



BLANDFORD FORUM TOWN COUNCIL

To: All Members of the Finance & Staffing Committee
(Cllr L Hitchings, Cllr R Holmes, Cllr H Mieville, Cllr Lacey-Clarke, Cllr K Herbert, Cllr L Lindsay, Cllr A Cross, Cllr S Hitchings and Cllr H White)
All other Members of the Town Council Dorset Council Councillors
Members of the Public & the Press

Dear Member

FINANCE & STAFFING COMMITTEE

You are summoned to attend a meeting of the Finance & Staffing Committee to be held **online** using Microsoft Teams on **Monday 11th December 2023 at 7:00pm** 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
4th December 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 18th September 2023](#)
5. [Town Clerk's Report & Correspondence](#)
6. Analytical Review of Expenditure against Budget for the following:
 - 6.1 [Administration Budget for the year to 31st October 2023](#)
 - 6.2 [Overall Revenue Budget for the year to 31st October 2023](#)
 - 6.3 [Reserve Accounts as at 31st October 2023](#)

7. Review of Finance Documentation (sent to all Councillors prior to the meeting)
 - 7.1 To receive and retrospectively approve cheque payment 011139 (Sheet 881) totalling £185.18 (for petty cash)
 - 7.2 To receive and retrospectively approve direct debit payments for the period 1st September 2023 to 31st October 2023 (sheets 212 - 213) totalling £68,867.73
 - 7.3 To receive and retrospectively approve Online Faster Payments FP165 – 178 totalling £869,068.60 (includes payments to other Town Council bank accounts and transfer of precept) and Corn Exchange Faster Payment CE01 totalling £8,129.91
 - 7.4 [Retrospective approval of the Investment Account for the period 1st August 2023 to 30th November 2023](#)
 - 7.5 Report by Chairman on Bank Reconciliation and Petty Cash checks
 - 7.6 [Bank Reconciliation to 31st October 2023](#)
8. [To receive the Internal Auditor's Report](#)
 - 8.1 To agree how to proceed with budget line 4800 Mayoral Expenses
9. [Review of Variable Direct Debits](#)
10. Confidential

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admission to Meetings) Act 1960.

 - 10.1 To receive a report regarding the Town Council's salaries budget and current workload and to consider requests for the 2024-2025 budget (to follow)
 - 10.2 To receive the Payroll budget (staff grading) for the year 2024/25 (to be tabled)

The public and press will then be welcomed back into the meeting for the following items;
11. Consideration of the Town Council Budget for 2024/25
 - 11.1 [Consideration of the proposed revenue budget for Administration Costs for 2024/25](#)
 - 11.2 [Recommendations from Committees](#)
 - 11.3 [Consideration of the overall budget for the year 2023/24 and recommendation of the precept for 2024/25](#) (awaiting figures from Dorset Council by 8th December 2023)

Minutes of the Town Council and Committee meetings are available from 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



EMPLOYER RECOGNITION SCHEME
BRONZE AWARD
Proudly supporting those who serve.

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Town Clerk's Report & Correspondence

VOIP System – The staff have been aware for some years that BT is moving all its customers from the old analogue public switched telephone network (PSTN) to a fully digital network. The plan is to have moved everyone over before Openreach stop the PSTN (and ISDN) service in 2025. By then, every phone line in the UK will be digital, routing calls over IP (Internet Protocol) rather than the traditional PSTN. The PSTN switch-off is happening in 2025. From then on, at home or at work, everyone will be using digital phone services. The new digital system will be expensive, and we are discussing ways of reducing the number of handsets required. We are also aiming to introduce the new system when we relocate. The current IT contractor has quoted for a VOIP system, as follows:

Monthly Costs

9 x Horizon Premium Licenses (handsets) £17.50/month per user on min. 1 year term
or

9 x Horizon Collaborate License (soft client) £3.50/month per use on min. 1 year term

One-Off costs

DDI number transfer block of numbers 1-10 £125

2 x Number Porting in hours £50 per number

Number porting OOH (optional) £300 (cost is to port both numbers)

9 x Handsets (if required) £175 each (Free if you sign up for a 3-year term)

We will leave the fax line as is because it is on it's own broadband.

The Town Clerk has attended a DAPTC webinar session on 30th November 2023 entitled 'Topic Analogue (landline) switch off from Summer 2024' to learn more about it.

Corn Exchange Reinstatement Costs – As part of the project works, a reinstatement costing report has been commissioned, which is much higher than the last one carried out in 2020. The Town Council's insurer has therefore been advised and the client manager has responded to inform the council that, to increase the sum insured for 'Corn Exchange/Council Chambers/Town Hall/Offices' to £6,061,565.00 would incur an additional premium to the figure of £66.35 (including IPT) based on the remaining 137 days of the current policy period. This has therefore been approved and is being processed.

Administration Budget for the year to 31st October 2023

| ADMINISTRATION COSTS £ | | As at 31.10.23 | | | | STATUS |
|---------------------------|---|----------------|----------------|----------------|-----------------|---|
| N/L code | | Annual Budget | Budget to Date | Actual to Date | Budget Variance | |
| 4010 | Advertising | 515 | 300 | 338 | 37 | |
| 4012 | Audit | 3,764 | 2,196 | 3,727 | 1,532 | |
| 4014 | Bank Charges | 309 | 180 | 90 | (91) | |
| 4015 | Property Fund Admin Charge / Exp | 3,400 | 1,983 | 2,276 | 293 | |
| 4018 | Equipment Maintenance/Hire | 515 | 300 | 212 | (88) | |
| 4028 | New Equipment | 515 | 300 | 60 | (240) | |
| 4039 | IT New Equip | 103 | 60 | 74 | 13 | |
| 4040 | IT Maintenance/Software | 10,131 | 5,910 | 9,023 | 3,113 | Transfer system to Cloud |
| 4041 | IT Consumables | 50 | 29 | -33 | (63) | Sale of mic set |
| 4042 | Professional Services | 10,000 | 5,833 | 3,907 | (1,926) | Ellis Whitam |
| 4050 | Newsletter/Forum focus | 2,266 | 1,322 | 2,300 | 979 | |
| 4052 | Publications | 155 | 90 | 0 | (90) | |
| 4053 | Photocopier Charges | 824 | 481 | 463 | (18) | |
| 4054 | Stationery & Printing | 1,545 | 901 | 471 | (431) | |
| 4057 | Subscriptions | 2,196 | 1,281 | 1,979 | 698 | DAPTC; NBMA; ICCM |
| 4060 | Postage | 650 | 379 | 185 | (194) | |
| 4065 | Telephones | 3,605 | 2,103 | 5,016 | 2,913 | Increased fees following Cloud transfer |
| 4094 | Staff Training & Travel Exps | 3,914 | 2,283 | 2,793 | 510 | |
| 4095 | Staff Travel & Expenses | 3,090 | 1,803 | 1,986 | 183 | |
| 4096 | Cllrs allow, Training & Travel Exps | 5,500 | 3,208 | 2,633 | (575) | |
| 4097 | Cllrs Welfare / Meeting Exps | 103 | 60 | 63 | 3 | |
| 4099 | Staff Welfare | 258 | 151 | 335 | 185 | |
| 4301 | Health & Safety Staffing | 721 | 421 | 0 | (421) | |
| | <i>Sub Total</i> | <i>54,129</i> | <i>31,575</i> | <i>37,896</i> | <i>6,320</i> | |
| 4701 | Insurance | 14,636 | 8,538 | 14,111 | 5,574 | Annual Insurance cover |
| | <i>Sub Total</i> | <i>14,636</i> | <i>8,538</i> | <i>14,111</i> | <i>5,574</i> | |
| 4800 | Mayoral Expenses | 2,797 | 1,632 | 764 | (867) | |
| 4802 | Civic Expenses | 5,150 | 3,004 | 5,187 | 2,183 | |
| 4805 | Civic Twinning | 200 | 117 | 0 | (117) | |
| 4806 | Civic - Freedom | 200 | 117 | 0 | (117) | |
| 4803 | Honorarium - Town Crier | 300 | 175 | 150 | (25) | |
| 4807 | Honorarium - Deputy Town Crier | 300 | 175 | 150 | (25) | |
| 4804 | Honorarium - Mace Bearer | 400 | 233 | 200 | (33) | |
| 4808 | Honorarium - Deputy Mace Bearer | 400 | 233 | 200 | (33) | |
| 4809 | Membership to Guild of Mace Bearers and Town Criers | 100 | 58 | 30 | (28) | |
| | <i>Sub Total</i> | <i>9,847</i> | <i>5,744</i> | <i>6,682</i> | <i>937</i> | |
| | TOTAL EXPENSES | 78,612 | 45,857 | 58,689 | 12,832 | |
| INCOME | | | | | | |
| 2025 | Interest | 1,545 | 901 | 721 | (180) | Santandar interest |
| 2003 | Property Fund Dividend | 0 | 0 | 0 | 0 | CCLA |
| 3893 | Grant Income | 0 | 0 | 0 | 0 | |
| 3894 | Misc Income | 0 | 0 | 733 | 733 | Calendars, public liability |
| 3897 | Overtime Charges | 72 | 42 | 155 | 113 | |
| 3899 | Photocopying | 165 | 96 | 114 | 18 | |
| 3920 | Admin Charge - Barnes for Rec | 5,816 | 3,393 | 2,908 | (485) | |
| 3925 | Salary charge -out to Barnes for a Re | 25,921 | 15,121 | 13,155 | (1,966) | |
| | TOTAL INCOME | 33,519 | 19,553 | 17,786 | (1,767) | |
| | NET COST/ (INCOME) | 45,093 | 26,304 | 40,903 | 14,599 | |

Overall Revenue Budget for the year to 31st October 2023

| | Annual Budget | Budget to Date | Actual to Date | Budget Variance | Status | Comments |
|--|----------------|----------------|----------------|-----------------|---------------|--|
| INCOME | | | | | | |
| Admin | 33,519 | 19,553 | 17,786 | (1,767) | Under-budget | |
| Admin Total | 33,519 | 19,553 | 17,786 | (1,767) | Under-budget | |
| Corn Exchange | 9,092 | 5,304 | 6,944 | 1,640 | Over-Budget | |
| Woodhouse Gardens | 6,695 | 3,905 | 4,498 | 593 | Over-Budget | |
| Larksmead | 1,864 | 1,087 | 1,384 | 297 | Over-Budget | |
| Cemetery | 13,390 | 7,811 | 5,567 | (2,244) | Under-budget | |
| Sundries | 3,573 | 2,084 | 5,950 | 3,865 | Over-Budget | |
| Skate park | 0 | 0 | 0 | 0 | Under-budget | |
| R & A Income | 34,614 | 20,192 | 24,343 | 4,152 | Over-Budget | |
| CCTV, Planters & Markets | 21,200 | 12,367 | 14,157 | 1,791 | Over-Budget | |
| Marsh & Ham Toilets | 515 | 300 | 691 | 391 | Over-Budget | |
| Tabernacle Toilets | 0 | 0 | 0 | 0 | Under-budget | |
| T & GP Totals | 21,715 | 12,667 | 14,848 | 2,181 | Over-Budget | |
| Total Income | 89,848 | 52,411 | 56,977 | 4,566 | On Target | |
| EXPENDITURE | | | | | | |
| Admin | 78,611 | 45,856 | 58,694 | 12,837 | Over-Budget | HR/HS contracts, Report on rental value, ROSPA |
| Corn Exchange Project Officer / Consultant | 20,600 | 12,017 | 0 | (12,017) | Under-budget | |
| Salaries | 500,000 | 291,667 | 270,909 | (20,757) | Under-budget | |
| Admin & Payroll | 599,211 | 349,540 | 329,603 | (19,937) | Under-budget | |
| Vehicles | 12,564 | 7,329 | 6,335 | (994) | Under-budget | |
| Corn Exchange | 44,241 | 27,501 | 26,814 | (687) | Under-budget | Roof slates, repair lights, maintain alarms and emergency lights |
| Woodhouse Gardens | 3,548 | 2,070 | 2,297 | 228 | Over-Budget | |
| Larksmead | 2,425 | 1,415 | 2,557 | 1,142 | Over-Budget | Annual Inspection - Play Area |
| Recreation Ground (Barnes Trust) | 37,163 | 21,678 | -3,553 | (25,232) | Under-budget | |
| Glenmore Workshop | 7,399 | 4,814 | 4,697 | (117) | Under-budget | |
| Cemetery | 6,753 | 4,401 | 3,306 | (1,095) | Under-budget | |
| Langton | 335 | 195 | 128 | (67) | Under-budget | Annual Inspection + £2901 work carried out at Langton Lane park |
| Skatepark | 1,445 | 843 | 212 | (631) | Under-budget | |
| Sundries | 19,314 | 11,267 | 10,526 | (740) | Under-budget | |
| R & A Totals | 135,187 | 81,513 | 53,318 | (28,195) | Under-budget | |
| CCTV, Planters & Markets | 22,983 | 13,632 | 20,780 | 7,149 | Over-Budget | £3918 summer bedding etc |
| Marsh & Ham Toilets | 14,990 | 8,744 | 7,564 | (1,181) | Under-budget | |
| Tabernacle Toilets | 1,483 | 865 | 302 | (563) | Under-budget | |
| T & GP Totals | 39,456 | 23,241 | 28,646 | 5,405 | Over-Budget | |
| Total Expenditure | 773,854 | 454,293 | 411,567 | (42,726) | Under-budget | <less than 1% |
| TOTAL (NET COST) | 684,006 | 401,882 | 354,590 | (47,292) | Within Budget | |
| Note | | | | | | |
| Over budget figure positive variance | | | | | | |
| Under budget negative variance () | | | | | | |

General Reserves

| Nominal Code(s) | Standard Asset Replacement Accruals | Responsible Cor | Balances | 2022-23 Precept adjustments | Movements to 31.10.23 | | 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 | | - 1,889.18 | 59,676.33 | Salary adjustment |
| 10520 | R & A B/Heights Phase 2 POS | R&A | 28,469.92 | | - 1,539.24 | 26,930.68 | Salary adjustment |
| 10521 | R & A B/Heights Phase 2 - Play area com Sums | R&A | 51,567.58 | | - 1,110.57 | 50,457.01 | |
| 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 | | | | 796,821.81 |
| 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 | Church wall repairs |
| 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 | | - 24,417.00 | 221,802.72 | Bellcote repairs |
| | | | 528,000.19 | | | | 516,841.67 |
| | 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 | Install CCTV |
| | | | 945,733.08 | | | | 875,279.45 |
| | | | 2,828,421.54 | 16,500.00 - | 34,603.02 | 2,810,318.52 | 2,810,318.52 |
| | Total Reserves | | | | | | Total Reserves |

Retrospective approval of the Investment Account for the period 1st August 2023 to 30th November 2023

In line with the Town Council's Investment Policy, the Chairman of Finance & Staffing and the Town Clerk have made the following investments on behalf of the council, seeking the highest possible interest rates and financial security.

| Date | Amount £ | Details (including period) | Interest Rate % | Bank |
|------------------------------------|-------------|-------------------------------|--------------------|------|
| 26 th September 2023 | 168,380 | Public Sector Deposit Fund | 5.30 | CCLA |
| 27 th September 2023 | 168,380 | Public Sector Deposit Fund | 5.30 | CCLA |

Public Sector Deposit Fund Information

The Public Sector Deposit Fund Fund fact sheet – 31 August 2023

Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

Investment policy

The fund will be invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

Target investors

The fund is designed for investors who are looking for capital security and a competitive yield for their short-term investments.

Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client. Share class 4 is reserved for public sector organisation investment only.

Responsible investment policy

We monitor our counterparties' environmental, social and governance risk management on a regular basis. Our research uses external data resources and our in-house Sustainability team.

Key risks

Investors should consider the following risk factors before investing: issuer/credit risk (issuer/financial institution may not pay), market risk (investment value affected by market conditions), operational risk (general business operational risks), maturity profile (timings of investment maturity), liquidity risk (investment in non-readily realisable assets), concentration risk (need for diversification and suitability of investment) and interest rate risk (changes to interest rate affecting income). Please see the fund prospectus for more details.

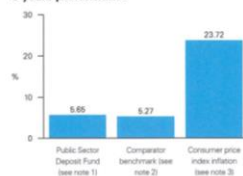
Top 10 counterparty exposures (%)

| | |
|-------|-------------------------------|
| 9.78% | Landesbank Baden-Wuerttemberg |
| 9.78% | Yorkshire Building Society |
| 7.33% | DBS Bank Limited |
| 5.67% | Nationwide Building Society |
| 4.50% | Toronto Dominion Bank (The) |
| 4.40% | BNP Paribas |
| 4.40% | NatWest Bank plc |
| 4.40% | United Overseas Bank Limited |
| 4.20% | Handelsbanken plc |
| 3.91% | MUFG Bank |

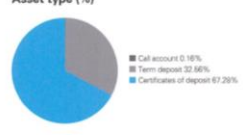
Share class 4 yield as at 31 August 2023

5.11%

5 years performance



Asset type (%)



Credit rating (%) see note 4



Top 10 country exposures (%)

| | |
|--------|-----------|
| 27.49% | UK |
| 14.67% | Singapore |
| 13.69% | Japan |
| 10.76% | Germany |
| 9.00% | France |
| 6.45% | Canada |
| 4.69% | Sweden |
| 3.91% | Finland |
| 2.44% | Denmark |
| 2.30% | Australia |

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings methodology.

Income

| | |
|------------------------------|-------|
| Average yield over the month | 5.10% |
| Yield at the month-end shown | 5.11% |

Total return performance by year

| | | | | | |
|--------------------------------|--------|--------|--------|--------|--------|
| 12 months to 31 August | 2019 | 2020 | 2021 | 2022 | 2023 |
| The Public Sector Deposit Fund | +0.75% | +0.52% | +0.05% | +0.53% | +3.72% |
| Comparator benchmark | +0.58% | +0.26% | +0.00% | +0.58% | +3.78% |
| Relative difference | +0.17% | +0.26% | +0.05% | -0.05% | -0.06% |

Annualised total return performance

| | | | |
|--------------------------------|--------|---------|---------|
| Performance to 31 August | 1 year | 3 years | 5 years |
| The Public Sector Deposit Fund | +3.72% | +1.42% | +1.10% |
| Comparator benchmark | +3.78% | +1.44% | +1.03% |
| Relative difference | 0.06% | -0.02% | +0.07% |

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

Market update

Early in the month the Bank of England increased the UK's official bank rate (OBR) by 0.25% to 5.25%. The move was widely expected.

Growth continued to progress slowly. GDP for the April-June period was 0.4% higher than in the same quarter of 2022, having expanded by 0.1% year-on-year in each of the previous two quarters. The latest data were slightly stronger than the Bank of England and many other commentators had forecast, helped by, among other factors, warm weather in the month of June boosting the hospitality sector.

The UK's headline inflation rate, consumer price inflation (CPI) continued to fall, declining to an annual rate of 6.8% in July compared to 7.9% in June. However, core CPI, which excludes the most volatile elements such as energy and food costs, remained stuck at 6.9%.

Key facts

| | |
|--------------------------------|------------------------------------|
| Authorised corporate director | CCLA Investment Management Limited |
| Fund size | £1,022m |
| Fitch money-market fund rating | AAAmf |
| Weighted average maturity | 51.56 days |
| Launch date | May 2011 |
| Dealing day | Each business day (see note 5) |
| Withdrawals | On demand |
| Fund domicile | United Kingdom |
| ISIN (share class 4) | GB00B3LDH01 |
| Interest payment dates | End of each month |
| Ongoing charges figure | 0.08% (see note 6) |

Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30 am.

Note 6: The ongoing charges figure is based on the annual management charge but excludes portfolio transaction costs.

Please refer to <https://www.ccla.co.uk/glossary> for explanations of some of the terminology used in this document.

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One Angel Lane | London | EC4R 3AB | Freephone: 0800 022 3505 | Website: www.ccla.co.uk

The Local Authorities' Property Fund
Prices and Dividend Yields



| End of | Sep-23 | Aug-23 | Jul-23 | Jun-23 | May-23 | Apr-23 | Mar-23 | Feb-23 | Jan-23 | Dec-22 | Nov-22 | Oct-22 |
|------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Offer Price p | 303.70 | 304.20 | 306.18 | 307.30 | 308.72 | 307.60 | 307.73 | 308.97 | 310.32 | 313.79 | 325.51 | 351.95 |
| Net Asset Value p | 284.50 | 284.97 | 286.82 | 287.87 | 289.20 | 288.15 | 288.27 | 289.43 | 290.69 | 293.95 | 304.93 | 329.70 |
| Bid Price p | 280.09 | 280.55 | 282.37 | 283.41 | 284.71 | 283.68 | 283.80 | 284.95 | 286.19 | 289.39 | 300.21 | 324.59 |
| Dividend on XD Date p | 3.74 | | | 3.35 | | | 3.09 | | | 3.09 | | |
| Dividend* - Last 12 Months p | 13.27 | 12.79 | 12.79 | 12.79 | 12.29 | 12.29 | 12.29 | 11.99 | 11.99 | 11.99 | 11.78 | 11.78 |
| Dividend Yield on NAV % | 4.66 | 4.49 | 4.46 | 4.44 | 4.25 | 4.26 | 4.26 | 4.14 | 4.12 | 4.08 | 3.86 | 3.57 |
| Fund Size £m | 1186.3 | 1188.2 | 1195.9 | 1200.5 | 1207.0 | 1202.7 | 1203.1 | 1208.0 | 1213.2 | 1226.8 | 1272.6 | 1375.9 |

* The Dividend is paid gross and is after all charges

| Statement of unitholding held on 30 September 2023 | | | | | |
|--|-----------------|--------------------|---------------------|--------------------|----------------------|
| Date | Description | Cost/Proceeds £ | Price per unit p | Number of units | Total unitholding |
| 01/07/23 | Brought Forward | | | | 252,825.00 |
| 30/09/23 | Carried Forward | | | | 252,825.00 |

On 30 September 2023 the mid market value (net asset value) of one unit in the Fund was 284.50 pence and the bid market value of one unit was 280.09 pence giving your investment at that date a mid market value of £ 719,287.13 and bid market value of £ 708,137.54.

| Advice of management expenses for the period to 30 September 2023 | | | |
|---|----------------------|---------------------|------------------|
| For Period Ended | Number of units held | Expenses per unit p | Total Expenses £ |
| 31/07/23 | 252,825.00 | 0.152800 | 386.32 |
| 31/08/23 | 252,825.00 | 0.152200 | 384.80 |
| 30/09/23 | 252,825.00 | 0.146000 | 369.12 |
| | | | 1,140.24 |

| Statement of dividends for the period to 30 September 2023 | | | | | |
|--|----------------------|------------------|----------------------|-----------------|------------------|
| For Period Ended | Number of units held | Gross per unit p | Gross Distribution £ | Expenses Paid £ | Amount Payable £ |
| 31/07/23 | 252,825.00 | 1.239500 | 3,133.77 | 386.32 | 2,747.45 |
| 31/08/23 | 252,825.00 | 1.621600 | 4,099.81 | 384.80 | 3,715.01 |
| 30/09/23 | 252,825.00 | 1.334200 | 3,373.19 | 369.12 | 3,004.07 |
| | | | 10,606.77 | 1,140.24 | 9,466.53 |

The dividend payment of £9,466.53 for the period will be paid to the nominated bank account, reference Blandford Forum To on 31/10/2023

Registered address: One Angel Lane, London, EC4R 3AB
Freephone: 0800 022 3505

CCLA Fund Managers Limited (Registered in England No. 8735639) is authorised and regulated by the Financial Conduct Authority. Registered address: One Angel Lane, London, EC4R 3AB

Bank Reconciliation to 31st October 2023

| | | | |
|---|------------------------|---------------|----------------------------|
| <u>Bank Statement as at</u> | 31st October 2023 | | |
| Current Account | | £80,999.50 ✓ | |
| Less Unpresented Cheques | | -£15,121.07 | PAYE & Pension for October |
| Plus uncleared receipts | | £0.00 ✓ | |
| | | | £65,878.43 |
| <u>Hampshire Trust Bank - A/c No: below</u> | 31st October 2023 | | |
| From To Accounts | | | |
| 11/01/2023 10/01/2024 11535793 3.75% | | £420,142.50 | |
| 23/07/2022 22/07/2024 11208028 2.11% | | £435,842.00 | |
| Annual interest in Jan & July | | | £855,984.50 |
| Hampshire Trust Bank - 1 Yr Fund @ 3.75% | 31st October 2023 | 103092.14 | |
| 11528753 09/01/2023 - 11/01/2024 | Annual interest in Jan | | £103,092.14 |
| <u>Santander 95 Day Notice A/C10555310</u> | 31st October 2023 | £417,765.09 ✓ | |
| | | | £417,765.09 ✓ |
| <u>Santander 31 Day Notice A/C10555349</u> | 31st October 2023 | £152,549.10 ✓ | |
| | | | £152,549.10 ✓ |
| <u>Santander Business Reserve A/c 10138119</u> | 31st October 2023 | | |
| | | £101,276.06 ✓ | |
| Interest not yet added 02.11.23 | | £379.60 ✓ | |
| | | | £101,655.66 ✓ |
| <u>CCLA/PSDF</u> | | | |
| Opened 19/09/263 | | | |
| 0101190001PC | 31st October 2023 | 336927.53 ✓ | |
| Plus uncleared receipts | | | £336,927.53 ✓ |
| Cambridge & Counties Bank (2 yr fixed rate @ 4.00%) | 31st October 2023 | £665,280.68 | |
| 09/05/2025 15028429 | Annual Interest in May | | £665,280.68 |
| Petty Cash as at | 31st October 2023 | £250.00 ✓ | |
| | | | £250.00 ✓ |
| | | | <u>£2,699,383.13</u> |

Fidelity Guarantee £5,000,000

| | | |
|-------------|---|---|
| PREPARED BY |  | Date: 8th November 2023 |
| CHECKED BY |  | Date: 8/11/2023. |
| CHECKED BY |  | Date: 9/11/23. |
| | Chairman of Finance | Approval to insert electronic signature |

To receive the Internal Auditor's Report

DARKIN MILLER ~ CHARTERED ACCOUNTANTS

Accountancy ~ Internal Audit ~ Taxation



FINAL

Internal audit report 2023/24

Visit 1 of 3

BLANDFORD FORUM TOWN COUNCIL

Date: 22nd October 2023

Report author: R Darkin-Miller
Email: r.darkin@darkinmiller.co.uk

Darkin Miller Limited trading as Darkin Miller ~ Chartered Accountants
Registered Office: 24e Deverel Road, Charlton Down, Dorchester, Dorset DT2 9UD
Principal and Director: Rosie Darkin-Miller LLB (Hons) BFP FCA
Company registered in England no. 8590012

Introduction

This report contains a note of the audit recommendations made to Blandford Forum Town Council following the carrying out of internal audit testing on site on 18th October 2023 with subsequent remote testing.

The audit work has been carried out in accordance with Appendix 9 of the 'Governance and Accountability for Local Councils: A Practitioners' Guide', as amended by the additional requirements of the later AGARs.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage.

The report issued after the final visit for 2023/24 (which will be in May or June 2024) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Bookkeeping
2. Risk Management
3. Income
4. Petty Cash (work in progress)
5. Payroll (work in progress)
6. Exemption (confirm not covered)
7. Transparency (work in progress)
8. Public Rights
9. Publication

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

| Rating | Significance |
|--------|---|
| High | Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards. |
| Medium | Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards. |
| Low | Either minor non-conformity with procedure or opportunity to improve working practices further. |

The number of recommendations made at this audit visit and their priority are summarised in the following table:

| Rating | Number |
|--------|--------|
| High | 2 |
| Medium | 2 |
| Low | 0 |
| Info | 0 |
| TOTAL | 4 |

I would like to thank Linda Scott-Giles, Town Clerk; Amanda Crocker, Finance Officer for their assistance during this audit.

**INTERNAL AUDIT OF BLANDFORD FORUM TOWN COUNCIL
FINAL REPORT VISIT 1 OF 3: 22nd OCTOBER 2023**

Appendix 1 – Recommendations and Action Plan

| Recommendation number | Detail | Priority (L/M/H) | Management Response | Resp. Officer | Due Date |
|---|---|------------------|---|---------------|------------------|
| 3.1 – Ensure all minutes signed and that copies are kept when the originals are sent to archive before audit checks | <p>I reviewed the minutes to confirm that there was no unusual financial activity. I noted no such activity but did note that:</p> <p>1. I was unable to confirm that the final sets of minutes for 22/23 and the April 2023 minutes had been signed, as the Council archived 15 years' of minutes up to and including 30/04/23.</p> <p>2. The minutes of the planning meetings of 17/07/23 and 04/09/23 were only signed on the first page.</p> <p>I recommend that all minute pages are initialled or signed in order to evidence that they are the approved set; and that scans or photocopies of year-end and start of year minutes are retained in future when the final minutes are sent for archive in order that the proper signing of minutes can be verified.</p> | M | <p>1. The minutes were sent to the Dorset History Centre as a visit had been planned, the audit was completed along with the first IA visit after the end of the civic year, and this was an extraordinary action due to the need to decant. It will not be repeated. Agreed it was premature and should have held for another year.</p> <p>2. The Planning minutes have now been fully signed.</p> | TC | Completed |
| 5.1 – Take required action on older debt | <p>I checked to see that all income due to the Council is collected. I noted that the Council's aged debt profile improved year on year, with 99.4% of debt under 30 days at 30/09/23 (81.4% 21/22). I noted that £192.20 of debt and £240 of credit balances were aged over 120 days (22/23: £79.20 debt). The RFO noted that the credit balance was where a customer had overpaid the Council in error, and that the</p> | M | Noted | RFO | Immediate |

| | | | | | |
|---|---|---|--|--------|---|
| | <p>monies had been refunded but that they needed posting through the debtors' ledger (rather than the cashbook). £21.60 of older debt needs to be chased; and the £170.60 relates to cemetery debtors, some of which are paid by other parties within that undertaking group, and that a reconciliation of the accounts is needed in order to ensure that all monies have been correctly allocated.</p> <p>I recommend that correction, reconciliation, and debt chasing is carried out as required in order to ensure that all monies due are collected.</p> | | | | |
| 7.1 – Ensure compliance with Mayor's Handbook (1) | <p>I noted that the whole of the Mayor's Allowance for 2022/23, £2757, was given to a charity early in 2023/24. In-year expenditure related to the carrying out of the Mayor's duties appeared to be coded instead to the Civic Expenses budget.</p> <p>The Mayor's Handbook sets out the uses for the allowance at s.6: 'The Mayoral allowance is to cover out of pocket expenses (including – fuel/travel expenses, clothing, costs associated with attending official social functions, flowers, gifts, raffles, other Mayors Charity events/activities, tickets) only.' The donation of the allowance</p> | H | <p>Only civic expenses are coded to 4802, not Mayoral Expenses, and they include the following items:</p> <ul style="list-style-type: none"> • Formal Attendance at Funerals • Wreaths for Remembrance • Flowers/Wreaths for other eventualities (Celebration of Wedding Anniversaries for residents of Blandford for 50/60 years and 100 years for Birthdays) • Printing Order of (annual) Civic Service • Reception/Refreshments after Annual Civic Service | TC/RFO | December F&S – to be an agenda item in order to confirm how to proceed |

| | | | | | |
|--|---|--|--|--|--|
| | <p>appears to be outside of the purposes for which the allowance was provided.</p> <p>The donation of the allowance also puts the office holder at risk of being assessed to income tax on the income. The HMRC employment income manual at EIM65970 notes that 'to qualify for relief expenditure must meet the conditions of s336 - 339 ITEPA 2003'. s. 336 covers Deductions for expenses, and set out the general rules which include at s.336(1)(b) 'the amount is incurred wholly, exclusively and necessarily in the performance of the duties of the employment.'</p> <p>The employment incomes manual goes on to note that: 'If a civic dignitary is given an allowance and the freedom to spend that allowance largely as he or she sees fit, it is extremely unlikely that any such expenditure would be deductible. There would be an element of personal choice - and so expenditure would not be 'necessarily' incurred. This would apply to charitable donations as much as to any other use to which the money was put. The tax position may, however, be different if there is a special fund set on one side, out of which agreed charitable donations are made.'</p> | | <ul style="list-style-type: none"> • Refreshments for public at the Corn Exchange after Mayor Making • Press advertising of Civic Events • Postage (Mayoral) • Freedom Parades/Events • Civic Day (within agreed budget) • Contribution towards the annual Dinner or Ball organised by the Mayor to cover the costs of tickets for all Councillors and spouses and all Council staff. (The spouses of staff attending the event will be funded through the welfare budget up to £15) • Refreshments for meetings and visitors. • To fund the Mayor Making Lunch to include all Councillors, Freeman, Mayors and Deputy Mayors Escort/Consort/s, Town Clerk, Mayor's Secretary, Mace Bearer, Town Crier and invited Civic guests. | | |
|--|---|--|--|--|--|

| | | | | | |
|------------------------------|---|---|--|----|-------------------------|
| | <p>In the event of a PAYE inspection, it may be that HMRC would assess the allowance as being income which should have been subject to PAYE. HMRC can require payment of the tax due plus interest, and they can levy a penalty which can be up to 100% of the under-declared tax. The Council as employer has the statutory responsibility for ensuring that it correctly identifies and treats taxable income.</p> <p>The use of the allowance budget in this manner also negatively impacts on both budget setting and monitoring, and compliance with best practice transparency requirements. If custom and practice is that the civic expenses budget is used to cover all civic costs (including those of the mayor), and the allowance is donated, then the budget headings should reflect that. Otherwise the Council's precept is being set using inaccurate figures.</p> <p>I recommend that the Council ensures that the use of the allowance is made in accordance with the Mayor's Handbook, as this will aid the accuracy of budget setting and monitoring, aid transparency, and protect the Mayor and Council in the event of a PAYE inspection.</p> | | <p>The donation to the Mayor's charity was made because that Mayor claimed his allowance, but incurred expenses at his own cost and subsequently chose to make the donation instead of keeping it.</p> <p>Councillors are to consider either of the following ways forward:</p> <ul style="list-style-type: none"> - Mayors provide receipts for out-of-pocket expenses incurred during the Mayoral year via an expense claim. The council then has proof of the expense should there ever be an FOI request. - The alternative is that the allowance is paid to the incumbent at the start of their year in office, via the payroll system and they are taxed on it as it is, in effect, a wage for doing the job. They can then spend it how they see fit, but they would not be able to claim for anything during the year. | | |
| 7.2 - Ensure compliance with | I also noted that the Council had paid a sum to the Mayor to reimburse the Mayor for the | H | As an invoice and receipt was available for this transaction, and it was for a charity event that council | TC | To be considered |

| | | | | | |
|-----------------------------|---|--|--|--|------------------------------------|
| <p>Mayor's Handbook (2)</p> | <p>payment of a booking for a Mayoral event. The Mayor's Handbook, states that: 'Purchases, which incur VAT, for example Christmas cards, should be paid through the office in order to reclaim the VAT.'</p> <p>Processing expenditure through the Council accounts also helps to ensure that all expenditure is recorded which allows for better budgeting and supports transparency requirements. It also ensures that the Mayor and Council are better protected in the event of a PAYE inspection as the Council is more likely to be able to provide a full audit trail (including receipts and invoices) to HMRC.</p> <p>I recommend that the provisions of the handbook are followed in order to ensure that the Council recovers the maximum amount of VAT, to improve transparency and budgeting, and to protect the Mayor and Council in the event of a PAYE inspection.</p> | | <p>staff should not be involved in, it was agreed that this invoice be made directly to the Mayor instead of BFTC.</p> <p>Noted re VAT stance in the handbook.</p> | | <p>with the item above.</p> |
|-----------------------------|---|--|--|--|------------------------------------|

Review of Variable Direct Debits

List of Current Direct Debits

| Company | Service/Supply | Frequency |
|---|---|-------------|
| Allstar Business Solutions Ltd | Fuel Card | Variable |
| Card Saver Ltd | Merchant Card Terminal | Monthly |
| Data Protection Register | Subscription | Annually |
| Dorset Council | Bin Rental & Waste Collections | Quarterly |
| Dorset Council | Bin Emptying at Elizabaeth Road Allotments | Quarterly |
| Dorset Council | Loss of Revenue of Car Parking due to Market | Quarterly |
| Dorset Council | Rates | 10 Monthly |
| EE Ltd | Grd & Property Mgers & Charge-hand Mobile Phone | Monthly |
| EVO Payments | Transaction Charges for Card Receipts | Monthly |
| KCOM / NASSTAR | Web Hosting and Broadband to Woodhouse Gardens | Quarterly |
| Environment Agency | Water extraction from bore hole | Annually |
| Fuel Card Services Ltd | Fuel Card | Monthly |
| Lloyds | Charge Card / Service Charge | Monthly |
| Glenmore Holdings Ltd | Quartley Management Charge for Glenmore Depot | Quarterly |
| Information Commission | Info Commission | Yearly |
| L.A.M.I.T | CCLA Property Fund Management Fee | Quarterly |
| Prime & Modern Ltd | IT contractor (previously G3) | Monthly |
| Quadiant (was Neopost Ltd) | Franking re-fill | Variable |
| Sage | Payroll Cover | Annually |
| Sage | Accounts Cover | Annually |
| Total Gas & Power | Electric - Corn Exchange | Monthly |
| Total Gas & Power | Electric - Park Road | Monthly |
| Total Gas & Power | Electric - Woodhouse Garden | Monthly |
| Total Gas & Power | Electric - Cemetery Workshop | Monthly |
| Total Gas & Power | Electric - Marsh & Ham Toilets | Monthly |
| Total Gas & Power | Electric - Cemetery Chapel | Monthly |
| Total Gas & Power | Electric - Larksmead Pavilion | Monthly |
| Total Gas & Power | Electric - Larksmead Floodlights | Monthly |
| Total Gas & Power | Electric -Tabernacle Toilet | Monthly |
| Total Gas & Power | Electric - Glenmore Depot | Monthly |
| PHS Group | Sanitary Disposal, Needle Disposal, hand dryers,Freshners | Annually |
| SW Comms | Telephone Lines & Calls | Monthly |
| Southern Electric | CCTV Electric | Quarterly |
| SEFE Securing Energy for Europe GmbH (formerly Gazprom) | Gas - Corn Exchange | Monthly |
| SEFE Securing Energy for Europe GmbH (formerly Gazprom) | Gas- Larksmead | Monthly |
| SEFE Securing Energy for Europe GmbH (formerly Gazprom) | Gas- Woodhouse Gardens | Monthly |
| water2business | Water Bill - Pavilion/ Cemetery | Half Yearly |
| water2business | Water Corn Exchange | Half Yearly |
| water2business | Water Park Road Recreation Ground - Pavillion | Half Yearly |
| water2business | Water Park Road - Old Public Toilets | Half Yearly |
| water2business | Water -Toilets Ham & Marsh Car Park | Half Yearly |
| water2business | Water Woodhouse Garden/ Tabernacle Toilet | Half Yearly |
| water2business | Water Glenmore Workshop | Half Yearly |

Consideration of the proposed revenue budget for Administration Costs for 2024/25

ADMINISTRATION COSTS

| N/L code | | 2022/23 | | | 2023/24 | | | 2024/25 | | * Non Inflated |
|-----------|-------------------------------------|---------------|--------|----------|---------------|--------------------|----------|-----------------------------------|-----------------|------------------------------------|
| | | Annual Budget | Actual | Variance | Annual Budget | Actual to 31.10.23 | Forecast | Previous Year Plus Inflation @ 3% | Proposed Budget | |
| 4010 | Advertising | 508 | 2,553 | (2,045) | 515 | 338 | 600 | 530 | 600 | Breakdown Rosie and external audit |
| 4012 | Audit | 3,654 | 3,411 | 243 | 3764 | 3,727 | 6,390 | 3877 | 4,500 | |
| 4014 | Banking Charges | 508 | 196 | 312 | 309 | 95 | 163 | 318 | 200 | |
| 4015 | Property Fund Admin Charge / Exp | 3,451 | 1,375 | 2,076 | 3400 | 2,276 | 3,902 | 3502 | 4,500 | CCLA quarterly charges |
| 4018 | Equipment Maintenance/Hire | 508 | 309 | 199 | 515 | 318 | 546 | 530 | 500 | Water boiler hire |
| 4028 | New Equipment | 508 | 396 | 112 | 515 | 60 | 103 | 530 | 250 | |
| 4039 | IT New Equip | 102 | 1,505 | (1,403) | 103 | 74 | 126 | 106 | 105 | |
| 4040 | IT Maintenance/Software | 9,836 | 4,460 | 5,376 | 10131 | 9,023 | 10,110 | 10435 | 10,435 | |
| 4041 | IT Consumables | 203 | 6 | 197 | 50 | 7 | 11 | 52 | 40 | |
| 4042 | Professional Services | 10,150 | 9,902 | 248 | 10000 | 3,907 | 6,698 | 10300 | 10,300 | |
| 4050 | Newsletter/Around Blandford Guide | 2,538 | 1,431 | 1,107 | 2266 | 2,356 | 2,756 | 2334 | 2,500 | |
| 4052 | Publications | 152 | 0 | 152 | 155 | 0 | 0 | 160 | 160 | |
| 4053 | Photocopier Charges | 812 | 442 | 370 | 824 | 463 | 793 | 849 | 800 | |
| 4054 | Stationery & Printing | 1,523 | 1,468 | 55 | 1545 | 471 | 807 | 1591 | 1,250 | |
| 4057 | Subscriptions | 2,132 | 2,370 | (238) | 2196 | 1,979 | 2,196 | 2262 | 2,500 | |
| 4060 | Postage | 609 | 707 | (98) | 650 | 185 | 317 | 670 | 450 | |
| 4065 | Telephones | 2,619 | 4,413 | (1,794) | 3605 | 5,016 | 8,599 | 3713 | 8,862 | Includes VoIP as per IT contractor |
| 4094 | Staff Training & Travel Exps | 3,857 | 5,350 | (1,493) | 3914 | 2,681 | 3,914 | 4031 | 4,000 | |
| 4095 | Staff Travel & Expenses | 3,045 | 1,981 | 1,064 | 3090 | 1,561 | 2,675 | 3183 | 3,000 | |
| 4096 | Cllrs allow, Training & Travel Exps | 5,583 | 5,122 | 461 | 5500 | 2,633 | 4,514 | 5665 | 5,500 | |
| 4097 | Cllrs Welfare / Meeting Exps | 508 | 194 | 314 | 103 | 63 | 107 | 106 | 100 | |
| 4099 | Staff Welfare | 254 | 339 | (85) | 258 | 335 | 550 | 266 | 400 | |
| 4301 | Health & Safety Staffing | 761 | 6 | 755 | 720 | 5 | 10 | 742 | 150 | |
| Sub Total | | 53,821 | 47,934 | 5,886.73 | 54,128 | 37,572 | 55,888 | 55752 | 61,102 | |
| 4701 | Insurance | 14,210 | 13,622 | 588 | 14,636 | 14,111 | 14,111 | 15075 | 15,075 | |
| Sub Total | | 14,210 | 13,622 | 587.72 | 14,636 | 14,111 | 14,111 | 15075 | 15,075 | |

| | | | | | | | | | | |
|---|--|--------|----------|------------|--------|--------|--------|-------|--------|-----------------|
| 4800 | Mayoral Expenses | 2,757 | 3,282 | (525) | 2,797 | 764 | 2,797 | 2881 | 2,881 | |
| 4802 | Civic Expenses | 5,075 | 6,270 | (1,195) | 5,150 | 5,693 | 6,500 | 5305 | 5,305 | |
| 4805 | Civic Twinning | 203 | 0 | 203 | 200 | 0 | 0 | 206 | 150 | |
| 4806 | Civic - Freedom | 254 | 0 | 254 | 200 | 0 | 0 | 206 | 150 | |
| 4803 | Honorarium - Town Crier | 300 | 300 | 0 | 300 | 150 | 300 | 309 | 300 | |
| 4807 | Honorarium - Deputy Town Crier | 200 | 200 | 0 | 300 | 150 | 300 | 309 | 300 | |
| 4804 | Honorarium - Mace Bearer | 400 | 400 | 0 | 400 | 200 | 400 | 412 | 400 | |
| 4808 | Honorarium - Deputy Mace Bearer | 300 | 300 | 0 | 400 | 200 | 400 | 412 | 400 | |
| Membership to Guild of Mace Bearers and Town Criers | | | | | | | | | | |
| 4809 | Bearers and Town Criers | 100 | 45 | 55 | 100 | 40 | 40 | 103 | 100 | |
| Sub Total | | 9,589 | 10,797 | (1,207.64) | 9,847 | 7,197 | 10,737 | 10142 | 9,986 | |
| TOTAL EXPENSES | | 77,620 | 72,353 | 5,267 | 78,611 | 58,880 | 80,736 | 80969 | 86,163 | |
| INCOME | | | | | | | | | | |
| 2025 | Interest | 1,523 | 18,420 | (16,897) | 1,545 | 1,100 | 1,545 | 1591 | 1,591 | |
| 2003 | Property Fund Dividend | 0 | 24,654 | (24,654) | 0 | 0 | 0 | 0 | 0 | |
| 3893 | Grant Income | 0 | 15,775 | (15,775) | 0 | 0 | 0 | 0 | 0 | |
| 3894 | Misc Income | 0 | 536 | (536) | 0 | 745 | 850 | 0 | 500 | |
| 3897 | Overtime Charges | 102 | 131 | (29) | 72 | 155 | 101 | 74 | 50 | CE to be closed |
| 3899 | Photocopying | 152 | 109 | 43 | 165 | 114 | 150 | 170 | 150 | |
| 3920 | Admin Charge - Barnes for Rec | 5,732 | 5,647 | 85 | 5,816 | 2,908 | 5,816 | 5990 | 5,990 | |
| 3925 | Salary charge-out to Barnes for a Recreation | 25,921 | 20,646 | 5,275 | 25,921 | 13,155 | 26,310 | 26699 | 27,500 | |
| TOTAL INCOME | | 33,430 | 85,917 | (52,487) | 33,519 | 18,178 | 34,772 | 34525 | 35,781 | |
| NET COST | | 44,190 | (13,564) | 57,754 | 45,092 | 40,703 | 45,964 | 46445 | 50,382 | |

Recommendations from Committees

Recreation & Amenities Committee Meeting held on Monday 13th November 2023

Minute No. 26 – CONSIDERATION OF THE PROPOSED BUDGET FOR THE FINANCIAL YEAR 2023/2024 AND RECOMMENDATION TO FINANCE & STAFFING COMMITTEE MEETING

Earmarked Reserves

It was PROPOSED by Cllr Chapman, SECONDED by Cllr Stevens and AGREED unanimously that a **RECOMMENDATION** is made to the Finance & Staffing Committee that

The earmarked reserves are set at £11,000, which is £4,500 less than last year's budget for the Recreation & Amenities Committee, for the 2024-25 financial year.

Town & General Purposes Committee Meeting held on Monday 20th November 2023

Minute No. 30 – CONSIDERATION OF THE PROPOSED BUDGET FOR THE YEAR 2024/2025 AND RECOMMENDATION TO FINANCE & STAFFING COMMITTEE MEETING

Earmarked Reserves

It was PROPOSED by Cllr Lacey-Clarke, SECONDED by Cllr Cross and AGREED unanimously that a **RECOMMENDATION** is made to the Finance & Staffing Committee that

The earmarked reserves are set at £15,500 for the Town & General Purposes Committee for the 2024-25 financial year.

Linda Scott-Giles
Town Clerk
21st November 2023

**Consideration of the overall budget for the year 2023/24 and
recommendation of the precept for 2024/25**

The Dorset Council has advised that the housing figures will be provided to town and parish councils by 8th December 2023 and this email was shared with Councillors. The draft budget will then be updated and circulated to all Councillors.

To date, the Town Clerk, RFO and the Operations Manager have gone through each budget line and a budget workshop meeting with Councillors and staff was held on Wednesday 22nd November 2023.

This year we have to assume the Town Hall / Corn Exchange project will mean the venue is closed next year and the budgets have been adjusted accordingly.

The overall budget has been increased by 3% despite this being under the current rate of inflation. However, some budget lines have been reduced or remain the same.

The sports clubs rent and rates have also been set at 3% at this stage.

All matters, and budget lines, can be discussed in full at the committee meeting, which all Councillors are encouraged to attend.

The budget can then be re-drafted accordingly and presented to full council on 18th December 2023 or at a meeting in January 2024. The deadline for responding to the Dorset Council is 31st January 2024.

Linda Scott-Giles
Town Clerk
1st December 2023