



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Members of the Public & Press

Dorset Council Councillors

Dear Member

TOWN COUNCIL MEETING

You are summoned to attend a meeting of the Town Council which will be held in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 29th January 2024 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
22nd 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 Council, 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 Council 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 Council.

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
 - 1.1 Daniel Cadisch, Chief Officer, [Citizens Advice Central Dorset](#)
2. Report from Dorset Council Councillors
3. Apologies
4. To receive any Declarations of Interest and Requests for Dispensations
5. [Minutes of the Town Council Meeting held on 18th December 2023](#)
6. [Town Clerk's Report & Correspondence](#)
7. Civic Report (to follow)
8. [To consider a request from the Blandford Youth & Community Centre for a Service Level Agreement](#)

9. Recommendations and Receipt of Minutes
 - 9.1 Recreation & Amenities Committee Meeting dated 22nd January 2024
 - 9.1.1 Recommendations
 - 9.1.2 To RECEIVE the Minutes (to follow)
10. [To receive recommendations from the Mayoral Allowance Working Group](#)
11. [To consider a request for free venue hire for Woodhouse Gardens Pavilion from in Jolly Good Company](#)
12. To amend the title of the honorarium position of Deputy Town Crier
13. To receive an update and consider any requests regarding:
 - 13.1 [Blandford + Neighbourhood Plan Monitoring Group](#)
 - 13.2 BFTC Commemoration Group
 - 13.3 [D-Day 80 Events](#)
 - 13.4 Climate Change & Biodiversity
 - 13.5 [Dorset Council Grant to support the Market Area Enhancement Project](#)
14. Reports from Community and Local Organisations (Councillors are requested to advise the Chairman of Council or the Town Clerk if they wish to make a report under this heading)
15. 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.

 - 15.1 To approve the updated Heads of Terms for the land north of the bypass (deferred from December meeting and awaiting advice note from solicitor)

DATES OF FUTURE MEETINGS

5 th February	Planning Meeting
19 th February	Town Council Meeting
26 th February	Corn Exchange

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

Twinned with Preetz, Germany



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



Twinned with Mortain, France



Tel: 01258 454500 • Fax: 01258 454432
Email: admin@blandfordforum-tc.gov.uk
www.blandfordforum-tc.gov.uk

Town Clerk's Report

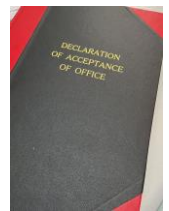
Photocopier Charges – The office switched to the current photocopying and printing machine in 2021/22 to help reduce costs and the RFO has provided the following for photocopier charges:

Year ended 31st March 2019 - £986.85
Year ended 31st March 2021 - £994.66
Year ended 31st March 2022 - £773.32
Year ended 31st March 2023 - £773.32
Year to date (2nd January 2024) - £540.93

Blandford Forum Farmers & Makers Markets 2024 – The market will return this year, and they are planning for the following dates that fall on a Sunday:

24 March, 28 April, 26 May, 23 June, 28 July, 22 September, 27 October, 24 November

Declaration of Acceptance of Office Book – There are only a few pages left in the current book, so a new one has been ordered in preparation for the May elections and the new council.



Councillor Badges – Councillor badges have been ordered ready for the new council in May. These were last ordered in 2019 in readiness for the current council.

Elizabeth Road Allotments – The transfer has been chased and on 17th January 2024, a Dorset Council officer confirmed that our application has been successful and formal notification on the transfer, any conditions and next steps will be sent 'in the next few days'.

To consider feedback from the working group regarding a request from the Blandford Youth & Community Centre for a Service Level Agreement

At the Town Council meeting held on 25th September 2023, the following resolution was made, and this was emailed to the Youth Centre the following day:

The following information is requested from the Youth & Community Centre:

- Detailed usage figures
- Up to date accounts to the end of June 2023
- What is the minimum amount of funding required to keep the Youth & Community Centre running

Subject to receipt of information, a new Service Level Agreement up to 31st March 2025 will then considered at the October Town Council meeting or appropriate meeting thereafter.

The documentation was received on 29th November 2023 and sent to the Chairman of Council and Finance & Staffing committee in the first instance due to the lack of accounts. Further information was sent to all Councillors on 4th December 2023.

The accounts have now been received and shared with Councillors with this agenda.

For clarity, the Youth Centre was advised of the following on 27th November 2023:

The service level agreement for £15,000 a year expired 31st March 2022.

I had written six months prior to ask if a new one was required by the youth centre, but no claims were being made on the funding because of lack of accounts/reports.

Council therefore agreed to carry six months of payments from 2021/22 over into the 2022/23 financial year (which goes against the SLA, as payments are lost if not claimed, but we were trying to help the youth centre). No claim was made within the six months, so this was further extended and eventually claimed and paid.

The existing groups/organisations are on SLAs that run 1st April 2022 to 31st March 2025 for between £2,000 and £5,000.

If you provided all the required documentation, and council approved a new SLA and amount, we would just run it from that start date to 31st March 2025 to tie in with the other SLAs. It could start straight away so the sooner we receive it the sooner you receive the funding. It is too late for this evening's meeting, so we will defer again until December's council meeting. We have a lot on the December agenda, so if you can please get the information over in the next couple of weeks I could put it on a Planning meeting instead.

Recommendation

Councillors are asked to consider the request for a service level agreement based on the documents received and to consider an amount.

Linda Scott-Giles
Town Clerk
4th December 2023

To receive recommendations from the Mayoral Allowance Working Group

At the working group meeting held on Monday 22nd January 2024, prior to the R&A committee meeting, Cllrs Miéville, S Hitchings, Stevens and L Hitchings were in attendance with the RFO, Mayor's Assistant, Operations Manager and Town Clerk.

Attendees discussed the matters raised by the Internal Auditor as well as the rest of the Handbook. It was noted that the document has been of great use to staff, particularly during staff changes, as well as new Mayors but is becoming more of a procedural document than a handbook or guide. This will be sent to Councillors, showing 'track changes' for approval.

Cllr L Hitchings suggested allocating £1,050 from the budgeted Mayor's Allowance for 2024/25 to quarterly payments to be split across the financial year and paid via payroll, which are to be added to the Chairman of Council's allowance.

The Chairman of Council currently receives £450 compared to £350 for Councillors.

In addition, the Chairman of Council, as Mayor, can submit expenses claims up to the amount remaining in the Mayoral Allowance budget for out-of-pocket expenses.

Recommendation

It is recommended that the Town Council approves the proposal to split the Mayor's Allowance between payroll and expenses for full transparency, and approves the amendments to the Mayor's Handbook.

Linda Scott-Giles
Town Clerk
24th January 2024

To consider a request for free venue hire

Introduction

In Jolly Good Company has requested free venue hire of Woodhouse Gardens for the 2024/25 financial year, which consists of 21 bookings totalling £389.94 (plus any increases agreed on 22nd January 2024 at R&A). This amount is over the £300 limit the Chair of F&S can approve with the Town Clerk and Bookings Receptionist, hence the need for council approval. Their Facebook page can be [viewed here](#) and the application is included below.



Application

Name of Organisation	In Jolly Good Company Cic
Registered Charity Number (if applicable)	Company Number 11773921
Contact Name	Sarah Rampton / Kate Sheridan
Email Address	sarah@injollygoodcompany.com
Purpose of Organisation	To offer (donations only) uplifting indoor and outdoor activities for older people, all our groups are dementia friendly and open to everyone.
Town Council Venue Requested (The Corn Exchange, Shambles, Town Hall, Council Chamber, Woodhouse Gardens Pavilion, Community Room)	Woodhouse Garden Pavilion
Date Requested	8, 22 April, 13 May, 10, 24 June, 8, 22 July, 12 Aug, 9, 23 Sept, 14, 28 Oct, 11, 25 Nov, 9 th Dec 2024 and then 13, 27 Jan, 10, 24 Feb, 10, 24 March 2025
Session Requested Morning 8.00am to 1.00pm Afternoon 1.30pm to 5.30pm Evening 6.00pm to 10.00pm	The 2 nd and 4 th Monday of each month (please find schedule attached) After noon 1.30pm to 5.30pm
Public Liability Insurance required? Delete as appropriate	Y/N
Purpose of Request	To use the venue for our Jolly Blandford day, a place where guest's, volunteers, entertainers and staff can come together for fun and friendship.
How many Blandford Forum residents will benefit directly?	Between 25 and 30

Accounts

**In Jolly Good Company Cic
Detailed Income and Expenditure Account
For The Year Ended 31 January 2023**

	2023		2022	
	£	£	£	£
TURNOVER				
Donations and fund raising		9,292		11,346
Grants receivable		35,675		27,370
Service fees and contributions		8,791		4,071
		<u>53,758</u>		<u>42,787</u>
GROSS SURPLUS		53,758		42,787
Administrative Expenses				
Directors' salaries	/ 26,903 /		19,135	
Directors' NI	/ 349 /		1,671	
Directors' pension - defined contribution schemes	/ 620 /		306	
Wages and salaries	/ 1,009 /		-	
Subcontractor costs	/ 2,526 /		4,150	
Travel expenses	/ 1,371 /		590	
Hall hire	/ 2,083 /		928	
Activities costs	/ 3,210 /		647	
Computer software, consumables and maintenance	/ 2,372 /		-	
Computer and IT repairs and maintenance	-		495	
Insurance	/ 631 /		401	
Printing, postage and stationery	/ 138 /		-	
Meals	/ 3,522 /		1,089	
Advertising and marketing costs	/ 3,728 /		3,340	
Telecommunications and data costs	/ 680 /		436	
Accountancy fees	/ 840 /		1,068	
Legal fees	-		26	
Professional fees	/ 558 /		588	
Bookkeeping, administration and secretarial	/ 1,974 /		1,105	
Sundry expenses	78		100	
		<u>(52,592)</u>		<u>(36,075)</u>
Other Operating Income				
Job retention scheme income	-		2,400	
		<u>-</u>		<u>2,400</u>
OPERATING SURPLUS AND SURPLUS FOR THE FINANCIAL YEAR		<u>1,166</u>		<u>9,112</u>

It is recommended that Councillors approve the request.

Linda Scott-Giles

Town Clerk

4th January 2024

Blandford + Neighbourhood Plan Monitoring Group

As the Modified Blandford + neighbourhood plan has now been adopted the group is focussing on monitoring and forward planning.

The NPPF will now extend the protection of the Blandford+ Neighbourhood Plans from two to five years. The fact that the NP has agreed development also helps to give strength to the B+NP.

In the revised NPPF, there is greater emphasis on preserving agricultural land. The Monitoring Group now needs to think more about green infrastructure and have agreed to focus on the following:-

- Canopy cover
- Green infrastructure – where? What improvements?
- Monitor the national picture to see where NPs are going next.
- Our policies must reflect a more urgent view towards climate change.
- To monitor and ensure delivery of B+NP infrastructure policies.

It was also agreed that the B+ Neighbourhood Plan policies now need to reflect a more urgent view towards climate change, so it was agreed to invite representatives from the Blandford + Group to join the Climate Change & Biodiversity Group and to invite a representative from Dorset Council to brief the group on plans for future-proofing new developments.

The Blandford + Neighbourhood Plan monitoring group is submitting a formal application to request that the section of the trailway, the route along the old railway running through the Bellway Estate at Blandford St Mary is made into a recognised, properly defined route. The group feels it is important that there is a properly defined route, with clear signage as this will take the existing route away from the main road and protect it in the future.

Julie Wigg

Committee Clerk

22nd January 2024

To receive an update on the schedule of events for D-Day 80

In December, the Town Council (TC) approved working in partnership with the Legion on events to commemorate D-Day 80. Another meeting has since been held with Terry Clarkson (TC), the Chairman of the Blandford & District Branch of the RBL on 9th January 2024 and the events have been updated accordingly.

Wednesday 5th June 2024

- TC has confirmed that there will be an RAF memorial service at the Tarrant Rushton airfield on the evening of Wednesday 5th June 2024 to coincide with the evening in 1944 when the gliders left that site. Councillors have been invited. TC to continue to provide updates on this event.

Thursday 6th June 2024

- 6th – 9th June 2024 – BFTC Commemoration Working Group is holding an exhibition in Woodhouse Gardens.

Daytime Event:

- This is a joint event between the Town Council and the Legion, with the focus on the Town Criers' cry. It will be held at 12pm on Thursday 6th June 2024 on the churchyard. This has become a service with community involvement and subsequent action will be to invite military freemen and the local schools to attend. TC has invited a piper and Standard Bearers to attend. Refreshments to be held in the church afterwards. TC offered to bring the poppy cross for display and BFTC has been sourcing residents, who were born in one of the 13 allied countries in D-Day, who will be invited to add their country's flag to the cross as part of the service.

Bell Ringing:

- The Tower Captain has been sent the information provided by the Pageant Master and is asking his team if they are prepared to carry out the ring at 6:30pm that day. Confirmation is awaited.

Evening Event:

- This event compliments the daytime event and involves clergy from the Parish Church and the Evangelical Church, the cadets, Standard Bearers and a piper. It was originally suggested to hold the event at the arches, but concerns were raised over the uneven ground (considering the age of the expected attendees) and the logistics of setting up the event and Woodhouse Gardens has now been booked instead, holding the event outside. The Pageant Master is asking that the beacons are lit at 9:15pm, which has been incorporated into the event timing, which will run from 8:45pm to 9:30pm. However, people will be invited to arrive at 8pm for refreshments and to visit the Commemoration Group's exhibition in the pavilion prior to the service. It was agreed to include the cadets in the service, and that an elderly resident is invited to be involved in the beacon lighting. The Methodist Church was asked if they could be a wet weather plan, but they have bookings that evening and there is a possibility we could use the pavilion, if required, and subject to exhibition space.

Friday 7th June 2024

- 6th – 9th June 2024 – BFTC Commemoration Working Group is holding an exhibition in Woodhouse Gardens. The schools' visit day is the Friday.

- National Fish & Chip Day is celebrated on the first Friday of June each year and, as this meal wasn't rationed, the Pageant master has recommended it being a part of the schedule of events. Both chip shops have now confirmed they will be getting involved.

Saturday 8th June 2024

- 6th – 9th June 2024 – BFTC Commemoration Working Group is holding an exhibition in Woodhouse Gardens. Direct people to the Legion lunch on the Saturday and the Legion will do the same.
- The Legion is planning a D-Day lunch with ration packs on Saturday 8th June 2024.
- It was agreed that this D-Day 80 event is combined with the Armed Forces (Day) Expo, to be held at the Legion on Saturday 8th June 2024 from 10am to 1pm. The Armed Forces Day flag will therefore be flown for the majority of June.
- TC to invite a wartime singer to perform at the Legion during the evening.

Sunday 9th June 2024

- 6th – 9th June 2024 – Commemoration Working Group holding an exhibition in Woodhouse Gardens.

Updates on actions carried out:

- The office and grounds team have been involved in trying to source a local company who can make a D-Day 80 collar for the beacon. Unfortunately, Iracroft, Bristol Maid and BD Engineering have said they are unable to do so. Further investigations are being made, but it does not appear to be financially viable even if we can find a company prepared to do it.
- Dorset Council will be holding a joint Beacon Lighting with Weymouth Town Council and Portland Town Council at Nothe Fort in Weymouth.
- A response is awaited from the Blandford School Network. If they are preparing any artwork or poems, the Legion is happy to display them on the Saturday at the D-Day luncheon.
- Meetings with TC have been arranged for February and March.
- Both Town Criers have been sent the wording provided by the Pageant Master and invited to carry out the cry.
- Keep in touch with fish 'n' chip shops.
- The care homes have been contacted to find out if they have any D-Day veterans, but to no avail.
- Preparations have started for the window competition, with certificates.

Outstanding actions:

- Promote all the events, including other groups (social media, newsletter, Around Blandford Guide, etc.).
- Send invitations to civic list and promote to the public.

Recommendation

It is recommended that Councillors consider the contents of the report and note the amendments to the Thursday evening event and progress made.

Linda Scott-Giles
Town Clerk
10th January 2024

Dorset Council Grant to support the Market Area Enhancement Project

The notes from the working group meeting held on 16th January 2024 have been circulated to all Councillors.

At the council meeting held on 30th October 2023, Councillors accepted the proposal from Dorset Council and agreed in principle with the scheme.

The recommendation for council to consider is now as follows:

The Town Council agrees that part of the parking / market area is pedestrianised in the Market Place for an initial six month trial period. Due to timing, this will be linked to the completion of the regeneration of the Town Hall / Corn Exchange.

More discussion is required on what types of usage there will be but the following are put forward:

- Local groups/organisations/charities to promote themselves
- Food vans/pop-ups with seating
- Small events and performers (folk dancing, Stour Valley Band, buskers, etc.)

Linda Scott-Giles
Town Clerk
22nd January 2024