



# BLANDFORD FORUM TOWN COUNCIL

To: All Members of the Recreation & Amenities Committee  
(Cllr S Chapman, Cllr A Cross, Cllr N Lacey-Clarke, Cllr H Miéville, Cllr L Hitchings,  
Cllr S Hitchings, Cllr M Putt, Cllr T Clarkson)

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 **Woodhouse Gardens Pavilion**, Blandford on **Monday 17<sup>th</sup> June 2024 at 6:30pm** 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  
10<sup>th</sup> June 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 22<sup>nd</sup> January 2024](#)
5. Town Clerk's Report & Correspondence

6. Review of Recreation & Amenities Budgets to 31<sup>st</sup> May 2024
  - 6.1 [Analytical Review of Revenue Budget](#)
  - 6.2 [Review of Earmarked Reserves](#)
  - 6.3 [Reserve Accounts](#)
7. [Review and Approval of Allotment Agreements and Rents](#)
8. [To consider a request for additional lighting along the footpath at Woodhouse Gardens](#)
9. [To consider expenditure for a replacement piece of equipment for Larksmead](#)
10. [Report by Operations Manager February 2024 – June 2024](#)

**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](http://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  
Email: [admin@blandfordforum-tc.gov.uk](mailto:admin@blandfordforum-tc.gov.uk)  
[www.blandfordforum-tc.gov.uk](http://www.blandfordforum-tc.gov.uk)**

### Analytical Review of Revenue Budget

	Annual Budget	2024/25 Budget to Date	Actual Spend to Date	Budget Variance	Status
<b>INCOME</b>					
Corn Exchange	0	0	0	0	Under-budget
Woodhouse Gardens	7,500	1,250	983	(267)	Under-budget
Larksmead	1,500	250	0	(250)	Under-budget
Park Road		0	0	0	Under-budget
Cemetery	11,000	1,833	2,602	769	On Target
Sundries	3,700	617	2,113	1,497	On Target
Skate park	0	0	0	0	Under-budget
<b>Total Income</b>	<b>23,700</b>	<b>3,950</b>	<b>5,698</b>	<b>1,748</b>	On Target
<b>EXPENDITURE</b>					
Vehicles	12,902	2,150	1,620	(531)	On Target
Corn Exchange	25,900	4,917	4,603	(313)	On Target
Woodhouse Gardens	4,072	679	547	(131)	On Target
Larksmead	1,930	322	321	(1)	On Target
Park Road	3,000	0	(19)	(19)	On Target
Recreation Ground (as Corporate Trustee)	36,844	6,141	0	(6,141)	On Target
Cemetery	6,918	1,295	1,349	55	Over-Budget
Glenmore Workshop	7,418	1,386	1,402	16	Over-Budget
Langton	330	55	91	36	Over-Budget
Skatepark	1,100	183	491	(92)	Over-Budget
Sundries	20,334	3,389	5,715	(1,456)	Over-Budget
<b>Total Expenditure</b>	<b>120,748</b>	<b>20,516</b>	<b>16,121</b>	<b>(8,577)</b>	
<b>TOTAL COST</b>	<b>97,048</b>	<b>16,566</b>	<b>10,423</b>	<b>(10,325)</b>	On Target

Note  
 Over budget figure positive variance  
 Under budget negative variance ( )

	<b>Annual Budget</b>	<b>Budget to Date</b>	<b>Actual Spend to Date</b>	<b>Budget Variance</b>	<b>Status</b>
<b>NET REVENUE</b>					
VEHICLE RUNNING COSTS	12,902	2,150	1,620	(531)	On Target
CEMETERY	(4,082)	(539)	(1,253)	(714)	On Target
GLENMORE WORKSHOP	7,418	1,386	1,402	16	Over-Budget
LARKSMEAD	430	72	321	249	Over-Budget
PARK ROAD	3,000	0	(19)	(19)	On Target
CORN EXCHANGE	25,900	4,917	4,603	(313)	On Target
RECREATION GROUND	36,844	6,141	0	(6,141)	On Target
WOODHOUSE GARDENS	(3,428)	(571)	(436)	136	Over-Budget
SUNDRIES	16,634	2,772	3,601	(2,952)	Over-Budget
LANGTON ROAD	330	55	91	36	Over-Budget
SKATEPARK	1,100	183	491	(92)	Over-Budget
<b>REVENUE TOTAL</b>	<b>97,048</b>	<b>16,566</b>	<b>10,423</b>	<b>(10,325)</b>	On Target
<b>Total</b>	<b>97,048</b>	<b>16,566</b>	<b>10,423</b>	<b>(10,325)</b>	

Note

Over budget figure positive variance

Under budget negative variance ( )

## Review of Earmarked Reserves

			Balance as at 31/3/24	Income & Transfer of funds	Budget 2024/25	Total Reserves	Spend YTD	Committed YTD	Current Balance
1050		Allotment - ring fenced charges	4,512	0	0	4,512			4,512
10510	2014	B/Heights Phase 1 - POS - \$106	56,768	0	0	56,768			56,768
10520		B/Heights Phase 2 - POS - \$106	24,021	0	0	24,021			24,021
10521	Transfer from 2018	B/Heights Phase 2 - Playarea Maint - \$106	4,908	0	0	4,908			4,908
10522		B/Heights Phase 2 - Playarea Capital - \$106	0	0	0	0			0
10530		B/Heights Phase 3A -POS - AREA 1 (20 years) - \$106	12,109	0	0	12,109			12,109
10531		B/Heights Phase 3A -POS - AREA 2 (20 years) - \$106	50,966	0	0	50,966			50,966
10532		B/Heights Phase 3A -POS - AREA 3 (20 years) - \$106	57,443	0	0	57,443			57,443
10533		B/Heights Phase 3A -POS - AREA 4 (20 years) - \$106	24,484	0	0	24,484			24,484
10534		B/Heights Phase 3A -COM SUM - LAP (20 years) - \$106	34,900	0	0	34,900			34,900
10535		B/Heights Phase 3A -COM SUM - LEAP (20 years) - \$106	172,441	0	0	172,441			172,441
10536		B/Heights Phase 3A -COM SUM - NEAP (20 years) - \$106	113,458	0	0	113,458			113,458
10537		B/Heights Phase 3A -CAP SUM - LAP - \$106	9,978	0	0	9,978			9,978
10538		B/Heights Phase 3A -CAP SUM - LEAP - \$106	52,801	0	0	52,801			52,801
10539		B/Heights Phase 3A -CAP SUM - NEAP - \$106	116,944	0	0	116,944			116,944
10540		B/Heights Public Arts - \$106	13,012	0	0	13,012			13,012
1060		Planned Preventative Maint (PPM)	20,109	0	4,000	20,109	400	1	19,709
1061		Cemetery Chapel (PPM)	8,420	0	1,000	8,420			8,420
1062		Cemetery Workshop (PPM)	11,000	0	1,000	11,000			11,000
1064		Cemetery Wall	32,654	0	0	32,654			32,654
1065		Disability Discrimination Act (DDA)	374	0	0	374			374
1067		Play Area Fencing & Surfacing	11,537	0	4,500	11,537			11,537
1068		Larksmead Outdoor Fitness	2,000	0	0	2,000			2,000
1070		Seat Replacement	1,898	0	0	1,898			1,898
1071		Skatefest	-215	0	2,500	-215			-215
1075		Tree Survey & Works (5 Years)	16,913	0	2,000	16,913			16,913
1080		H & S Works Memorials	1,263	0	0	1,263			1,263
1090		Woodhouse Garden Wall Repairs	22,150	0	500	22,150			22,150
1096		Contingency	1,000	0	0	1,000			1,000
			<b>877,642</b>	<b>0</b>	<b>15,500</b>	<b>877,642</b>	<b>400</b>	<b>0</b>	<b>877,242</b>

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

Spend	Committed
	0
(1) Preventative Maintenance inspect of skate park equipment	400
	400
(2)	0
(3)	0
(4)	0
(5)	0
	0
	400

Receipts/Transferrals

Switch of Budgets

0

## Reserve Accounts

Nominal Code(s)	Standard Asset Replacement Accruals	Responsible Committee	Movements to		Balance at 31.03.25	Sub Totals
			Balances	31.03.25		
			£			£
1300	IT	F & S	24,036.86		24,036.86	
1305	Skate park	R & A	79,251.48		79,251.48	
1310	General Play Equipment	R & A	85,140.51	- 2,810.00	82,330.51	
1315	Maintenance Equipment Replacement	R & A	15,433.60		15,433.60	
1320	Vehicle Replacement	R & A	18,990.00		18,990.00	
1325	Tractor Replacement	R & A	18,820.80		18,820.80	
1330	Mower Replacement	R & A	39,890.02		39,890.02	
1340	CCTV / ANPR	T & GP	43,371.78		43,371.78	
1345	Benches	T/C	47,751.50		47,751.50	
1350	Glenmore Depot	R & A	39,999.99		39,999.99	
1351	B/Heights Play Equipment	R & A	13,322.91		13,322.91	
1352	B/Heights Maintenance Equipment Replacement	R & A	13,190.91		13,190.91	
			<b>439,200.36</b>			<b>436,390.36</b>
	<b>Earmarked Accounts</b>					
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	469.75	- 72.25	542.00	
1030	T & GP Tourism	T&GP	3,555.44		3,555.44	
1035	T & GP Twinning	T&GP	1,302.81		1,302.81	
1040	T & GP Town Improvements	T&GP	5,190.10		5,190.10	
1042	T & GP Seat Replacement	T&GP	2,633.81		2,633.81	
1045	T & GP Contingency	T&GP	908.33		908.33	
1135	Railway Arches	T & GP	3,745.56		3,745.56	
			<b>20,235.32</b>			<b>20,163.07</b>
10510	R & A B/Heights Phase 1 POS	R&A	56,766.22	- 3,781.44	52,984.78	
10520	R & A B/Heights Phase 2 POS	R&A	24,020.57		24,020.57	
10521	R & A B/Heights Phase 2 - Play area com Sums	R&A	2,382.43		2,382.43	
10522	R & A B/Heights Phase 2 - Play area	R&A	-		-	
10530	R & A B/Heights Phase 3	R&A	12,108.55		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	
			<b>741,703.77</b>			<b>737,922.33</b>
1060	R & A Plan Preventative Maintenance	R & A	20,108.91	- 400.00	19,708.91	
1061	R & A Cemetery Chapel	R & A	8,420.00		8,420.00	
1062	R & A Cemetery Workshop	R & A	11,000.00		11,000.00	
1064	R & A Cemetery Wall	R & A	32,654.49		32,654.49	
1065	R & A DDA	R & A	373.87		373.87	
1067	R & A Play area fencing & surfacing	R & A	11,536.66		11,536.66	
1068	R & A Larksmead Outdoor fitness	R & A	2,000.00		2,000.00	
1070	R & A Seat Replacement	R & A	1,695.85		1,695.85	
1071	R & A Skate Fest	R & A	214.89	-	214.89	
1072	R & A Community Fridge	R & A	1,072.00		1,072.00	
1075	R & A 5 Year Tree Survey	R & A	16,913.20		16,913.20	
1080	R & A H&S Mem Cemetary	R & A	1,263.00		1,263.00	
1090	R & A Woodhouse Garden Wall Repairs	R & A	22,150.00		22,150.00	
1096	R & A Contingency	R & A	1,000.00		1,000.00	
			<b>129,973.09</b>			<b>129,573.09</b>
	<b>Other Earmarked Accounts</b>					
1001	Earmarked Interest	F & S	1,984.64		1,984.64	
1002	Property Fund Dividend	F & S	25,656.49		25,656.49	
1003	Office relocation		17,980.02	- 3,201.29	14,778.73	
1005	Election Costs	T/C	5,856.35	- 18.60	5,837.75	
1006	Youth Services	T/C	10,726.03		10,726.03	
1009	BFTC Commemoration Group	T/C	242.60		242.60	
1010	Capital Interest	F & S	19,016.63		19,016.63	
1011	Land North of Bypass / Sport & Recreation/Cricket Club path	T/C	5,772.98		5,772.98	
1012	The Blandford Events Group	T/C	442.17		442.17	
1013	Neighbourhood Plan	T/C	4,797.13		4,797.13	
1015	Support for Essential Services ( Earmarked)	T/C	49.00		49.00	
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	44,351.48		44,351.48	
1050	Allotments	R&A	4,512.13		4,512.13	
1335	Civic Regalia	F & S	14,474.63	- 24.97	14,449.66	
1185	Pension Deficit	F & S	-		-	
1195	Improvements to Market Area	T/C	69,500.00	- 500.00	69,000.00	
1500	General Reserves	T/C	214,615.22		214,615.22	
			<b>459,959.17</b>			<b>456,214.31</b>
	<b>Capital Projects</b>					
1104	Corn Exchange S106 Funds	T/C	83,177.06	2,100.00	85,277.06	
1105	Corn Exchange	T/C	442,140.35	750,215.69	1,192,356.04	
1110	Corn Exchange Promotions Group	T/C	1,583.11		1,583.11	
1115	Corn Exchange Project Development	T/C	163,928.83		163,928.83	
1116	Corn Exchange HLF Stage 1 Matchfunding	T/C	172,379.97		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	2,451.23		2,451.23	
			<b>1,048,953.36</b>			<b>1,801,269.05</b>
						<b>3,581,532.21</b>
	<b>Total Reserves</b>		<b>2,840,025.07</b>	741,507.14	3,581,532.21	<b>Total Reserves</b>

## Review and Approval of Allotment Agreements and Rents

Representatives from the Town Council and the Allotment Management Committee met on 20<sup>th</sup> May 2024 for the annual meeting. The allotment statement of accounts is attached as [Appendix A](#). The notes of the meeting are as follows:

### BLANDFORD FORUM TOWN COUNCIL & ALLOTMENT MANAGEMENT COMMITTEE NOTES FROM THE ANNUAL MEETING HELD Monday 20<sup>th</sup> May 2024 at 11am

#### Present

Ian Ricketts	Chairman of Allotment Management Committee (AMC)
Ros Foster	Treasurer (AMC)
Garry Barker	Social & Minute Secretary (AMC)
Cllr S Chapman	Chairman of Recreation & Amenities Committee
Cllr A Cross	Vice Chairman of Recreation & Amenities Committee
Jon Goodenough	Operations Manager
Sarah Purdy	Mayor's Assistant

#### 1. Review of Management Committee Agreement

It was agreed that this agenda item was left over from last year.

#### 2. Apologies

Cllr H Miéville                      Town Council Representative to Allotment Society

#### 3. Review of Management Committee Rent for 2024/25 (the existing amount for 2023/24 is £485.21 (+ VAT))

The rent paid for the year commencing 29<sup>th</sup> September 2023 was £485.21 (+ VAT) and it was agreed that the rent for the year commencing 29<sup>th</sup> September 2024 would increase by 3% in line with the Town Council budget (£14.56), giving a total of £499.76 (+VAT).

#### 4. Review of Garden Allotment Rents at Lamperd's Field for 2025/26 (the existing amount for 2024/25 is £40.30)

The rent payable from September 2024 is £40.30 per full allotment site of 250sq metres and pro rata for smaller allotments. It was agreed that the rent would increase by 3% (£1.20) to £41.50 for a full 250sqm plot.

#### 5. Rents at Elizabeth Road Allotments for 2024/25 (the existing amount for 2022/23 is 0.25p per square metre)

The rent payable from September 2023 was 25p per square metre. The garden allotment rents were reviewed, and it was agreed that the rent would be increased by 1p, making it a total rent of £0.26p per sqm from September 2024.

#### 6. Review of Annual Accounts

Ros tabled the accounts, there is a healthy balance, and they are well managed. Ros asked that the Town Council ensured timely payment of rents to aid the society's accounts in November and May.

**7. Register of Allotment Holders and update on waiting list**

There is no one on the waiting list for Lamperd's Field and three on the waiting list for Elizabeth Road. The AMC has sent out 3 yellow cards for Elizabeth Road and 14 for Lamperd's Field.

**8. Breaches of Agreement**

None

**9. Works Carried Out**

**8.1 Ian Ricketts on behalf of the Management Committee**

Elizabeth Road

- Water standpipe renewal and valves fitted with grant from Town Council
- 4 doors were kicked in last year

Lamperd's Field

Nothing to report

**8.2 Jon Goodenough on behalf of Blandford Forum Town Council**

- PAT testing
- Fire alarm serviced
- Legionella testing
- Extinguisher testing

**9. Review of Agreements**

Nothing to report.

**10. Other Matters Raised by the Management Committee**

There are lots of events planned for the upcoming year.

**11. Other Matters Raised by the Town Council**

Nothing to report.

The outcome of this meeting will be referred to the Recreation & Amenities Committee meeting on Monday 17<sup>th</sup> June 2023.

The meeting closed at 11:35am.

**Recommendations**

Under the R&A Remit it is recommended that the Councillors approve the following:

- The Allotment Management Committee Rent for 2024/25 increases to £499.76 (+VAT).
- The rent for Lamperd's Field allotment for 2025/26 increases to £41.50 for a full 250sqm plot.
- The rent for Elizabeth Road allotment plots for 2024/25 is agreed at 26p per square metre.
- Minor amendments to the agreements are approved (provided by the Town Council's solicitors) with delegated authority to the Town Clerk to make any amendments subject to consent from the Chair or Vice Chair of the R&A Committee and the AMC.

Linda Scott-Giles  
Town Clerk  
20<sup>th</sup> May 2024



Approximate.

**Blandford Allotment Society Accounts Year 31 May 2023 to  
20 May 2024**

<u>INCOME</u>	Year 23-24	Year 22-23	<u>EXPENDITURE</u>	Year22-23	Year 22-23	Balance
Brought forward	£4837.72	£4113.59				
Rental Payments LF	£3126.58	£4893.47	Blandford TC	£485.00	£1205.29	
Rental payment ER	£1165.57		Allotment phone (Including top up)	£40.00	£00.00	
			Website	£93.59	£69.58	
			Water			
			LF	£1280.91	£1571.19	
			ER	£705.61	£356.63	
			N.A.S. Membership	£485.00	£519.00	
Seeds	£1050.13	£1442.65	Kings Seeds	£1167.25	£1211.51	
			Insurance	£350.35	£343.96	
			Tractor insurance	£278.00	£268.00	
			Electric	£688.00	£448.62	
Plant /tool sale	£93.35	£153.45	BBQ	£135.07	£117.41	
Raffles	189.00	£190.50				
Miscellaneous	£	£2227.50	Miscellaneous	£482.48	£1763.00	
Compost	£660.00		Compost	570.30		
Manure	£240.00		Manure	376		
Rotavator hire	£30.00		Peasticks	61		
			Rotavator/Strimmer/ Mower petrol	£67.53	£21.25	
Greenhouse/poly Tunnel/Storage box (donated)	£121.00	£20.00	Tractor Service/parts	£117.00	£117.00	
Glass	£0	£13.00	Tractor diesel		£75.00	
Potato comp	£52.50	£55.00	Rat Bait /Box	£64.58		
			Potato comp	£27.78	£26.50	
			Awards vouchers	£90.00	£60.00	
<b>Total</b>	<b>£11,565.84</b>	<b>£11947.37</b>	<b>Total</b>	<b>£6877.45</b>	<b>£8321.44</b>	

Lloyds Account	£ 4177.21
Pettycash	£321.06
<b>Total Carried forward</b>	<b>£4498.27</b>

## To consider a request for additional lighting along the footpath at Woodhouse Gardens

### **Background**

During the renovation work, all Town Council meetings are to be held at Woodhouse Gardens and the general hiring of the building has increased due to the Corn Exchange being unavailable.

### **Report**

Several councillors approached the Operations Manager asking if the lighting could be improved along the path leading to the Pavilion through the Gardens as they were struggling to see the way in the dark. There is lighting installed but it does not illuminate fully the surface of the path and therefore extra low lighting was recommended.

I contacted our usual electrical contractor to get his thoughts and then working on this plan sought quotes:

To supply and fit 9-13 extra mini floodlights to path, angled down so as to provide lighting on path but not give light pollution to neighbours, controlled by PIR but also controllable at pavilion.

The quotes are outlined below.

### **Financial implications**

Company A quotes: £2,200.00+VAT

Company B quotes: £2,980.00+VAT

### **Recommendation**

It is recommended that the Committee approve the extra lighting at Woodhouse Garden using £2,200.00 from the PPM budget line which has a balance of £33,784.00.

Jon Goodenough  
Operations Manager  
31<sup>st</sup> May 2024

## To consider expenditure for replacement piece of equipment at Larksmead

### Report

The bearings on the mini roundabout at the Larksmead Play Area are worn and need replacing. Due to the age of the equipment, it would be better to replace the piece of equipment with something similar as this would be more financially prudent in the long term.



Quotes were sought for replacements and are detailed below.

### Financial Implications

- Company A:
- Removal and disposal of existing roundabout
  - Supply and installation of 1no pirouette spinner
  - Repair to EPDM surfacing with colour wear pad

Subtotal: £2,150.00  
 VAT: £430.00  
 Total: £2,580.00

- Company B:
- Remove and dispose of existing rotator
  - Supply and install 1no UK manufactured stand up spinning pole
  - Repair rubber damaged by install
  - Price includes spoil removal, temporary fencing and site clearance

Subtotal: £2,960.00  
 VAT: £592.00  
 Total: £3,552.00

### Recommendation

It is recommended that the quote from Company A should be accepted, and a new pirouette spinner is installed using funds of £2,150.00+VAT from the General Play Equipment budget line, 1310 which has a balance of £85,141.00.

Jon Goodenough  
 Operations Manager  
 29<sup>th</sup> May 2024

## Report by Operations Manager February 2024 – June 2024

### **STAFFING**

One of the Caretaking staff has joined the outside team for 18 months until the Corn Exchange is open again. In the meantime, we will operate a two Caretaker shift pattern, early and late, with the two Caretakers working every other weekend.

### **CORN EXCHANGE**

The Town Council offices have relocated to the Royal British Legion and work has commenced on the Corn Exchange. The moving of the offices took a massive effort on the part of the staff and the office was not closed to the public at any time.

### **PARK ROAD**

After a very successful season the football has finished, and the cricket has begun.

### **SCOUTS HUT**

Grass cutting began In April.

### **ALLOTMENTS**

The annual meeting between the management society and the Town Council was held.

### **WHG**

Hirings are up and the Town Council is holding its meetings in the pavilion. At the time of writing extra lighting is planned for the path leading to the pavilion.

### **TOWN**

The summer bedding is due to be put out in late June.

### **TREES**

Tree works have now stopped and only emergency work is taking place. Applications for work to two trees has been approved and will take place next season.

### **HEALTH AND SAFETY**

Asbestos monitoring has been done and monthly legionella testing continues.

PAT Testing is ongoing.

Fire extinguishers serviced at all venues

### **WORKS CARRIED OUT**

Feb 28	Fire Extinguishers serviced
March 1	Meeting with storage company
March 5	Meeting with Design Team
March 9	Repairs carried out to toilet at Marsh and Ham
March 12	Repairs to Tabernacle Toilet
March 19	Repairs to bench Woodhouse Gardens-

March 26 Toilet Unblocked Marsh and Ham

March 27 Toilet door repaired Marsh and Ham

April 1 Corn Exchange closed to the public.

April 2 All items in the Corn Exchange sorted and placed in man hall

April 3 Final meeting with storage company

April 4 New socket installed at Football Pavilion

April 9 Prestart meeting with contractors and design team

April 15 Work commenced at stripping old blue boards by staff

April 23 Work to strip Corn Exchange kitchen by staff

April 30 Blue board stripping complete and paintings taken to museum

May 3 Event at Woodhouse Garden Pavilion to mark retirement of several Councillors

May 7 All items for storage moved from Corn Exchange

May 8 Town Silver put in safe storage

May 9 Work carried out at Skate Park in response to Preventative Maintenance Report

May 16 Staff moved offices to Royal British Legion

May 17 Meeting with site manager to hand over building and keys

May 22 Bench replaced in Salisbury Road

May 22 Defibrillator relocated to the Woodhouse Gardens Pavilion from Corn Exchange

May 24 Mayor Making

May 29 Toilet repaired at Marsh and Ham

June 3 Toilet handwash repaired Marsh and Ham Toilets

June 6 Event held at Woodhouse Gardens to mark 80 Years since D-Day anniversary

## VANDALISM

### February 2024 – June 2024

<u>Date</u>	<u>Location</u>	<u>Remarks</u>
26 Feb	Skate Park	Broken Glass
01 Mar	Railway Arches	Broken Glass
05 Mar	Skate Park	Broken Glass
07 Mar	Railway Arches Boards	Graffiti
15 Mar	Marsh and Ham Toilets	Toilet Blocked
21 Mar	Skate Park	Broken Glass
26 Mar	Marsh and Ham Toilets	Toilet Blocked
5 Apr	Skate Park	Broken Glass
9 Apr	Railway Arches	Broken Glass
16 Apr	Skate Park	Broken Glass
22 Apr	Skate Park	Broken Glass
29 Apr	Marsh and Ham Toilets	Toilet Blocked
6 May	Skate Park	Broken Glass
10 May	Skate Park	Broken Glass
16 May	Railway Arches	Broken Glass
22 May	Skate Park	Broken Glass
27 May	Skate Park	Broken Glass

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