



BLANDFORD FORUM TOWN COUNCIL

To: All Members of the Recreation & Amenities Committee
(Cllr H White, Cllr L Lindsay, Cllr L Hitchings, Cllr C Stevens, Cllr C Jacques, Cllr J Stayt,
Cllr S Hitchings, Cllr R Carter, Cllr N Lacey-Clarke)

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

Dorset Council Councillors

Dear Member

RECREATION & AMENITIES COMMITTEE MEETING

You are summoned to attend a meeting of the Recreation & Amenities Committee which will be held in the Corn Exchange, Market Place, Blandford on **Monday 20th September 2021 at 7.00 pm** to consider the following items. The meeting is also accessible for the public to attend remotely via Microsoft Teams [using this link](#).

Linda Scott-Giles
Town Clerk
14th September 2021

A G E N D A

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

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

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

1. Public Session
2. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. [Minutes of the Meetings held on 8th February 2021](#) (the meeting scheduled for 14th June 2021 was absorbed into the full council meeting of 21st June 2021)
5. [Town Clerk's Report & Correspondence](#)
6. Review of Recreation & Amenities Budgets to 31st August 2021
 - 6.1 [Analytical Review of Revenue Budget](#)
 - 6.2 Review of Earmarked Reserves (paper to follow)
 - 6.3 [Reserve Accounts](#)

7. [To consider honouring allotment plots to existing non-resident plot holders on the new allotment site](#)
8. [To consider the proposed Heads of Terms for the Rugby Club lease](#)
9. [To consider the guidelines for the Community Expo exhibitors](#)
10. [Report by Operations Manager June 2021 – September 2021](#)
11. An opportunity for Members to suggest items for possible inclusion in the 2022/2023 budget to enable time for officers to investigate costs that can be brought back to the next Committee meeting in November

DATES OF FUTURE MEETINGS

27th September Town Council
4th October Planning

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

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
www.blandfordforum-tc.gov.uk

Town Clerk's Report & Correspondence

Larksmead – The ping pong table has been installed and has been well received on social media. The replacement tower for the play area is on order and should be installed in the next few weeks along with some surfacing repair works.

Capacity increase for the Corn Exchange - The Corn Exchange had a reduced capacity of 50 (instead of 200) since it reopened last June 2020. This was maintained following the 19th July after a discussion was held at a council meeting about the continuation of restrictions in council venues. The capacity was increased to 60 for the month of September, which was done considering events booked in as well as the increase in case numbers locally and the lack of ventilation in the hall. The capacity for Woodhouse Gardens pavilion was increased from 15 to 30 due to the good ventilation in that venue.

The Operations Manager and Bookings Receptionist have discussed this for October onwards and reached the following conclusion: The National Government have put the onus on individual organisations to set capacities and guidelines for the use of venues and therefore we have gradually increased our capacity whilst monitoring the local and national situation in regards of case numbers etc.

As we have had a number of requests to hold larger events in the Corn Exchange it seems sensible to raise the capacity to 150 from the 1st of November due to the fact that these events are not viable with lower numbers. We will continue to monitor the situation and to follow national guidelines should these change in the future.

Analytical Review of Revenue Budget

	Annual Budget	2021/22 Budget to Date	Actual Spend to Date	Budget Variance	Status	Comments
INCOME						
Corn Exchange	13,796	5,748	4,763	(985)	Under-budget	
Woodhouse Gardens	4,568	1,903	1,606	(297)	Under-budget	
Larksmead	1,841	767	101	(667)	Under-budget	
Cemetery	12,485	5,202	7,246	2,044	On Target	
Sundries	3,409	1,421	2,336	916	On Target	Timing - Grass cutting DC
Skate park	0	0	0	0	Under-budget	
Total Income	36,099	15,041	16,052	1,011	On Target	
EXPENDITURE						
Vehicles	12,994	5,414	3,771	(1,643)	On Target	
Corn Exchange	45,820	19,092	13,200	(5,891)	On Target	Buildings maintenance in capital spend
Woodhouse Gardens	3,696	1,540	795	(745)	On Target	
Larksmead	2,420	1,008	408	(601)	On Target	
Recreation Ground (as Corporate Trustee)	35,123	14,635	0	(14,635)	On Target	Outstanding to be paid to Barnes for Rec
Cemetery	6,755	2,814	3,418	603	Over-Budget	
Glenmore Workshop	7,524	3,135	3,008	(127)	On Target	
Langton	338	141	96	(45)	On Target	
Skatepark	1,495	623	96	(527)	On Target	
Sundries	21,988	9,162	6,654	(2,508)	On Target	
Total Expenditure	138,152	57,563	31,445	(26,119)		
TOTAL COST	102,054	42,522	15,393	(27,130)	On Target	

Note

Over budget figure positive variance

Under budget negative variance ()

	Annual Budget	Budget to Date	Actual Spend to Date	Budget Variance	Status	
REVENUE						
VEHICLE RUNNING COSTS	12,994	5,414	3,771	(1,643)	On Target	
CEMETERY	(5,730)	(2,387)	(3,828)	(1,441)	On Target	Low Income
GLENMORE WORKSHOP	7,524	3,135	3,008	(127)	On Target	
LARKSMEAD	579	241	307	66	Over-Budget	
CORN EXCHANGE	32,024	13,343	8,437	(4,906)	On Target	Venue Closed
RECREATION GROUND	35,123	14,635	0	(14,635)	On Target	
WOODHOUSE GARDENS	(872)	(363)	(812)	(448)	On Target	Venue Closed
SUNDRIES	18,579	7,741	4,318	(3,423)	On Target	
LANGTON ROAD	338	141	96	(45)	On Target	
SKATEPARK	1,495	623	96	(527)	On Target	
REVENUE TOTAL	102,054	42,522	15,393	(27,130)	On Target	
Total	102,054	42,522	15,393	(27,130)		

Note

Over budget figure positive variance

Under budget negative variance ()

Reserve Accounts

03 September 2021

Capital Reserves Balances for Period ending 31st August 2021

Item Description	Balance	RECEIPTS / REVENUE FUNDING	Expenditure	Balance
1001 Interest Earnt From Earmarked Interest	4,363.39			4,363.39
Switch to General Reserve				
1002 Property Fund Interest	14,421.32	742.59		15,163.91
Switch to General Reserve				
1004	-			0.00
1005 By-Election Costs	7,683.70			7,683.70
1006 Youth Services	10,726.03			10,726.03
Transferred from grant accrual 2019/20				
1007 Woodhouse Wall - Rebuild - moved to 1090	-			0.00
Moved to 1090				
1008 High Street Clean Up	-			0.00
1009 The Commemoratoin Grp (Was WW1 Working Group)	310.50			310.50
1010 Interest Earnt From Capital Interest	2,793.86			2,793.86
Switch to General Reserve				
1011 Land North of Bypass / Sport & Recreation Facilities	5,772.98			5,772.98
S106 Monies Cricket Club Pavilion				
Loan Awarded to Cricket Club 27/04/20 Min 174				
Additional costs for cricket club refurb				
1012 Blandford Events Group	442.17			442.17
1013 Neighbourhood Plan	8,488.39		1,444.46	7,043.93
Groundwork UK Grant				
1015 Support for Essential Services	28,049.00			28,049.00
1017 Woodhouse Pavilion Re-build	19,981.67			19,981.67
1019 Old Bath House (Listed) * St Peter & St Paul Churchyard (Listed Wall) & Town Pump	52,964.49			52,964.49
S106 Lidl's				
1051	-			0.00
1180 Blandford Leisure Centre Grant	-			0.00
13/14				
1185 Pension Deficit	20,000.00			20,000.00
1195 Improvements to Market Place from DC	70,000.00			70,000.00
	245,997.50	742.59	1,444.46	245,295.63
T & GP Earmarked Reserves				
1020 Town Maps / Noticeboards / Fingerposts	5,833.68			5,833.68
1021 DCC Highways	10,161.80			10,161.80
1022 Dog Warden	-			0.00
1025 Xmas lights	1,206.17	5,750.00		6,956.17
1030 Tourism	5,129.76		325.00	4,804.76
1035 Twinning	1,302.81			1,302.81
1040 Town Improvements	12,897.84	500.00		13,397.84
1042 Seat Replacement	1,633.81	500.00		2,133.81
1045 T & GP Contingency	500.00	250.00		750.00
	38,665.87	7,000.00	325.00	45,340.87
R & A Earmarked Reserves				
1050 Allotments (Ring Fenced)	4,805.36		630.00	4,175.36
10510 B/Heights Phase 1 POS (20 years) (S106 monies)	74,835.56	249.44	3,407.40	71,677.60
10520 B/Heights Phase 2 POS S106 (10 Yrs from 15/01/18)	38,552.38	147.42	3,420.79	35,279.01
10521 B/Heights Phase 2 Playarea Commuted Sum S106 (10 yrs)	56,568.90	198.04	5,101.36	51,665.58
10522 B/Heights Phase 2 Playarea Capital Sum S106	-			0.00
10530 B/Heights Phase 3A -POS - AREA 1 (20 years) - S106	13,383.08	38.61	89.90	13,331.79
10531 B/Heights Phase 3A -POS - AREA 2 (20 years) -S106	51,160.59	147.91	342.18	50,966.32
10532 B/Heights Phase 3A -POS - AREA 3 (20 years) - S106	57,662.27	166.80	386.14	57,442.93
10533 B/Heights Phase 3A -POS - AREA 4 (20 years) - S106	24,577.51	70.57	164.40	24,483.78
10534 B/Heights Phase 3A -COM SUM - LAP (20 years) - S106	34,798.21	102.06		34,900.27
10535 B/Heights Phase 3A -COM SUM - LEAP (20 years) - S106	171,937.03	503.48		172,440.51
10536 B/Heights Phase 3A -COM SUM - NEAP (20 years) - S106	113,127.56	330.01		113,457.57
10537 B/Heights Phase 3A -CAP SUM - LAP -S106	9,977.61	0.85		9,978.26
10538 B/Heights Phase 3A -CAP SUM - LEAP -S106	52,797.82	3.46		52,801.28
10539 B/Heights Phase 3A -CAP SUM - NEAP -S106	116,935.85	7.68		116,943.53
10540 B/Heights Public Arts	13,011.55			13,011.55
1060 PPM	24,505.37	5,500.00		30,005.37
1061 Cemetery Chapel -PPM	6,000.00	500.00		6,500.00
1062 Cemetery Workshop-PPM	8,000.00	500.00		8,500.00
1064 Cemetery Wall	31,654.49			31,654.49
1065 DDA	2,373.87			2,373.87

1067	Play Area Fencing & Surface	10,698.66	250.00	1,741.00	9,207.66
1068	Larksmead Outdoor Fitness	1,000.00	250.00		1,250.00
1069	Langton Fencing	-			0.00
1070	Seat Replacement	1,695.85			1,695.85
1071	Skate Fest	2,600.00		25.00	2,575.00
1075	5 Year Tree Survey & Works	8,713.20	1,750.00		10,463.20
1080	H & S Memorials B'Ford Cemetery	1,163.00	50.00		1,213.00
1085	War Memorial Maintenance	-			0.00
1090	W/House Gdn Wall Maintenance	20,650.00	250.00		20,900.00
1096	R & A Contingency	500.00	250.00		750.00
		953,685.72	11,266.23	15,308.17	949,643.78
	Capital Projects				
1104	Corn Exchange S106 Funds	83,150.06	27.00		83,177.06
1105	Corn Exchange Regeneration	524,990.28	32,390.00	54,562.48	502,817.80
	Underspend 2019/20 c/exch maint				
1110	Corn Exchange Promotions Group (CEPG)	3,091.93			3,091.93
1115	Corn Exchange Project Development	29,528.83	20,000.00		49,528.83
1116	Corn Exchange HLF Stage 1 Matchfunding	77,379.97	10,000.00		87,379.97
1120	Corn Exchange & Town Venues Refurbishment Fund	79,000.00			79,000.00
1122	Corn Exchange - Community Hall S106 Monies (Village Hall Fund)	103,292.81			103,292.81
1125	Cemetery Field Project	1,000.00			1,000.00
1135	Railway Arches	2,625.56	500.00		3,125.56
	S106 Monies Foundation Steps Railway Archse				
	LEADER Grant				
	S106 Monies Lidl OBH				
1175	CCTV / ANPR - Capital Project New Equipment	12,161.40	1,000.00		13,161.40
1190	Badbury Heights Phase 2 Play Area S106	-			0.00
		916,220.84	63,917.00	54,562.48	925,575.36
	Standard Asset Replacement Accruals <i>(as per CF SORP 2004)</i>				
1300	IT	16,719.49	3,447.00		20,166.49
1305	Skate park	158,065.58	20,000.00		178,065.58
	Additional accrual on precept				
	Transfer from 2019/20 Blandford Youth Ctr underspend 19/20				
	Transfer from Blandford Leisure Ctr SLA				
1310	General Play Equipment	68,323.06	4,771.00		73,094.06
1315	Maintenance Equipment Replacement	9,544.94	1,862.00		11,406.94
1320	Vehicle replacement	13,668.00	1,295.00		14,963.00
	Sold Equipment				
1325	Tractor replacement	16,701.20			16,701.20
	Sold Equipment				
1330	Mower Replacement	31,915.27	1,643.00	654.50	32,903.77
	Sold Equipment				
1340	CCTV & ANPR	34,232.92	1,449.00		35,681.92
1345	Benches	12,516.65			12,516.65
1350	B/Heights Glenmore Depot	8,373.10	2,011.83		10,384.93
1351	B/Heights Play Equipment	9,568.00	4,926.28		14,494.28
1352	B/Heights Maintenance Equip Replacement	1,879.74	507.08		2,386.82
		381,507.95	41,912.19	654.50	422,765.64
1335	Civic Regalia Repairs & Conservation	18,949.84			18,949.84
	General Reserve				
1500	General Reserve	284,500.13			
	Sale of OBH		20,000.00		
	Fire alarm maintenance			1,564.00	
	Groundwork electric supplies			600.00	
	Green Cabinet Park Road Toilets			1,577.98	
	Allotment Reallocation Professional Fees - Symonds			2,090.50	
		284,500.13	20,000.00	5,832.48	298,667.65
	Total Reserves	2,839,527.85	144,838.01	78,127.09	2,906,238.77
	2020/21 Surplus as I & E account	135,878.81	Balance to 1000	Balance to 1099	135,878.81
	Total Reserves	2,975,406.66			3,042,117.58

To consider honouring allotment plots to existing plot holders on the new allotment site

Background

At the meeting held on Monday 19th April 2021 – between allotment holders, members of the Blandford+ group and Councillors to explain the Neighbourhood Plan – plot holders enquired if plots on the new, relocated site will be honoured to existing plot holders who live outside the parish boundary of Blandford Forum.

Further Information

Currently, under section A3, the allotment garden tenancy agreement states the following regarding non-resident plot holders:

Rental of Allotments to Non-Blandford Forum Residents – An allotment plot may be let to a member resident outside the parish of Blandford Forum provided that at the time of letting the plot shall have been vacant for at least three (3) months. The rent for residents outside the parish of Blandford Forum will be double that for Blandford Forum residents. For new allotment tenants and those who have taken an allotment since the relocation to the Lamperd's Field site and who are resident outside the parish of Blandford Forum their tenancy agreement will be valid only for a year and will be renewed annually subject to availability and there being no Blandford Forum resident on the waiting list.

Although there is a period of overlap (requested at this stage), Councillors may wish to provide additional reassurance to existing plot holders who live outside of Blandford Forum due to the upheaval that they can benefit from two years on site.

The Chairman of the Allotment Management Committee (AMC) confirmed that currently they only have seven or eight plot holders from outside the Blandford Forum area. The AMC do not enforce the one-year rule and keep on residents from outside the boundary. At the annual meeting between the Town Council and the AMC it was indicated by Councillors that residents from outside the boundary should be able to keep their plot.

Recommendation

It is recommended that Councillors consider if non-residents should have their plot confirmed for the new allotment site, even if there is a waiting list for Blandford Forum residents.

Sybille Maddock
Assistant Town Clerk
26th July 2021

To consider the proposed Heads of Terms for the Rugby Club lease

Background

At the Town Council meeting on 12th July 2021 Councillors discussed the Rugby Club's request for a lease to be established for Larksmead (pavilion and playing fields) and resolved that

The Town Council wishes to enter into a lease with the Blandford Rugby Football Club and delegates authority to the Recreation & Amenities Committee.

Councillors were concerned that public access is maintained to the kickabout area within the fencing and that the area covered by the lease focuses on the pavilion and pitches.

Report

The Operations Manager and Assistant Town Clerk met with representatives of the Rugby Club to discuss the draft Heads of Terms (Appendix A). Concerns voiced at the Town Council meeting were discussed and agreed to. The Draft Heads of Terms was sent to both the Town Council solicitor and the Rugby Club solicitors.

Councillors should discuss the annual rent charged to the Rugby Club, as it needs to reflect that the Club will be taking on all maintenance, health and safety inspections (PAT testing, Legionella, fire extinguishers, emergency lighting etc.) as well as servicing of boilers and electric installations.

A map of the area included in the Heads of Terms is below.



The solicitor of the Rugby Club had a look at the draft lease and the comments are as follows:

- I cannot reconcile on page 1 “Length of Term” – “50 years with mutual break clauses at 10, 20, 30 and 40 years with “Details of any break clause” on page 2 which refers to a mutual break every 5 years but only exercisable by the Council if the Club is in breach of the lease.
- Although 50 years is a good long term it falls away if the Council can in fact bring the lease to an end every 10 years of the term. It would hard to invest in a facility or obtain any grant funding in the knowledge that the lease can be brought to an end on 10 years notice.
- Rent review – Annual rent increases are unusual. Every 5 years is more usual. Further, although Retail Price Increases are OK the club would need to have a very good indication from a specialist rent review surveyor what the open market rent for the pavilion and

grounds might be so that the initial rent does not jump massively to an Open Market Rent. In addition, there will be a lot of detail around the rent review clause in the lease to be worked out. For example, improvements made and paid for by the Club should not be taken into account. On a review is the basis on the review the open market rent for a Rugby Club pavilion and pitches, (which would have a much more limited appeal and therefore value) or as a sports pavilion and ground?

Some changes based on the solicitor's comments have already been made.

Recommendation

Councillors should consider the draft Heads of Terms and any amendments or additions they like to make. Councillors should also consider if they would like to amend the annual rent.

Sybille Maddock
Assistant Town Clerk
6th August 2021

Appendix A

Heads of Terms for Lease to Blandford Rugby Football Club

Property:	Blandford Rugby Football Club at Larksmead, to include playing fields and clubhouse.
Name and address of landlord:	Blandford Forum Town Council Town Clerk's Office Church Lane Blandford Forum DT11 7AD
Name and address of tenant:	Blandford Rugby Football Club 53 East Street Blandford Forum Dorset DT11 7DX
Name and address of guarantor:	None required
Length of the term:	50 years. With mutual break clauses at 10, 20, 30, 40 years.
Is the lease a new tenancy for the purposes of the Landlord and Tenant (Covenants) Act 1995?	Yes.
Is the lease contracted out of the Landlord and Tenant Act 1954?	Yes.
Initial rent:	£1,782.90 + VAT per annum, reviewed annually. The current rent is to be reviewed as Club will look after pavilion and therefore this should be less.

Rent payment dates:	Twice a year. April and October.
Rent review dates:	Every 5 years.
Rent review provisions:	An upwards only rent review to stay the same or increase by either the council's budget % increase or RPI.
Permitted use and any restrictions on use:	Sports field with ancillary amenities and clubhouse facilities. Ability to use for other charitable purposes at the Tenants discretion provided they do not conflict with the provision of rugby. Car Park to remain out of the lease and to remain with BFTC. Public access to the football pitch at all times. BFTC to use pavilion for elections.
Repair and decoration provisions, including obligations when the lease ends:	Full repair lease on the pavilion. Tenant to repair/maintain facilities. Tenant must not repair or decorate where doing so would reduce the minimum energy efficiency of any building on the property. Tenant must ensure that building remains compliant with the Minimum Energy Efficiency Regulations throughout the Lease term.
Insurance provisions:	Tenant to insure and provide Landlord with copies of: <ol style="list-style-type: none"> 1. Buildings Insurance 2. Public Liability 3. Employers Liability 4. Any other insurances taken out for the benefit of the property
Alterations provisions:	No external or structural alterations without Landlord consent. Any internal alterations with necessary consents/ certificates. It is noted that the Club would like to extend the pavilion. For the avoidance of doubt 75% of the area should remain available as playing fields.
Restrictions on alienation:	Not to assign or sublet the whole without Landlord's consent. This includes via the disposal or acquisition of shares in the Tenant.
Service charge provisions:	None.
Details of any break clauses:	Mutual break every tenth anniversary of the term. Landlords break only exercisable if the Tenant is in material breach of the Lease. Tenant cannot break if they are in breach of the Lease (this is standard).
Any rights of first refusal (including under the Landlord and Tenant Act 1987) or options to buy the reversion:	None.

Any other material terms:	<ol style="list-style-type: none"> 1. Landlord consent required to any new signage 2. Landlord must be invited to annual AGM (does the committee require this?) 3. Tenants to provide annually: <ol style="list-style-type: none"> a. Audited A/c's b. AGM Minutes c. Insurances 4. Blandford Rugby Football Club must remain affiliated with governing sports bodies otherwise the lease may be terminated immediately on loss of affiliation. 5. Parties to acknowledge club house building belongs to BFTC. 6. Club House to remain a licenced premise and no surrenders of licence (whether through direct surrender or non-payment of the annual fee) permitted. 7. Map of area covered by lease to be agreed 8. All health and safety inspections to be done by the Rugby Club. PAT testing, Legionella, fire risk assessment including extinguishers, emergency lighting etc. Paperwork to be passed to BFTC 9. Servicing of boilers and electric installations to be done by the Rugby Club and paperwork passed to BFTC
Details of any rent deposit:	None



To consider the guidelines for the Community Expo exhibitors

Background

The origins and aims of the Expo were health and wellbeing and in the past years this has been adhered to in general although the last few years have seen increasing requests from exhibitors asking for space who do not necessarily fit the original remit.

Report

The Town Council originally held two events (Community Expo in the Spring and Sports Expo in the Autumn) but changed to one event as numbers dwindled, this then went back to two events just before Covid, as it was found that we couldn't accommodate all groups, but it was only promoted as a Community Expo.

It is suggested that exhibitors attend either the March or Sept one but not both as there is a tendency to find the same groups keen to attend which then means they take a space for a potential new organisation.

The Expo has successfully evolved into an opportunity for local groups to promote themselves and showcase what they have to offer and to encourage new members without being charged to do so.

It has always been the general policy not to allow businesses to exhibit although one local business has in the past but they were a small local business who operated within the health and wellbeing sector so it could be said that this was in the spirit of the Expo. However, it would not seem appropriate to allow double glazing companies etc as an example. A possible answer to this would be for a business Expo to be held at a different time although due to workload this would be better organised by someone outside of the Town Council.

There has been an increasing issue with political groups and officers need clear guidance on this and how to react to future applications to exhibit at the Expo. For instance do we just deny space to those organisations which have a clear political affiliation or should there be a more general guideline?

There is also the potential for the need for guidelines on what people can bring as often people are keen to bring extra things to display which don't fit within their table space, which can lead to problems on the day with space.

Despite the issues mentioned above the Expo remains one of the Town Council's most successful events and is always well attended.

Recommendation

It is recommended that Councillors note the contents of this report and provide some guidance on the issues of business and political organisations attending the Expo.

Jon Goodenough
Operations Manager
20th August 2021

Report by Operations Manager June 2021 – September 2021

STAFFING

A recruitment process was undertaken, and a new groundsman was appointed, commencing his employment on August 2nd, this was to replace a member of the grounds team who left in May.

During the same recruitment process another new member of staff was appointed on a temporary contract to stand in for a member of the grounds team who has been off sick for a prolonged period. This contract commenced on 12th July and ends on October 31st 2021.

3 members of staff passed their first aid refresher course.

6 members of staff passed scaffold tower training

Manual handling training is booked for all staff in October

CORN EXCHANGE

The M&E and building surveys have been carried out on the Corn Exchange complex. Follow up meetings with the surveyors have been held to discuss the various options.

The office windows have been repaired and painted and the gutters have been cleaned out.

Light fittings in kitchen and lobby upgraded

PARK ROAD

Cricket resumed and there have been a number of compliments about the condition of the square. The Town Council has taken over the maintenance of the football pitch after the contractor appointed by the football club gave up due to over commitments.

Repairs to the doors on the football pavilion have been undertaken

LARKSMEAD

The outdoor fitness equipment has been inspected

TOWN

The planters seem to be doing well in the town although they have been affected by the bouts of heavy rain.

TREES

A list of tree works is being drawn up for the Autumn and the tree survey is due to take place in the Autumn as well

CEMETERY

The Cemetery is as busy as any other year overall although a number of delayed ashes funerals have taken place recently which had been delayed due to Covid restrictions.

SKATE PARK

New surfacing to the ramps has been installed and so has the new jump box.

PUBLIC TOILETS

Rough sleeping and drugs use continue despite staff locking the toilets at night, the Police have been made aware of this situation. The handwash unit has been repaired in unit 2.

BADBURY HEIGHTS

We have continued to maintain our areas at Badbury Heights although the areas still being looked after by the developer are not being cut regularly.

ALLOTMENTS

Negotiations with the landowner continue regarding the potential move of the allotments to a new site.

HEALTH AND SAFETY

Legionella testing has been carried out at all venues.

Alarms and emergency lighting have been serviced.

The annual tree survey is due in the Autumn.

Asbestos survey (Quarterly)

VANDALISM June 2021-September 2021

<u>Date</u>	<u>Location</u>	<u>Remarks</u>
9 Jun	Marsh and Ham Toilets	Lock damaged
18 Jun	Park Road	Broken Glass
19 Jun	Tabernacle	Toilet blocked
28 Jun	Skate Park	Broken Glass
2 Jul	Marsh and Ham Toilets	Toilet Blocked
10 Jul	Park Road	Broken Glass
28 Jul	Skate Park	Broken Glass
30 Jul	Railway Arches	Broken Glass
9 Aug	Park Road	Football pavilion door damaged
15 Aug	Cemetery	Plants pulled out of planter
18 Aug	Skate Park	Broken Glass
24 Aug	Skate Park	Broken Glass
1 Sept	Skate Park	Bottom Rail snapped off (repaired)
3 Sept	Skate Park	Another Bottom Rail snapped off (repaired)
10 Sept	Marsh and Ham Toilets	Toilet blocked