



# BLANDFORD FORUM TOWN COUNCIL

To: All Members of the Finance & Staffing Committee  
(Cllrs Butler, Holmes, Loch, Galpin, Lindsay, West, Pemberton, Stayt & 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 16 March 2011 at 7.00 pm** to consider the following items.

Tim Woolford  
Town Clerk  
9 March 2011

## A G E N D A

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 Council, 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 Council 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 Council.

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. Minutes of the Meeting held on 6 December 2010
5. Town Clerk's Report & Correspondence

Twinned with Preetz, Germany



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



Twinned with Mortain, France



Tel: 01258 454500 • Fax: 01258 454432  
Email: [admin@blandfordforum-tc.gov.uk](mailto:admin@blandfordforum-tc.gov.uk)  
[www.blandfordforum-tc.gov.uk](http://www.blandfordforum-tc.gov.uk)

6. Analytical Review of Expenditure against Budget for the following:
  - 6.1 Administration Budget for the year to 1 March 2011 (paper attached).
  - 6.2 Overall Revenue Budget for the year to 1 March 2011 (paper attached).
  - 6.3 Proposal for vire to General Reserves (paper attached).
7. Review of Finance Documentation
  - 7.1 To receive and retrospectively approve the list of cheque payments 008854–008957(492-500) totalling £125,514.80.
  - 7.2 To receive and retrospectively approve direct debit payments for the period 1 November 2010 to 31 January 2011 totalling £60,124.24.
  - 7.3 To receive and retrospectively approve BACS payments BACS 1 to BACS 4 totalling £6,800.37.
  - 7.4 Retrospective approval of the Investment Account for the period to 5 March 2011 (paper attached).
  - 7.5 Report by Chairman on Bank Reconciliation and Petty Cash checks,
  - 7.6 Bank Reconciliation to 31 January 2011 (paper attached).
8. To receive the Internal Auditor's Report (paper attached).
9. To approve the Internal Auditor's appointment for the year 2011/12 and relevant expenditure (paper attached).
10. Review of Variable Direct Debits (paper attached).
11. To consider Grant Applications (papers attached).  
(Copies of all the grant application forms are available in the office for Councillors to view)
  - 11.1 Dorset Rural Music School.
  - 11.2 Blandford Cricket Club.
12. To consider a request from the Chairman of Council for the Committee to purchase and present 'cups' to Milldown Primary School, Archbishop Wake Primary School and The Blandford School (paper attached).
13. Death of the Cheque – The way forward for making payments to suppliers via BACS (paper attached).
14. Insurance Risk Assessment and approval of insurance premiums for 2011/12 (paper to follow).
15. To consider proposed amendments to the SLA with the Museum (paper attached, proposed changes in italics).
16. Confidential

Twinned with Preetz, Germany



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



QUALITY  
TOWN  
COUNCIL

Twinned with Mortain, France



Tel: 01258 454500 • Fax: 01258 454432  
Email: [admin@blandfordforum-tc.gov.uk](mailto:admin@blandfordforum-tc.gov.uk)  
[www.blandfordforum-tc.gov.uk](http://www.blandfordforum-tc.gov.uk)

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.

- 16.1 Town Clerk's Report & Correspondence.
- 16.2 To confirm the working hours for Employee No. 35 following the trial period.
- 16.3 To receive a report on proposed changes to the Responsible Finance Officer's Job Description (paper attached).

### **DATES OF FUTURE MEETINGS**

21 Mar Planning  
28 Mar Town & General Purposes

**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](http://www.blandfordforum-tc.gov.uk)**

Twinned with Preetz, Germany



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



Twinned with Mortain, France



Tel: 01258 454500 • Fax: 01258 454432  
Email: [admin@blandfordforum-tc.gov.uk](mailto:admin@blandfordforum-tc.gov.uk)  
[www.blandfordforum-tc.gov.uk](http://www.blandfordforum-tc.gov.uk)