



BLANDFORD FORUM TOWN COUNCIL

To: All Members of the Finance & Staffing Committee
(Cllrs Butler, Galpin, Holmes, Lindsay, Loch, Pemberton, Stayt, West & White)

All other Members of the Town Council
County Councillor B Cooper
Members of the Public & the Press

District Councillor J E T Tanner
District Councillor J Hickish
District Councillor N Hickish

Dear Member

FINANCE & STAFFING COMMITTEE

You are summoned to attend a meeting of the Finance & Staffing Committee to be held in the Community Room, Church Lane, Blandford Forum on **Wednesday 9 June 2010 at 7.00 pm** to consider the following items.

Trevor Savage
Town Clerk
28 May 2010

AGENDA

Prior to consideration of the following Agenda, there will be a democratic quarter of an hour, which may be extended at the discretion of the Committee, during which time members of the public may speak. During the course of the meeting, members of the public and our elected representatives from the County and District Councils may indicate they wish to speak, and, at the discretion of the Chairman, and with the approval of the Members, they may be allowed to do so on points of information only. The Committee may on occasion invite members of the public to comment on specific issues where points of information or their particular knowledge on a subject might prove of benefit to the Committee. Members of the public are advised that recordings of any kind will only be allowed with the express permission of the Council on each occasion. Should a recording be permitted the Council should be given a copy of that recording. Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights.

1. Public Session
2. Apologies
3. Declarations of Interest (Councillors are 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
5. Minutes of the Meeting held on 24 February 2010
6. Town Clerk's Report & Correspondence
7. Analytical Review of Expenditure against Budget for the following:
 - 7.1 Administration Budget for the year to 31 March 2010 (paper attached)
 - 7.2 Overall Revenue Budget for the year to 31 March 2010 (paper attached)

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Town Clerk's Office
Church Lane, Blandford Forum
Dorset DT11 7AD



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8. Review of End of Year Accounts 2009/2010 (paper attached)
9. Internal Auditor's Report (paper attached)
10. Analytical Review of Expenditure against Budget for the following:
 - 10.1 Administration Budget for the year to 25 May 2010 (paper attached)
 - 10.2 Overall Revenue Budget for the year to 25 May 2010 (paper attached)
11. Review of Finance Documentation
 - 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
 - 11.2 To receive and retrospectively approve direct debit payments for the period 1 February 2010 to 30 April 2010 totalling £59,911.67
 - 11.3 Retrospective approval of the Investment Account for the period to 21 May 2010 (paper attached)
 - 11.4 Report by Chairman on Bank Reconciliation and Petty Cash checks
 - 11.5 Bank Reconciliation to 31 May 2010 (paper to follow)
12. To receive a report and recommendations from the Working Group appointed to review the Council's Financial Regulations (paper attached)
13. Update report in relation to the supply of gas and electricity (paper attached)
14. To consider grant applications (paper attached)
15. To form a Working Group to review the Grants Criteria and Application Process (paper attached)
16. Confidential

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.

DATES OF FUTURE MEETINGS

15 March	Town Council
22 March	Planning
29 March	Recreation & Amenities

Minutes of the Town Council and Committee meetings are available from Blandford Library, the Town Clerk's Office and at www.blandfordforum-tc.gov.uk

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