



**DRAFT**  
Subject to confirmation

# BLANDFORD FORUM TOWN COUNCIL

## A Meeting of the Finance and Staffing Committee

[Link to Agenda here](#)

### MINUTES

<b>Held on:</b>	Monday, 08 June 2026 at 7:00 pm in the Corn Exchange
<b>Summoned members present</b>	Finance & Staffing Cllrs; S Hitchings (Chair), H Miéville (Vice Chair), C Stevens, Y Miéville, T Clarkson, G Del-Pinto, L Hitchings
<b>Absent:</b>	A Cross, M Putt
<b>Officers Present:</b>	Town Clerk, Responsible Financial Officer (online)
<b>In attendance:</b>	Cllrs M Spruce and S Chapman, Press (0), Members of the public (0).

#### FS1.1 Public Session

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern, there were no matters raised.

#### FS1.2 Apologies

- a. Officer report FS1.2 was received and it was **RESOLVED** (unanimously) to accept apologies for absence from Cllr Cross due to a conflicting personal engagement and Cllr Putt due to illness.

ACTION: MAYOR'S ASSISTANT

#### FS1.3 Declarations of Interest

- a. Officer report FS1.3 was received, all councillors were reminded of their duty to declare any interests in the business to be transacted and it was **NOTED** that no declarations were made.

#### FS1.4 Minutes

7:03pm, Cllr L Hitchings arrives

- a. Officer report FS1.4 was received and it was **RESOLVED** (5 in favour, 0 against, 1 abstention)

*that the minutes of Monday, 23 March 2026 be approved for signing as a true record of the decisions taken*

ACTION: CLLR S HITCHINGS

#### FS1.5 Officer Report to the Committee

- a. Officer report FS1.5 including updates and budget monitoring was received and **NOTED**.

#### FS1.6 Year End Budget Review

- a. Officer report FS1.6 presenting the final outturn position for the Council's administration Budget and Overall Revenue Budget was received and **NOTED**.

Initial:

**FS1.7 Review of Financial Documentation**

- a. Officer report FS7 was received and it was **RESOLVED** (unanimously) that

*The Faster Payments totalling £616,178.35 including transfer of precept funds to other Town Council account, Direct Debit payments totalling £188,335.80 and Petty Cash Claims 10 & 1 totalling £172.80 be retrospectively approved for the periods set out in the supporting documentation.*

**FS1.8 Annual Governance and Accountability Return (AGAR) 2025/26**

- a. Officer report FS1.8 was received and it was **RECOMMENDED** to Full Council that it

*Adopt the Annual Internal Audit Report 2025-26, complete the Annual Governance Statement and approve the Accounting Statements and Annual Accounts*

- b. It was requested that the requirements for Assertion 10 are circulated ahead of the Full Council meeting to provide depth of understanding in relation to this new requirement for Audit.

**ACTION: RFO**

There being no further business, the meeting was closed at 7:24pm

These minutes will be considered for approval at the next meeting of the **Finance and Staffing Committee** and, if approved, will be signed and dated by the Chair of that meeting.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_