



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
Dorset Council Councillors

Members of the Public & Press

Dear Member

ANNUAL MEETING OF THE TOWN COUNCIL

You are summoned to attend the Annual Meeting of the Town Council which will be held in the **Woodhouse Gardens Pavilion, Blandford Forum** on **Monday 13th May 2024** at **7:00pm** to consider the following items. This meeting will also be accessible [online using Microsoft Teams](#).

Linda Scott-Giles
Town Clerk
3rd May 2024

**PLEASE NOTE THAT ALL MEMBERS WILL BE REQUIRED TO MAKE
THEIR DECLARATION OF ACCEPTANCE OF OFFICE PRIOR TO THE
START OF THE MEETING FROM 6:45PM**

AGENDA

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. Election of the Chairman of Council/Town Mayor (the Chairman will deliver their Declaration of Office)
 - 1.1 To confirm the Mayor's Charities for 2024/25
 - 1.2 To confirm the Mayor's Chaplain for 2024/25
2. Election of the Vice Chairman of Council/Deputy Town Mayor
3. Apologies

4. To receive any Declarations of Interest and Requests for Dispensations
5. [Confirm the accuracy of the Minutes of the Town Council meeting held on 22nd April 2024](#)
6. Receive and note minutes of and/or to determine recommendations made by committees (None)
7. [Review of delegation arrangements to committees, sub-committees, employees and other local authorities](#)
8. [Review of the terms of references for committees](#)
9. [Appointment of members to existing committees](#)
 - 9.1 Town Council Planning (All Members)
 - 9.1.1 Election of Chairman
 - 9.1.2 Election of Vice Chairman
 - 9.2 Recreation & Amenities Committee
 - 9.2.1 Nine Members including the Chairman and Vice Chairman of Council
 - 9.2.2 Election of Chairman
 - 9.2.3 Election of Vice Chairman
 - 9.3 Town & General Purposes Committee
 - 9.3.1 Nine Members including the Chairman and Vice Chairman of Council
 - 9.3.2 Election of Chairman
 - 9.3.3 Election of Vice Chairman
 - 9.4 Finance & Staffing Committee
 - 9.4.1 Nine Members including the Chairman and Vice Chairman of Council and the Chairmen of Recreation & Amenities and Town & General Purposes Committees
 - 9.4.2 Election of Chairman
 - 9.4.3 Election of Vice Chairman
10. [Appointment of any new committees, confirmation of the terms of reference, the number of members \(including, if appropriate, substitute councillors\) and receipt of nominations to them](#)
11. [Review and adoption of appropriate standing orders and financial regulations](#)
12. [Review of arrangements \(including legal agreements\) with other local authorities, not-for-profit bodies and businesses](#)
13. Reports from representatives of community and local organisations (written reports to be tabled at the meeting)
14. [Review of representation and subsequent appointment on external bodies and arrangements for reporting back](#)
15. [Review the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the General Power of Competence and confirm that the Town Council still meets the criteria of The Parish Councils \(General Power of Competence\) \(Prescribed Conditions\) Order 2012](#)

16. [Review of inventory of land and assets including buildings and office equipment including the formation of a Working Group to inspect the Town Council's Deeds and Trusts and the Mayoral Scroll \(see council minutes of 3/7/23\)](#)
17. [Review and confirmation of arrangements for insurance cover in respect of all insured risks](#)
18. [Review of the Council's and/or staff subscriptions to other bodies](#)
19. [Review the Council's complaints procedure](#)
20. [Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information, data protection legislation and website accessibility](#)
21. [Review of the Council's policy for communicating with the press/media](#)
22. [Review of the Council's employment policies and procedures](#)
23. [To confirm the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council](#)
24. [Review of the Council's Risk Assessment Management Policy Arrangements \(including Financial\)](#)
25. [Review of the Council's Business Continuity Plan](#)
26. [Review of the Council's Climate Change and Biodiversity Action Plan](#)

DATES OF FUTURE MEETINGS

20 th May	Planning followed by Town Council Meeting (Corn Exchange)
24 th May	Mayor Making Ceremony
10 th June	Finance and Staffing Committee Meeting
17 th June	Recreation and Amenities Committee Meeting
24 th June	Town Council Meeting (including planning applications)

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



Twinned with Mortain, France



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

Review of Delegation Arrangements to Committees, Sub-Committees, Employees and other Local Authorities

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review any delegation arrangements it might have for its Committees, Sub-Committees, Employees or with other Local Authorities.

Delegation Arrangements to Committees

The Town Council operates with a Committee structure, which has been in place for many years and has worked well. Each Committee operates within an agreed remit (terms of reference) and the remits of each Committee feature in another report later in the agenda.

Delegation Arrangements to Sub-Committees

The Town Council at present does not have any formal sub-committees. The Town Council operates with Working Groups that are established either by the Town Council or a Committee and meet as frequently as is required while a particular issue is considered. A Working Group reports back to either its parent Committee or Town Council/Planning on a regular basis or once the task has been completed. When the task of the Working Group has been completed the Working Group disbands.

Delegation Arrangements to Employees

The Town Council delegates a range of tasks and responsibilities to various employees of the Council and these are clearly detailed in the Standing Orders and Financial Regulations.

Delegation Arrangements to Other Local Authorities

The Town Council does not at present delegate to, or have delegated to it, any responsibility for the provision of a service. There is therefore no need to review the present arrangements.

Recommendation

The delegation arrangements the Town Council presently has in place in relation to Committees, Sub Committees, Employees and with other Local Authorities as detailed above do not appear to require change for the 2024/25 Mayoral year, hence the Town Council is requested to approve the report.

Linda Scott-Giles
Town Clerk
29th April 2024

Review of Terms of Reference for Committees

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the opportunity to review the Terms of Reference for Committees.

General Terms of Reference Applicable to All Committees

The Town Council introduced the general terms of reference for all committees ([viewable here](#)) in January 1999. This was later amended in March 2002 and last updated in 2019 to reflect the change to the Dorset Council. The document continues to work well and there is no apparent reason to amend the document.

Corn Exchange Meetings

This was introduced in 2020 and the remit is [viewable here](#). The document continues to work well and there is no apparent reason to amend the document.

Town Council Planning Committee

The remit and delegated powers of the Town Council Planning Committee ([viewable here](#)) were last reviewed in May 2023.

Finance & Staffing Committee

The remit and delegated powers of the Finance & Staffing Committee ([viewable here](#)) were last reviewed in May 2023.

Town & General Purposes Committee

The remit and delegated powers of the Town & General Purposes Committee ([viewable here](#)) were last reviewed in May 2023.

Recreation & Amenities Committee

The remit and delegated powers of the Recreation & Amenities Committee ([viewable here](#)) were last reviewed in May 2023.

Recommendation

That the Town Council agrees that:

No changes are required to the General Terms of Reference Applicable to All Committees or the Corn Exchange, Planning, Finance & Staffing Committee, Town & General Purposes Committee and Recreation & Amenities Committee remits.

Linda Scott-Giles
Town Clerk
14th April 2024

Appointment of members to existing committees

DRAFT DOCUMENT

<u>EXISTING 2023/2024</u>	<u>2024/2025</u>
<p align="center"><u>TOWN COUNCIL PLANNING (16)</u></p> <p align="center">Committee Chairman Cllr Cross Committee Vice Chairmen Cllr Carter Committee Members All Town Councillors</p>	<p align="center">Cllr Cllr All Town Councillors</p>
<p align="center"><u>RECREATION & AMENITIES COMMITTEE (9)</u></p> <p align="center">Committee Chairman Cllr L Lindsay Committee Vice Chairman Cllr C Stevens Chairman of Council Cllr H Mieville Vice Chairman of Council Cllr N Lacey-Clarke Committee Members Cllr S Hitchings Cllr R Carter Cllr L Hitchings Cllr H White Cllr S Chapman</p>	<p align="center">Cllr Cllr Cllr Cllr Cllr Cllr Cllr Cllr Cllr</p>
<p align="center"><u>TOWN & GENERAL PURPOSES COMMITTEE (9)</u></p> <p align="center">Committee Chairman Cllr K Herbert Committee Vice Chairman Cllr R Holmes Chairman of Council Cllr H Mieville Vice Chairman of Council Cllr N Lacey-Clarke Committee Members Cllr B Quayle Cllr P Clark Cllr C Jacques Cllr C Stevens Cllr A Cross</p>	<p align="center">Cllr Cllr Cllr Cllr Cllr Cllr Cllr Cllr Cllr</p>
<p align="center"><u>FINANCE & STAFFING COMMITTEE (9)</u></p> <p align="center">Committee Chairman Cllr L Hitchings Committee Vice Chairman & Cllr R Holmes Chairman of Town & General Purposes Committee Cllr K Herbert Chairman of Council Cllr H Mieville Vice Chairman of Council Cllr N Lacey-Clarke Chairman of Recreation & Amenities Committee Cllr L Lindsay Committee Members Cllr H White Cllr S Hitchings Cllr A Cross</p>	<p align="center">Cllr Cllr Cllr Cllr Cllr Cllr Cllr Cllr Cllr</p>

It is noted that there are only 12 Councillors at present and Committees may therefore have fewer than nine members.

Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to consider establishing any new committees, terms of reference member numbers and Councillor nominations.

New Committees

This matter has been given consideration by officers and there is no apparent reason why any new committees need to be established for the 2024/25 Mayoral year.

Working Groups

Councillors are required to confirm the membership of the following working groups for the five-year term:

- Neighbourhood Plan working group – it is requested that Roger Carter is able to remain on the group as a resident.
- Climate Change working group – it is requested that Pat Osborne is able to remain on the group as a resident.
- Commemoration working group
- DC Market Area Enhancement working group
- It is recommended that a Working Group is formed to review the Town Council Plan for the 2024-2029 period

However, regardless of any allocation, all councillors can attend all working groups.

Recommendation

That the Town Council continues with its existing Committee structure for the 2024/25 Mayoral year and confirms membership of the working groups.

Linda Scott-Giles
Town Clerk
14th April 2024

Review and Adoption of appropriate Standing Orders and Financial Regulations

Introduction

In 2018, The National Association of Local Councils (NALC) published revised Model Standing Orders. The Town Council adopted the Standing Orders and numerous amendments have since been made. By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review and adopt appropriate Standing Orders and Financial Regulations.

Standing Orders ([viewable here](#))

The Town Council last adopted the Standing Orders in September 2021 and they are reviewed each year.

The last changes were made on 27th November 2023.

Financial Regulations ([viewable here](#))

In 2019 NALC published Model Financial Regulations, which were adopted by full Council and most recently updated in September 2021. The Regulations were last considered by the Finance & Staffing Committee in March 2024.

Recommendation

That the Town Council considers the contents of the report and makes any changes prior to adopting the updated Standing Orders and Financial Regulations for the 2024/25 Mayoral year.

Linda Scott-Giles
Town Clerk
14th March 2024

Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review any arrangements or charters with financial contributions to other local authorities.

Arrangements, Charters and Agreements

- a) Blandford Market – The Town Council is still awaiting for the Dorset Council to transfer the Blandford Market and its Charter. In the meantime, the Town Council has an agreement with Dorset Council’s parking services to reimburse them for loss of income from Market Place parking spaces.
- b) Grass Cutting – The Town Council has contracts in place with Blandford Scouts and the Dorset Council for grass cutting services.
- c) Play Area Checks – An agreement is in place with Blandford St Mary Parish Council for health and safety checks of the outdoor gym equipment they have at Stour Meadows. The term for this agreement was changed from annual to 5 years and expires in 2028.
- d) MVS Blandford – A four-year agreement (expiring December 2027) is in place with local mechanics, MVS Blandford, for the Town Council’s vehicles in return for vehicle sponsorship. Councillors reviewed this agreement in December 2023 after other quotes were sought from local mechanics.
- e) General Servicing Agreements – The Town Council has agreements in place with the following providers for essential services:
 - Fire and Intruder Alarms
 - Fire appliances
 - Toilet cleaning
 - Utilities contracts
 - Waste disposal
 - Sanitary waste disposal
 - IT support
 - Photocopier
 - Franking Machine
 - Clock servicing
 - Hot water boilers
- f) Health and Safety and Human Resources – The Town Council has a 5-year agreement in place with Worknest (formerly known as Ellis Whittam) for this support (expires May 2026).
- g) Insurance – The Town Council approved a three-year contract for its insurance provision in March 2024.

Service Level Agreements

- a) Treads – The Council will make a financial contribution to Treads of £2,000 a year for the financial years 2022/23, 2023/24 and 2024/25.

- b) Blandford Information Centre – The Council will make a financial contribution to the TIC of £2,000 a year for the financial years 2022/23, 2023/24 and 2024/25.
- c) Town Museum – The Council will make a financial contribution to the Museum of £2,000 a year for the financial years 2022/23, 2023/24 and 2024/25. Councillors are aware that an increase was requested at the council meeting held on 17th April 2023 and the outcome was to increase the SLA to £2,500 a year.
- d) Fashion Museum – The Council will make a financial contribution to the Fashion Museum of £2,500 a year for the financial years 2022/23, 2023/24 and 2024/25.
- e) Citizen’s Advice Bureau – The Council will make a financial contribution to the CAB of £5,000 a year for the financial years 2022/23, 2023/24 and 2024/25.
- f) Boxing Club – The Council will make a financial contribution to the Club of £15,000 for the financial year 2022/23, and £2,500 for the financial years 2023/24 and 2024/25.
- g) Foodbank – The Council will make a financial contribution of £5,000 a year for the financial years 2022/23, 2023/24 and 2024/25.

Each SLA has varying conditions for the funding the Town Council provides.

Service Provision Funding Agreement

- a) Blandford Stour Valley Band – The agreement is for the Council to make a financial contribution to the Band of £1,500 a year for the financial years 2022/23, 2023/24 and 2024/25 to offset the cost of the Band’s rehearsal and storage space. In return the Band performs in the Town at various events throughout the year.

Should you wish to view any of the documentation referred to in this report, please contact the Town Clerk.

Recommendation

That the Town Council notes the arrangements currently in place with other local authorities, not-for-profit bodies and businesses.

Linda Scott-Giles
Town Clerk
14th April 2024

**REPRESENTATIVES TO COMMUNITY AND LOCAL ORGANISATIONS AND
TOWN COUNCIL APPOINTMENTS 2024-25**

DRAFT DOCUMENT

ORGANISATION	REPRESENTATIVE 2023/24	REPRESENTATIVE 2024/25
BFTC Commemoration Group	Cllr Stevens Cllr Cross Cllr Carter	Cllr Cllr Cllr
Age Concern	Cllr Herbert	Cllr
Allotment Society	Cllr Lindsay Cllr Mieville	Cllr Cllr
Ancient Monuments Officer	Cllr Clark	Cllr
Blandford + Neighbourhood Plan	Cllr Carter Cllr Cross Cllr Holmes	Cllr Cllr
Blandford Business Group	Cllr Herbert (Chair of T&GP) Cllr Stevens Cllr Cross	Cllr (Chair of T&GP) Cllr Cllr
Blandford Community Fridge	Cllr Stevens	Cllr
Blandford Fashion Museum	Cllr Holmes Cllr Stevens	Cllr Cllr
Blandford Food Bank	Cllr S Hitchings	
Blandford Forum Charities (4 Cllrs) (Five-year term)	Cllr Quayle Cllr Carter Cllr Clark Cllr Holmes	Cllr Cllr Cllr Cllr
Blandford Leisure Centre Consultative Group	Cllr Herbert Cllr Carter	Cllr Cllr
Blandford Literary Festival	Cllr Mieville	Cllr
Blandford Opportunity Group	Cllr L Hitchings	Cllr
Blandford Public Transport Group Parish Transport Representative	Cllr S Hitchings	Cllr Cllr
Blandford Youth & Community Centre	Cllr Lacey-Clarke Cllr Jacques Vacancy	Cllr Cllr
Blandford Yuletide Festival	Cllr L Hitchings Cllr Stevens Cllr Clark	Cllr Cllr
Citizens Advice Dorset	Cllr Osborne	Cllr
Civic Society Group of the Blandford Museum Arts & Heritage Trust	Cllr Quayle Cllr Cross	Cllr Cllr

Clean Up Blandford Campaign	Cllr Stevens Cllr Cross Cllr Mieville	Cllr Cllr
Cycling Officer	Cllr L Hitchings	Cllr
Diversity Representative	Cllr Mieville Cllr Lacey-Clarke	Cllr Cllr
Dorset Association of Parish & Town Councils (DAPTC) Larger Councils and North Dorset	Cllr White Cllr Stevens	Cllr Cllr
Flood Warden	Cllr Clark	Cllr
Foundation Governors Blandford Secondary School Foundation	Cllr Carter Cllr Mieville Cllr Lacey-Clarke (Deputy)	Cllr Cllr Cllr (Deputy)
Free Expression	Cllr Mieville	Cllr
Garrison/Police/Council Joint Partnership Group	Cllr S Hitchings Cllr Lacey-Clarke	Cllr Cllr
Georgian Fayre	Cllr Stevens Cllr L Hitchings	Cllr
Mortain & Blandford Twinning Association	Cllr Cross Cllr Carter	Cllr
North Dorset Tourism Meetings	Cllr Stevens	Cllr
Preetz Twinning Association	Cllr Carter	Cllr
Remembrance Sunday Planning Group (5-year term)	Cllr Lindsay Cllr Holmes Cllr Carter Cllr Chapman	Cllr Cllr Cllr Cllr
TIC Observer	Cllr Osborne	Cllr
TREADS	Cllr Mieville	Cllr
Tree Warden	Cllr Clark	Cllr
Wellness Clinics*	-	Cllr
William Williams Charity Representative	Cllr White	Cllr

***Dates for 2025 are as follows:**

May 28th	Crown Hotel
June 25 th	Crown Hotel – Mens Health 12noon-7pm
July 30 th	Bryanston Power House
August 27 th	Pimperne
September 24 th	Winterborne Stickland
October 29 th	Blandford Camp
November 26 th	Charlton Marshall

Review the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the General Power of Competence and confirm that the Town Council still meets the criteria of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

Introduction

This agenda item is two items combined because they are so closely linked.

Expenditure

The Town Council used to apply s137 for its expenditure authority prior to the General Power of Competence and Councillors will be aware that s137 has not been applied for some time. During the last financial year, the Town Council has only used the General Power of Competence.

Eligibility

Section 28 of the Town Council's Standing Orders confirms the eligibility requirements, which this council has been approving on an annual basis to avoid it being missed from the agenda on an election year (!), which are as follows:

- The General Power of Competence (GPC) is a power of first resort, giving a local authority "the power to do anything that individuals generally may do" where permitted by the Localism Act 2011 s1-8.
- Before exercising the General Power of Competence, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- To be eligible, the number of councillors elected at the last election (or subsequent by-election) must equal or exceed two thirds of the total numbers of seats on the council and the council must have a qualified clerk. It must confirm it remains eligible at every annual meeting of the council after ordinary elections and can use the GPC as long as it does not break other laws.

Recommendation

That the Town Council notes its expenditure incurred under the General Power of Competence and confirms that it continues to meet the criteria of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

Linda Scott-Giles
Town Clerk
14th April 2024

Review of Inventory of Land and Assets Including Buildings and Office Equipment and the Formation of the Town Council's Deeds and Trusts Working Group

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its inventory of land and assets and to form a Working Group to inspect the Town Council's Deeds and Trusts.

Inventory of Land

The Town Council has responsibility for various parcels of land and buildings in Blandford Forum and these are all included in the land inventory at [Appendix A – Land Inventory](#).

In 2009 the Town Council registered land that it already owned with the Land Registry, which is also detailed at Appendix A.

If any Member would like to see the Land Registry titles, please contact the Town Clerk.

Inventory of Assets (including buildings and office equipment)

The Town Council's Responsible Financial Officer and Business Support Officer maintain an Asset Register and all the items listed have a description, date acquired, model and serial numbers, purchase price, value price, insurance details and comments box (where appropriate).

The Asset Register includes, but is not limited to, the following:

- a. Office and IT equipment
- b. Civic and Mayoral items
- c. Furniture
- d. Fire Extinguishers
- e. Christmas Decorations
- f. Street Furniture
- g. Plant Fixtures and Fittings (hot water and condensing boilers)
- h. Grounds Maintenance equipment
- i. Motor Vehicles
- j. CCTV Equipment

Due to the size of these documents, copies have not been made available for Members. If any Member would like to see the Asset Register, please contact the Town Clerk.

The Asset Register was last approved at the 25th March 2024 Town Council meeting.

Inspection of the Town Council's Deeds and Trusts

The Town Council agreed on 18th May 2018 that deeds and trusts should be reviewed on an annual basis. This is considered valuable background for newer members as it provides an interesting background to the land and properties that the Town Council owns or manages.

Mayoral Scroll

At the Town Council meeting held in July 2023, Councillors agreed to inspect the two Mayoral Scrolls when they are displayed for the annual Mayor Making ceremony, at the start of each council term. It was not specified if this should be done by Councillors or staff but it is recommended that the Town Clerk ensures this is carried out each May.

Recommendation

- To approve the list of land registered to the Town Council and note Appendix A.
- To approve that the Town Council's Asset Registers are updated regularly and were last reviewed at full council on 25th March 2024.
- To note that the deeds and trusts were last inspected in 2023/24 but will not be inspected during 2024/25 or 2025/26 due to the closure of the Corn Exchange and limited access to the fire safe.
- To instruct the Town Clerk to ensure the scrolls are checked in May.

Linda Scott-Giles
Town Clerk
14th April 2024

Land Inventory

The deeds, documents and agreements for the list below are available to view in the Town Clerk's Office by arrangement.

Item No.	Location	Use	Area (m ²) (if known)	Title No.	Ordnance Survey Map Reference	Own	Lease	Maintain
1.	Cemetery, Chapel, Workshop and Cemetery Field, Salisbury Road	Burials	23,328	DT374396	ST8907SW	✓		
2.	Closed Churchyard of St Peter & St Paul, East Street/Market Place	Closed Churchyard	1,545	-	-			✓
3.	Corn Exchange and Town Clerk's Office, Market Place	Town Council offices and community venues	-	DT375116	ST8806SW	✓		
4.	Damory Down Amenity Areas	Amenity areas/open spaces	-	DT30798	ST8807	✓		
5.	Dr David's Memorial Plot (DC), Wimborne Road	Memorial grass/shrub area	8	DT358635	-			✓
6.	Elizabeth Road Allotments/Philip Road (<i>awaiting Community Asset Transfer from Dorset Council</i>)	Allotments	-	-	-			✓
7.	Unit 18, Glenmore Business Park (Depot), Higher Shaftesbury Lane	Welfare unit and storage	-	DT397470	ST8907NW	✓		
8.	Lamperd's Field Allotments and Store, Salisbury Road	Allotments and storage compound	-	DT284885	ST8907NE		✓	
9.	Langton Play Area	Play Area	1,503.01	DT358635	ST8806SE	✓		
10.	Langton Car Park/back of M&S (grass cutting), Langton Road (DC)	Amenity areas/open spaces	1,529.44	-	-			✓
11.	Larksmead Recreation Ground, Pavilion and Play Area, Larksmead	Recreational area	25,787.85	DT374443	ST8907SE	✓		

12.	Marsh & Ham (grass cutting), off West Street (DC)	Amenity areas/open spaces	2,571.93	-	-			✓
13.	Marsh & Ham Toilet Block / Information Centre, off West Street (DC) <i>(no lease with Dorset Council in place for several years)</i>	Public Conveniences	-	-	-		✓	
14.	Park Road Recreation Ground, Car Park, Pavilions, Play Area and (closed) toilet block (Barnes for a Recreation Ground Trust), Park Road	Recreational area	15,692.74	DT374492	ST8806NW	✓		
15.	Railway Arches (DC), Stour Meadows (back of Langton Road long stay car park)	Redundant railway arches	-	DT264601	ST8806SE		✓	
16.	Skate Park (DC), Stour Meadows car park (back of Hall & Woodhouse brewery)	Skate Park	1,280.50	DT300638	ST8805NE		✓	
17.	Tabernacle Toilet Block, The Tabernacle	Public Conveniences	-	-	-	✓		
18.	The Great Fire Monument (Town Pump), Market Place	Monument	-	-	-	✓		
19.	Woodhouse Gardens and Pavilion, The Tabernacle	Formal gardens and community venue	412	DT358635	ST8806SE	✓		
20.	Badbury Heights development – amenity areas (Phase 1 & 2 transferred, Phase 2 Play Area, awaiting 3a & 3b), off Higher Shaftesbury Lane	Amenity areas/open spaces	-	DT410020	-	✓		

Review and Confirmation of Arrangements for Insurance Cover in Respect of all Insured Risks

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its insurance cover.

Insurance Cover in Respect of All Insured Risks

An Insurance Risk Assessment of the Town Council's Insurance Cover was carried out, and Premiums for 2024/2025 were approved by the Finance & Staffing Committee on 18th March 2024 and subsequently approved by Town Council on 25th March 2024.

The full policy schedule was sent to Councillors with the F&S agenda, but should Councillors wish to view it again please request a copy from the Town Clerk.

Recommendation

That the Town Council notes that its Insurance Cover in respect of all insured risks has been approved for the 2024/2025 Mayoral year.

Linda Scott-Giles
Town Clerk
14th April 2024

Review of the Council's and/or Employees' Membership of Other Bodies

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its/or its employees' membership of other bodies.

The Council's Membership of Other Bodies

- a) The Town Council annually takes out Membership of the Dorset Association of Parish and Town Councils (DAPTC). BFTC automatically obtains the support services and guidance offered to Town Council from the National Association of Councils (NALC) once it has joined its County Association. The Membership of DAPTC is through the Annual Subscription scheme and the total cost for the subscription in 24/25 is £1,513.90.
- b) The Town Council is a Member of the Institute of Cemetery and Crematorium Management (ICCM). Membership is essential for cemetery management training, which includes memorial safety, and they also offer legal advice by telephone. The membership cost is currently £100.00 a year.
- c) The Town Council joined the National Association of British Market Authorities (NABMA) in 2015. NABMA offers support and advice on both indoor and outdoor markets. The membership cost is £430.00 for 2024/2025.
- d) The Town Council approved expenditure of £2,940 + VAT per annum to enter into a further five-year agreement with Worknest (formerly Ellis Witham) (Expenditure Authority: Localism Act 2011 s1-8) from May 2021. Worknest provides support and consultancy on H&S and HR issues, and the service has proven to be extremely valuable in the past.
- e) The Town Council takes out Membership of the Society of Local Council Clerks (SLCC) on an annual basis. This provides the Town Clerk with training events, seminars and a Dorset and national network for Clerks to share and exchange ideas and experiences. The subscription cost for 2024/2025 is £471.00. The SLCC provides valuable information on various subject matters and is a very useful resource, which other staff members also benefit from with online training courses.

Recommendation

That the Town Council notes the report.

Linda Scott-Giles
Town Clerk
14th April 2024

Review of BFTC's Complaints Procedure

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its complaints procedure.

Code of Practice for Handling Complaints

BFTC had for some years a code of practice for handling complaints, which was replaced by NALC's recommendation as a result of Minute No. 83 of the Town Council meeting held on 8th September 2014. The Complaints procedure ([viewable on our website here](#)) has been updated to be in line with NALC's Legal Topic Note 9E on Handling Complaints.

An Employee Complaint

The procedure confirms that such a complaint will be dealt with as an employment matter.

It would appear that the present procedures work and there is no need to change or amend the process used.

A Councillor Complaint

The procedure confirms that complaints about a Councillor are subject to the jurisdiction of the Dorset Council, unless it is a breach of the rules about Disclosable Pecuniary Interests which will be a criminal offence to be reported to the police.

It would appear that the present procedures work and there is no need to change or amend the process used.

A General Complaint

If a general complaint is received, it should if possible be resolved by the Town Clerk, other proper officer or Chairman of Council. If this is not possible then a formal process will ensue and this will involve the formation of a Councillor panel, as detailed in Section 3 of the Complaints Procedure.

Recommendation

That the Town Council's Complaints Procedure is approved for the 2024/2025 Mayoral year.

Linda Scott-Giles
Town Clerk
14th April 2024

Review of the Council's policies, procedures and practices in respect of its obligations under Freedom of Information, Data Protection legislation and Website Accessibility Statement

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review the procedure for handling requests under the General Data Protection Regulations 2018 and the Data Protection Act 2018.

In 2021, the review of the council's website accessibility statement was added to this annual item due to its importance.

Detail

All Councils should produce a paper that details the information it holds and where the information can be located under the Model Publication Scheme.

The Town Council adopted a Privacy Policy at the Town Council meeting held on 23rd April 2018 and the Model Publication Scheme has since been merged into this Policy.

This is available to view on our website:

[Privacy Policy and Freedom of Information](#)

The council's website accessibility statement is also available to view on the council's website:

[Website Accessibility Statement](#)

Recommendation

That the Town Council's Privacy Policy, including Freedom of Information Policy, and its Website Accessibility Statement are approved for the 2024/2025 Mayoral year.

Linda Scott-Giles

Town Clerk

14th April 2024

Review of the Council's Policy for Communicating with the Press & Media

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review the policy for dealing with the Press or Media.

Background

A Town Council Working Group to review the Press & Media Policy was formed following receipt of NALC's model policy. The Town Council adopted a policy and retained section 21 of the Town Council's Standing Orders at the Town Council Meeting held on Monday 8th December 2014. These have been reviewed annually since.

The Press & Media Policy (distributed to councillors by email) and section 21 of the Standing Orders have worked well to date and there is no apparent reason to amend the document.

Recommendation

That the Town Council agrees that the Press & Media Policy and section 21 of the Standing Orders continue to be appropriate for the 2024/2025 Mayoral year.

Linda Scott-Giles
Town Clerk
14th April 2024

Review of the Council's employment policies and procedures

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its employment policies and procedures. This was an additional agenda item for the annual meeting, introduced by NALC as part of their amended Standing Orders (April 2018).

Detail of the Report

The Town Council has the following documents in place with regards to employment policies and procedures, which are all verified and updated by officers and Ellis Whittam:

- Employee Manual
- Training Policy
- Equality Policy
- Privacy Policy
- Contracts, Offer Letters and Job Descriptions
- Risk Assessments
- Office Procedures
- Strategic Plan
- And other associated documents

Some of these documents are available from the Town Clerk should Councillors wish to see a copy.

Councillors will recall that a Menopause Policy was also adopted by council in March 2023.

Recommendation

That the Town Council's employment policies and procedures are approved for the 2024/2025 Mayoral year.

Linda Scott-Giles
Town Clerk
14th April 2024

Confirm the Dates, Times and Place of Ordinary Meetings of the Full Council for the Year Ahead

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review the Council Diary for 2024/25.

Council Diary

At the Town Council Meeting held in March 2024, the Town Council agreed the calendar of meetings up to end of July 2024 due to the use of Woodhouse Gardens pavilion instead of the Corn Exchange.

Recommendation

To note the calendar up to July 2024.

Linda Scott-Giles
Town Clerk
14th April 2024

Review of the Risk Assessment Management Policy (including Financial) Arrangements for 2024/25

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its risk assessment management policy.

Detail of the Report

Changes to the Accounts and Audit Regulations 2011 required the Council to conduct an annual review of internal control, which includes the arrangements for management of risk. While a review of the risks affecting the outside sites, together with administration and staff has been carried out, in light of the added regulation it was felt that a financial risk assessment was needed.

The Town Council reviews this document annually, and it was most recently updated for the Finance & Staffing Committee meeting held on 18th March 2024 and subsequently approved by full Council on 25th March 2024.

The policy was distributed to Councillors by email with the F&S agenda in March, but Councillors may request a copy from the Town Clerk.

Recommendation

That the Town Council's Risk Assessment Management Policy (including Financial) is approved for the 2024/2025 Mayoral year.

Linda Scott-Giles
Town Clerk
14th April 2024

Review of the Council's Business Continuity Plan

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to establish or review its Business Continuity Plan.

Background

The Business Continuity Plan (distributed to Councillors by email) was reviewed by staff in April 2023 and only minor changes were made. An additional note has been made regarding the relocation of the offices for the Corn Exchange project. However, this will be reviewed once the move has taken place.

Recommendation

That the Town Council agrees that the Business Continuity Plan continues to be appropriate for the 2024/2025 Mayoral year.

Linda Scott-Giles
Town Clerk
14th April 2024

Review of the Council's Climate Change and Biodiversity Action Plan

Introduction

By having this agenda item featuring as part of the Annual Meeting of the Town Council it provides the Town Council with the opportunity to review its Climate Change and Biodiversity Action Plan ([viewable here](#)).

Background

The Plan was amended and approved by council in March 2022 and various amendments have been made since, with this being an annual item on this meeting agenda.

Recommendation

That the Town Council agrees that the Climate Change and Biodiversity Action Plan continues to be appropriate for the 2024/2025 Mayoral year.

Linda Scott-Giles
Town Clerk
14th April 2024