



BLANDFORD FORUM TOWN COUNCIL

A Meeting of the Finance & Staffing Committee

[Link to Agenda here](#)

MINUTES

Held on:	Monday, 21 September 2026 at 7:04 pm in the Council Chamber
Summoned members present	Cllrs S Hitchings (Chair), H Miéville (Vice-Chair), C Stevens, Y Miéville, T Clarkson, M Putt, G Del-Pinto, L Hitchings
Absent:	
Officers Present:	Town Clerk, Responsible Financial Officer
In attendance:	Press (0), Members of the public (0).

FS2.1 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 members of the public present.

FS2.2 Apologies

- All members were present.

FS2.3 Declarations of Interest

- Officer report FS2.4 was received, all councillors were reminded of their duty to declare any interests in the business to be transacted and it was **NOTED** that there were no declarations made

FS2.4 Minutes

- Officer report FS2.3 was received and it was **RESOLVED** (*unanimously*) that the minutes of Monday, 08 June 2026 be approved for signing as a true record of the decisions taken.

ACTION: CLLR S HITCHINGS (SIGNED DURING THE MEETING)

FS2.5 Officer Report to the Committee

- Officer report FS2.5 was received and **NOTED**.
- It was **REQUESTED** that information related to EV charging be circulated to members after the meeting

ACTION: RESPONSIBLE FINANCIAL OFFICER

FS2.6 Review of Financial Documentation

- Officer report FS2.6 was received and it was **RESOLVED** (*unanimously*) to retrospectively approve Faster Payments of £183,916.61, Direct Debits of £145,213.85 and Petty Cash Claims 2 and 3 of £266.23, and receive and note the budget, reserves, investment and bank reconciliation reports to 31st August 2026. The chairman confirmed that the Petty Cash balanced.

ACTION: RESPONSIBLE FINANCIAL OFFICER

Initial:

FS2.7 Barnes for a Recreation Ground (Barnes)

- a. Officer report FS2.7 was received and it was **RECOMMENDED to** Full Council and Barnes that all Barnes income and expenditure is accounted for directly through the charity from the beginning of the next Financial Year. That the Town Council provides an annual grant in support of the charity and that offices continue to administer the finances of the Barnes charity.

ACTION: RESPONSIBLE FINANCIAL OFFICER

FS2.8 Mayors Charity Account

- a. Officer report FS2.8 was received and it was **RESOLVED** (*8 in favour, 1 against*) to retain existing separate mayors charity account, apply for online banking and assign 3 members of staff to be registered to administer the account and make the account a 2 signatory authorisation. No signatories from the same family.

ACTION: RESPONSIBLE FINANCIAL OFFICER

8:10pm Cllr L Hitchings left the meeting.

FS2.9 Civic Insignia

- a. Officer report FS2.9 was received and it was **RESOLVED** (*5 in favour, 2 abstain*) that Chains and insignia must remain boxed in the office safe or Mayor's abode in a safe provided for the purpose, except for authorised civic use. Robes remain on the Corn Exchange mezzanine when not in use. Officers will record collections and returns.

ACTION: TOWN CLERK

- b. It was requested that the Clerk seek advice from Horrocks and Webb and Fattorini on whether the velvet collar previously applied would improve care of the chain and whether there are professional recommendations to minimise damage and maximise security of the civic insignia.

There being no further business, the meeting was closed at 8:40pm

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

Signed: _____ Date: _____