



# BLANDFORD FORUM TOWN COUNCIL

To: Town & General Purposes Committee Members (Cllr H Mieville, Cllr R Holmes, Cllr L Hitchings, Cllr B Quayle, Cllr C Stevens, Cllr A Cross, Cllr P Clark, Cllr P Osborne, Cllr K Herbert)

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

Dorset Council Councillors

Dear Member

## **TOWN & GENERAL PURPOSES COMMITTEE**

You are summoned to attend a meeting of the Town & General Purposes Committee which will be held in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 15<sup>th</sup> November 2021 at 7.00 pm** to consider the following items. This meeting will also be available to view online using Microsoft Teams [using this link](#).

Linda Scott-Giles  
Town Clerk  
9<sup>th</sup> November 2021

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

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

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

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

1. Public Session
2. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. [Minutes of the Meeting held on 11<sup>th</sup> October 2021](#)
5. Town Clerk's Report & Correspondence
6. General Updates from:
  - 6.1 [Blandford Business Support Group](#)
  - 6.2 Blandford Police

- 6.3 Market Manager
- 6.4 Town Team
- 7. Dorset Council Highways
  - 7.1 [To consider the installation and maintenance of a memorial bench](#)
- 8. [To consider a request from the Recreation & Amenities Committee to contribute towards the CCTV system at the football pavilion](#)
- 9. Review of Town & General Purposes budgets to 28<sup>th</sup> October 2021
  - 9.1 [Analytical Review of Revenue Budget](#)
  - 9.2 [Review of Earmarked Reserves](#)
  - 9.3 [Reserve Accounts](#)
- 10. Consideration of the proposed budget for the year 2022/2023 and recommendation to Finance & Staffing Committee meeting
  - 10.1 Revenue Budget (to follow at the Finance & Staffing Committee meeting in December)
  - 10.2 [Earmarked Reserves](#) (refer to 9.2 and [paper attached](#))
  - 10.3 [Reserve Accounts](#) (refer to 9.3 and [paper attached](#))

## **DATES OF FUTURE MEETINGS**

22 <sup>nd</sup> November	Town Council Meeting
29 <sup>th</sup> November	Corn Exchange Meeting
6 <sup>th</sup> December	Planning Meeting
13 <sup>th</sup> December	Finance & Staffing Meeting
20 <sup>th</sup> December	Town Council Meeting

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

Twinned with Preetz, Germany



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



Twinned with Mortain, France



Tel: 01258 454500 • Fax: 01258 454432  
Email: [admin@blandfordforum-tc.gov.uk](mailto:admin@blandfordforum-tc.gov.uk)  
[www.blandfordforum-tc.gov.uk](http://www.blandfordforum-tc.gov.uk)

## **Blandford Business Support Group**

In association with The Blandford Business Support Group, The Blandford Business Awards were held at Bryanston School on Saturday 23<sup>rd</sup> October 2021. It was a great evening in a stunning location, and all those who attended have said they had a good time. Discussions are already in place for next year's awards!

The awards were sponsored by Xero, Hall & Woodhouse, The Forum Focus, Kernon-Kelleher Solicitors, Noc Lacey-Clarke, HSBC, Wessex Internet, Bryanston School, The Lodge of Honour & Friendship and CBA Services Limited.

The winners of the awards were:

- Entrepreneur category - The Artori Academy
- Retail category - Sweet Pea Florist
- Hospitality category - The Yellow Bicycle Café
- Service, Professional & Trade category - Ruby's Salon
- Best Business in Blandford (public vote) - The Artori Academy
- Overall winner - The Artori Academy

The Group have also been discussing the proposed changes to parking in the town, the ongoing paving work, the Bryanston loyalty card and upcoming Christmas events. As well as all of the Yuletide festivities taking place in town, if you fancy a bit of extra Christmas spirit, Bryanston School are showing classing Christmas files in the run up to the big day from Sunday 19<sup>th</sup> to Friday 24<sup>th</sup> December – go to their website for more details.

## To consider the installation and maintenance of a memorial bench

### Background

At the Town & General Purposes Committee meeting on 11<sup>th</sup> October 2021 the Committee agreed that

**The Committee accepts the donation of a memorial bench and the proposed location along Wimborne Road and a letter will be sent by the Town Council to the Freeman and the Dorset Council.**

### Further Information

The Dorset Council has stated that, although the proposed location is on their land, Blandford Forum Town Council would need to take on full responsibility for the maintenance of the bench and any insurance liability to indemnify Dorset Council against any third-party claim against them.

The bench would need to be installed at the widest point in the footway adjacent to the bus stop and it would also need to be attached to the footway so that it cannot be moved. The footway contains numerous services beneath its surface, which needs to be considered.

If Councillors agree for the Town Council to take on the maintenance of the bench it is suggested that the bench is purchased from the company all other Town Council benches have been purchased from in the last few years, as these benches are hard wearing.

It is also suggested that the final design of the bench is approved by the Town Clerk.

### Recommendation

Councillors are asked to consider approving the request for maintenance of this bench and to approve expenditure authority for the installation of the bench using funds from budget line 1042 New Benches. Councillors are also requested to stipulate the manufacturer and that the design is approved by the Town Clerk.

Sybille Maddock  
Assistant Town Clerk  
13<sup>th</sup> October 2021

**To consider a request from the Recreation & Amenities Committee to contribute towards the CCTV system at the football pavilion**

At the Recreation & Amenities Committee meeting held on Monday 8<sup>th</sup> November 2021, members considered the request from the football club (shown at [Appendix A](#)).

They were minded to contribute towards half of the costs but felt the CCTV budget would be more appropriate and this has therefore been added to this agenda for the Committee to consider.

The resolution was as follows:

**The Committee resolves to contribute towards the CCTV system at the Football Club, offering 50% of the costs totalling £900 subject to BUFC complying with regulations regarding the management of such a system and the Town Council and Police having access should it be required.**

**The Committee was of the opinion that the most relevant budget was the CCTV budget line 1340, and therefore asks that the Town & General Purposes Committee approves this at their meeting on Monday 15<sup>th</sup> November 2021 (Expenditure Authority: Localism Act 2011 s1-8).**

**Recommendation**

It is recommended that the Committee considers approving the expenditure as detailed above.

Linda Scott-Giles  
Town Clerk  
9<sup>th</sup> November 2021

## **To consider a request from the football club for a contribution towards a CCTV system**

### **Report**

I have been contacted by Blandford United Football Club to in regard to installing CCTV at the football club house.

They are looking at installing 8 cameras in and around the building so that they have full coverage of anything happening on a match day and outside of the hours that the pavilion is in use. They are hoping that this will give the building 24/7 security. They also intend to have the internet installed in the clubhouse which will enable them to access then system via the app for a quick response to any issues.

They have been quoted around £1800 for a full installation and would like to know if the Town Council would be able to offer any financial contribution towards the cost.

There is no specific budget for this, but any contribution could come from General reserves.

### **Recommendation**

It is recommended that councillors decide if they wish to contribute towards the system, how much they would like to contribute and what budget line to use.

Jon Goodenough  
Operations Manager  
4th October 2021

### Analytical Review of Revenue Budget

N/L code		2021/22				
		Annual Budget	Budget to date	Actual to Date	Budget Variance	
<b>COSTS</b>						
4711	Vandalism - General	102	59	0	(59)	
4782	Vandalism ( Tabernacle)	250	146	0	(146)	
4785	Vandalism (M & H) Toilets	1,025	598	0	(598)	
4786	Vandalism - Markets	0	0	0	0	
5020	CCTV Maintenance	2,030	1,184	120	(1,064)	
5050	CCTV Electric	250	146	60	(85)	
5060	Grit Bin - Re-fill	536	313	0	(313)	
5600	Street Market - Advertising	500	292	88	(204)	
5601	Street Market - New Equipment	406	237	0	(237)	
5602	Street Market - Equipment Maint	0	0	0	0	
5603	Street Market - Health & Safety	0	0	0	0	
5604	Markets - Telephone	122	71	43	(28)	
5605	Street Market - DCC Parking Charges	11,444	6,676	5,122	(1,554)	£2450 and £2672 for Q3 agreed losses
5606	Street Markets - Rates	1,930	1,126	1,310	184	£187 monthly
5607	Street Market -Printing & Stationery	0	0	0	0	
6200	Planters (Planting & Signs)	4,873	2,843	4,921	2,078	Sleeper planters for donated Dwarf Palm Trees mtng 23/11
6630	Toilets ( Tabernacle)- Cleaning	812	474	0	(474)	
6635	Toilets ( Tabernacle)- Blg/Ground	203	118	521	403	Toilets maintenance £349 & New toilet seats £172
6641	Toilets (Tabernacle) -Electric	284	166	101	(65)	Approx £14 per month
6642	Toilets (Tabernacle) -Equip Maint	80	47	0	(47)	
6643	Toilets (Tabernacle) -Equip Purchased	51	30	0	(30)	
6644	Toilets (Tabernacle) -Health & Safety	51	30	0	(30)	
6645	Toilets (Tabernacle) -Water	360	210	0	(210)	
6646	Toilets (Tabernacle)- Rates	1,526	890	(1,442)	(2,332)	Rates Refund £1422 for 20/21 & £570 for 20/22
6650	Toilets - (M & H )- Cleaning	8,821	5,146	3,740	(1,406)	Approx £640 per month
6655	Toilets - (M & H) - Building Maint	1,277	745	543	(202)	£180 electrical work, £113 new baby changing unit, disabled toilets repair £108 etc
6656	TIC - Building Maint	406	237	257	20	TIC fire risk assessment £257
6657	Toilets - (M & H) - Rates	1,363	795	(1,248)	(2,043)	Rates £125 monthly, in July Rates Refund £1247 for 20/21 & £497 for 21/22
6660	Toilets- (M & H ) - Electricity	2,182	1,273	648	(625)	Approx £90 monthly
6661	Toilets - (M & H ) Water	2,154	1,256	462	(794)	Inv'd 6 monthly
	<b>Total Costs</b>	<b>43,038</b>	<b>25,105</b>	<b>15,247</b>	<b>(9,859)</b>	
	SEE OVER FOR INCOME					<b>PTO</b>

		2021/22			
		Annual Budget	Budget to date	Actual to Date	Budget Variance
<b>INCOME</b>					
2900	Markets - Street Rent	12,180	7,105	7,503	398
2810	Shambles / Craft Market Rent	4,060	2,368	1,944	(425)
2820	Indoor Market Rent	4,060	2,368	2,426	58
3500	Toilet Income (M & H)	0	0	0	0
3550	Tabernacle - Toilets	0	0	0	0
3850	T & GP Income	0	0	0	0
3900	Planter Sponsorship	744	434	673	239
	<i>Total Income</i>	<i>21,044</i>	<i>12,276</i>	<i>12,546</i>	<i>270</i>
	<b>NET COST / (INCOME)</b>	<b>21,994</b>	<b>12,830</b>	<b>2,701</b>	<b>(10,129)</b>

### Review of Earmarked Reserves

Nominal Code	Budget	Balance b/f	Income	Budget 2021/22	Total Reserves	Spend YTD	Committed YTD	Current Balance	Proposed budget for 2022/223
1020	Town Maps, Boards & Fingerposts	5,834		0	5,834	1,666		4,168	0
1021	DCC Highways	10,162		0	10,162		0	10,162	0
1025	Christmas Town Decorations	1,206	11,500	11,500	12,706	1,888	0	10,818	10,000
1030	Tourism	5,130		0	5,130	1,170	591	3,369	0
1035	Twinning	1,303		0	1,303			1,303	0
1040	Town Improvements	12,898	1,000	1,000	13,898			13,898	0
1042	New Benches	1,634	1,000	1,000	2,634			2,634	0
1043	Queen's Platinum Jubilee Weekend	0		0	0			0	5,000
1045	Contingency	500	250	500	750			750	500
		<b>38,667</b>	<b>13,750</b>	<b>14,000</b>	<b>52,417</b>	<b>4,724</b>	<b>591</b>	<b>47,102</b>	<b>15,500</b>
(If Contingency budget is unspent on 31st March 2021 balance will transfer to Town Improvements)									
<b>Expenditure</b>									
<b>Expenditure - Cont</b>									
c/fwd									
-									
<b>Switch Budget Cont</b>									
Contingency									
									-500
Town Improvements									
									500

## Reserve Accounts

<b>Reserve Accounts as at 28th October 2021</b>					
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	77,865.06		
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	37,130.92	- 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		
				<b>429,380.24</b>	
	<b>Earmarked Accounts</b>				
	Recreation & Amenities Funds	R & A	949,643.78	- 5,192.00	B/Heights Public Arts Works / £10000 WHG Roof / Tree works
	Town & General Purposes Committee	T & GP	45,340.87	- 591.00	£250 Interpretation board:Langton & Marsh / £341 TIC Out & About Booklet
				<b>989,201.65</b>	
	<b>Other Earmarked Accounts</b>				
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	-	
1500	General Reserves	T/C	292,845.65	- 38,541.87	£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 Larkmead / F&S 14/12/20 underspend virements
				<b>503,646.45</b>	
	<b>Capital Projects</b>				
1104	Corn Exchange S106 Funds	T/C	83,177.06		
1105	Corn Exchange	T/C	512,817.80	- 116,106.49	£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
1110	Corn Exchange Promotions Group	T/C	3,091.93		Replacement of external notice boards
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		
				<b>849,708.87</b>	
		<b>Total Reserves</b>		<b>2,771,937.21</b>	
	Surplus from 2020/21 as at 31/03/2021			135,878.81	
		<b>Total Available in Reserves</b>		<b>2,907,816.02</b>	

## T&GP Earmarked Reserves

This information is a result of officers' discussions and is intended to help the Committee reach its decision.

No comments or request from the public were received from the budget consultation at the Community Expo on 18<sup>th</sup> September 2021:

### Town Maps, Boards & Fingerposts, current balance £4,168 – proposed budget £0

Two new fingerposts were purchased in 2021 at a total cost of £1666. No further expenditure is expected, beyond repairs. Therefore, it is recommended that the budget is not added to this year.

### DCC Highways, current balance £10,162 – proposed budget £0

This budget line was created to set aside funds for necessary highway works above and beyond statutory requirements. This budget has not been used in the previous three financial years. It is recommended that it is not added to again this year.

### Christmas Town Decorations, current balance £12,706 – proposed budget £10,000

This budget line is used for the annual Christmas window competition, the cherry picker and Christmas tree in the Market Place, as well as the installation and addition of lights in Woodhouse Gardens. It also includes the installation and removal of the 21 column lights throughout the town centre and installation and maintenance of the small Christmas trees by a contractor. It is recommended to include £10,000 for annual costs and further improvements to this budget line. (i.e., 'cross-street' options)

### Tourism, current balance £4,864 – proposed budget £0

The current committed funds are £341 for the Out & About booklet and £250 for interpretation boards at Langton Road and Marsh & Ham car park. This budget line covers the cost of the summer holiday event in Woodhouse Gardens, a Christmas entertainer event, Christmas and Summer promotion advert/printing, the Coach Driver's Club yearbook submission and the printing of the yearly calendar. As this budget line did not incur much expenditure in the last year it is recommended that nothing is added to the current balance.

### Twinning, current balance £1,303 – proposed budget £0

This budget has only incurred minor expenditure since 2012/2013, for example the Mayor's calendar sent to the twin towns, along with a Christmas card. Therefore, it is suggested that nothing is added to the current balance again this year.

### Town Improvements, current balance £13,898 – proposed budget £0

The emptying of the dog bins at Elizabeth Road is charged to this budget line. Dorset Council Waste Services are still due to change the type of bins they use and it is still anticipated that the Town Council will have to purchase housing/anchoring for the new bins. This budget line always incurs unexpected expenditure as well. The fixtures & fittings in the Tabernacle toilets will need replacing. The funds in this budget line should be sufficient to cover the costs once this project is being progressed. The handwash stations were installed in 2010 and the other fixtures and fittings will need to be replaced as well. It is anticipated that the Contingency balance will be transferred at the end of the financial year (£500).

### New Benches, current balance £2,634 – £0

The Town Council is always looking to install new and additional benches, which are approximately £1,000 per unit. As this budget line has sufficient funds to purchase two benches it is recommended to not add anything further this year.

Queen's Platinum Jubilee, current balance £0 – proposed budget £5,000

At the last meeting, it was agreed that a new budget line would be created, to cover the cost of events planned for the Queen's Platinum Jubilee weekend in June 2022. It is suggested to put £5,000 into this budget line.

Contingency – £500

It is recommended that there is £500 set aside for this budget line. Any remaining balance at the end of the financial year will be transferred to the Town Improvements budget line.

This would give a total budget of £15,500 for T&GP Earmarked Reserves, which is an increase of £1,500 compared to last year. However, Councillors may wish to discuss if £5,000 is required for the Jubilee events.

**T&GP Capital Projects**

Railway Arches – Current Balance £3,125.56 – Recommended budget £500

The works to the Arches are complete, with the installation of a new staircase, interpretation boards and fencing. This budget line will need building up should the Town Council wish to retain the lease, and therefore the responsibility for ongoing surveys and maintenance on this structure. The RFO has recommended that this now be moved out of the capital project to the T&GP Earmarked Reserve. This was agreed last year but not actioned prior to the RFO's absence. It should therefore be listed again as an action for the interim finance officer to carry out. If moved to Earmarked Reserves, it will obviously increase that overall budget.

Churchyard and Wall/Town Pump – Current balance £52,964.49 – Recommended budget £0

A survey has been carried out on the churchyard wall and quotes are being sought to carry out the recommended works. The restoration works to the Town Pump have been completed. The current balance is considered to be sufficient for the required works and any unforeseen maintenance works.

1175 CCTV New Equipment – Current balance £12,161.40 – Recommended budget £500

The town centre CCTV equipment was updated in July 2018 and Councillors did agree the installation of two further cameras, which has yet to be done. Officers explored the option of linking in with the CCTV system in Dorchester, but due to the Town Councils cameras this is not possible. Funds should be built up for the possible replacement of cameras. It is therefore recommended to include £500 in the 2022/21 budget.

Sybille Maddock  
Assistant Town Clerk  
14<sup>th</sup> October 2021

Linda Scott-Giles  
Town Clerk