



BLANDFORD FORUM TOWN COUNCIL

To: All Members of the Recreation & Amenities Committee
(Cllr S Chapman, Cllr A Cross, Cllr H Miéville, Cllr C Stevens, Cllr L Hitchings, Cllr S Hitchings, Cllr M Putt, Cllr J Robinson, Cllr Y Miéville)

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 Forum DT11 7AF on **Monday 19th January 2026 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](#).

A handwritten signature in black ink, appearing to read 'Linda Scott-Giles'.

Linda Scott-Giles
Town Clerk
12th January 2026

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
 - 1.1 Blandford Bowling Club Centenary Project
2. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. [Minutes of the Meeting held on the 15th September 2025](#)

5. To respond to Blandford Bowling Club Centenary Project and consider referring the matter to the Barnes for a Recreation Trust
6. [Town Clerk's Report & Correspondence](#)
7. Review of Recreation & Amenities Budgets to 31st December 2025
 - 7.1 [Analytical Review of Revenue Budget](#)
 - 7.2 [Review of Earmarked Reserves](#)
 - 7.3 [Reserve Accounts](#)
8. [To review and agree the hire charges for 2026/2027 and consider a request for exclusivity](#)
9. [To consider expenditure authority and set a date for the Skatfest 2026](#)
10. [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

- | | |
|---------------------------|-----------------------|
| 26 th January | Town Council Meeting |
| 2 nd February | Planning Meeting |
| 9 th February | Corn Exchange Meeting |
| 23 rd February | Town Council Meeting |

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
www.blandfordforum-tc.gov.uk



Town Clerk's Report

Johnny Cash Tribute Event – This was a risky trial event, holding it at the beginning of January! But it sold itself, costing very little to the council in terms of time and printing with just social media and Around Blandford promotion carried out. The bar sales were over £500.

Play Area Tender – The tender has been very popular with numerous queries regarding the equipment, surfacing and requests for site meetings.

Agenda Item No. 6.1

Revenue Budget

	Annual Budget	Budget to Date	Actual Spend to Date	Budget Variance	Status	Comments
INCOME						
Corn Exchange	3,520	2,640	8,753	6,113	On Target	
Woodhouse Gardens	7,725	5,794	3,884	(1,910)	Under-budget	
Larksmead	1,500	1,125	1,125	0	Under-budget	
Park Road		0	442	0	On Target	
Cemetery	12,000	9,000	11,267	2,267	On Target	
Sundries	3,807	2,855	7,660	4,629	On Target	
Skate park	0	0	0	0	Under-budget	
Total Income	28,552	21,414	33,131	11,099	On Target	
EXPENDITURE						
Vehicles	13,230	9,923	9,586	(337)	On Target	
Corn Exchange	92,485	42,145	16,994	(25,151)	On Target	
Woodhouse Gardens	4,246	3,185	3,341	157	Over-Budget	
Larksmead	2,500	1,875	3,449	1,574	Over-Budget	
Park Road	1,000	750	1,220	470	Over-Budget	
Recreation Ground (as Corporate Trustee)	36,788	27,591	36,788	9,197	Over-Budget	
Cemetery	7,062	5,953	7,476	1,522	Over-Budget	
Glenmore Workshop	8,283	6,908	8,209	1,301	Over-Budget	
Langton	241	181	337	156	Over-Budget	
Skatepark	1,016	762	339	(423)	On Target	
Sundries	18,420	13,815	13,525	(290)	On Target	
Total Expenditure	185,271	113,086	101,263	(11,823)		
TOTAL COST	156,719	91,672	68,132	(22,923)	On Target	

Note

Over budget figure positive variance

Under budget negative variance ()

BLANDFORD FORUM TOWN COUNCIL

ANNUAL REVENUE BUDGET REPORT 2025-2026

SUMMARY

	Annual Budget	Budget to Date	Actual Spend to Date	Budget Variance	Status	Comments
NET REVENUE						
VEHICLE RUNNING COSTS	13,230	9,923	9,586	(337)	On Target	
CEMETERY	(4,938)	(3,047)	(3,791)	(744)	On Target	
GLENMORE WORKSHOP	8,283	6,908	8,209	1,301	Over-Budget	
LARKSMEAD	1,000	750	2,324	1,574	Over-Budget	
PARK ROAD	1,000	750	778	470	Over-Budget	
CORN EXCHANGE	88,965	39,505	8,241	(31,264)	On Target	
RECREATION GROUND	36,788	27,591	36,788	9,197	Over-Budget	
WOODHOUSE GARDENS	(3,479)	(2,609)	(543)	2,066	Over-Budget	
SUNDRIES	14,613	10,960	5,865	(4,920)	On Target	
LANGTON ROAD	241	181	337	156	Over-Budget	
SKATEPARK	1,016	762	339	(423)	On Target	Signage
REVENUE TOTAL	156,719	91,672	68,132	(22,923)	On Target	
Total	156,719	91,672	68,132	(22,923)		

Note

Over budget figure positive variance

Under budget negative variance ()

https://blandford-my.sharepoint.com/:p/personal/linda_blandfordforum-tc_gov_uk/Documents/Desktop/Budget%20R%20A%2025-26

Earmarked Reserves

		Balance as at 31/3/25	Income & Transfer of funds	Budget 2025/26	Total Reserves	Spend YTD	Committed YTD	Current Balance	Proposed budget 2025/26
1050	Allotment - ring fenced charges	4,317	0	0	4,317			4,317	
1052	Allotment - site transfer		64,320	7	64,320			64,320	
10510	2014 B/Heights Phase 1 - POS - S106	49,299	0	0	49,299	6,444	4	42,855	
10520	Transferred 2018 B/Heights Phase 2 - POS - S106	20,334	0	0	20,334	2,277	5	18,058	
10521	B/Heights Phase 2 - Playarea Maint - S106	2,257	0	0	2,257			2,257	
10530	B/Heights Phase 3A -POS - AREA 1 (20 years) - S106	12,109	0	0	12,109			12,109	
10531	B/Heights Phase 3A -POS - AREA 2 (20 years) -S106	50,966	0	0	50,966			50,966	
10532	B/Heights Phase 3A -POS - AREA 3 (20 years) - S106	57,443	0	0	57,443			57,443	
10533	B/Heights Phase 3A -POS - AREA 4 (20 years) - S106	24,484	0	0	24,484			24,484	
10534	B/Heights Phase 3A -COM SUM - LAP (20 years) - S106	34,900	0	0	34,900			34,900	
10535	B/Heights Phase 3A -COM SUM - LEAP (20 years) - S106	172,441	0	0	172,441			172,441	
10536	B/Heights Phase 3A -COM SUM - NEAP (20 years) - S106	113,458	0	0	113,458			113,458	
10537	B/Heights Phase 3A -CAP SUM - LAP - S106	9,978	0	0	9,978			9,978	
10538	B/Heights Phase 3A -CAP SUM - LEAP -S106	52,801	0	0	52,801			52,801	
10539	B/Heights Phase 3A -CAP SUM - NEAP -S106	116,944	0	0	116,944			116,944	
10540	B/Heights Public Arts - S106	13,012	0	0	13,012			13,012	
1060	Planned Preventative Maint (PPM)	0	6,000	6,000	6,000			6,000	20000
1061	Cemetery Chapel (PPM)	9,420	2,000	1	1,000	11,420		11,420	1000
1062	Cemetery Workshop (PPM)	12,000	1,000	1,000	13,000			13,000	1000
1064	Cemetery Wall	32,654	0	0	32,654			32,654	
1065	Disability Discrimination Act (DDA)	0	3,134	2	500	3,134		3,134	900
1067	Play Area Fencing & Surfacing	16,037	0	0	16,037			16,037	
1068	Larksmead Outdoor Fitness	2,000	0	0	2,000			2,000	
1070	Seat Replacement	1,696	0	0	1,696			1,696	
1071	Skatefest	319	2,500	2,500	2,819	2,370	6	450	
1072	Community Fridge	1,072			1,072			1,072	
1075	Tree Survey & Works (5 Years)	18,913	0	0	18,913			18,913	
1080	H & S Works Memorials	1,263	0	0	1,263			1,263	
1090	Woodhouse Garden Wall Repairs	22,005	500	500	22,505			22,505	
1096	Contingency	1,000	-1,000	3	0	0		0	
		853,122	78,454	11,500	931,576	11,090	0	920,485	22900

Spend

Committed

1	NL 1125 Cemetery Field Project to NL1061 Cemetery Chapel	1,000	
2	NL1042 T&GP Seat Replacement to NL1065 R&A DDA	1,000	
3	NL1096 £1000 to NL1500 General Reserves	2,634	
		4,634	
4	Salary transfer	614	
	Waste bin empty contract for 2025/26	3,875	
		4,489	
5	Salary transfer	614	614
6	Skatefest banner	66	
	Kens Kabs sponsorship	-200	
	Banner and fliers	89	
	St John Ambulance	172	
	Meta advertising	16	
	Toilet hire	236	
	Meta advertising	15	
	Organise event	2,150	
		2,542	
7	Income, less legal fees re Blanchards - offset past fees	64,320	172 St Johns Amublance transfer
		76,599	

Reserves

Nominal Code(s)	Standard Asset Replacement Accruals	Responsible Committee	Opening Balances	Adjustment to Opening Balance	Amended Opening Balance	In year movements	Current Balance as at	Sub Totals
			£		£		£	£
1300	IT	F & S	30,107.84		30,107.84	- 1,649.67	28,458.17	
1305	Skate park	R & A	8,147.68	52,427.72	60,575.40	3,205.91	63,781.31	
1310	General Play Equipment	R & A	94,932.84		94,932.84	5,592.00	100,524.84	
1315	Maintenance Equipment Replacement	R & A	18,122.23		18,122.23		18,122.23	
1320	Vehicle Replacement	R & A	22,454.50		22,454.50	6,300.00	28,754.50	
1325	Tractor Replacement	R & A	21,090.40		21,090.40		21,090.40	
1330	Mower Replacement	R & A	39,172.67		39,172.67	6,400.00	45,572.67	
1340	CCTV / ANPR	T & GP	44,479.18	2,451.23	46,930.41		46,930.41	
1345	Benches	T/C	62,427.72	- 52,427.72	10,000.00		10,000.00	
1350	Glenmore Depot	R & A	63,115.05		63,115.05	- 1,976.37	61,138.68	
1351	B/Heights Play Equipment	R & A	14,816.13		14,816.13		14,816.13	
1352	B/Heights Maintenance Equipment Replacement	R & A	24,039.09		24,039.09	- 4,120.40	19,918.69	
			442,905.33		445,356.56	13,751.47	459,108.03	459,108.03
	Earmarked Accounts							
1020	T & GP Town Maps	T&GP	3,282.77		3,282.77		3,282.77	
1021	T & GP DCC Highways	T&GP	86.25	- 86.25				
1025	T & GP Christmas Lights	T&GP	1,668.80		1,668.80	170.00	1,838.80	
1030	T & GP Tourism	T&GP	3,435.44		3,435.44	- 959.53	2,475.91	
1035	T & GP Twinning	T&GP	1,302.81		1,302.81		1,302.81	
1040	T & GP Town Improvements	T&GP	3,878.10	86.25	3,964.35	150.00	4,114.35	
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	2,157.06		2,157.06	500.00	2,657.06	
			19,353.37		15,811.23	- 139.53	15,671.70	15,671.70
10510	R & A B/Heights Phase 1 POS	R&A	49,298.50		49,298.50	- 6,443.95	42,854.55	
10520	R & A B/Heights Phase 2 POS	R&A	20,334.29		20,334.29	- 2,275.61	18,058.68	
10521	R & A B/Heights Phase 2 - Play area com Sums	R&A	2,257.43		2,257.43		2,257.43	
10530	R & A B/Heights Phase 3	R&A	12,108.55		12,108.55		12,108.55	
10531	R & A B/Heights Phase 3	R&A	50,966.32		50,966.32		50,966.32	
10532	R & A B/Heights Phase 3	R&A	57,442.93		57,442.93		57,442.93	
10533	R & A B/Heights Phase 3	R&A	24,483.78		24,483.78		24,483.78	
10534	R & A B/Heights Phase 3	R&A	34,900.27		34,900.27		34,900.27	
10535	R & A B/Heights Phase 3	R&A	172,440.51		172,440.51		172,440.51	
10536	R & A B/Heights Phase 3	R&A	113,457.57		113,457.57		113,457.57	
10537	R & A B/Heights Phase 3	R&A	9,978.26		9,978.26		9,978.26	
10538	R & A B/Heights Phase 3	R&A	52,801.28		52,801.28		52,801.28	
10539	R & A B/Heights Phase 3	R&A	116,943.53		116,943.53		116,943.53	
10540	R & A B/Heights Phase 3	R&A	13,011.55		13,011.55		13,011.55	
			730,424.77		730,424.77	- 8,719.56	721,705.21	721,705.21
1060	R & A Plan Preventative Maintenance	R & A	-		-	6,000.00	6,000.00	
1061	R & A Cemetery Chapel	R & A	9,420.00	1,000.00	10,420.00	1,000.00	11,420.00	
1062	R & A Cemetery Workshop	R & A	12,000.00		12,000.00	1,000.00	13,000.00	
1064	R & A Cemetery Wall	R & A	32,654.49		32,654.49		32,654.49	
1065	R & A DDA	R & A	-	2,633.81	2,633.81	500.00	3,133.81	
1067	R & A Play area fencing & surfacing	R & A	16,036.66		16,036.66		16,036.66	
1068	R & A Larksmead Outdoor fitness/equipment repairs and maintenance	R & A	2,000.00		2,000.00		2,000.00	
1070	R & A Seat Repairs and maintenance	R & A	1,695.85		1,695.85		1,695.85	
1071	R & A Skate Fest	R & A	319.34		319.34	130.31	449.65	
1072	R & A Community Fridge	R & A	1,072.00		1,072.00		1,072.00	
1075	R & A 5 Year Tree Survey	R & A	18,913.20		18,913.20		18,913.20	
1080	R & A H&S Mem Cemetery	R & A	1,263.00		1,263.00		1,263.00	
1090	R & A Woodhouse Garden Wall Repairs	R & A	22,005.00		22,005.00	500.00	22,505.00	
1096	R & A Contingency	R & A	1,000.00	- 1,000.00	-		-	
			118,379.54		121,013.35	9,130.31	130,143.66	130,143.66
	Other Earmarked Accounts							-
1001	Earmarked Interest	F & S	4,356.99		4,356.99	438.41	4,795.40	
1002	Property Fund Dividend	F & S	49,725.62		49,725.62	9,072.87	58,798.49	
1003	Office relocation		10,668.84		10,668.84	5,870.00	16,538.84	
1005	Election Costs	T/C	8,266.95		8,266.95		8,266.95	
1006	Youth Services	T/C	10,726.03		10,726.03		10,726.03	
1009	BFTC Commemoration Group	T/C	614.67		614.67	- 260.04	354.63	
1010	Capital Interest	F & S	62,306.80		62,306.80	20,606.03	82,912.83	
1011	Cricket Club path/Land North of By pass	T/C	5,772.98		5,772.98	- 2,550.00	3,222.98	
1013	Neighbourhood Plan	T/C	4,676.44		4,676.44	- 464.52	4,211.92	
1015	Support for Essential Services (Earmarked)	T/C	49.00	- 49.00	-		-	
1017	Woodhouse Garden	T/C	19,981.67		19,981.67		19,981.67	
1019	St Peter & St Paul's Churchyard (Listed Wall & Town Pump)	T & GP	44,351.48		44,351.48	- 527.00	43,824.48	
1050	Allotments	R&A	4,317.46		4,317.46		4,317.46	
1052	Allotments transfer					64,320.00	64,320.00	
1335	Civic Regalia	F & S	12,337.82		12,337.82	- 412.50	11,925.32	
1195	Improvements to Market Area	T/C	69,000.00		69,000.00		69,000.00	
1125	Cemetery Field Project	R & A	1,000.00	- 1,000.00	-		-	
1175	CCTV / ANPR - repairs	T & GP	2,451.23	- 2,451.23	-		-	
1500	General Reserves	T/C	230,882.67	1,957.33	232,840.00	- 1,466.00	231,374.00	
			541,486.65		539,943.75	94,627.25	634,571.00	634,571.00
	Capital Projects							-
1104	Corn Exchange S106 Funds	T/C	85,277.06		85,277.06	- 85,277.06	-	
1105	Corn Exchange	T/C	1,712,528.18		1,712,528.18	- 1,511,621.89	200,906.29	
1110	Corn Exchange Promotions Group	T/C	1,583.11		1,583.11	2,121.51	3,704.62	
1115	Corn Exchange Project Development	T/C	173,928.83		173,928.83	4,000.00	177,928.83	
1116	Corn Exchange HLF Stage 1 Matchfunding	T/C	182,379.97		182,379.97	- 182,379.97	-	
1117	PWLB repayments		180,081.80		180,081.80	36,430.00	216,511.80	
1120	Corn Exchange & Venues Refurbishment Project	T/C	79,000.00		79,000.00	- 79,000.00	-	
1122	Corn Exchange Community Hall S106 Funds	T/C	103,292.81		103,292.81	- 103,292.81	-	
			- 2,518,071.76		2,518,071.76	- 1,919,020.22	599,051.54	599,051.54
							-	2,560,251.14
	Total Reserves		4,370,621.42		0.00	4,370,621.42	- 1,810,370.28	2,560,251.14

To review and agree the hire charges for 2026/2027

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 2026 until 31st March 2027.

Background

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 15th December 2025 and the expenditure budget inflationary figure used for 2026/2027 is 3%, which is therefore the proposed increase for some of the proposed fees and hire charges although 5% was agreed for the sports clubs due to the high maintenance costs involved.

Facilities

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

1. Cemetery Fees and Charges

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 £154.00 instead of £149.00.

Although funeral poverty does exist, a benchmarking study across other cemeteries has shown that Blandford Forum's cemetery is still cheaper than the majority. A comparison table between Blandford Forum, Wimborne Minster and Shaftesbury cemeteries is included at [Appendix C](#).

Kat Clark
Business Support Officer

2. Sports Clubs

It is recommended that the hire charges for the cricket, bowling and football clubs are increased in line with the budget at 5% for 2026/27.

- 2.1 Rugby Club – It is recommended that the charge for 2026/2027 is £1545.00 plus utilities in line with the agreed CPI index linked increase cap of 3%, as per the lease.
- 2.2 Bowling Club – The current 2025/2026 charges are £1,977.43 plus utilities and the proposed charges for 2026/2027 are £2076.30 plus utilities.
- 2.3 Football Club – The current 2025/2026 charges are £1,709.70. and the proposed charges for 2026/2027 are £1,795.18
- 2.4 Cricket Club – The current 2025/2026 charges are £1,957.42 plus utilities. The proposed charges for 2026/2027 are £2,055.29 plus utilities.

Jon Goodenough
Operations Manager

3. Indoor and Outdoor Markets

Markets continue to be adversely affected due to the cost-of-living crisis. Our traders continue to be supportive, but footfall remains down both locally and nationally, with retail suffering across the country. The Market Manager continues to work with traders and trying to attract new ones. New traders were given one free week in every four paid weeks to encourage regular trading. Our indoor market has been affected by the Corn

Exchange works. To continue to build the market, 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. 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 market rates are £16.50 per pitch around the edge and £15.50 in the middle and the café rate is £20.00. I recommend that we increase the indoor market rate by approximately 5% to keep in line with inflation. £16.50 to £17.50, £15.50 to £16.50 and the Café from £20.00 to £21.00.

The Market Manager welcomes any changes in rates that the council wishes to implement.

Andy Reynolds
Market Manager

4. Town Council Venues

- 4.1 Community Room – This venue is currently used by the Caretakers, Market Manager, small internal meetings for staff and/or Councillors and for Citizen's Advice and no longer available to hire.
- 4.2 Woodhouse Gardens – This venue is currently £24.57 and is the most popular venue for small local groups and is well used. An increase of 3% would take it to £26.00 for 2026/2027.
- 4.3 Corn Exchange, Town Hall & Council Chamber – It is recommended that the charges for 2026/2027 are increased by 3% and rounded up as per [Appendix D](#).
Weddings – These are included in [Appendix D](#), no increase is suggested as we will only be licensed for weddings from 1st April 2026 and it was agreed to trial the price set for one year, however you could consider whether you wish to increase for 2027/2028 so that couples know what charges they need to budget for.
Shambles – It is recommended that this is also increased by 3% and rounded up as per [Appendix D](#).
- 4.4 Refreshments – It is recommended that the charge is frozen at £1.00 per person/per session for 2026/2027. We do not see a lot of requests for refreshments.
- 4.5 Overtime – It is recommended that the charge is increased by 3% from £28.75 to £30.00 hour for 2026/2026 as shown in [Appendix F](#).
- 4.6 Commercial Rates – It is recommended that the commercial rates for the Corn Exchange, Town Hall and Woodhouse Gardens are increased by 3% and rounded up to the nearest pound ([see Appendix F](#)).
- 4.7 Items for Hire – No changes required for items for hire and one change to the photocopying charges 2026/2027, B&W A4 one sided increases from 4p to 5p (see [Appendix E](#)).
- 4.8 Funerals – No increase to the additional charge of £50 for funerals.

Rachael Harding
Bookings Receptionist

5. To consider a request for exclusive use of Town Council venues

The Town Council has never given exclusivity to a hirer in the past. We are now faced with it because a wrestling hirer has booked in the Spring and another one came to view the venue in November and has made the request below.

Exclusivity is something we truly value when working in partnership with venues. There are several reasons for this, an oversaturation of wrestling events can have a negative impact on a venue, and the high standard of our product can be undermined by other promoters whose quality or presentation may not align with ours. This can ultimately affect audience perception and reduce attendance if visitors have previously experienced lower-quality performances.

The Town Clerk has advised this is a matter for Councillors to consider.

6. Wedding Ceremonies and Receptions, Naming Ceremonies, Renewal of Vows

A ceremony has been booked in for 6th June 2026 and meetings are scheduled for Monday 12th January 2026 with prospective couples. In addition, the Town Clerk and Committee Clerk are meeting with their counterparts in Wimborne to find out how they manage ceremonies because the DC Registrars have commented on how well they do it in their Town Hall.

The approved fees and charges [can be viewed here](#) and have obviously not been put to use yet. Hence, it is recommended that the council does not increase the agreed costings until April 2027. Please note that the photos within the leaflet will be updated with professional photos the contractor is having taken early 2026 as they have kindly agreed to share them with us.

Linda Scott-Giles Rachael Harding
Town Clerk Bookings Receptionist

7. Planter Sponsorship – Business Support Officer

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 £1,210

For the year 2025/26 we received sponsorship for 8 of the 13 planters. The total amount raised was £740. 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 seven sponsors agreed to renew their sponsorship. We wrote to several businesses to ask if they would like to sponsor a planter. None of the businesses replied.

Following the advert on social media we received an enquiry from an independent person, however this didn't go any further after we sent through the cost and list of the planters available. 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.

Kat Clark
Business Support Officer

8. Proof of Life – Town Clerk

In January 2024, Councillors agreed that Blandford Forum residents are charged £12.50 for this service and non-residents are charged £25.00 (charges include VAT).

Customers can pay by card or by cash at the appointment.

Since the new charges were introduced in April 2024, we have received £250.

Recommendation

Councillors are asked to consider the report and its attachments and to agree the proposed fees and hire charges for 2026/2027.

Linda Scott-Giles
Town Clerk
7th January 2026



BLANDFORD FORUM TOWN COUNCIL

BLANDFORD FORUM CEMETERY FEES AND CHARGES 1st APRIL 2025 – 31st MARCH 2026

	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)	£149.00	£297.00
Scattering of ashes on an existing grave space	£54.00	£106.00
PURCHASED GRAVES IN ROTATION³		
A single grave (Adult or Child)	£272.00	£542.00
Double depth grave (must be purchased before the first interment)	£436.00	£869.00
Exclusive right of burial of cremated remains in an earthen grave (half grave space)	£180.00	£361.00
PURCHASED GRAVES ON A SELECTED SITE (not available in the top field)		
A single grave (Adult or Child)	£520.00	£1040.00
Double depth grave (must be purchased before the first interment)	£864.00	£1726.00
Exclusive right of burial of cremated remains in an earthen grave (half grave space)	£350.00	£699.00
MISCELLANEOUS ITEMS		
Transfer of Exclusive Rights of Burial	£37.00 + VAT	
Use of Cemetery Chapel ⁴	£80.00 + VAT	
Excavate and prepare an ashes grave	£88.00 + VAT	
Prepare turf for under turf scattering of ashes	£28.00 + VAT	
Overtime for Saturday interments ⁵	£42.00 + VAT	
Search of burial records ⁶	£28.00 + VAT	
Administration Charges	£36.00 + 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)	£190.00	£381.00
Second inscription on existing headstone	£41.00	£81.00
Memorial Book	£135.00	£268.00
Memorial Seat Plaques (5 year lease)	£198.00	£198.00
Flat Stone (flush to the ground)	£74.00	£147.00
Kerbing	£187.00	£378.00
Fixed vase or memorial tablet with flush stone base (per item)	£95.00	£187.00
MEMORIAL PLAQUES		
Memorial Plaques ⁸ (Rose bush and Memorial garden)	£198.00	£198.00

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 79 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



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



BLANDFORD FORUM TOWN COUNCIL

BLANDFORD FORUM CEMETERY FEES AND CHARGES 1st APRIL 2026 – 31st MARCH 2027

	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)	£154.00	£306.00
Scattering of ashes on an existing grave space	£56.00	£109.00
PURCHASED GRAVES IN ROTATION³		
A single grave (Adult or Child)	£280.00	£558.00
Double depth grave (must be purchased before the first interment)	£449.00	£895.00
Exclusive right of burial of cremated remains in an earthen grave (half grave space)	£185.00	£372.00
PURCHASED GRAVES ON A SELECTED SITE (not available in the top field)		
A single grave (Adult or Child)	£535.00	£1071.00
Double depth grave (must be purchased before the first interment)	£890.00	£1778.00
Exclusive right of burial of cremated remains in an earthen grave (half grave space)	£360.00	£720.00
MISCELLANEOUS ITEMS		
Transfer of Exclusive Rights of Burial	£38.00 + VAT	
Use of Cemetery Chapel ⁴	£82.00 + VAT	
Excavate and prepare an ashes grave	£90.00 + VAT	
Prepare turf for under turf scattering of ashes	£29.00 + VAT	
Overtime for Saturday interments ⁵	£43.00 + VAT	
Search of burial records ⁶	£29.00 + VAT	
Administration Charges	£37.00 +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)	£196.00	£392.00	
Second inscription on existing headstone	£42.00	£83.00	
Memorial Book	£139.00	£276.00	
Memorial Seat Plaques (5-year lease)	£204.00	£408.00	
Flat Stone (flush to the ground)	£76.00	£151.00	
Kerbing	£192.00	£389.00	
Fixed vase or memorial tablet with flush stone base (per item)	£98.00	£192.00	
MEMORIAL PLAQUES			
Memorial Plaques ⁸ (Rose bush and Memorial Garden)	£204.00	£408.00	

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 78 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
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Comparison of Charges with Wimborne Minster and Shaftesbury

Service	Blandford Forum - Resident	Blandford Forum - Non - Resident	Wimborne - Resident	Wimborne - Non-resident	Shaftesbury - Resident	Shaftesbury - Non-resident
Interment - Child up to 18 years	No charge	No charge	£110.00	£220.00	£51.50	£128.75
Interment - Adult	£154.00	£306.00	£365.00	£730.00	£113.00	£282.50
Interment - Cremated Remains	£154.00	£306.00	£265.00	£530.00	£72.00	£180.00
Plot Purchase - Burial	£280.00	£558.00	£450.00	£1,200.00	£165.00	£412.50
Plot Purchase - Cremated remains	£185.00	£372.00	£300.00	£820.00	£87.50	£218.75
Transfer of Exclusive Right	£45.60		£60.00		£25.00	£62.50
Prepare Ashes Plot	£108.00		£220.00	£250.00	£51.50	£128.75
Use of Chapel	£98.40		£135.00	£155.00		
Search of Burial Records	£34.80		£40 for 30 minutes		£21.00	£52.50
Headstone	£196.00	£392.00	£240.00	£480.00	£103.00	£257.50
Second inscription	£42.00	£83.00	£110.00	£220.00	£31.00	£77.50
Fixed Vase	£98.00	£192.00	£110.00	£220.00	£20.50	£51.25

26/27

Venue	Current Price Rounded Up	Proposed Increase	Rounded Up
3%			
Corn Exchange			
Fri/Sat/Sun & BH			
AM or PM 1 session	97.00	99.91	£100.00
Evening 1 session	66.00	67.98	£68.00
AM or PM 2 session	161.00	165.83	£166.00
PM & Evening session	157.00	161.71	£162.00
AM,PM & Evening 3 sessions	224.00	230.72	£231.00
Evenings FRI/SAT only	0.00		£0.00
Kitchen no separate charge	0.00		£0.00
Mon to Thurs			
AM,PM or Evening 1 session	44.00	45.32	£46.00
AM & PM or PM & Eve 2 sessions	81.00	83.43	£84.00
AM, PM & Evening 3 sessions	102.00	105.06	£106.00
Kitchen no separate charge	0.00		£0.00
Weddings			
Corn Ex whole building all day	800.00		£800.00
Corn Exchange per session	250.00		£250.00
Town Hall per session	150.00		£150.00
Council Chamber per session	75.00		£75.00
Funeral Service additional fee	50.00		£50.00
Council Chamber	19.00	19.57	£20.00
Woodhouse Gardens	24.57	£25.30	£26.00
Town Hall	19.00	19.57	£20.00
Cemetery Chapel	80.00		£82.00
Shambles			
1 side	19.50	20.08	£21.00
Both sides	39.00	40.17	£41.00

HIRE OF EQUIPMENT AND SERVICES 2026

For collection:

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

350 x **Traffic Cones** £0.50 per cone

(and £5 per cone for damaged, missing or broken cones)

40 x **Tables** (1.8mx0.7m) £5.00 for 5 tables30 x **Tables** (0.9m x 0.7m) £3.00 for 5 tables120 x **Plastic Chairs** £1.00 for 10 chairs
refundable160 x **Cushioned Chairs** £1.50 for 10 chairs46 x **XL Hi-Vis Jackets** 50p for 10 jackets**DEPOSIT**

£0.50 per cone refundable

£100 (for 5 tables) refundable

£70 (for 5 tables) refundable

£50 (for 10 chairs)

£75 (for 10 chairs) refundable

£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

A4 single sided b&w **5p**

A4 double sided b&w 6p

A4 single colour 10p

A4 double colour 13p

A3 single b&w 6p

A3 double b&w 9p

A3 single colour 14p

A3 double colour 20p

Companies

8p

11p

12p

14p

10p

13p

17p

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.

COMMERCIAL RATES

PRICES EFFECTIVE 1st APRIL 2026.
INCLUDE VAT

ALL PRICES DO NOT

	<u>THUR/SAT/SUN & BANK HOLIDAYS</u>	<u>ALL OTHER</u>
Day Session (8.00am to 5.30pm)*	£199.00	£170.00
Evening Session (6pm to 10pm)	£ 86.00	£ 68.00
*Overnight storage charge (if linking two hire days.)	£ 46.00	£ 46.00
All Day	£ 272.00	£267.00

COMMERCIAL RATES WOODHOUSE GARDENS

	<u>THUR/SAT/SUN & BANK HOLIDAYS</u>	<u>ALL OTHER</u>
Day Session (8.00am to 5.30pm)*	£ 70.00	£ 59.00
Evening Session (6pm to 10pm)	£ 48.00	£ 35.00
*Overnight storage charge (if linking two hire days.)	£ 35.00	£ 35.00
All Day	£ 112.00	£ 88.00

COMMERCIAL RATES TOWN HALL

	<u>THUR/SAT/SUN & BANK HOLIDAYS</u>	<u>ALL OTHER</u>
Day Session (8.00am to 5.30pm)*	£ 57.00	£ 46.00
Evening Session (6pm to 10pm)	£ 29.00	£ 23.00
*Overnight storage charge (if linking two hire days.)	£ 34.00	£ 34.00
All Day	£ 80.00	£ 63.00

Please note that an additional charge of £30.00 per hour, or part thereof, will be charged for bookings before 8am and after 10pm.

COMMERCIAL BOOKING CONDITIONS

1. Commercial bookings cannot be made more than 12 months in advance of the hire date.
2. A deposit of 50% of the hire charge is required at the time of booking.
3. The hire fee to be paid in full two months prior to the day of hire.
4. Cancellation of a booking within 1 month of the date of hire, a charge of 25% of the hire fee will apply if the venue is re-let, or 50% of the hire charge if the Town Council are unable to re-let.

To consider expenditure authority and set a date for the Skatefest 2026

Background

In 2019 and 2021-2025 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 2026. The organiser is familiar with the skate park and its users and is very popular.

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 2026 so the cost will remain the same as it has since 2023.

Total cost is **£2150 + VAT**

St John Ambulance Service cost in 2025 was **£172 + VAT** for two First Aid Members.

Recommendation

Councillors are requested to confirm the date of Sunday 16th August 2026 and approve expenditure for the Skatefest 2026 of £2150 + VAT for the organiser and £172 + VAT for St John Ambulance cover, using budget line 1071 Skatefest (Expenditure Authority: General Power of Competence Localism Act 2011 s1-8).

Linda Scott-Giles
Town Clerk
22nd December 2025

Report by Operations Manager November 2025 – January 2026

STAFFING

We have had four members of staff on long term sick with health matters, so we have had shortages over the Autumn and Winter period. The remaining staff have worked very hard to cover everything.

CORN EXCHANGE

The main works have been finished, and the offices have been moved back. There are various snagging issues which are still being resolved. Health and Safety issues have been addressed and new procedures put in place to ensure the building is compliant. A new lighting system has been installed.

PARK ROAD

All the clubs are having a successful time. We have had sporadic abuse of the playing fields with motorbikes being ridden across the field and leaving track marks. This is being monitored and if it becomes a problem then new gates will be installed at the pedestrian entrance.

WHG

We continue to look at options to repair the mosaic in the middle of the gardens.

TOWN

The main Christmas Tree was installed and decorated by a contractor this year and the comments have all been positive.

Summer bedding quotes are being sought, and the order will be reduced in line with the budget.

It would appear that there has been an increase of vandalism throughout the town and the Police have been made aware.

TREES

Tree works have continued at various locations in the town.

HEALTH AND SAFETY

A Health and Safety Audit was carried out by the Town Councils new supplier and only four minor issues were raised.

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 Meeting with PHS
- Nov 12 Alarm Servicing
- Nov 13 New Chairs delivered
- Nov 14 Budgets meeting
- Nov 18 Cemetery Hedge cut
- Nov 23 Christmas Tree installed
- Nov 24 Christmas tree and lights installed at Woodhouse Gardens
- Nov 25 Floors done in Town Hall and Council Chamber
- Nov 26 Snagging meeting at Corn Exchange
- Nov 28 New communicator installed in alarm
- Nov 30 Opening event in Corn Exchange
- Dec 01 Flagpole surveyed
- Dec 02 Lights installed above stage
- Dec 03 Health and Safety Audit
- Dec 19 Christmas Cheer in Corn Exchange
- Dec 22 Mr Merlin show
- Dec 24 Office closes for Christmas period
- Dec 08 Christmas lights and trees removed
- Jan 09 Johnny Cash Tribute (staff working the bar for TOIL to raise funds for future events)
- Jan 14 PAT Tester calibrated

VANDALISM

November 2025 – January 2026

<u>Date</u>	<u>Location</u>	<u>Remarks</u>
20 Nov	Skate Park	Broken Glass
25 Nov	Marsh and Ham Toilets	Toilet Blocked
10 Dec	Skate Park	Broken Glass
13 Dec	Skate Park	Broken Glass
15 Dec	Marsh and Ham Toilets	Toilet blocked
19 Dec	Woodhouse Gardens	Christmas lights damaged
21 Dec	Town Planters	Plants removed
21 Dec	Marsh and Ham Toilets	Handwash damaged
21 Dec	Tabernacle Toilet	Unit damaged
24 Dec	Skate Park	Trolley dumped
28 Dec	Woodhouse Gardens	Christmas lights damaged
06 Jan	Railway Arches	Broken Glass
09 Jan	Skate Park	Broken Glass
12 Jan	Tabernacle Toilets	Toilets covered in faeces (staff cleaned it)

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