment of £1,150 resolved above*), the Earmarked Reserves are approved at £18,600 (*a reduction of £4,000 on 2019/2020*) and the Reserve Accounts are approved.**

### Town & General Purposes Committee Meeting held on Monday 9<sup>th</sup> November 2020

#### Minute No. 31 – CONSIDERATION OF THE PROPOSED BUDGET FOR THE YEAR 2021/22 AND RECOMMENDATION TO TOWN COUNCIL

The Chairman decided to take the vote on agenda item 10.1, 10.2 and 10.3 together.

##### 31.1 Revenue Budget, Earmarked Reserves and Reserve Accounts

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Lindsay and AGREED (8 in favour, 1 abstention) that a **RECOMMENDATION** is made to the Finance & Staffing Committee that

**The Town & General Purposes Committee Revenue, Earmarked Reserves and Reserve Accounts budgets are approved for the 2021/2022 financial year.**

**Budget line 1175 will be renamed to CCTV/ANPR New Equipment.**

## **Consideration of the overall budget for the year 2020/21 and recommendation of the precept for 2021/22**

As stated above, the Dorset Council has advised that the housing figures will be provided to town and parish councils on Friday 11<sup>th</sup> December 2020. 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, two meetings have been held with the Town Clerk, RFO and the Operations Manager to go through each budget line. It has been a very different challenge this year, being unable to predict how things will develop during the next financial year. 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 £50,000 included in the 2020/2021 precept, but not spent, has been referred to in the virement report above and it is recommended that the funds are committed to the skate park refurbishment. The council's resolution to cease funding for the leisure centre means there is a £50,000 gap in the budget compared to last year's budget and the Committee Chairman and Vice Chairman have recommended that consideration is given to increase the allocation to the town council's largest, and most significant, project – the Corn Exchange – to ensure we are continuing to budget for this especially after the recent expenditure incurred with the previous architects and the approved expenditure with the current consultants.

In 2020/21, only £5,000 was included for each budget line and it is recommended that this is increased as follows:

	2021/2022	2020/2021
Corn Exchange (1105) Capital Project Replacement	20,000	5,000
Corn Exchange Project Development - (1115)	40,000	5,000
Corn Exchange Match funding	20,000	5,000

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

Linda Scott-Giles  
Town Clerk  
4<sup>th</sup> December 2020