



# BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors  
Members of the Public & Press

District & County Councillor B Cooper  
District Councillor J Hickish  
District Councillor J E T Tanner

Dear Member

## TOWN COUNCIL PLANNING MEETING

You are summoned to attend a meeting of the Town Council Planning Committee which will be held in the Community Room, Church Lane, Blandford Forum on **Monday 13<sup>th</sup> June 2011 at 7.00 pm** to consider the following items.

Linda Scott-Giles  
Assistant Town Clerk  
6<sup>th</sup> June 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 16<sup>th</sup> May 2011
5. Appendix A – New Planning Applications (refer to draft Appendix A attached)

Twinned with Preetz, Germany



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Church Lane, Blandford Forum  
Dorset DT11 7AD



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6. Appendix B – NDDC Decisions on Planning Applications and Applications Awaiting Decisions (paper to follow)
7. Site Visits/NDDC Development Control Meetings
8. Town Clerk's Report & Correspondence
9. To approve Section 1 Statement of Accounts of the Annual Return for the year ending 31 March 2011 (paper attached)
10. To approve Section 2 Annual Governance Statement of the Annual Return for the year ending 31 March 2011 (paper attached)
11. To review the Planning Remit (referred to Planning from the Statutory Annual Meeting of the Town Council on 9 May 2011) (paper attached)

### **DATES OF FUTURE MEETINGS**

20 June                      Town & General Purposes Committee Meeting  
27 June                      Civic Service

**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).**

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# Section 1 – Accounting statements for

## BLANDFORD FORUM TOWN COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2010 £	31 March 2011 £	
1 Balances brought forward	1,252,227	1,556,982	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	519,301	544,942	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	319,556	172,811	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	320,469	319,179	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	—	—	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	213,633	387,732	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	<del>1,688,348</del> 1,556,982	1,567,824	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	1,688,348	2,507,845	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	RESTATE 3,568,388	3,588,996	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	YES	YES	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that for the year ended 31 March 2011 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by the council on:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

## Section 2 – Annual governance statement

### BLANDFORD FORUM TOWN COUNCIL

We acknowledge as the members of our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2011, that:

	Agreed – Yes or No*	Yes means that the council:
1 We have approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES	prepared its accounting statements in the way prescribed by law.
2 We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	considered the financial and other risks it faces and has dealt with them properly.
6 We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	YES	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We have taken appropriate action on all matters raised in reports from internal and external audit.	YES	responded to matters brought to its attention by internal and external audit.
8 We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	YES	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	YES	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the body and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

**\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified.**

**PLANNING APPENDIX A – NEW PLANNING APPLICATIONS**

**Planning Meeting on Monday 13 June 2011**

	<b>Application &amp; Date</b>	<b>Listed Building/ Conservation Consent</b>	<b>Application Details</b>	<b>Recommendations</b>
1	2/2011/0518 – 18 May 11 Mr Cormick		<b>11 Shaw Close</b> Erect front porch (demolish existing).	
2	2/2011/0524 – 18 May 11 Mr Barnett	Yes	<b>73 East Street</b> Erect 1 noticeboard to external side wall.	
3	2/2011/0545 – 18 May 11 Mr Scott		<b>8 Shottesford Avenue</b> Erect single storey side extension	
4	2/2011/0566 – 02 June 11 Mr Hawkins	Yes	<b>13 Damory Street</b> Replace 2 windows and 1 door and carry out external alterations in association with this.	
5	2/2011/0570 – 2 June 11 Mr & Mrs Handford		<b>161 Salisbury Road</b> Erect two storey extension and install 2 dormer windows (amended scheme to Planning Permission 2/2011/0278	

**Applications previously considered by Blandford Forum Town Council**

2/2011/0278 Mr Mrs Hanford	<b>Cotswold House, 161 Salisbury Road</b> Erect two storey extension	<b>No Objection</b>	<b>Approved</b>
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