

BLANDFORD FORUM TOWN COUNCIL

Minutes of the Finance & Staffing Committee
held on Wednesday 24 February 2010

PRESENT

Cllr E Butler – Chairman
Cllr I Rose – Vice Chairman
Cllr A Pemberton
Cllr S Hixson Andrews
Cllr S Loch

Cllr L Lindsay (Chairman of Council)
Cllr H Galpin (Vice Chairman of Council)
Cllr H White
Cllr M Owen

IN ATTENDANCE

Town Clerk

Assistant Town Clerk

41. PUBLIC SESSION

There were no members of the public present.

42. APOLOGIES

None

43. DECLARATIONS OF INTEREST

Councillors were reminded of their obligations to declare orally their interests as per the Parish Councils Model Code of Conduct Order 2007 Number 1159.

44. MINUTES OF THE MEETING HELD ON 7 DECEMBER 2009

It was PROPOSED by Cllr Owen, SECONDED by Cllr Hixson Andrews and AGREED (7 in favour, 2 abstentions) that the Minutes are APPROVED and SIGNED.

45. URGENT BUSINESS

Cllr Butler asked that Members enter into Urgent Business to consider the late application for a grant from the Blandford Environment Trust.

Cllr Hixson Andrews declared a personal and prejudicial interest as member of the Trust.

It was PROPOSED by Cllr Loch, SECONDED by Cllr Pemberton and AGREED (8 in favour, 1 non-vote) to go into Urgent Business.

It was PROPOSED by Cllr Loch, SECONDED by Cllr Lindsay and AGREED (8 in favour, 1 non-vote) that

The grant application from the Blandford Environment Trust is considered by the Committee with the other grant applications.

46. TOWN CLERK'S REPORT & CORRESPONDENCE

46.1 DAPTC Training Courses

Staff Training – The Assistant Town Clerk and Administration Assistant attended a Burials and Burial Grounds course on 10 February 2010 and the Responsible Finance Officer will be attending a Finance course with guest speaker Peter Lacey, NALC's Chief Finance Adviser, in March 2010.

Councillor Training – Cllr Brannigan attended the New Councillors training course in February 2010.

46.2 Company Name Change – The Town Clerk reported that Dorset Networx, the Town Council's IT support company, has become B&A Computers Ltd and is trading from The Computer Shop on Salisbury Street.

47. ANALYTICAL REVIEW OF EXPENDITURE AGAINST BUDGET

47.1 Administration Budget for the year to 10 February 2010

The paper was noted (see Appendix A).

47.2 Overall Revenue Budget for the year to 10 February 2010

The paper was noted (see Appendix B).

48. REVIEW OF FINANCE DOCUMENTATION

48.1 To receive and retrospectively approve the list of cheque payments 008327–008389 totalling £38,577.47

It was PROPOSED by Cllr Butler, SECONDED by Cllr Rose and AGREED unanimously that

The list of cheque payments 008327 – 008389 totalling £38,577.47 are received and retrospectively approved.

ACTION: TOWN CLERK

48.2 To receive and retrospectively approve direct debit payments for the period 1 November 2009 to 31 January 2010 totalling £60,660.25

It was PROPOSED by Cllr Butler, SECONDED by Cllr Rose and AGREED unanimously that

The direct debit payments for the period 1 November 2010 to 31 January 2010 totalling £60,660.25 are received and retrospectively approved.

ACTION: TOWN CLERK

48.3 Retrospective Approval of the Investment Account for the period to 10 February 2010

The paper was noted (see Appendix C).

It was PROPOSED by Cllr Hixson Andrews, SECONDED by Cllr Pemberton and AGREED unanimously that

The investment account for the period to 10 February 2010 is retrospectively approved as per Appendix C.

48. REVIEW OF FINANCE DOCUMENTATION (cont)

48.4 Report by Chairman on Bank Reconciliation and Petty Cash checks

The Chairman confirmed that the bank reconciliation and petty cash checks had been undertaken and were all in order.

48.5 Bank Reconciliation to 31 January 2010

The paper was noted (see Appendix D).

49. TO RECEIVE THE INTERNAL AUDITOR'S REPORT

The paper was noted (see Appendix E).

7.17pm – Cllr Lindsay left the meeting.

The Town Clerk advised that he has agreed to change the way in which the monies are collected from the Marsh & Ham toilets.

He also raised the issue of the auditor's comments on the VAT on the markets and advised that this has now been dealt with within the office.

50. TO APPROVE THE INTERNAL AUDITOR'S APPOINTMENT FOR THE YEAR 2010/11 AND RELEVANT

The paper was noted (see Appendix F).

It was PROPOSED by Cllr Loch, SECONDED by Cllr Hixson Andrews and AGREED (8 in favour, 1 non-vote) that a **RECOMMENDATION is made to full Council that**

The appointment of the Internal Auditor is approved with a contract for the year 2010/11 at an hourly rate of £28.00 per hour based on 3 x 7 hour days and travelling expenses of 56p per mile (Expenditure Authority: Local Government Act 1972 s.111).

ACTION: TOWN COUNCIL

7.24pm – Cllr Lindsay returned to the meeting.

51. REVIEW OF VARIABLE DIRECT DEBITS

The paper was noted (see Appendix G).

52. TO CONSIDER GRANT APPLICATIONS

The paper was noted (see Appendix H).

- 52.1 Superact
Victim Support
Vitalise
Equilibrium Youth Works
Dorset Cruise
North Dorset Disability Action Group

52. TO CONSIDER GRANT APPLICATIONS (cont)

It was PROPOSED by Cllr Hixson Andrews, SECONDED by Cllr Rose and AGREED unanimously that a **RECOMMENDATION is made to full Council that**

A Grant is not awarded to the above applicants as they are district, county or nation-wide organisations and the Town Council aims its grants scheme at small, local Blandford Forum-based groups/organisations where it can be guaranteed that the funding will be spent on residents of Blandford Forum.

ACTION: TOWN COUNCIL

52.2 BlandWan Am-Dram

Cllr Loch declared a personal and prejudicial interest as a member of the group and left the room during discussion and voting.

It was PROPOSED by Cllr Owen, SECONDED by Cllr Hixson Andrews and AGREED (8 in favour, 1 non-vote) that a **RECOMMENDATION is made to full Council that**

A Grant of £1,000 is awarded to the applicant against specified items and the funds will be paid upon production of invoices/receipts (Expenditure Authority: Local Government Act 1972 s137).

ACTION: TOWN COUNCIL

52.3 Blandford Youth Trust

It was PROPOSED by Cllr White, SECONDED by Cllr Owen and AGREED (8 in favour, 1 abstention) that a **RECOMMENDATION is made to full Council that**

A Grant is not awarded due to the request to pay for employee costs, and it is an ongoing project.

ACTION: TOWN COUNCIL

52.4 Blandford Allotment Society

It was PROPOSED by Cllr White, SECONDED by Cllr Rose and AGREED unanimously that a **RECOMMENDATION is made to full Council that**

A Grant is not awarded as it is for a small group that does not serve a large majority of residents within the town.

ACTION: TOWN COUNCIL

52.5 Blandford Environmental Trust

Cllr Hixson Andrews declared a personal and prejudicial interest as a member of the group and left the room during discussion and voting.

It was PROPOSED by Cllr White, SECONDED by Cllr Owen and AGREED (8 in favour, 1 non-vote) that a **RECOMMENDATION is made to full Council that**

A Grant of £473 is awarded to the applicant against specified items and the funds will be paid upon production of invoices/receipts (Expenditure Authority: Local Government Act 1972 s137).

ACTION: TOWN COUNCIL

