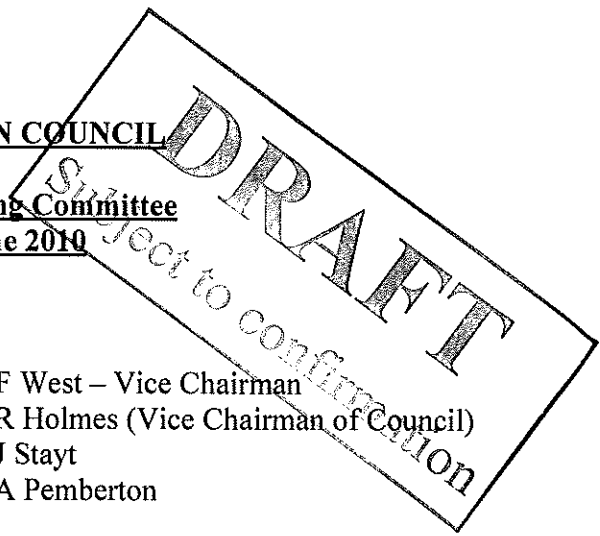


**BLANDFORD FORUM TOWN COUNCIL**

**Minutes of the Finance & Staffing Committee**  
**held on Wednesday 9 June 2010**



**PRESENT**

Cllr S Loch – Chairman  
Cllr E Butler (Chairman of Council)  
Cllr L Lindsay  
Cllr H Galpin

Cllr F West – Vice Chairman  
Cllr R Holmes (Vice Chairman of Council)  
Cllr J Stayt  
Cllr A Pemberton

**IN ATTENDANCE**

Town Clerk

Assistant Town Clerk

**1. PUBLIC SESSION**

Cllr Lindsay explained that she will be declaring a personal and prejudicial interest for the grant request from the Blandford Forum Swimming Club and supports the request due to the excellent work being carried out by the Club, which is currently struggling financially.

**2. APOLOGIES**

Cllr H White

**3. 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.

**4. ELECTION OF VICE CHAIRMAN**

It was PROPOSED by Cllr Stayt, SECONDED by Cllr Holmes and, following a secret ballot, it was AGREED unanimously that

**Cllr West is Vice Chairman of the Finance & Staffing Committee for 2010/11.**

**ACTION: TOWN CLERK**

**5. MINUTES OF THE MEETING HELD ON 24 FEBRUARY 2010**

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr Galpin and AGREED (5 in favour, 3 abstentions) that the Minutes are APPROVED and SIGNED.

**6. TOWN CLERK'S REPORT & CORRESPONDENCE**

6.1 Blandford Youth Trust – Correspondence has been received from the Blandford Youth Trust following the Committee's decision not to give the Trust a grant. The Town Clerk responded to inform the Trust that the Committee were due to review the Town Council's Grants Criteria.

6.2 Casual Summer Employee – A past employee, who left to attend university, has returned to work for the Town Council for the summer period and is working as if he had not been away.

7. **ANALYTICAL REVIEW OF EXPENDITURE AGAINST BUDGET**

7.1 Administration Budget for the year to 31 March 2010

The paper was noted (see Appendix A).

7.2 Overall Revenue Budget for the year to 31 March 2010

The paper was noted (see Appendix B).

8. **REVIEW OF END OF YEAR ACCOUNTS 2009/10**

The paper was noted (see Appendix C).

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr Holmes and AGREED unanimously that a RECOMMENDATION is made to full Council that

**The end of year accounts for the financial year 2009/10 are accepted as a true and accurate record.**

**ACTION: TOWN COUNCIL**

9. **INTERNAL AUDITOR'S REPORT**

The paper was noted and approved (see Appendix D).

10. **ANALYTICAL REVIEW OF EXPENDITURE AGAINST BUDGET FOR:**

10.1 Administration Budget for the year to 25 May 2010

The paper was noted (see Appendix E).

10.2 Overall Revenue Budget for the year to 25 May 2010

The paper was noted (see Appendix F).

11. **REVIEW OF FINANCE DOCUMENTATION**

Cllr Butler led on the next two items as Cllr Loch had been party to checking (and signing) the cheques and direct debits before becoming the Committee Chairman.

11.1 To receive and retrospectively approve the list of cheque payments 008390 – 008637 (excluding numbers 008401-008520 which are in the Business Continuity Action Plan folder stored at the bank) totalling £137,266.50

It was PROPOSED by Cllr Butler and AGREED unanimously that

**The list of cheque payments 008390 – 008637 (excluding numbers 008401-008520 which are in the Business Continuity Action Plan folder stored at the bank) totalling £137,266.50 are received and retrospectively approved.**

**ACTION: TOWN CLERK**

11.2 To receive and retrospectively approve direct debit payments for the period 1 February 2010 to 30 April 2010 totalling £59,911.67

It was PROPOSED by Cllr Butler and AGREED unanimously that

11. REVIEW OF FINANCE DOCUMENTATION (CONT)

The direct debit payments for the period 1 February 2010 to 30 April 2010 totalling £59,911.67 are received and retrospectively approved.

**ACTION: TOWN CLERK**

11.3 Retrospective approval of the Investment Account for the period to 21 May 2010

The paper was noted (see Appendix G).

It was PROPOSED by Cllr Loch, SECONDED by Cllr West and AGREED unanimously that

The investment account for the period to 21 May 2010 is retrospectively approved as per Appendix G.

**ACTION: TOWN CLERK**

11.4 Report by Chairman on Bank Reconciliation and Petty Cash checks

Cllr Butler and Cllr Loch both carried out a petty cash check and confirmed that the monthly bank reconciliation had been undertaken during the period and everything was found to be in order.

11.5 Bank Reconciliation to 31 May 2010

The paper was tabled (see Appendix H).

12. TO RECEIVE A REPORT AND RECOMMENDATIONS FROM THE WORKING GROUP APPOINTED TO REVIEW THE COUNCIL'S FINANCIAL REGULATIONS

The paper was noted (see Appendix I).

It was PROPOSED by Cllr West, SECONDED by Cllr Galpin and AGREED unanimously that

The Finance & Staffing Committee approves the changes to the Town Councils' Financial Regulations as follows:

a. Section 3.3

Remove the words 'a monthly' and replace with 'an updated'

b. Section 3.4

Remove the figure '£1,000' and replace with '£1,250'

Remove the figure '£1,500' and replace with '£1,750'

c. Section 6.7

Remove the wording 'The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years'.

d. Section 11.3

Town Clerk - remove the figure '£1,500' and replace with '£1,750'

Responsible Finance Officer - remove the figure '£250' and replace with '£500'

Assistant Town Clerk - remove the figure '£250' and replace with '£500'

Grounds and Property Manager - remove '£350' and replace with '£500'

Project Manger - add to the list with the figure of '£500'

Chairman of Council - remove '£1,500' and replace with '£1,750'

e. Section 12.1

Remove the figure '£250' and replace with '£350'

**ACTION: TOWN CLERK**

13. **UPDATE REPORT IN RELATION TO THE SUPPLY OF GAS AND ELECTRICITY**

The Finance & Staffing Committee noted the contents of the report (see Appendix J).

**ACTION: TOWN CLERK**

14. **TO CONSIDER GRANT APPLICATIONS**

The papers detailing the applications were noted (see Appendix K).

14.1 **Blandford Forum Swimming Club**

Cllr Lindsay declared a personal and prejudicial interest as a close friend of the applicant and left the room during discussion and voting.

It was PROPOSED by Cllr Butler, SECONDED by Cllr Stayt and AGREED (7 in favour, 1 non vote) that a **RECOMMENDATION** is made to full Council that

**A grant of £600 is awarded to the Blandford Forum Swimming Club to pay for teachers' courses in order to have qualified, voluntary help within the Club.**

**ACTION: TOWN COUNCIL**

14.2 **Blandford Forum Museum Trust – Railway Club**

It was PROPOSED by Cllr West, SECONDED by Cllr Lindsay and AGREED (7 in favour, 1 abstention) that a **RECOMMENDATION** is made to full Council that

**A grant of £500 is awarded to the Railway Club to assist with set up costs for the event.**

**ACTION: TOWN COUNCIL**

15. **TO FORM A WORKING GROUP TO REVIEW THE GRANTS CRITERIA AND APPLICATION PROCESS**

The paper was noted (see Appendix L).

It was PROPOSED by Cllr Loch, SECONDED by Cllr West and AGREED unanimously that

**Cllrs Butler, Lindsay, Stayt, Loch and Pemberton form a Working Group to review the Grants Criteria and Application process and report back to a future Committee meeting.**

**ACTION: TOWN CLERK**

16. **CONFIDENTIAL**

It was PROPOSED by Cllr Loch, SECONDED by Cllr West and AGREED unanimously that

**The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admission to Meetings) Act 1960.**

16. **CONFIDENTIAL (CONT)**

16.1 Town Clerk's Report

16.1.1 Employee No. 35 – The Town Clerk reported that he had received a request from Employee No. 35 in line with the Town Council's Family Friendly Policy to amend their working hours. Following careful consideration and some amendments to work allocation the Town Clerk and employee No. 35 have agreed to enter into a trial period from 1 July 2010 to 1 December 2010 during which Employee No. 35 will cease to work on a Wednesday. The trial period will enable the Town Clerk to assess the long term viability of the arrangement and to prepare a report for the Committee to consider at the meeting arranged for 6 December 2010.

The Meeting closed at 7.45 p.m.

**SIGNED:** ..... **DATED:** .....