



# BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors  
Members of the Public & Press

Dorset Council Councillors

Dear Member

## **TOWN COUNCIL MEETING**

You are summoned to attend a meeting of the Town Council which will be held in the **Corn Exchange**, Market Place, Blandford Forum DT11 7AF on **Monday 23<sup>rd</sup> February 2026 at 7:00pm** to consider the following items. This meeting will also be available to view online using Microsoft Teams [using this link](#).

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

Linda Scott-Giles  
Town Clerk  
16<sup>th</sup> February 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 Council, during which time members of the public may speak. During the course of the meeting, members of the public and our elected representatives from the Dorset Council may indicate they wish to speak, and, at the discretion of the Chairman, and with the approval of the Members, they may be allowed to do so on points of information only. The Council may on occasion invite members of the public to comment on specific issues where points of information or their particular knowledge on a subject might prove of benefit to the Council.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

1. Public Session
2. Report from Dorset Council Councillors
3. Apologies
4. To receive any Declarations of Interest and Requests for Dispensations
5. Minutes of the Meetings held on:
  - 5.1 [Monday 26<sup>th</sup> January 2026](#)
  - 5.2 [Monday 9<sup>th</sup> February 2026](#)
6. [Town Clerk's Report & Correspondence](#)
7. Civic Report (to follow)
8. [To consider an application from In Jolly Good Company \(deferred from January meeting\)](#)

9. To consider a request from the Blandford Branch of the Royal British Legion regarding the proposed Festival of Remembrance
10. To approve the updated safeguarding policy
11. To consider options and expenditure authority for a replacement photocopier
12. To consider setting up a working group to review the Freeman section of the Standing Orders (Chairman's request)
13. To receive an update and consider any requests from the:
  - 13.1 Blandford + Neighbourhood Plan Monitoring Group
  - 13.2 BFTC Commemoration Group
  - 13.3 Climate, Biodiversity & Nature
  - 13.4 Dorset Council Grant to support the Market Area Enhancement Project
14. Reports from Community and Local Organisations (Councillors are requested to advise the Chairman of Council or the Town Clerk if they wish to make a report under this heading)

### **DATES OF FUTURE MEETINGS**

2 <sup>nd</sup> March	Planning Meeting
9 <sup>th</sup> March	Raise the Commonwealth Flag at 10am (robes)
9 <sup>th</sup> March	Town & General Purposes Committee Meeting
23 <sup>rd</sup> March	Finance & Staffing Committee Meeting
30 <sup>th</sup> March	Town Council Meeting

**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)**



## **Town Clerk's Report**

### **Updating Valuations for Insurance Purposes**

The RFO is seeking updated quotes for the insurance cover and has advised that all the buildings need to be revalued having last been undertaken in 2019. This can be done via desktop analysis by Benchmark ([Benchmark - The desk-based eValuation service - BCH](#)) at a cost of £90 a property, excluding listed buildings. The listed buildings will have to be done separately by a qualified surveyor. The building sum insured for the cemetery chapel does not appear to include the gateway and access wall. This is deemed part of the listed building by Historic England and should be included. We therefore need to have this valued to ensure the whole site is covered. Terrorism cover is recommended – a separate quote has been requested now we are holding events, even though we are not hitting the 800 attendees target stipulated under Martyn's Law. The Pump House Monument is currently valued at £651,908. This value has not been checked for many years and should be revalued as it is generally felt that this figure is too high. The RFO has sought the authority to go ahead and get the buildings revalued and obtain costs for having the listed buildings revalued. This has been approved by the Chairman and Vice Chairman of Council and the Town Clerk.

### **Corn Exchange Events**

Ticket sales are going well for upcoming events in the Corn Exchange and Town Hall, with regular talks and acts booked in for the next few months. To see what is happening, please visit: <https://blandfordforum-tc.gov.uk/corn-exchange/events> and please bear in mind that images are to follow so it is just a list with some links at present! External bookings are going well, which you can see on the webpage – and this excludes regular hirers – but we are receiving some complaints from potential hirers who are struggling to fix a date.

### **Town Clerk**

Handover dates have been arranged on Fridays from 13<sup>th</sup> March 2026 between the outgoing and incoming clerks. Linda Scott-Giles will finish on 30<sup>th</sup> April 2026 and Claire Commons will start on 1<sup>st</sup> May 2026. This is in good timing with the end of the Mayoral year and the Statutory Annual Meeting of the Town Council will be Claire's first meeting on 5<sup>th</sup> May 2026.

## To consider an application from In Jolly Good Company

### APPLICATION FOR FREE VENUE HIRE

<b>Name of Organisation</b>	In Jolly Good Company CIO
<b>Registered Charity Number (if applicable)</b>	1208917
<b>Contact Name</b>	Sarah Rampton/Kate Sheridan
<b>Purpose of Organisation</b>	To offer (donations only) uplifting indoor and outdoor activities for older people, all our groups are dementia friendly and open to everyone
<b>Town Council Venue Requested</b> (The Corn Exchange, Shambles, Town Hall, Council Chamber, Woodhouse Gardens Pavilion, Community Room)	Woodhouse Garden Pavillion
<b>Date Requested</b>	12th, 26 <sup>th</sup> Jan 9 <sup>th</sup> and 23 <sup>rd</sup> Feb, 9 <sup>th</sup> and 23 <sup>rd</sup> March, 13 <sup>th</sup> and 27 <sup>th</sup> April, 11 <sup>th</sup> May, 8 <sup>th</sup> and 22 <sup>nd</sup> June, 13 <sup>th</sup> and 27 <sup>th</sup> July, 10 <sup>th</sup> and 24 <sup>th</sup> Aug, 14 <sup>th</sup> 28 <sup>th</sup> Sept, 12th and 26 <sup>th</sup> Oct, 9 <sup>th</sup> and 23 <sup>rd</sup> Nov and 14 <sup>th</sup> Dec 2026
<b>Session Requested</b> Morning 8.00am to 1.00pm Afternoon 1.30pm to 5.30pm Evening 6.00pm to 10.00pm	The 2 <sup>nd</sup> and 4 <sup>th</sup> Monday of each month. Afternoon 1.30pm to 5.30pm
<b>Public Liability Insurance required?</b> Delete as appropriate	Y/N
<b>Purpose of Request</b>	To use the venue for our Jolly Blandford day, a place where guest', volunteers, entertainers and staff can come together for fun and friendship.
<b>How many Blandford Forum residents will benefit directly?</b>	Between 25 and 30
<b>Any further relevant information</b>	
<b>Signed:</b>	<b>Dated: 12/12/2025</b>

The accounts, as requested, were distributed to Councillors by e-mail on 4<sup>th</sup> February 2026.

## To consider a request from the Blandford Branch of the Royal British Legion regarding the proposed Festival of Remembrance

Received from the Branch:

*Please find attached our application for grant for the festival of remembrance we are planning for Saturday 1<sup>st</sup> November 2026. Have also attached our latest account statement. We regularly run events and fundraising, majority of this is for poppy appeal so does not boost our accounts. We are also planning many other events this year so will put pressure on our available funds.*

*Estimation of costs for event as follows:*

*Cost of SVB (unless BFTC grant free use) £400 (To include any music they need to purchase)  
Choir Cost (Including travel) [based on band] £400*

*Individual acts expenses £150*

*Printing: around £200*

*Use of Corn Exchange: unless BFTC grant free use: Afternoon and Evening: £157 Include Rehearsal as well so say £314.*

*Refreshments for Band/Choir/individuals: £150*

*Refreshments for guests in Town Hall: £100*

*Postage costs: 20 invites @ £1.70 plus 10 Save the dates @ £1.70 total £51*

*This comes to £1765 so around £1,900 with buffer.*

### APPLICATION FOR A GRANT

<b>Name of Organisation</b>	Royal British Legion Blandford Branch
<b>Registered Charity Number (if applicable)</b>	Registered Charity Number: 219279
<b>Contact Name</b>	John Dallison
<b>Address</b>	Legion House, Church Lane, Blandford Forum, Dorset DT11 7AG
<b>Purpose of Organisation</b>	To provide lifelong financial, social, and emotional support to serving personnel, veterans, and their families. Its core purpose is to assist with recovery, rehabilitation, and transitioning to civilian life, while also leading national remembrance activities and campaigning to improve the lives of the Armed Forces community
<b>Amount Requested</b>	£1,900 and or free venue hire of the corn exchange, or free slot or cover Cost of SVB and music
<b>Is this a Green Grant? <small>Delete as appropriate</small></b>	N
<b>Purpose of Request</b>	We wish to put on a Festival of Remembrance in the Corn Exchange. To honour the service and sacrifices of the British and Commonwealth Armed Forces community, veterans, and their families. It combines poignant music, personal testimonies, and solemn reflection to remember those who have lost their lives in conflict.

<b>How many Blandford Forum residents will benefit directly?</b>	Number is limited to space and policy of the Corn Exchange, expect to be around 120+
<b>Any further relevant information</b>	This is something we would like to promote annually as part of the branches commitment to remembrance day. Would be the first one of these and would like the town council to be part of this.
<b>Signed:</b>	<b>Dated:</b> 4 <sup>th</sup> February 2026

## APPLICATION FOR FREE VENUE HIRE

<b>Name of Organisation</b>	Royal British Legion Blandford Branch
<b>Registered Charity Number (if applicable)</b>	Registered Charity Number: 219279
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<b>Town Council Venue Requested</b> (The Corn Exchange, Shambles, Town Hall, Council Chamber, Woodhouse Gardens Pavilion, Community Room)	The Corn Exchange
<b>Date Requested</b>	Friday 6th November 2026
<b>Session Requested</b> Morning 8.00am to 1.00pm Afternoon 1.30pm to 5.30pm Evening 6.00pm to 10.00pm	Afternoon and Evening sessions
<b>Public Liability Insurance required?</b> Delete as appropriate	Y
<b>Purpose of Request</b>	We wish to put on a Festival of Remembrance in the Corn Exchange. To honour the service and sacrifices of the British and Commonwealth Armed Forces community, veterans, and their families. It combines poignant music, personal testimonies, and solemn reflection to remember those who have lost their lives in conflict.
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<b>Any further relevant information</b>	This is something we would like to promote annually as part of the branches commitment to remembrance day. Would be the first one of these and would like the town council to be part of this.
<b>Signed:</b>	<b>Dated:</b> 4 <sup>th</sup> February 2026

## **To approve the updated safeguarding policy**

### **Report**

A new safeguarding policy was required to be compliant with new legislation and it is this policy that councillors are now asked to approve.

### **Recommendations**

It is recommended that Councillors approve the updated safeguarding policy.

Jon Goodenough  
Operations Manager  
31<sup>st</sup> January2026

## To consider options and expenditure authority for a replacement photocopier

### Report.

The service agreement on the current office photocopier ran out on the 31<sup>st</sup> January 2026.

The photocopier was originally purchased in 2022 at a cost of £2,838 (inc. VAT). It now has a scrap value of £50 and the contractor is no longer willing to service the machine.

We have two options:

- Purchase another machine
- Lease a machine

### Option 1 – Purchase:

An upgraded version of the current machine will cost £3,700 + VAT and will have a 5-year warranty on it.

Advantages: 

- we will own the machine
- one off cost – although no budget for it, so will have to come from reserves
- the toners, drums, engineers, parts, labor, and IT will all be covered by the warranty

Disadvantages: 

- we will own the machine which will have to be replaced in another 4 years
- we will have a machine that may not meet our requirements in 4 years

### Option 2 – Lease:

An upgraded version of the current machine can be leased at a cost of £238 + VAT a quarter and will have a 5-year warranty on it.

Advantages: 

- costs are spread
- the toners, drums, engineers, parts, labor, and IT will all be covered by the warranty.
- free upgrade after three and a half years for a like for like model
- the machine can be up/down graded at any time during the warranty period and the warranty period can be extended
- we can take advantage of any new technology

Disadvantages: 

- we will be tied into a 5-year agreement

### Recommendation

I would recommend opting for a lease agreement. There is no upfront cost, and on-going costs are spread over the year. The machine can be replaced should our requirements change, and we will not have to consider spending a large amount on a replacement in four years' time.

Amanda Crocker  
Responsible Finance Officer  
13<sup>th</sup> February 2026