

Process	Purpose	Lead Officer	Carried Out	Comments
ADMINISTRATIVE PROCESSES				
Staff Appraisals	To ensure that all staff that need to be or are needed are appraised on an annual basis.	TC OM	Annually	Chairman of Finance & Staffing to carry out TC appraisal. Forms to be reviewed and updated when required.
Staff Contracts and Employee Manual	To ensure all staff contracts and the employee manual reflect current legislation.	TC OM	Ongoing	Croners regularly advise of amendments to the documents subject to changes in legislation.
Risk Assessment	To review procedures annually for accuracy and reflect current working practice.	RFO OM	March	Reviewed and approved by Council annually.
Health & Safety	To review procedures annually for accuracy and reflect current working practice.	OM	May-June	Reviewed & updated annually with any major changes brought to Council for adoption.
Neighbourhood Plan Implementation and Monitoring	To carry out checks to ensure that DC is adhering to the adopted Neighbourhood Plan and its policies.	CC	Ongoing	Annual process now the Neighbourhood Plan has been adopted.
Identify and develop training for staff and councillors	Identify staff training requirements and liaise with DAPTC/SLCC to identify councillor training requirements.	TC OM	Ongoing	A budget is available for both staff and Councillor training opportunities, which are circulated by the office. DAPTC has introduced a new scheme where councils are awarded when Councillors attend training sessions. Training Policy introduced.

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Update folder for records of councillor and staff training	To ensure that the training folder to record details of the training staff and councillors have attended is kept up to date.	TC OM	Ongoing	A folder has been created to maintain records of training attended for Quality Council status and good practice.
Update IT systems	To review the requirements and develop specification to ensure that the council's IT system is good value for money and provides adequate support to staff.	TC	Ongoing	Prime & Modern is now the provider for BFTC. Accruals and IT budget are in place.
Update Facebook and Website	To ensure that the latest information is uploaded to the Town Council Facebook page and Website.	TC	Ongoing	All news and updates to be shared online.
Update Dementia Action Plan	To ensure that any changes to venues or processes take into account the needs of people living with dementia.	TC OM	Ongoing	The Action Plan is reviewed when any changes are implemented that will affect the current plan.
To continue the Youth Advisor scheme and develop stronger links	To promote the scheme to students and encourage attendance at meetings.	CC	Ongoing	Ongoing promotion to the school for these roles.
Review and update Town Council's Plan	To continue to provide an overarching policy statement of what the Council intends to try to achieve over its five-year term to provide direction to members, staff and the public.	TC OM	2024-2029	Town Council to consider the draft plan and consult with the public before adoption.
Plan Updates	Quarterly reports on performance management to be submitted to full Council.	TC	Quarterly	Quarterly reports are presented to the Town Council meetings.

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ADMINISTRATIVE PROCESSES				
To provide services for residents on behalf of DC	DC and BFTC previously agreed what additional services could be provided, which could be added to, and training has taken place.	TC OM	Ongoing	The possibility of a community hub was discussed but has not borne fruit so far.
Office Procedures	To ensure that the file provides an up-to-date compilation of all the various office procedures.	TC MA	September	Shared folder created in 2008 and annual reviews/updates now carried out. New members only section created via the website for Councillor access to the Councillors' Information folder.
Standing Orders	To review procedures annually for accuracy and reflect current working practice.	TC	Annually (reviewed each May)	Standing Orders to be reviewed at least annually (most recently updated May 2024).
Freedom of Information Act	To review procedures annually for accuracy and reflect current working practice.	TC	July – August	Completed and approved by BFTC 28/04/08. Submitted to Information Commissioner's Office and approved 18/06/08. Now conducted annually.
Business Continuity Plan	Annual review to ensure accuracy and current practice.	TC OM	May	Officers to review BCP on an annual basis.
Planter Sponsorship	To renew existing sponsorship and seek new sponsors from local businesses.	BSO	February	Responsible committee is Town & General Purposes. Staff carry out annual update.
Annual Town Assembly	Administration and advertisement.	CC	March – April	Statutory meeting held in April each year.
Grants	Advertisement of the Town Council's Grants scheme.	TC	Throughout the year	Advertised in local media and social media.

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Storage Room Audit	To determine if any records should go to Dorset Archives, continue to be kept on premises or be destroyed.	TC OM	August/ September	First completed May/June 2008 and now conducted annually.
ADMINISTRATIVE PROCESSES				
Newsletters	To distribute at least four newsletters a year in line with Quality Council requirements.	TC	At least twice a year	Including the Chairman's Annual Report and Town Council Accounts in June.
Allotment Administration	AGM held between BFTC and Allotment Society in June and administrative updates carried out, tenancy agreements distributed in August. Invoice sent.	MA	June – August	Working in conjunction with the Allotment Management Committee. Responsible Committee is Recreation & Amenities.
Hire Charges Review	To review the hire charges for the Town Council venues, markets and sports clubs.	TC	January/ February	Responsible committee is Recreation & Amenities. Staff carry out review annually and make recommendations to the Committee.
Skate Fest	To set budget and agree on date	MA	January	Responsible committee is Recreation & Amenities.
Free Parking	To select the days that the BFTC request free parking in the town.	CC	March	T&GP responsible Committee.
Christmas Window Competition	T&GP committee to approve expenditure for window competition, leaflets to be printed and distributed.	CC	September/ November	Responsible committee is Town & General Purposes. Staff carry out review annually and make recommendations to the Committee.

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CIVIC PROCESSES				
Annual Civic Events: Commonwealth Flag Flying Mayor Making Ceremony Mayor's Civic Day Remembrance Day and Remembrance Sunday Parade Civic Carol Service Mayor's Charity Night Annual inspection of Mayoral Chains	To ensure that events are well organised in line with civic protocol.	TC MA	Held throughout the year	<u>Usually held:</u> March, May, September, November, June, December and March Mayor attends various events throughout the year.
FINANCIAL PROCESSES				
Financial Regulations	To review procedures annually for accuracy and reflect current working practice.	RFO	March - May	It is a requirement that the Financial Regulations are reviewed every 12 months.
Budget Preparation	To prepare the capital and revenue budgets for the financial year.	TC RFO OM	November - December	Budget consultation (via newsletter, social media and in person at community expo) carried out in September although comments and suggestions received throughout the year. Committees set their budgets at committee meetings in Nov.
VAT Return	Quarterly	RFO	January/ April/ July/ October	In accordance with VAT procedures
Precept Request	To forward to DC	RFO	January	As requested by DC
Assets	Review and update of Town Council's asset register.	RFO OM	January	In accordance with office procedures
Insurance	Review of Town Council's insurance cover.	RFO	March	Three quotations to be sought leading up to contract expiration.

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Annual Accounts	Compilation of annual accounts.	RFO	April	In accordance with office procedures.
Annual Return – Staff Salaries	To HM Revenue & Customs	RFO	May	In accordance with procedures.
Approval of Accounts	By full council.	RFO	June	In accordance with procedures.
Annual Return	Submitted to External Auditor	RFO	July	In accordance with procedures.
BARNES FOR A RECREATION PROCESSES				
Agendas and Minutes	For Trustees	TC	Quarterly	For quarterly meetings.
Annual Accounts	For approval	RFO	June	BFTC is the corporate trustee for this charity which manages Park Road Recreation Ground. Meetings are usually held following a Town Council meeting.
Return	To Charities Commission	RFO	September	In accordance with office procedures.
VAT Returns	Quarterly	RFO	August/ November / February/ May	
Budget Setting	Annually	RFO OM	December	Set at Barnes meeting held in December
GROUNDS & PROPERTY PROCESSES				
Massey Ferguson Tractor	Service	OM	November	

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Fire Alarms	Inspection	OM	Quarterly	
Fire Appliances	Testing	OM	February	
Electrics	Inspection	OM	2028	3 yearly full inspections
Pick Up	MOT and service	OM	November	
Transit	MOT and service	OM	March	
GROUNDS & PROPERTY PROCESSES				
Boilers	Servicing	OM	March	Football and Bowling
		OM	January/Sept	WHG, Corn Exchange.
The Royal Society for the Prevention of Accidents (RoSPA)	Play area inspections	OM	May	Skate park, Park Rd, Langton, Balmer Road and Larksmead
Clock Maintenance	Full service and maintenance	OM	Sept	Corn Exchange/Town Hall clock
Electrical Appliances	Testing	OM	Dec - Jan	Carried out at all venues.
Water Softener	Service	OM	July	Now the responsibility of the Rugby Club
Memorial Testing	To carry out annual memorial testing to ensure public safety in the cemetery.	OM	July	Responsible committee is Recreation & Amenities and a budget line is in place for minor works to be carried out.

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Summer Bedding	Quotation for bedding, receiving order and planting up planters and Woodhouse Gardens.	OM	March-Order June-Plant out.	Throughout the town
Winter Bedding	Quotation for bedding, receiving order and planting up planters and Woodhouse Gardens.	OM	October	Throughout the town
GROUNDS & PROPERTY PROCESSES				
Ball Stop Fencing	Fencing up all year round to prevent balls entering bowling green	OM	April	Fencing between cricket and bowling clubs.
			September	
Cricket Square	Renovation	OM	September	Carried out by Cricket Club
Christmas Tree, Decoration and Lights	To select and put up Christmas tree. To put up decorations throughout the town. Quote from companies and to install lights at WHG.	OM	November	T&GP committee for quotes and expenditure. - July.
	To take tree and decorations down.		January	
Public Conveniences	Cleaning contract for Marsh & Ham	OM	February	Seek quotes subject to future decision with the site.

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Legionella testing	To ensure the water in each venue is free from Legionnaire's Disease.	OM	Monthly	Carried out by grounds staff.
TOWN CONSULTATIONS/PARTNERSHIP WORKING				
Consultations	To provide a response to consultations affecting the town and its future development.	TC	Ongoing	BFTC responds to consultations affecting the council, the town and its residents.
DC's Local Plan (previously NDDC's Local Plan)	To provide a response to these key documents which affect the town and its future development.	TC	Ongoing	BFTC has been working with surrounding parishes as part of the Neighbourhood Plan in order to provide a unified response to the additional consultation.
TOWN CONSULTATIONS/PARTNERSHIP WORKING				
Developments in the provision of NHS services in the town	To ensure that every attempt is made to retain key health services in Blandford or to lobby agencies to provide alternative transport to other hospitals.	TC	Ongoing	BFTC responds to consultations concerned with the future of the town hospital and has correspondence with local surgeries and pharmacies.
S106 developer contributions/ Community Infrastructure Levy (CIL)	To monitor efficient and effective use of s106 developer contributions. To contribute to the development of a district-wide Infrastructure Development Plan (IDP) to ensure that appropriate infrastructure is delivered to the towns.	TC	Ongoing	BFTC works with DC to ensure that any monies at risk of expiry are put to good use within the local area. BFTC has contributed to the IDP and makes additions as issues change/evolve. Awaiting the DC's adoption of the CIL process (currently working with s106).