



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Members of the Public & Press

Dorset Council Councillors

Dear Member

TOWN COUNCIL MEETING

You are summoned to attend a meeting of the Town Council which will be held **online** using Microsoft Teams on **Monday 26th October 2020 at 7.00 pm** to consider the following items.

A handwritten signature in blue ink, appearing to read 'Linda Scott-Giles'.

Linda Scott-Giles
Town Clerk
19th October 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 4th 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 [clicking here](#). 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 or 01258 489490.

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. Report from Dorset Council Councillors
3. Apologies
4. To receive any Declarations of Interest and Requests for Dispensations
5. Minutes of the Town Council Meeting held on 28th September 2020 ([accessible here](#))
6. Town Clerk's Report & Correspondence ([paper attached](#))
7. Civic Report (paper to follow)
8. Recommendations and Receipt of Minutes
 - 8.1 Town & General Purposes Committee Meeting held on 12th October 2020
 - 8.1.1 Recommendations (none)
 - 8.1.2 To RECEIVE the Minutes

8.2 Barnes for a Recreation Trust Meeting held on Monday 26th October 2020

8.2.1 Recommendations requiring council input/approval from the meeting held prior to this council meeting regarding the demolition of the toilet block and car park extension at Park Road recreation ground

9. To consider a request from the Yuletide Committee for additional Christmas decorations for the Town Hall/Shambles ([paper attached](#))
10. To consider how to proceed with the councillor vacancy ([paper attached](#))
11. To consider expenditure authority for the supply and installation of fencing at Park Road recreation ground ([paper attached](#))
12. To consider expenditure authority for the supply and installation of an outdoor table tennis table at Larksmead recreation ground ([paper attached](#))
13. To receive the approved External Auditor's Report for 2020/21 and to note the recommendations ([paper attached](#))
14. To consider a grant application for the introduction of a Community Fridge project ([paper attached](#))
15. To consider responding to the proposed changes in Dorset Council Car Parks ([paper attached](#))
16. To approve amended Standing Orders and the introduction of a Remit for the Corn Exchange council meetings ([paper attached](#))
17. To consider resolutions from DAPTC for the Annual General Meeting (attached to the email sent with this agenda)
18. To receive an update and consider any requests from the:
 - 18.1 Neighbourhood Plan Working Group – Blandford +
 - 18.2 Public Art Plan
 - 18.3 Dorset Council Grant to support the Market Area Enhancement Project
19. Reports from Community and Local Organisations (Councillors are requested to advise the Chairman of Council or the Town Clerk if they wish to make a report under this heading)
 - 19.1 To consider introducing a representative to the Blandford Camp, MOD police and Blandford police partnership ([paper attached](#))

A Barnes for a Recreation Trust meeting will take place **prior to this Town Council meeting at 6:00pm.**

DATES OF FUTURE ONLINE MEETINGS

2nd November Planning Meeting
9th November Recreation & Amenities Meeting

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

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

DAPTC AGM – Cllrs White and Stayt will be attending the 2020 AGM on Saturday 14th November 2020 online via Zoom on behalf of the Town Council.

DAPTC Award – The DAPTC office has written to advise that:

Blandford Forum Town Council has been a recipient of three annual DAPTC Star Awards for Parish & Town Councils actively committed to delivering the best service possible to the community by enhancing councillors' knowledge of council processes and keeping up to date with current legislation in the sector.

You may have read in the DAPTC training e-news launched on 22 September that there will be a new category for 2019/20 – a special award for councils who received three Star Award certificates during the last four years. We are delighted that Blandford Forum Town Council has achieved this.

We will be issuing a certificate and a press release (which we would be pleased for you to forward on as appropriate) to celebrate this; additionally, we would like to offer one free place to Blandford Forum Town Council for any of the webinars, on-line training or e-learning courses from the [DAPTC website](#). Please book a place in the usual way and [email DAPTC](#) to advise the free place is being used, to ensure you aren't invoiced.

The Councillors who attended training during 2019/20 and 2020/21 are Haydn White, Pat Osborne, Rosemary Holmes, Alan Cross, Cathy Jacques, John Stayt and Doro Russell.

Fashion Museum – The museum has been awarded with a £20,000 grant from The Pilgrim Trust to assist with the restoration and conservation of the exterior of Lime Tree House. That, in addition to a grant from Dorset Leisure Fund, will cover much of the expenditure. Hopefully, the work will be complete in time for the 25th anniversary next year.

CCTV – The Assistant Town Clerk and Cllrs S Hitchings and L Hitchings had a site visit in Dorchester on Friday with the Dorset Council. The possibility of the data from Blandford's system being sent and recorded in Dorchester, or data sent to Dorchester and still recorded in Blandford, is being considered depending on the compatibility of our system, which will be looked at and options/costings will follow.

Remembrance Sunday – The Remembrance Sunday event is being finalised, checked with the Dorset Council officers, discussed with local groups and invitations have been sent to the wreath layers. In line with the government guidance, this will be a significantly reduced event focussing on a silence and the wreath laying.

To consider a request from the Yuletide Committee for additional Christmas decorations for the Town Hall/Shambles

An email was received from the Chairman of the Town Team on Monday 19th October, in italics below, resulting in this matter being added to the agenda.

The BYF committee is in favour of the 6 x 1m Snowflake display proposal. These would be hung from the Corn Exchange arches or be suspended either side of the 3 lanterns, and be in place for the Yuletide Festival and remain in situ for the New Year. We now wish to consult with you for approval and how best to proceed.

1. The attached proposal is a 3 year contract, £995 + VAT payable annually for the 3 years. The Christmas Decorators company install and take down annually. The BYF committee could meet half of the annual cost. (The majority of the committee didn't like the nutcracker alternative display offered.) I have emailed the company to determine exactly how they would be installed and have asked for a fully costed proposal. The contractor's contact details are shown below. The Ts & Cs state that the customer provides insurance once up and the company while in storage with the Town Council.

2. Colin came up with an alternative proposal to purchase similar 6 x snowflake lights privately, erected and taken down by the Town Council's electrical contractor and stored by the Council when not in use.

The item below costs £714 incl. delivery for six units.



Clearly there are advantages and disadvantages to both. If supported, a fully costed proposal should be on the agenda for the next full Council meeting. Colin and Steve both favour buying in direct for installation by the TC's electrical contractor.

Sorry to lumber you with more work. I will do whatever's needed to help bring it together. The BYF committee believe the display will add a wow factor to the town centre and bring people into the town just to admire it.

Best wishes.

Nic

Nic Nicol

Chair

Town Team

Additional Information

A full report has not been prepared due to the timing of this request, and the need for the agenda to be published, but initial thoughts are regarding the fixings, which would require listed building consent for this Grade I listed building unless the snowflakes are attached to the outside of the railings. This could exclude the central gate due to it being opened/closed. The side gates are sometimes opened by traders so this would need to be changed during the period they were up for. Councillors will recall that the Merry Christmas sign did not go back up once the façade works were carried out because fixings were not permitted to the Town Hall façade. Storage is an issue, as Councillors are aware.

The photos below show what the Town Hall currently looks like at Christmas, which is a mixture of ice and warm white lighting.

The lanterns had not been re-installed in the festive shots, but are shown in a separate photo underneath:



Recommendation

It is recommended that Councillors consider the request and a suitable location for the proposed decorations and associated expenditure authority if it is supported.

Linda Scott-Giles
Town Clerk
19th October 2020

To consider how to proceed with the councillor vacancy

Doro Russell resigned from the Town Council, due to relocation, on 11th September 2020.

The Dorset Council was informed immediately that there was a vacancy for the Langton St Leonards ward and the DC Electoral Services officers produced a notice on 14th September.

The Town Council published this, the same day, on its Facebook page and website as well as all notice boards (although we are only required to display the notice on the ward notice board).

The notice gave a deadline of 2nd October 2020 for a request for an election to fill the vacancy by ten electors who are registered in the Langton St Leonards ward.

On 7th October 2020 DC advised that only three requests were received and therefore no election is to be held in May 2021 (at the earliest).

The Town Clerk emailed Councillors the same day to update members and suggested that this is an agenda item for consideration at the next full council meeting.

Councillors were advised that this is not in line with our co-option policy (attached at [Appendix A](#), with the stages that have been completed so far marked in red) but this course of action was proposed in case Councillors wanted to delay until a face to face co-option presentation can be held instead of online.

There were no objections received.

Recommendation

It is recommended that Councillors resolve if they would like to proceed with the co-option process immediately or delay until we can hold it safely in person (e.g. May 2021 when the election would have been held).

Linda Scott-Giles
Town Clerk
13th October 2020

28. Co-option policy

- a. When a casual vacancy has been declared (e.g. on receipt of a letter of resignation, death, ineligibility or a seat has been left vacant because no eligible candidate stood at the 4-yearly election) the Town Clerk will immediately notify the Returning Officer at the Dorset Council, issue the public notice and advise council members accordingly. **DONE**
- b. If the required 10 electors of a ward have not called for a poll within the legally specified time period (currently 14 days) following public notification of a Notice of Vacancy then the Returning Officer will notify the Town Clerk **DONE** who will then instigate the following co-option procedure:
 - i. Advise council members by memo/email that a poll has not been claimed **DONE** and that the co-option process is being activated by the Town Clerk.
 - ii. Prepare notices for Town Council notice boards.
 - iii. Place advertisement in local press under Public Notices for 2 consecutive weeks with the date for receipt of applications being no later than 7 days after the publication date of the second advertisement.
- c. Legal requirements to be a local councillor are as follows:

To be eligible to stand for election you must be:

 - 18 or over on the day of nomination
 - And a UK, Commonwealth or EU citizen

You must also be a registered voter in the electoral area or

 - Have lived in the district/borough for 12 months prior to nomination
 - Have worked in the district/borough for 12 months prior to nomination
 - Own a property in the district/borough for 12 months prior to nomination
 - Resided in the parish or within 4.8 kilometres (3 miles) of it during the whole of that same 12 month period.
- d. Copies of applicants' letters and CVs to be circulated to all Councillors with a minimum of 7 days notice of the full Town Council meeting.
- e. All applicants to be invited to the full Council meeting to give a brief address and answer any questions asked by serving councillors and the Town Clerk. The applicants will then leave the meeting prior to the discussion and voting, which will be by resolution by show of hands (see also standing order 8).
- f. The Town Council is not obliged to co-opt to fill any vacancy. Even if the council invites applications for co-option it is not obliged to select anyone from the candidates that apply. However, it is not desirable that electors in a particular ward be left partially or fully unrepresented for a significant amount of time.
- g. For a candidate to be successful they must have received an absolute majority vote of those present and voting and the Town Clerk will advise candidates of the outcome the next day.

To consider expenditure authority for the supply and installation of fencing at Park Road recreation ground

Background

Councillors are aware of some of the anti-social behaviour issues at Park Road recreation ground. Earlier this year, the police requested that fencing is repaired at the back of the ground and the newly refurbished cricket pavilion is suffering from the vandalism that is taking place at the back of the pavilion.

The fencing is the Trust's / Town Council's responsibility and quotations have therefore been sought to secure the cricket pavilion and the fence boundary.

Quotation

Company A

- Concrete in metal posts
- Fit new chain link fence 1.8 high and a maximum length of 35metres
- Join new chain link into existing chain link fence at both ends
- Take away rubbish
- Labour and materials
£3156.00

Company B

Supplying and fixing 44m of 1.8m high steel palisade fencing with rounded tops including one 1m wide gate to match, all powder coated RAL6005 Green.
£3,650.00 + VAT

Company B is recommended due to the durability and longevity of palisade fencing, which we have at all our sites.

There is also a separate issue that the football club and the police have asked the Town Council to resolve and this has been quoted as follows:

Patching over one gate and repairing chain link in two areas, 6m in total – £650.00 + VAT

Recommendation

It is recommended that Councillors approve expenditure of £4,300 + VAT for the supply and installation of fencing at Park Road recreation ground using Company B (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Linda Scott-Giles
Town Clerk
16th October 2020

To consider expenditure authority for an outdoor table tennis table at Larksmead recreation ground

Background

The suggestion of an outdoor table tennis table was put forward to the Recreation & Amenities committee at budget setting last year and the Town Clerk suggested seeking quotes and funding prior to including an amount in the budget. A quote for £4,500 was obtained and a funding application was completed and submitted to the Dorset Council in December, with an outcome awaited in January/February. No response was received, which led to this being put to one side particularly once things started to change significantly in March. However, this was picked up again in September and the Dorset Council advised that the grant application was successful up to £950.

The table is accessible for wheelchair users and is something anyone can use for free – they just need a bat and ball!

Location

Updated quotes have therefore been sourced, with the cost being reduced significantly¹, and the location reviewed. Langton was the preferred location but is the most difficult to access for the delivery lorry, which uses a crane to lift and install the concrete table into the grassed area. Larksmead has therefore been explored and a response is awaited from the contractor to confirm if this would be preferable due to the better and safer access to the site. The photos below show the proposed location at Larksmead, ideally located next to the play area (and not at the back of someone's property).



Financial Implications

The total cost is £2,275, which consists of a green painted concrete table tennis table, a sticker confirming it is jointly funded by DC/BFTC (example shown below) and delivery/installation.

There is therefore a balance of £1,325 to cover and Councillors are asked to approve expenditure authority for this from General Reserves.

¹ Partly due to approaching other companies and partly due to the removal of safety matting, which was £1,500 and the need can be reviewed once the ground is monitored over a period of time.



Recommendation

It is recommended that Councillors approve expenditure of £2,275 + VAT (reclaiming the grant of £950 upon project completion) using General Reserves, for the purchase and installation of an outdoor table tennis table to be installed at Larksmead Recreation Ground (Expenditure Authority: General Power of Competence, Localism Act 2011, S1-8).

Linda Scott-Giles
Town Clerk
5th October 2020

To consider a grant application for the introduction of a Community Fridge project

APPLICATION FOR A GRANT

Name of Organisation	Blandford Community Fridge (combination of Blandford Food Bank, Blandford Group Practice, BFTC, volunteers)
Registered Charity Number (if applicable)	N/A
Contact Name	Sara Stringer
Address	White Cliff Surgery Whitecliff Mill St Blandford Forum DT11 7BH
Daytime Telephone Number	01258 452501
Email Address	sara.stringer@dorsetgp.nhs.uk
Purpose of Organisation	<p>There are various groups in Blandford Forum, including The Blandford Group Practice, the Food Bank and the Town Council, along with volunteers, that have come together to introduce a community fridge to the town. There is already a successfully run Food Bank in the town.</p> <p>Community Fridges are different. They exist to reduce food waste, can address food insecurity, and foster a spirit of sharing and mutual support within a community. They are being introduced to many towns across the country. They are housed in publicly accessible places - making fresh food, that would otherwise be wasted, freely available to the community. Surplus perishable food is donated by local businesses or members of the public and collected by people who need it.</p> <p>To summarise, the overall aims and benefits of the project are:</p> <ul style="list-style-type: none"> • Reducing food waste. • Strengthening communities. • Building trust. • Providing fresh, nutritious food to many. • Being sites of food education. • Bringing people together around good food. • Promoting the benefits of the sharing economy.
Amount Requested	£2,000 (to be held by the Town Council until required)
Purpose of Request	The Georgian Fayre has committed £1,000 and a grant application to the Dorset Community Impact Fund round

	<p>5 for £2,000 has been successful.</p> <p>This grant application of £2,000 is to help cover the following costs:</p> <ul style="list-style-type: none"> • Volunteer training • Creation of a space to house the Community Fridge e.g. refurbishment of a publicly accessible space, installation of a shed or locker. • Installation of CCTV. • Installation of electrics and lighting. • Direct material costs. <p>Ongoing overheads will include:</p> <ul style="list-style-type: none"> • Electricity costs. • Any maintenance work. • Replacement of parts and updating materials. • Staffing for ongoing administration of the fridge and co-ordinating volunteers.
How many Blandford Forum residents will benefit directly?	2000
Any further relevant information	
Signed: Sara Stringer	Dated: 30 th September 2020

I enclose (delete as applicable):

- | | |
|-------------------------|-------|
| 1. Last set of accounts | N/A |
| 2. Business plan | Below |
| 3. Project details | Below |
| 4. Supporting documents | Below |

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

Current Position

Location – This is currently being discussed by the group.

Supermarkets – We are some months away from the fridge being introduced to the town, but we will not be in a position to proceed without a commitment from our local supermarkets so letters have been sent to supermarkets on 9th and 30th September, to ask if they would like to be involved on a regular basis by donating food that they would otherwise be obliged to dispose of.

Volunteers – A list of volunteers is being compiled through community engagement/social media. There were many volunteers who put themselves forward during the pandemic and are still wanting to support their community. We are working with other groups to recruit these volunteers, some who are volunteering for the first time.

Food Waste – The reduction of food waste is key for all, but an additional positive is that the fridge is for all so those in need - but not wanting others to know that - can access the fridge on a daily basis without feeling embarrassed, which can sometimes be why they avoid manned Food Banks. With some people becoming unemployed due to the current situation, this fridge will be an accessible point for fresh food when money is more of an issue than usual.

Health Benefits – This project also provides healthy options for people who may not opt for it if they had to pay for it. This could therefore lead to healthier eating.

Partnership Working – The start of a new project following a difficult period is always an opportunity for a fresh start and several organisations and volunteers have come together quickly and already met online to discuss the next steps, which is refreshing and can only be a sign of better times ahead.

Financial Implications – This is a new initiative for Blandford, after the information was disseminated by the Dorset Councils to all town and parish councils in the summer, and we have had one meeting on 1st September to date, with the next scheduled for 6th October. Therefore, costs are approximate at this stage but costs will be ongoing throughout the life of the project. The funding sought is based on the guidance provided by The Community Fridge resource Hubbub, which states the following: The costs of running your fridge will vary from place to place. It will depend on the space and existing staffing, volunteer support and resources you already have in place. We suggest the set up phase focuses on building up a strong volunteer base and wider network, so that the fridge can run on minimal overheads long-term. Set up costs may include: • Funding a Project Co-ordinator role. • Creation of a space to house the Community Fridge e.g. refurbishment of a publicly accessible space, installation of a shed or locker. • Installation of CCTV. • Installation of electrics and lighting. • Direct material costs. Ongoing overheads will include: • Electricity costs. • Any maintenance work. • Replacement of parts and updating materials. • Staffing for ongoing administration of the fridge and co-ordinating volunteers.

Monitoring – The Blandford Group Practice, Food Bank, Town Council and volunteers will monitor the use and success of this community fridge on a monthly basis and will evaluate it during monthly meetings between the interested parties. The monitoring will include contributions from the supermarkets, how much is being used, how much waste there is and if feedback is telling us that more food is required. We can then reach out to smaller, independent restaurants/cafes for contributions. The monitoring recommended by the Community Fridge resource 'Hubbub' is as follows: Record the weight of food moving through the fridge. • Where possible distinguish 'commercial waste' (food from businesses) from 'domestic waste' (food from households). • Keep a record of the outgoing costs and incoming funds to get a sense of monthly overheads. • Keep a comments book next to the fridge for visitors. • Ask fridge users, staff and volunteers to complete a bi-annual questionnaire sent by Hubbub.

Meetings – The first meeting took place at the beginning of September and at the second meeting of interested parties, held on Tuesday 6th October 2020, the following items were discussed:

- a. Possible Locations
 - Blandford Church
 - Methodist Church
 - Food Bank
 - Youth Centre
 - Shambles

- b. Volunteers
 - Ideally to man fridge from at least 9am-5pm / 7 days a week
 - Discussions with Wimborne Food Bank
 - Compilation of a database

- c. Training & Co-ordination
 - Required for all volunteers
 - Volunteers would need to have a Food and Hygiene Certificate
 - Need to have a co-ordinator in place

- d. Supermarkets
 - Responses to letters sent on 7th and 30th September to supermarkets
- e. Funding
 - Georgian Fayre - £1,000 committed
 - Town Council (application required)
 - Grant application to the Dorset Council for £2,000 – successful
- f. Insurance Cover
 - Gail to find out from the Community Fridge/Food Bank in Wimborne for advice on how this was done.
 - Could this come under the surgery Public Liability.
- g. Administration
 - Registering the scheme with Hubbub
 - Use of Hubbub resources

Examples of Community Fridges



Financial Implications

The grants budget has a current balance of £12,234.22, which includes the underspend from the last financial year.

Recommendation

It is recommended that Councillors consider this grant request.

Linda Scott-Giles
Town Clerk
19th October 2020

To consider responding to the proposed changes in Dorset Council Car Parks

Matthew Piles, Corporate Director for Economic Growth and Infrastructure at the Dorset Council has written to inform the Town Council of Dorset Council public car park changes.

A project was started in January 2020 to look at car park charges across the new Dorset Council area. It was considered that car park charges were not consistent or fair and that changes needed to be made. As well as this, some charges had not been reviewed for several years.

It is the intention of Dorset Council to charge from 8am to 8pm, Monday to Sunday in all Dorset Council public car parks. This will mean a longer charging day and charging on Sunday. As per our legal duty, notices of this change will be published two weeks before the change date.

To continue to support local business, Dorset Council intends to update the Parking Policy. The change is as follows:

- *Four days each year when the Town Councils can use the Dorset Council public car parks for events which generate valuable footfall for businesses. The four days cannot be used during weekends in December.*
- *Free parking in all Dorset Council public car parks on Small Business Saturday in December*
- *Free parking in all Dorset Council public car parks on one weekday in December*

Finally, I would like to direct you to a consultation on Shoppers Permits that Parking Services is undertaking, that will be available on the Dorset Council website in the next few weeks.

Shoppers Permits have been running in West Dorset for 23 years. Their original purpose was to entice residents into shopping locally by giving them heavily discounted parking in local short stay car parks; it is felt that this is something that is still very relevant now. The consultation will explore the potential to create a Dorset Council wide Shoppers Permit. Your support in completing this questionnaire would be much appreciated so that a decision on viability can be made.

Queries/comments would be appreciated within four weeks from receipt of this email.

Recommendation

It is recommended that the Town Council responds with any queries/comments to the Dorset Council on each point as follows:

- Charge from 8am to 8pm, Monday to Sunday in all Dorset Council public car parks.
- Four days each year when the Town Councils can use the Dorset Council public car parks for events which generate valuable footfall for businesses. The four days cannot be used during weekends in December.
- Free parking in all Dorset Council public car parks on Small Business Saturday in December.
- Free parking in all Dorset Council public car parks on one weekday in December.
- Support for a Dorset Council wide Shoppers Permit.

Linda Scott-Giles
Town Clerk
16th October 2020

To approve amended Standing Orders and the introduction of a Remit for the Corn Exchange council meetings

At the full council meeting held on Monday 27th July 2020, Councillors resolved to include a full council meeting in the council diary instead of continuing with working group meetings and reporting back to council, which has been perceived as delaying the project.

Meetings have therefore been included on 30th November 2020, 15th February 2021 and 17th May 2021, which are to be full council meetings with all Councillors present, but they will only consider items related to the Town Hall/Corn Exchange complex/project.

This means the Corn Exchange working group remit is no longer required and new governance is required.

It is therefore recommended that the Town Council's Standing Orders are updated to include the introduction of the additional council meetings for the Corn Exchange, as follows, at 5(1) after the order of business for ordinary full council meetings:

At a full Council Corn Exchange meeting the order of business shall be as follows.

- i. Public Session*
- ii. Apologies for absence*
- iii. To receive any Declarations of Interest and Requests for Dispensations*
- iv. To approve the accuracy of the Minutes of the previous meeting and after consideration, to approve the signing of the Minutes as a correct record of the meeting by the person presiding and crossing through the DRAFT stamp. This shall include the initialling of each page and any amendments or corrections shall also be made and initialled at the meeting by the person presiding.*
- v. To deal with business expressly required by statute to be done.*
- vi. To receive Town Clerk's Report & Correspondence.*
- vii. To receive and consider reports from officers of the Council.*
- viii. To receive and consider updates/reports from external consultants.*

It is also recommended that a remit is adopted for these meetings, similar to the remits for R&A, T&GP, F&S and Planning as shown at [Appendix A](#) and that the Committee Membership poster is update to include these meetings ([Appendix B](#)) to assist with public awareness.

Recommendation

It is recommended that Councillors approve the amendments to the Town Council's Standing Orders at 5 (1), the Remit at Appendix A and the Committee Membership at Appendix B.

Linda Scott-Giles
Town Clerk
13th October 2020

Town Council (Corn Exchange) Meetings Remit

1. The General Terms of Reference will apply to all Committees and Town Council.
2. The Town Council Corn Exchange meetings will take place quarterly, or when required.
3. All Councillors are members of Town Council Corn Exchange meetings and the quorum shall be nine.
4. There will be up to a 15-minute public session at the start of each meeting.
5. These separate council meetings have been established in order to focus on the repair and regeneration of the Town Hall/Corn Exchange complex to a high standard, protecting and enhancing the unique historic attributes of the building and creating multi-purpose spaces within the historic confines of a Grade 1 listed building to meet the needs of the Blandford community in the 21st Century.
6. The meetings shall have the same authority as full council meetings, which includes expenditure authority.
7. The Chairman and Vice-Chairman of Council elected at the Statutory Annual Meeting will be responsible for the chairing of the meeting and the Town Clerk is responsible for the overall organisation of the meetings.
8. Interested Parties
The consultants appointed by the Town Council should be permitted to speak outside the public session.
9. Referred Business
To consider such matters which due to the deadline response date are unable to be dealt with at the next full Council meeting.

MEMBERSHIP OF COMMITTEES 2020/2021

All Councillors attend full council (Town Council) meetings and full council Corn Exchange meetings, chaired by the current Chairman, Cllr Lynn Lindsay and Vice Chairman, Cllr Lee Hitchings.

TOWN COUNCIL PLANNING (16)

Committee Chairman	Cllr Clark
Committee Vice Chairmen	Cllr Carter
Committee Members	All Town Councillors

RECREATION & AMENITIES COMMITTEE (9)

Committee Chairman	Cllr H White
Committee Vice Chairman/ Chairman of Council	Cllr L Lindsay
Vice Chairman of Council	Cllr L Hitchings
Committee Members	Cllr N Lacey-Clarke Cllr C Jacques Cllr J Stayt Cllr S Hitchings Cllr R Carter Vacancy

TOWN & GENERAL PURPOSES COMMITTEE (9)

Committee Chairman	Cllr H Mieville
Committee Vice Chairman	Cllr R Holmes
Chairman of Council	Cllr L Lindsay
Vice Chairman of Council	Cllr L Hitchings
Committee Members	Cllr B Quayle Cllr C Stevens Cllr A Cross Cllr P Clark Cllr P Osborne

FINANCE & STAFFING COMMITTEE (9)

Committee Chairman	Cllr S Hitchings
Committee Vice Chairman & Chairman of Town & General Purposes Committee	Cllr P Osborne
Chairman of Council	Cllr H Mieville
Vice Chairman of Council	Cllr L Lindsay
Chairman of Recreation & Amenities Committee	Cllr L Hitchings
Committee Members	Cllr H White Cllr C Stevens Cllr A Cross Cllr R Carter

To consider introducing a representative to the Blandford Camp, MOD police and Blandford police partnership

Information

The below request for a representative for a new partnership between Blandford Camp, MOD Police and Blandford police has been received.

I am PC 560 Ed Lewis of Blandford police station, and I am an ex-soldier of 24 years. I am reinstating joint partnership working between Blandford camp, the MOD police, and Blandford police in an aim to help educate and prevent potential issues in the town. I think you will agree that Blandford, and the Camp, have a good relationship and we never see the issues that maybe Aldershot, or larger garrison towns have, even so, I felt we could work that little bit closer. To that end I have begun to action a joint working partnership committee that would meet quarterly on camp, at these meetings any issues or concerns raised by police, the community, or the camp can be addressed, with the end goal always to prevent, rather than to respond in the future.

I would like to request that a member of the local council/town council/county council be involved in these meetings. I, being ex forces, strongly feel that an ex-serviceman involved in the local community would be best served to sit on these meetings. I am aware that Byron Quayle is an ex Royal Marine, and given that, would have a very real grasp of military towns, military culture, and any frictions between the military and the civilian population. I also believe he is heavily involved in the local Armed Forces covenant which would add so much weight behind what he would 'bring' to the table.

There is no date set as of yet for the 1st meeting, but I would plan for the first week in November all being well.

Recommendation

Councillors should consider if they would like to offer a representative and if so, who should represent the Town Council.

Sybille Maddock
Assistant Town Clerk
24th September 2020