



# BLANDFORD FORUM TOWN COUNCIL

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

All other Town Councillors  
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 11<sup>th</sup> September 2023 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  
4<sup>th</sup> September 2023

## **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 19<sup>th</sup> June 2023](#)
5. Town Clerk's Report & Correspondence

6. Review of Recreation & Amenities Budgets to 31<sup>st</sup> August 2023
  - 6.1 [Analytical Review of Revenue Budget](#)
  - 6.2 [Review of Earmarked Reserves](#)
  - 6.3 [Reserve Accounts to 31<sup>st</sup> July 2023](#)
7. [To consider a request for a memorial seat at Blandford Cemetery](#)
8. [To retrospectively approve changes to the Cemetery Regulations](#)
9. [Report by Operations Manager June 2023 – August 2023](#)
10. An opportunity for Members to suggest items for possible inclusion in the 2024/2025 budget to enable time for officers to investigate costs that can be brought back to the next Committee meeting in November

**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](http://www.blandfordforum-tc.gov.uk).**

### **DATES OF FUTURE MEETINGS**

16 <sup>th</sup> September	Community Expo including budget consultation Dorset Architectural Heritage week (Corn Exchange, Town Hall and Council Chamber)
18 <sup>th</sup> September	Finance & Staffing Committee Meeting
25 <sup>th</sup> September	Town Council Meeting

Twinned with Preetz, Germany



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



Twinned with Mortain, France



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**ANNUAL REVENUE BUDGET REPORT 2023-2024**

	Annual Budget	2023/24 Budget to Date	Actual Spend to Date	Budget Variance	Status
<b>INCOME</b>					
Corn Exchange	9,092	3,031	3,761	731	On Target
Woodhouse Gardens	6,695	2,232	2,949	717	On Target
Larksmead	1,864	621	452	(169)	Under-budget
Cemetery	13,390	4,463	3,137	(1,326)	Under-budget
Sundries	3,573	1,191	2,672	1,481	On Target
Skate park	0	0	0	0	Under-budget
<b>Total Income</b>	<b>34,614</b>	<b>11,538</b>	<b>12,972</b>	<b>1,434</b>	On Target
<b>EXPENDITURE</b>					
Vehicles	12,564	4,188	4,526	338	Over-Budget
Corn Exchange	44,241	15,715	21,330	5,615	Over-Budget
Woodhouse Gardens	3,548	1,183	1,127	(56)	On Target
Larksmead	2,425	808	2,371	1,562	Over-Budget
Recreation Ground (as Corporate Trustee)	37,163	12,388	0	(12,388)	On Target
Cemetery	6,753	2,515	1,880	(635)	On Target
Glenmore Workshop	7,399	2,751	2,295	(456)	On Target
Langton	335	112	128	16	Over-Budget
Skatepark	1,445	482	2,262	1,780	Over-Budget
Sundries	19,314	6,438	6,573	135	Over-Budget
<b>Total Expenditure</b>	<b>135,187</b>	<b>46,579</b>	<b>42,491</b>	<b>(4,088)</b>	
<b>TOTAL COST</b>	<b>100,573</b>	<b>35,041</b>	<b>29,519</b>	<b>(5,522)</b>	On Target

Note

Over budget figure positive variance

Under budget negative variance ( )

**ANNUAL REVENUE BUDGET REPORT 2023-2024  
SUMMARY**

	<b>Annual Budget</b>	<b>Budget to Date</b>	<b>Actual Spend to Date</b>	<b>Budget Variance</b>	<b>Status</b>
<b>NET REVENUE</b>					
VEHICLE RUNNING COSTS	12,564	4,188	4,526	338	Over-Budget
CEMETERY	(6,637)	(1,948)	(1,257)	691	Over-Budget
GLENMORE WORKSHOP	7,399	2,751	2,295	(456)	On Target
LARKSMEAD	561	187	1,918	1,731	Over-Budget
CORN EXCHANGE	35,149	12,684	17,568	4,884	Over-Budget
RECREATION GROUND	37,163	12,388	0	(12,388)	On Target
WOODHOUSE GARDENS	(3,147)	(1,049)	(1,822)	(773)	On Target
SUNDRIES	15,741	5,247	3,901	(1,346)	On Target
LANGTON ROAD	335	112	128	16	Over-Budget
SKATEPARK	1,445	482	2,262	1,780	Over-Budget
<b>REVENUE TOTAL</b>	<b>100,573</b>	<b>35,041</b>	<b>29,519</b>	<b>(5,522)</b>	On Target
<b>Total</b>	<b>100,573</b>	<b>35,041</b>	<b>29,519</b>	<b>(5,522)</b>	

Note

Over budget figure positive variance

Under budget negative variance ( )

Agenda Item No. 6.2

		Balance as at 31/3/23	Income & Transfer of funds	Budget 2023/24	Total Reserves	Spend YTD	Committed YTD	Current Balance	Proposed budget for 2024/25
1060		4,175	533	0	4,709			4,709	
10610	2014	61,566	0	0	61,566	1,026 (1)		60,539	
10620		28,470	0	0	28,470	1,026 (2)		27,444	
10621	Transfer from 2018	51,666	0	0	51,666	98 (3)		51,568	
10622		0	0	0	0	0		0	
10630		13,332	0	0	13,332	0		13,332	
10631		50,966	0	0	50,966	0		50,966	
10632		57,443	0	0	57,443	0		57,443	
10633		24,484	0	0	24,484	0		24,484	
10634		34,900	0	0	34,900	0		34,900	
10635		172,441	0	0	172,441	0		172,441	
10636		113,458	0	0	113,458	0		113,458	
10637		9,978	0	0	9,978	0		9,978	
10638		52,801	0	0	52,801	0		52,801	
10639		116,944	0	0	116,944	0		116,944	
10640		13,012	0	0	13,012	0		13,012	
1060		28,784		2,500	31,284	0		31,284	
1061		7,420		500	7,920	0		7,920	
1062		10,000		500	10,500	0		10,500	
1064		32,654		0	32,654	0		32,654	
1065		2,374		0	2,374	0		2,374	
1067		8,557		1,500	10,057	0		10,057	
1068		2,000		0	2,000	0		2,000	
1070		1,696		0	1,696	0		1,696	
1071		97		1,000	1,097	46 (4)	2,580 -1	-1,530	
1076		13,913		1,500	15,413	0		15,413	
1080		1,263		0	1,263	0		1,263	
1080		21,650		250	21,900	0		21,900	
1088		1,000		0	1,000	0		1,000	
		<b>937,042</b>	<b>533</b>	<b>7,750</b>	<b>945,325</b>	<b>2,197</b>	<b>2,580</b>	<b>940,649</b>	<b>0</b>

(if Contingency budget is unspent on 31st March 2023 balance will remain committed to code 1096)

	Spend	Committed
	0	2,580
(1) Staff Wages	1,026	Skatefest - Kings Ramps
Glenmore Depot Asset Replacement Accrual - Annual Charge		
SARA - Equipment Maintenance Replacement - Annual Charge		
Interest accrual	1,026	
(2) Staff Wages	1,026	
Glenmore Depot Asset Replacement Accrual - Annual Charge		
SARA - Equipment Maintenance Replacement - Annual Charge		
Interest accrual	1,026	
(3) SARA - Play Equipment Replacement - Annual Charge	98	
ROSPA Annual Inspection Balmer Rd Play Area		
Annual Inspection	98	
(4) Event sponsorship	100	
Event expense	-54	
	46	2,580
	<u>2,197</u>	

## Agenda Item No. 6.3

Nominal Code(s)	Standard Asset Replacement Accruals	Responsible Committee	Balances	Sub Totals
			£	£
1300	IT	F & S	21,033.73	
1305	Skate park	R & A	160,318.73	
1310	General Play Equipment	R & A	74,839.80	
1315	Maintenance Equipment Replacement	R & A	13,268.94	
1320	Vehicle Replacement	R & A	16,258.00	
1325	Tractor Replacement	R & A	16,701.20	
1330	Mower Replacement	R & A	34,546.77	
1340	CCTV / ANPR	T & GP	36,230.92	
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>412,980.57</b>
	Earmarked Accounts			
10510-10540	Recreation & Amenities Funds B/Heights	R & A	799,308.52	
1020-1045&1135	Town & General Purposes Committee	T & GP	32,938.87	
1060-1096	Recreation & Amenities Funds Other	R & A	131,454.12	
				<b>963,701.51</b>
	Other Earmarked Accounts			
1001	Earmarked Interest	F & S	4,363.39	
1002	Property Fund Dividend	F & S	38,425.60	
1004	Well & Connected		-	
1005	Election Costs	T/C	4,976.35	
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	262.60	
1010	Capital Interest	F & S	2,793.86	
1011	Land North of Bypass / Sport & Recreation	T/C	5,772.98	
1012	The Blandford Events Group	T/C	442.17	
1013	Neighbourhood Plan	T/C	5,772.13	
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	
1050	Allotments	R&A	4,708.69	
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	239,217.79	
				<b>527,306.59</b>
	Capital Projects			
1104	Corn Exchange S106 Funds	T/C	83,177.06	
1105	Corn Exchange	T/C	369,335.31	
1110	Corn Exchange Promotions Group	T/C	2,768.11	
1115	Corn Exchange Project Development	T/C	108,928.83	
1116	Corn Exchange HLF Stage 1 Matchfunding	T/C	117,379.97	
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	
1175	CCTV / ANPR - New Equipment	T & GP	4,331.23	
				<b>869,213.32</b>
	<b>Total Reserves</b>			<b>2,773,201.99</b>

## To consider a request for a memorial seat at Blandford Cemetery

### Report

#### Section 22 of the Cemetery Regulations refers to Seats, Benches and Ornamentation, as follows:

*“No seat, bench or ornamentation can be placed in the Cemetery without the permission of the Town Council. Applications for permission to locate a seat or bench should be submitted to the Town Clerk, any benches must be of a solid wooden construction and be securely installed.”*

The G&P Supervisor has placed notices on five benches at the cemetery that have not been applied for nor fixed in position properly. We have had 2 replies, asking for permission to be granted for their benches to stay. They are both metal, so not currently within regulations. I asked for them to email their requests for consideration and have had one reply (see below). To accept these requests we would need to change the wording of the above regulation, excluding the word wooden.

*“Im seeking permission to have (keep) the current bench that is by my grandparents and great parents grave. Henry Barney & Violet Barney. The bench is an all black metal bench with a plaque attached that say’s in loving memory of a special gran and uncle ben gone but not forgotten loved always Hayley, Keiran, little Paul and Tommy-Lee. It’s in the ground with 4 metal stakes and in the storm we had previously the bench didn’t move. If the council is not would rather it was secured, in another way please advise and it will be carried out. Then bench gets repainted twice a year and it gets regularly checked and maintained. When my grandmother asked for the bench to be placed there it was the only bench in the upper part of the cemetery area around that side. I am aware that others have put benches without asking. The bench that is there holds a great sentiment to us as a family as my grandmother had that there for her husband and she regularly used the bench before her passing. If there is a fee im happy to pay that, and as advised if it needs to be secured differently im happy to do that also. (The reason it’s a metal bench is when my gran asked regarding having a bench she was told metal lasts longer and it looks tidier. It i can be of anymore assistance please contact me. Have attached photo of the bench.”*



### Recommendation

Councillors to consider request and any change to regulations.

Kathryn Clark  
Business Support Officer  
29<sup>th</sup> August 2023

## To retrospectively approve changes to the Cemetery Regulations

### **Report**

I have entered the Town Council's cemetery into the Cemetery of the Year competition, and the Town Council has been shortlisted as finalists. The G&P Supervisor and I spent an hour talking to one of the adjudicators and he said our only failing was lack of detail of memorial sizes in our regulations.

I went through the regulations with the Town Clerk and Operations Manager and made the necessary changes for transparency to our memorial sizes. Councillors of the R&A Committee were emailed the changes for approval on 10<sup>th</sup> August.

To reassure, we are not changing what has long been the 'rules' of the cemetery, just adding clarification.

### **Recommendation**

Councillors to read the report and to retrospectively approve changes to the regulations.

Kathryn Clark  
Business Support Officer  
29<sup>th</sup> August 2023



## Report by Operations Manager June 2023 – August 2023

### **STAFFING**

Four staff attended Cherry Picker training.

First aid refresher training is booked for four staff in September.

### **CORN EXCHANGE**

The loft hatch in the Council Chamber is being used by contractors and they are thankful of a safe way into the loft.

Another leak has appeared in the roof behind the stage, but not as bad as that experienced earlier in the year. This will be addressed when the roof is raised during the renovation works, we have carried out a temporary repair.

Meetings have been held with contractors and the public to update about the project.

Sorting the archives has commenced and the search for storage has begun.

### **PARK ROAD**

A meeting was held with the Football Club to hear about their future plans and the application they have in planning at the moment. Once they have firm ideas moving forward, they will be brought to Council.

The football season has started and the pitch is playing well.

### **TOWN**

The planters are receiving a lot of compliments and the weather has helped the display at Woodhouse Gardens this year.

### **TREES**

Emergency tree works have been carried out at various locations and a list is being drawn up for the Autumn/Winter.

### **CEMETERY**

Internments at the cemetery are at average levels for the time of year. The cemetery has received lots of compliments about the way it is kept.

### **HEALTH AND SAFETY**

The yearly health and safety audit was carried out in July by our Health and Safety advisors, there is nothing to report, and only minor things need to be carried out.

Asbestos monitoring has been done and monthly legionella testing continues.

All alarms have been serviced.

PAT Testing is being done.

## **WORKS CARRIED OUT**

### **June 2023-August 2023**

11 Jun	Skate Park	Repairs to ramps.
22 Jun	Corn Exch.	Boilers serviced.
05 Jul	Corn Exch.	Roof repaired.
07 Dec	Allotments	Alarm serviced.
15 Jul	Toilets	Handwash unit repaired.
18 Jul	All Venues	Zurich inspections.
20 Jul	Allotments	Water heater repaired.
25 Jul	Health and Safety	Yearly audit.
30 Jul	Staff	Cherry picker training.
02 Aug	Corn Exch.	Hot water boiler serviced.
03 Aug	Corn Exch.	Stage roof repaired.
06 Aug	Corn Exch.	Alarm serviced.
20 Aug	Skate Park	Skate Fest
25 Aug	Corn Exch.	Drains surveyed.

## VANDALISM

### June 2023-August 2023

<u>Date</u>	<u>Location</u>	<u>Remarks</u>
11 Jun	Skate Park	Broken Glass
22 Jun	Toilets Marsh and Ham	Handwash damaged
25 Jun	Railway Arches.	Broken Glass and Litter
30 Jun	Skate Park	Broken Glass
05 Jul	Toilets	Toilet blocked
15 Jul	Skate Park	Broken Glass
25 Jul	Skate Park	Broken Glass
30 Jul	Marsh and Ham Toilets	Toilet Blocked
05 Aug	Railway Arches	Broken Glass
07 Aug.	Skate Park	Broken Glass
14 Aug	Marsh and Ham Toilets	Toilet Blocked
18 Aug	Corn Exchange Toilets	Toilets Blocked
24 Aug	Skate Park	Broken Glass
25 Aug	Marsh and Ham Toilets	Toilet Blocked
28 Aug	Skate Park	Broken Glass

Evidence of drug use at public toilets at various times throughout the period (Police aware).