



BLANDFORD FORUM TOWN COUNCIL

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

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 22nd January 2024** 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
15th January 2024

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 13th November 2023](#)
5. Town Clerk's Report & Correspondence

6. Review of Recreation & Amenities Budgets to 31st December 2023
 - 6.1 [Analytical Review of Revenue Budget](#)
 - 6.2 [Review of Earmarked Reserves](#)
 - 6.3 [Reserve Accounts](#)
7. [To review and agree the hire charges for 2024/2025](#)
8. [To consider expenditure authority and set a date for the Skatefest 2023](#)
9. [To approve retrospective expenditure for repairs to roundabout at Balmer Road play area](#)
10. [To consider holding an annual Christmas Memorial Service at the Cemetery Chapel](#)
11. [Report by Operations Manager](#)

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.

DATES OF FUTURE MEETINGS

29th January	Town Council Meeting
5th February	Planning Meeting
19 th February	Town Council Meeting
26th February	Town Council Meeting (Corn Exchange)

Twinned with Preetz, Germany

Twinned with Mortain, France



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



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ANNUAL REVENUE BUDGET REPORT 2023-2024

	Annual Budget	2023/24 Budget to Date	Actual Spend to Date	Budget Variance	Status
INCOME					
Corn Exchange	9,092	6,819	8,579	1,760	On Target
Woodhouse Gardens	6,695	5,021	5,601	580	On Target
Larksmead	1,864	1,398	1,850	452	On Target
Park Road		0	0	0	
Cemetery	13,390	10,043	8,895	(1,147)	Under-budget
Sundries	3,573	2,680	6,955	4,275	On Target
Skate park	0	0	0	0	Under-budget
Total Income	34,614	25,961	31,880	5,919	On Target
EXPENDITURE					
Vehicles	12,564	9,423	7,004	(2,419)	On Target
Corn Exchange	44,241	35,359	36,238	879	Over-Budget
Woodhouse Gardens	3,548	2,661	3,789	1,128	Over-Budget
Larksmead	2,425	1,819	3,002	1,183	Over-Budget
Park Road		0	0	0	
Recreation Ground (as Corporate Trustee)	37,163	27,872	18,049	(9,824)	On Target
Cemetery	6,753	5,658	12,236	6,578	Over-Budget
Glenmore Workshop	7,399	6,189	6,085	(104)	On Target
Langton	335	251	128	(123)	On Target
Skatepark	1,445	1,084	16,650	15,566	Over-Budget
Sundries	19,314	14,486	13,069	(1,416)	On Target
Total Expenditure	135,187	104,802	116,251	11,449	
TOTAL COST	100,573	78,841	84,371	5,530	Over-Budget

Note

Over budget figure positive variance

Under budget negative variance ()

ANNUAL REVENUE BUDGET REPORT 2023-2024

SUMMARY

	Annual Budget	Budget to Date	Actual Spend to Date	Budget Variance	Status
NET REVENUE					
VEHICLE RUNNING COSTS	12,564	9,423	7,004	(2,419)	On Target
CEMETERY	(6,637)	(4,384)	3,341	7,725	Over-Budget
GLENMORE WORKSHOP	7,399	6,189	6,085	(104)	On Target
LARKSMEAD	561	421	1,151	731	Over-Budget
CORN EXCHANGE	35,149	28,540	27,659	(881)	On Target
RECREATION GROUND	37,163	27,872	18,049	(9,824)	On Target
WOODHOUSE GARDENS	(3,147)	(2,360)	(1,812)	548	Over-Budget
SUNDRIES	15,741	11,806	6,115	(5,691)	On Target
LANGTON ROAD	335	251	128	(123)	On Target
SKATEPARK	1,445	1,084	16,650	15,566	Over-Budget
REVENUE TOTAL	100,573	78,841	84,371	5,530	Over-Budget
Total	100,573	78,841	84,371	5,530	

Note

Over budget figure positive variance

Under budget negative variance ()

Agenda Item No. 6.2

Expenditure against R & A Earmarked Reserves 2023/24

			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
1090		Allotment - ring fenced charges	4,175	0	0	4,175	-533		4,708	0
10510	2014	B/Heights Phase 1 - POS - S106	61,666	0	0	61,666	3,993 (1)		57,573	0
10520		B/Heights Phase 2 - POS - S106	28,470	0	0	28,470	3,643 (2)		24,827	0
10521	Transfer from 2019	B/Heights Phase 2 - Playarea Maint - S106	51,666	0	0	51,666	46,758 (3)		4,908	0
10522		B/Heights Phase 2 - Playarea Capital - S106	0	0	0	0	0		0	0
10530		B/Heights Phase 3A - POS - AREA 1 (20 years) - S106	13,332	0	0	13,332	1,223		12,109	0
10531		B/Heights Phase 3A - POS - AREA 2 (20 years) - S106	50,966	0	0	50,966	0		50,966	0
10532		B/Heights Phase 3A - POS - AREA 3 (20 years) - S106	57,443	0	0	57,443	0		57,443	0
10533		B/Heights Phase 3A - POS - AREA 4 (20 years) - S106	24,484	0	0	24,484	0		24,484	0
10534		B/Heights Phase 3A - COM SUM - LAP (20 years) - S106	34,900	0	0	34,900	0		34,900	0
10535		B/Heights Phase 3A - COM SUM - LEAP (20 years) - S106	172,441	0	0	172,441	0		172,441	0
10536		B/Heights Phase 3A - COM SUM - NEAP (20 years) - S106	113,458	0	0	113,458	0		113,458	0
10537		B/Heights Phase 3A - CAP SUM - LAP - S106	9,978	0	0	9,978	0		9,978	0
10538		B/Heights Phase 3A - CAP SUM - LEAP - S106	52,801	0	0	52,801	0		52,801	0
10539		B/Heights Phase 3A - CAP SUM - NEAP - S106	116,944	0	0	116,944	0		116,944	0
10540		B/Heights Public Arts - S106	13,012	0	0	13,012	0		13,012	0
1060		Planned Preventative Maint (PPM)	28,784	5,000	5,000	33,784	3,675 (4)		30,109	4,000
1061		Cemetery Chapel (PPM)	7,420	1,000	1,000	8,420	0		8,420	1,000
1062		Cemetery Workshop (PPM)	10,000	1,000	1,000	11,000	0		11,000	1,000
1064		Cemetery Wall	32,654		0	32,654	0		32,654	0
1065		Disability Discrimination Act (DDA)	2,374		0	2,374	0		2,374	0
1067		Play Area Fencing & Surfacing	8,557	3,000	3,000	11,557	0		11,557	4,500
1068		Larksmead Outdoor Fitness	2,000		0	2,000	0		2,000	0
1070		Seat Replacement	1,696		0	1,696	0		1,696	0
1071		Skatefest	97	2,000	2,000	2,097	2,312 (5)		-215	2,500
1075		Tree Survey & Works (5 Years)	13,913	3,000	3,000	16,913	0		16,913	2,000
1080		H & S Works Memorials	1,263		0	1,263	0		1,263	0
1090		Woodhouse Garden Wall Repairs	21,650	500		22,150	0		22,150	500
1096		Contingency	1,000		0	1,000	0		1,000	0
			937,042	15,500	15,500	952,542	61,071	0	891,471	15,500

(if Contingency budget is unspent on 31st March 2024 balance will remain committed to code 1096)

Spend

Committed

(1) Staff Wages
Glenmore Depot Asset Replacement Accrual - Annual Charge
BARA - Equipment Maintenance Replacement - Annual Charge
Interest accrual

0
1,539
1,539

(a)

(2) Staff Wages
Glenmore Depot Asset Replacement Accrual - Annual Charge
BARA - Equipment Maintenance Replacement - Annual Charge
Interest accrual

1,539
1,539

(3) BARA - Play Equipment Replacement - Annual Charge
Play area resurfacing
Mower repairs
ROSPA Annual Inspection Balmer Rd Play Area
Annual Inspection

45,549
1,111
98
46,758

(4) Leonelle check
Football club - new fuseboard for circuit alterations
Football club - sockets for fryers & circuit for cellar coolers

2,197
840
638

3,675

(5) Event sponsorship
Event expenses
Hire of toilets
First Aiders
Kings Ramps - provision of community event

-300
54
249
158
2,150
2,312

0

66,829

Receipts/Transferrals

Switch of Budgets

0

0

Agenda Item No. 6.3

Nominal Code(s)	Standard Asset Replacement Accruals	Responsible Committee	Balances	2022-23 Precept adjustments	Movements to 31.10.23		Sub Totals
			£				£
1300	IT	F & S	21,033.73		3,003.13	24,036.86	
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				439,963.36
	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		5,932.86	3,075.73	
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	- 380.00	3,745.56	
			24,938.87				31,175.80
10510	R & A B/Heights Phase 1 POS	R&A	61,565.51		- 3,992.77	57,572.74	Salary adjustment
10520	R & A B/Heights Phase 2 POS	R&A	28,469.92		- 3,642.83	24,827.09	Salary adjustment
10521	R & A B/Heights Phase 2 - Play area com Sums	R&A	51,567.58		- 46,659.07	4,908.51	
10522	R & A B/Heights Phase 2 - Play area	R&A	-			-	
10530	R & A B/Heights Phase 3	R&A	13,331.79		- 1,223.24	12,108.55	
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				745,842.89
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		- 311.50	214.89	
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				140,921.09
	Other Earmarked Accounts						
1001	Earmarked Interest	F & S	4,363.39		1,860.47	6,223.86	
1002	Property Fund Dividend	F & S	38,425.60		43,705.57	82,131.17	
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		- 20.00	242.60	
1010	Capital Interest	F & S	2,793.86		18,850.30	21,644.16	
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 repair:
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		- 24,004.50	222,215.22	Bellcote repairs
			528,000.19				581,650.51
	Capital Projects						
1104	Corn Exchange S106 Funds	T/C	83,177.06			83,177.06	
1105	Corn Exchange	T/C	435,885.28		- 178,303.68	257,581.60	
1110	Corn Exchange Promotions Group	T/C	2,907.73		- 814.62	2,093.11	
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				865,644.61
							2,805,198.26
	Total Reserves		2,828,421.54	16,500.00 -	39,723.28	2,805,198.26	Total Reserves

To review and agree the hire charges for 2024/2025

Introduction

The Recreation & Amenities Committee is responsible for setting the fees and hire charges for Town Council facilities and services on an annual basis. The fees and hire charges agreed will come into effect on 1st April 2024 until 31st March 2025.

Background

Historically, a small Working Group of Councillors has been formed to review the fees and hire charges and a recommendation is taken back to the Committee, however since 2009/2010 Members have approved the proposed increases from a report. The fees and hire charges are usually increased in line with an inflationary figure with the occasional deviation if there are justifiable reasons. The overall budget was finalised on Monday 18th December 2023 and the expenditure budget inflationary figure used for 2024/2025 is 3%, which is therefore the proposed increase for some of the proposed fees and hire charges.

Facilities

The proposed increases are summarised below and are detailed as follows:

1. Cemetery Fees and Charges – Business Support Officer

The existing and proposed fees are at Appendices [A](#) & [B](#). As Councillors will see, a 3% increase is recommended, then rounded up, which would result in an Adult Interment costing £135.00 instead of £131.00.

Although funeral poverty does exist, a benchmarking study across other cemeteries has shown that Blandford's cemetery is still cheaper than the majority. As discussed in previous years, it became clear that we were undercharging for the excavation of an ashes plot and this was resulting in staff being asked to excavate more and more ashes plots as it is so much cheaper than funeral directors doing it, as they do elsewhere. For comparison:

Local Funeral Director A charges £125.00

Local Funeral Director B (this fee includes preparing the plot, supplying an Oak casket and attending the interment) £344.00.

Independent Grave Digger £130.00

Therefore, this was raised more than the rate of inflation last year and it is suggested that the charge for this service is raised again from £55.00 + VAT to £80.00 + VAT, to bring us further in line to what others are charging for the service.

It is also recommended that we introduce an administration fee of £20.00 + VAT for when people ask to sell back their plots the Town Council, as it stands when this happens the full amount of the purchase cost is refunded, so there is no financial provision for the administration of this.

Kat Clark

Business Support Officer

2. Sports Clubs – Operations Manager

It is recommended that the hire charges for the cricket, rugby, bowling and football clubs are increased in line with the budget at 3% for 2024/25.

2.1 Rugby Club – The current 2023/2024 charges are £1,863.93 and the proposed charges for 2024/2025 are £1,919.84 plus all utilities. Discussions are currently being held with solicitors on a long-term lease for the Club.

- 2.2 Bowling Club – The current 2023/24 charges are £1, 1,863.93 and the proposed charges for 2024/2025 are £1,919.84 plus utilities.
- 2.3 Football Club – The current 2023/2024 charges are £1,611.57 and the proposed charges for 2024/2025 are £1,659.91.
- 2.4 Cricket Club – The current 2023/2024 charges are £1,845.06 plus utilities, along with an additional 6 hours labour per week for 22 weeks to be charged at an hourly rate of £15.50. The proposed charges for 2024/2025 are £1,900.41 plus the water bill and the labour as detailed above. The water was previously only 50% but that was due to the Council using water when we had a workshop next to the pavilion. All water usage is now the Cricket Club's and it is recommended that they cover the full cost of the bill.

Jon Goodenough
Operations Manager

3. Indoor, Outdoor and The Shambles Markets – Market Manager

Markets continue to be adversely affected due to the cost-of-living crisis and rising interest rates. Our traders continue to be supportive, but footfall is down, and retail is suffering across the country. Saturdays have improved and the Market Manager continues to work with traders and trying to attract new ones.

The Market Manager has stopped the preferential rate on Saturdays and continued with our usual rate. New traders were given one free week in every four paid weeks to encourage regular trading. Our indoor and shambles market has been affected by the uncertainty of the upcoming Corn Exchange works.

To continue to build the market (especially on a Saturday), it is recommended that we keep the fees at the present rates for another financial year. This will again show continued loyalty from us to our regular traders.

Outdoor pitches are £18.50. We continue to implement the winter rate of £15.00 per pitch (1st January – 31st March) as usual. It is uncertain how future developments will affect the market, but the Market Manager will continue to offer a supportive role and develop a good working relationship with the traders to encourage them to keep trading with us in Blandford Forum. The Market Manager will also continue to try to attract young traders.

The Indoor rates are £16.50 per pitch on the edge and £15.50 per pitch in the middle of the Corn Exchange.

The Café rate is £20.00. The Internal Auditor has recommended that this is reviewed annually. The Market Manager recommends that this remains at £20.00 for the next financial year because the Corn Exchange should be closed for this period.

The Shambles Rate is £19.50 per quarter of the space available.

Andy Reynolds
Market Manager

4. Town Council Venues – Bookings Receptionist

- 4.1 Community Room – This currently sits at £16.79 per session and it is suggested that the charges are frozen as this will be closed as part of the refurbishment works for 2024/2025.
- 4.2 Woodhouse Gardens – This venue is currently £23.17 and is the most popular venue for small local groups and is well used, an increase of 3% would take it to £23.86 for 2024/2025.

- 4.3 Corn Exchange, Town Hall & Council Chamber – It is recommended that the charges for 2024/2025 are frozen due to the required refurbishment and the venue not being in use, hirers might question a rise in prices whilst the venues are not usable.
- 4.4 Refreshments – It is recommended that the charge is frozen at 80p per person/per session for 2024/2025. We do not see a lot of requests for refreshments.
- 4.5 Overtime – It is recommended that the charge is increased by 3% from £27.10 to £27.91 per hour for 2023/2024.
- 4.6 Commercial Rates – for the Corn Exchange, Town Hall and Woodhouse Gardens are not recommended to be increased due to the lack of commercial bookings for all venues and the current climate.
- 4.7 Items for Hire – No changes required and no changes to photocopying charges for 2024/2025.

Rachael Harding
Bookings Receptionist

5. Planter Sponsorship – Mayor's Assistant

There are 13 planters available to sponsor and the charges are as follows per planter:

- 2 Tier Planter - £90 (2 available)
- 3 Tier planter - £90 (5 available)
- Troughs - £90 (4 available)
- Base Planter - £110 (2 available)

Total £1210

For the year 2023/24 we received sponsorship for 11 of the 13 planters. The total amount raised was £1010. Towards the end of each sponsorship year, we write to each of the sponsors to find out if they would like to renew their sponsorship for the following year. This year 8 sponsors agreed to renew their sponsorship (10 planters in total, Specsavers sponsor 3 planters). We wrote to several businesses to ask if they would like to sponsor a planter. Just one company replied, Jackson-Stops, who agreed to sponsor a planter.

Based on how difficult it is to find new sponsors at the amounts we are currently requesting it is recommended that the committee considers freezing the amount of sponsorship requested per planter.

Sarah Purdy
Mayor's Assistant

6. Proof of Life – Town Clerk

The charging for dealing with Proof of life, Declarations of Existence Signatures is being reviewed on an annual basis and due to the increase in requests from outside of the parish, it is now recommended that non-residents are charged £25 for this service. It should remain free of charge for residents of Blandford Forum.

7. Recommendation

Councillors are asked to consider the report and its attachments and to agree the proposed fees and hire charges for 2024/2025.

Linda Scott-Giles
Town Clerk
4th January 2024



BLANDFORD FORUM TOWN COUNCIL

BLANDFORD FORUM CEMETERY FEES AND CHARGES 1st APRIL 2023 – 31st MARCH 2024

	RESIDENT OF BLANDFORD FORUM ¹	NON-RESIDENT OF BLANDFORD FORUM
INTERMENTS		
Still born child or up to 28 days	No Charge	No Charge
Child up to 18 years (burial or cremated remains) ²	No Charge	No Charge
Adult (burial or cremated remains)	£131.00	£262.00
Scattering of ashes on an existing grave space	£47.00	£93.00
PURCHASED GRAVES IN ROTATION³		
A single grave (Adult or Child)	£239.00	£478.00
Double depth grave (must be purchased before the first interment)	£384.00	£767.00
Exclusive right of burial of cremated remains in an earthen grave (half grave space)	£159.00	£318.00
PURCHASED GRAVES ON A SELECTED SITE (not available in the top field)		
A single grave (Adult or Child)	£459.00	£917.00
Double depth grave (must be purchased before the first interment)	£762.00	£1523.00
Exclusive right of burial of cremated remains in an earthen grave (half grave space)	£308.00	£616.00
MISCELLANEOUS ITEMS		
Transfer of Exclusive Rights of Burial	£33.00 + VAT	
Use of Cemetery Chapel ⁴	£70.00 + VAT	
Excavate and prepare an ashes grave	£55.00 + VAT	
Prepare turf for under turf scattering of ashes	£24.00 + VAT	
Overtime for Saturday interments ⁵	£36.00 + VAT	
Search of burial records ⁶	£24.00 + VAT	
Administration Charges	£32.00 + VAT	

	RESIDENT OF BLANDFORD FORUM	NON-RESIDENT OF BLANDFORD FORUM
MONUMENTS⁷		
Headstone (with first inscription) including flush stone base (not to exceed half a grave space)	£168.00	£336.00
Second inscription on existing headstone	£36.00	£71.00
Memorial Book	£119.00	£237.00
Memorial Seat Plaques (5 year lease)	£175.00	£175.00
Flat Stone (flush to the ground)	£65.00	£130.00
Kerbing	£167.00	£334.00
Fixed vase or memorial tablet with flush stone base (per item)	£83.00	£165.00
MEMORIAL PLAQUES		
Memorial Plaques ⁸ (Rose bush and Memorial garden)	£175.00	£175.00

1. Must have been a resident in Blandford Forum within the last five years or is a resident at the date of purchase (with the exception of children under five years of age).
2. Charge to be reclaimed from CFF by the Town Council.
3. In view of the reduced land availability, the exclusive rights of burial for a purchased grave space will expire on 1st January 2104. This will mean that the 99 years right will gradually reduce to 50 years and is currently at 81 years.
4. Proof of hirers Public Liability Insurance if £1,000,000 is required. Otherwise, the Town Council will arrange liability cover at a cost of 11% of the hire charge plus VAT.
5. Saturday interments will be permitted in special circumstances only and permission must be sought from the Town Clerk.
6. This is a minimum charge. The Town Clerk will agree a charge for a detailed search.
7. For the right to erect or place (monuments may only be erected on purchased graves). All monuments must be approved by the Town Clerk.
8. Offered on a five-year lease.

Twinned with Preetz, Germany



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



Twinned with Mortain, France



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BLANDFORD FORUM TOWN COUNCIL

BLANDFORD FORUM CEMETERY FEES AND CHARGES 1st APRIL 2024 – 31st MARCH 2025

	RESIDENT OF BLANDFORD FORUM ¹	NON-RESIDENT OF BLANDFORD FORUM
INTERMENTS		
Still born child or up to 28 days	No Charge	No Charge
Child up to 18 years (burial or cremated remains) ²	No Charge	No Charge
Adult (burial or cremated remains)	£135.00	£270.00
Scattering of ashes on an existing grave space	£49.00	£96.00
PURCHASED GRAVES IN ROTATION³		
A single grave (Adult or Child)	£247.00	£493.00
Double depth grave (must be purchased before the first interment)	£396.00	£790.00
Exclusive right of burial of cremated remains in an earthen grave (half grave space)	£164.00	£328.00
PURCHASED GRAVES ON A SELECTED SITE (not available in the top field)		
A single grave (Adult or Child)	£473.00	£945.00
Double depth grave (must be purchased before the first interment)	£785.00	£1569.00
Exclusive right of burial of cremated remains in an earthen grave (half grave space)	£318.00	£635.00
MISCELLANEOUS ITEMS		
Transfer of Exclusive Rights of Burial	£34.00 + VAT	
Use of Cemetery Chapel ⁴	£73.00 + VAT	
Excavate and prepare an ashes grave	£80.00 + VAT	
Prepare turf for under turf scattering of ashes	£25.00 + VAT	
Overtime for Saturday interments ⁵	£38.00 + VAT	
Search of burial records ⁶	£25.00 + VAT	
Administration Charges	£33.00 + VAT	

	RESIDENT OF BLANDFORD FORUM	NON-RESIDENT OF BLANDFORD FORUM
MONUMENTS⁷		
Headstone (with first inscription) including flush stone base (not to exceed half a grave space)	£173.00	£346.00
Second inscription on existing headstone	£37.00	£74.00
Memorial Book	£123.00	£244.00
Memorial Seat Plaques (5 year lease)	£180.00	£180.00
Flat Stone (flush to the ground)	£67.00	£134.00
Kerbing	£170.00	£344.00
Fixed vase or memorial tablet with flush stone base (per item)	£86.00	£170.00
MEMORIAL PLAQUES		
Memorial Plaques ⁸ (Rose bush and Memorial garden)	£180.00	£180.00

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3. In view of the reduced land availability, the exclusive rights of burial for a purchased grave space will expire on 1st January 2104. This will mean that the 99 years right will gradually reduce to 50 years and is currently at 80 years.
4. Proof of hirers Public Liability Insurance if £1,000,000 is required. Otherwise, the Town Council will arrange liability cover at a cost of 11% of the hire charge plus VAT.
5. Saturday interments will be permitted in special circumstances only and permission must be sought from the Town Clerk.
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HIRE OF EQUIPMENT AND SERVICES 2024

For collection:

(All prices are quoted for a period of 3 days and exclude VAT)

		Deposit
350 x Traffic Cones	£0.50 per cone (and £5 per cone for damaged, missing or broken cones)	£0.50 per cone refundable
40 x Tables (1.8mx0.7m)	£5.00 for 5 tables	£100 (for 5 tables) refundable
30 x Tables (0.9m x 0.7m)	£3.00 for 5 tables	£70 (for 5 tables) refundable
120 x Plastic Chairs	£1.00 for 10 chairs	£50 (for 10 chairs) refundable
160 x Cushioned Chairs	£1.50 for 10 chairs	£75 (for 10 chairs) refundable
46 x XL Hi-Vis Jackets	50p for 10 jackets	£10 (for 10 jackets) refundable
Screen	£10.00	£30 refundable
PA system	£20.00	£75 refundable

To use on site:

(All prices quoted are per event/booking and excluding VAT)

Screen	£3.50
Flipchart Stand + Paper	£4.50
PA system	£6.00

Photocopying:

Code 3895

(All prices quoted are including VAT)

	Charities	Companies
A4 single sided b&w	4p	8p
A4 double sided b&w	6p	11p
A4 single colour	10p	12p
A4 double colour	13p	14p
A3 single b&w	6p	10p
A3 double b&w	9p	13p
A3 single colour	14p	17p
A3 double colour	20p	23p

Prices above are for Blandford Forum residents / Charities / Organisations.

Charges will be double for non-Blandford Forum residents / Organisations.

The waiver of these charges is at the discretion of the Town Clerk, Chairman and Vice Chairman of the Committee but any damaged, broken or missing items are paid for.

To consider expenditure authority and set a date for the Skatefest 2024

Background

In 2019, 2021, 2022 and 2023 the Town Council arranged for a Skate Park community event. This event is popular and well attended and aims to promote the use of the skate park and provide free inspiring and enjoyable days for local young people, whilst promoting participation in wheeled sports (BMX, Skateboarding, etc). It is a fun day for the community and a great way to encourage local young people to pick up a positive, healthy hobby that also directly combats anti-social behaviour and childhood obesity.

Information

The event organiser from the last four years has been in touch to find out if we would like to proceed with an event for 2024. The organiser is familiar with the skate park and its users.

Officers will arrange food and drink stalls and will request assistance from:

- St John Ambulance Service
- Councillor marshalls, to assist with cordoning off and guiding visitors to the car park
- Dorset Council and the Rangers to discuss permissions and car parking arrangements

As in previous years, officers will seek sponsorship from local businesses to go towards the event cost. The organiser has confirmed that this will not coincide with other skate events in the area that they are aware of.

Financial Information

The company has confirmed that they are freezing their prices for 2024 so the cost will remain the same as 2023.

Total cost is **£2150 + VAT**

St John Ambulance Service has advised that the costs will be similar to 2023, which was **£158 + VAT** for two First Aid Members.

Recommendation

Councillors are requested to confirm the date of Sunday 18th August 2024 and approve expenditure for the Skatefest 2024 of £2150 + VAT for the organiser and £158 + VAT for St John Ambulance cover, using budget line 1071 Skatefest (Expenditure Authority: General Power of Competence Localism Act 2011 s1-8).

Sarah Purdy
Mayor's Assistant
13th December 2023

**To retrospectively approve expenditure for repairs to roundabout
at Balmer Road Play Area**

Background

The roundabout at Balmer Road Play Area needed new bearings and an overhaul.

Report

If the work was done at the same time as the resurfacing we were offered a discount by the contractors and therefore an order was placed.

Recommendation

It is recommended to retrospectively approve expenditure of £2344.20+VAT using funds from 1310 General Play Equipment which has a balance of £85,143.00.

Jon Goodenough
Operations Manager
14th November 2023

**To consider holding an annual Christmas Memorial Service
at the Cemetery Chapel**

Background

Many Funeral Directors and Crematoriums hold Christmas Memorial Services in their premises or local churches as an opportunity to remember loved ones who are no longer with us, at what can be a difficult time of year for the bereaved. The Service can be a mixture of Carols and Seasonal Readings (both of faith and non-denominational), with opportunities to light a candle and have their loved one's names read aloud during a moment of reflection.

Report

It is proposed that the Town Council organise something similar, to be held at the Cemetery Chapel in the 2nd week of December every year. This would fall the week after the Civic Carol Service, and there will be different members of staff, including Kat, Sarah and Gary to help with the organisation and attend on the evening. It could also be considered to hold the event in July, as it is a quieter calendar month, and change the theme from Christmas memorial to Summer memorial or be held during Dorset Architectural Week. This would be open to all members of the public to come, and an invite could be sent to all the families that have had an interment at the Cemetery during that year. A Local Reverend and Celebrant could lead the Service with members of the public being offered to say a reading or poem if they wished.

Recommendation

It is recommended that Councillors consider the contents of this report and decide if they wish to proceed with holding a memorial service and to consider a budget line for any associated expenses, Civic events could be used if Councillors feel appropriate.

Kathryn Clark
Business Support Officer
28th November 2023

Report by Operations Manager November 2023 – January 2024

STAFFING

Two staff attended memorial testing training.

All staff were complimented for their helpfulness by the contractor putting up the small Christmas trees.

CORN EXCHANGE

Contractors have been visiting the Corn Exchange to work on their tenders.

PARK ROAD

The Football pitch is playing well at the request of the Football Club, staff have worked extra hours on the pitch and the Football Club have been invoiced.

There has been a flood at the Football Pavilion caused by the pressurisation valve coming off the wall, this has also damaged electrics and therefore we are making an insurance claim to cover the damage.

WHG

The groundsman is looking for ways to spell out “50” in bedding plants. To mark the 50 years of the council in 2024.

TOWN

The Christmas lights proved popular as do the inflatables at Woodhouse Gardens. Summer bedding quotes are being sought.

TREES

Tree works have continued at various locations in the town.

HEALTH AND SAFETY

Asbestos monitoring has been done and monthly legionella testing continues.

Annual emergency light servicing is being carried out.

PAT Testing commenced

WORKS CARRIED OUT

Nov 10	Emergency lighting tests started
Nov 12	Remembrance Day
Nov 28	Christmas tree and lights installed
Dec 4	Emergency lighting servicing completed
Dec 6	Lights repaired at Allotment building
Dec 11	Flood at Football Pavilion due to pressurisation cylinder falling off wall
Jan 4	Christmas tree and lights taken down
Jan 8	Small Christmas trees and column lights removed.

VANDALISM

November 2023 – January 2024

<u>Date</u>	<u>Location</u>	<u>Remarks</u>
11 Nov	Skate Park	Broken Glass
22 Nov	Railway Arches	Broken Glass
25 Nov	Skate Park	Broken Glass
7 Dec	Office Ramp	Broken Glass
7 Dec	Skate Park	Broken Glass
15 Dec	Marsh and Ham Toilets	Toilet blocked
20 Dec	Skate Park	Broken Glass
5 Jan	Skate Park	Broken Glass
9 Jan	Railway Arches	Broken Glass
12 Jan	Skate Park	Broken Glass

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