



BLANDFORD FORUM TOWN COUNCIL

To: Town & General Purposes Committee Members (Cllr K Herbert, Cllr R Holmes, Cllr A Cross, Cllr N Lacey-Clarke, Cllr C Stevens, Cllr H Mieville, Cllr B Quayle, Cllr P Clark and Cllr C Jacques)

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 20th November 2023 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
13th November 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 9th October 2023](#)
5. [Committee Clerk's Report & Correspondence](#)
6. General Updates from:
 - 6.1 Blandford Business Support Group
 - 6.2 Blandford Police – report to follow
 - 6.3 Market Manager – Nothing to report

7. DC Highways
 - 7.1 [To consider Dorset Council Highways referral policy](#)
8. Review of Town & General Purposes budgets to 31st October 2023
 - 8.1 [Analytical Review of Revenue Budget](#)
 - 8.2 [Review of Earmarked Reserves](#)
 - 8.3 [Reserve Accounts](#)
9. To consider free parking days for all Dorset Council car parks in Blandford Forum January – March 2024 (any further days can be agreed at the T&GP meeting on 11th March 2024)
10. [Consideration of the proposed budget for the year 2024/2025 and recommendation to Finance & Staffing Committee meeting](#)

DATES OF FUTURE MEETINGS

27 th November	Town Council Meeting
1 st December	Yuletide Festival
2 nd December	Small Business Saturday
4 th December	Planning 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.

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**

Committee Clerk's Report & Correspondence

ANPR – Dorset Police has asked that the locations of the ANPR cameras are not listed on the Town Council's website. The Town Clerk explained that the Town Council had covered every entrance to the town, so there was no other route to avoid the cameras, and is required to be transparent but complied by amending the webpage immediately: <https://blandfordforum-tc.gov.uk/services/cctv-anpr>

Agenda Item No. 7.1

To consider Dorset Council Highways referral policy

Background

During the T&GP Meeting held on the 9th October 2023, it was agreed that in future the Committee Clerk will refer any highway matters direct to Dorset Council and will not refer them to the Town Council. See resolution below: -

*Minute 20: 'The resident is advised that now there is a school crossing patrol the Committee feels that this matter has been dealt with. **It was also agreed that in future the Committee Clerk will refer any highway matters directly to Dorset Council.**'*

The Town Clerk advised after the meeting that the Dorset Council will only consider requests from residents once they have been supported by a town or parish council and referred by them to the Dorset Council.

A Highways Officer has been asked to provide a copy of the Dorset Council policy, but this has not been received prior to distributing the agenda.

The Committee is asked if it wishes to revert to the original process or if it agrees that any highway matters bypass the Town Council and are directed to Dorset Council.

Julie Wigg
Committee Clerk
9th November 2023

Analytical Review of Revenue Budget

TOWN & GENERAL PURPOSES COMMITTEE

Revenue Expenditure against Budget 2023/2024

As At 31.10.23

N/L code		2023/2024	Budget to date	Actual to Date	Budget Variance	
		Annual Budget				
COSTS						
4711	Vandalism - General	50	29	0	(29)	
4782	Vandalism (Tabernacle)	155	90	0	(90)	
4785	Vandalism (M & H) Toilets	824	481	0	(481)	
4786	Vandalism - Markets	0	0	0	0	
5020	CCTV Maintenance	1,500	875	14,015	13,140	Installation of CCTV at Corn Exchange and bridge works to Police station £9,830.17 offset by reserve. £2,300 ANPR annual support fee. Completion of bridge works £1,140
5050	CCTV Electric	309	180	71	(109)	
5060	Grit Bin - Re-fill	536	313	0	(313)	
5600	Street Market - Advertising	500	292	0	(292)	
5601	Street Market - New Equipment	250	146	0	(146)	
5602	Street Market - Equipment Maint	0	0	0	0	
5603	Street Market - Health & Safety	0	0	0	0	
5604	Markets - Telephone	124	72	70	(2)	
5605	Street Market - DCC Parking Charges	11,787	6,876	75,718	68,842	
5606	Street Markets - Rates	1,927	1,349	1,235	(114)	
5607	Street Market -Printing & Stationery	0	0	0	0	
6200	Planters (Planting & Signs)	6,000	3,500	4,965	1,465	Purchase of plants for planters & removal of hanging baskets
6210	Xmas lights		0	1,545	1,545	Electricity charge for Xmas lights December 2022. £780 for Xmas tree
6211	Tourism		0	55	55	Community Expo fliers
6214	Minor Town Improvements		0	750	750	Only Rain Down the Drain' materials £500; Sponsorship of Business Awards £250
6630	Toilets (Tabernacle)- Cleaning	258	151	0	(151)	
6635	Toilets (Tabernacle)- Blg/Ground Maint	258	151	0	(151)	
6641	Toilets (Tabernacle) -Electric	288	168	82	(86)	
6642	Toilets (Tabernacle) -Equip Maint	52	30	220	190	Repair faulty ball valve £196
6643	Toilets (Tabernacle) -Equip Purchased	52	30	0	(30)	
6644	Toilets (Tabernacle) -Health & Safety	52	30	0	(30)	
6645	Toilets (Tabernacle) -Water	371	216	0	(216)	
6646	Toilets (Tabernacle)- Rates	0	0	0	0	
6650	Toilets - (M & H) - Cleaning	9,222	5,380	5,191	(188)	
6655	Toilets - (M & H) - Building Maint	824	481	856	375	Replace faulty hand drier £420, repair flush mechanism
6656	TIC - Building Maint	515	300	479	178	New fire door in TIC
6657	Toilets - (M & H) - Rates	0	0	0	0	
6660	Toilets- (M & H) - Electricity	2,060	1,202	446	(755)	
6661	Toilets - (M & H) Water	1,545	901	591	(310)	
	Total Costs	39,459	23,243	106,290	83,048	
	SEE OVER FOR INCOME					
		2022/23				
		Annual Budget	Budget to date	Actual to Date	Budget Variance	
2900	Markets - Street Rent	15,000	8,750	8,451	(299)	
2810	Shambles / Craft Market Rent	3,000	1,750	2,607	857	
2820	Indoor Market Rent	2,500	1,458	2,412	954	
3500	Toilet Income (M & H)		0	0	0	
3550	Tabernacle - Toilets	0	0	0	0	
3700	Parish Councils	515	300	691	391	
3850	T & GP Income	0	0	0	0	
3900	Planter Sponsorship	700	408	842	433	Planter sponsorships
	Total Income	21,715	12,667	15,003	2,336	
	NET COST / (INCOME)	17,744	10,351	91,288	80,712	

Review of Earmarked Reserves

Nominal Code	Budget	Balance b/f	Transfer To/From General Reserves	Budget Approved 2023/24	Total Reserves	Spend YTD	Committed YTD	Current Balance	Proposed budget 2024/2025	
1020	Town Maps, Boards & Fingerposts	3,283		0	3,283	0	0	3,283		
1021	DCC Highways	86		0	86	0	0	86		
1025	Christmas Town Decorations*	-2,857	15,000	1	15,000.00	1,082	8,925	a	2,136	15,000
1030	Tourism	3,950		0	3,950	0	0		3,950	
1035	Twinning	1,303		0	1,303	0	0		1,303	
1040	Town Improvements	12,190		0	12,190	0	0		12,190	
1042	New Benches	2,634		0	2,634	0	0		2,634	
1043	Queen's Platinum Jubilee Weekend**	-184	184	3	0	0	0		0	
1135	Railway Arches	4,126	500	2	500	0	880	b	3,746	500
1045	Contingency***	908		0	908	0	0		908	
		25,439	15,684		15,500	1,082	9,805		30,236	15,500

Star, tree

Income/Transfers From Reserves			Breakdown of Committed funds		
1	Precept Allocation 2023/24	15,000.00	a	Christmas windows	275.00
2	Precept Allocation 2023/24	500.00		Trees & light columns	8650.00
	Negative balance from Jubilee weekend offset against general reserve account 1500	184.07	b	Movement survey	880.00
	TOTAL	15,684.07			9,805

Reserve Accounts

Nominal Code(s)	Standard Asset Replacement Accruals	Responsible Con	Balances	2022-23 Precept adjustments	Movements to 30.09.23		Sub Totals
			£				£
1300	IT	F & S	21,033.73		3,653.13		24,686.86
1305	Skate park	R & A	160,318.73		81,067.25		79,251.48
1310	General Play Equipment	R & A	74,839.80		10,300.71		85,140.51
1315	Maintenance Equipment Replacement	R & A	13,268.94		2,164.66		15,433.60
1320	Vehicle Replacement	R & A	16,258.00		2,732.00		18,990.00
1325	Tractor Replacement	R & A	16,701.20		2,119.60		18,820.80
1330	Mower Replacement	R & A	34,546.77		5,343.25		39,890.02
1340	CCTV / ANPR	T & GP	36,230.92		7,140.86		43,371.78
1345	Benches	T/C	12,516.65		35,997.85		48,514.50
1350	Glenmore Depot	R & A	10,384.93		29,615.06		39,999.99
1351	B/Heights Play Equipment	R & A	14,494.28		1,171.37		13,322.91
1352	B/Heights Maintenance Equipment Replacement	R & A	2,386.82		10,804.09		13,190.91
			412,980.77				440,613.36
	Earmarked Accounts						
1020	T & GP Town Maps	T&GP	3,282.77		-		3,282.77
1021	T & GP DCC Highways	T&GP	86.25		-		86.25
1025	T & GP Christmas Lights	T&GP	2,857.13		13,918.20		11,061.07
1030	T & GP Tourism	T&GP	3,950.44		-		3,950.44
1035	T & GP Twinning	T&GP	1,302.81		-		1,302.81
1040	T & GP Town Improvements	T&GP	12,190.10		-		12,190.10
1042	T & GP Seat Replacement	T&GP	2,633.81		-		2,633.81
1043	T & GP Jubilee	T&GP	184.07		184.07		-
1045	T & GP Contingency	T&GP	908.33		-		908.33
1135	Railway Arches	T & GP	3,625.56	500.00	500.00		4,625.56
			24,938.87				40,041.14
10510	R & A B/Heights Phase 1 POS	R&A	61,565.51		1,539.18		60,026.33
10520	R & A B/Heights Phase 2 POS	R&A	28,469.92		1,539.24		26,930.68
10521	R & A B/Heights Phase 2 - Play area com Sums	R&A	51,567.58		-		51,567.58
10522	R & A B/Heights Phase 2 - Play area	R&A	-		-		-
10530	R & A B/Heights Phase 3	R&A	13,331.79		-		13,331.79
10531	R & A B/Heights Phase 3	R&A	50,966.32		-		50,966.32
10532	R & A B/Heights Phase 3	R&A	57,442.93		-		57,442.93
10533	R & A B/Heights Phase 3	R&A	24,483.78		-		24,483.78
10534	R & A B/Heights Phase 3	R&A	34,900.27		-		34,900.27
10535	R & A B/Heights Phase 3	R&A	172,440.51		-		172,440.51
10536	R & A B/Heights Phase 3	R&A	113,457.57		-		113,457.57
10537	R & A B/Heights Phase 3	R&A	9,978.26		-		9,978.26
10538	R & A B/Heights Phase 3	R&A	52,801.28		-		52,801.28
10539	R & A B/Heights Phase 3	R&A	116,943.53		-		116,943.53
10540	R & A B/Heights Phase 3	R&A	13,011.55		-		13,011.55
			801,360.80				798,282.38
1060	R & A Plan Preventative Maintenance	R & A	23,784.15	5,000.00	1,324.76		30,108.91
1061	R & A Cemetery Chapel	R & A	6,420.00	1,000.00	1,000.00		8,420.00
1062	R & A Cemetery Workshop	R & A	9,000.00	1,000.00	1,000.00		11,000.00
1064	R & A Cemetery Wall	R & A	31,654.49	1,000.00	-		32,654.49
1065	R & A DDA	R & A	2,373.87		-		2,373.87
1067	R & A Play area fencing & surfacing	R & A	6,556.66	2,000.00	3,000.00		11,556.66
1068	R & A Larksmead Outdoor fitness	R & A	1,500.00	500.00	-		2,000.00
1070	R & A Seat Replacement	R & A	1,695.85		-		1,695.85
1071	R & A Skate Fest	R & A	96.61		511.50		414.89
1075	R & A 5 Year Tree Survey	R & A	8,913.20	5,000.00	3,000.00		16,913.20
1080	R & A H&S Mem Cemetery	R & A	1,263.00		-		1,263.00
1090	R & A Woodhouse Garden Wall Repairs	R & A	21,150.00	500.00	500.00		22,150.00
1096	R & A Contingency	R & A	1,000.00		-		1,000.00
			115,407.83				140,721.09
	Other Earmarked Accounts						
1001	Earmarked Interest	F & S	4,363.39		-		4,363.39
1002	Property Fund Dividend	F & S	38,425.60		-		38,425.60
1003	Office relocation				18,000.00		18,000.00
1005	Election Costs	T/C	4,976.35		1,000.00		5,976.35
1006	Youth Services	T/C	10,726.03		-		10,726.03
1009	BFTC Commemoration Group	T/C	262.60		-		262.60
1010	Capital Interest	F & S	2,793.86		-		2,793.86
1011	Land North of Bypass / Sport & Recreation	T/C	5,772.98		-		5,772.98
1012	The Blandford Events Group	T/C	442.17		-		442.17
1013	Neighbourhood Plan	T/C	2.87		4,800.00		4,797.13
1015	Support for Essential Services (Earmarked)	T/C	28,049.00		-		28,049.00
1017	Woodhouse Garden Re-build	T/C	19,981.67		-		19,981.67
1019	Old Bath House/St Peter & St Paul's Churchyard (Listed Wall & Town Pump	T & GP	52,964.49		8,613.01		44,351.48
1050	Allotments	R&A	4,175.36		533.33		4,708.69
1335	Civic Regalia	F & S	18,849.84		2,461.84		16,388.00
1185	Pension Deficit	F & S	20,000.00		-		20,000.00
1195	Improvements to Market Place	T/C	70,000.00		-		70,000.00
1500	General Reserves	T/C	246,219.72		16,179.00		230,040.72
			528,000.19				525,079.67
	Capital Projects						
1104	Corn Exchange S106 Funds	T/C	83,177.06		-		83,177.06
1105	Corn Exchange	T/C	435,885.28		169,168.84		266,716.44
1110	Corn Exchange Promotions Group	T/C	2,907.73		314.62		2,593.11
1115	Corn Exchange Project Development	T/C	108,928.83		55,000.00		163,928.83
1116	Corn Exchange HLF Stage 1 Matchfunding	T/C	117,379.97		55,000.00		172,379.97
1120	Corn Exchange & Venues Refurbishment Project	T/C	79,000.00		-		79,000.00
1122	Corn Exchange Community Hall S106 Funds	T/C	103,292.81		-		103,292.81
1125	Cemetery Field Project	R & A	1,000.00		-		1,000.00
1175	CCTV / ANPR - New Equipment	T & GP	14,161.40		10,970.17		3,191.23
			945,733.08				875,279.45
							2,820,017.09
							Total Reserves
		Total Reserves	2,828,421.54	16,500.00	24,904.45		2,820,017.09

Consideration of the proposed budget for the year 2024/2025 and recommendation to Finance & Staffing Committee meeting

This information is a result of officers' discussions and is intended to help the Committee reach its decision. Please also refer to the right-hand column (in red) on the [Earmarked Reserves report](#).

Town Maps, Boards & Fingerposts – proposed budget £0

There is no further expenditure expected, beyond repairs. Therefore, it is recommended that the budget is not added to this year.

DCC Highways – proposed budget £0

This budget line was created to set aside funds for necessary highway works above and beyond statutory requirements. It is recommended that it is not added to again this year due to pressures/priorities from other budget lines.

Christmas Town Decorations – proposed budget £15,000

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 £15,000 for annual costs and further improvements (eg. replacements lights, repairs/works to street lights).

Tourism – proposed budget £0

Funds have previously been committed for the Out & About booklet and £250 for interpretation boards at Langton Road and Marsh & Ham car park. This budget line also covers the cost of the summer holiday event in Woodhouse Gardens, a Christmas entertainer event, Christmas and Summer promotion advert/printing and the printing of the yearly calendar. It is recommended that nothing is added to the current balance.

Twinning – 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 – proposed budget £0

The emptying of the dog bins at Elizabeth Road is charged to this budget line. This budget line always incurs unexpected expenditure as well.

New Benches – £0

Due to the high number of benches installed in the last few years, it is not recommended to add to this budget line.

Contingency – £0

It is not recommended to add to this budget line. Any remaining balance at the end of the financial year will roll over into the 24-25 financial year.

Railway Arches – Recommended budget £500

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. This financial year, a structural survey has taken place.

T&GP Capital Projects

Councillors may wish to replenish the funds spent on CCTV/ANPR and the churchyard wall during this financial year (shown in [Reserves](#)).

Additional Information

No comments or request from the public were received from the budget consultation at the Community Expo on 16th September 2023.

Recommendation

This would give a total budget of £15,500 for T&GP Earmarked Reserves, which matches last year's budget.

The revenue budget will be considered in December at the Finance & Staffing Committee meeting as part of the overall budget.

Linda Scott-Giles
Town Clerk
9th November 2023