



# BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors  
Members of the Public & Press

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

Dear Member

## RECREATION & AMENITIES COMMITTEE MEETING

You are summoned to attend a meeting of the Recreation & Amenities Committee to be held in the Community Room, Church Lane, Blandford Forum on **Monday 23<sup>rd</sup> May 2011 at 7.00 pm** to consider the following items.

Linda Scott-Giles  
Assistant Town Clerk  
16 May 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. Election of Vice Chairman
5. Minutes of the Meeting held on 28 February 2011
6. Town Clerk's Report & Correspondence

Twinned with Preetz, Germany



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



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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)

7. Review of Recreation & Amenities Budgets to 23 May 2011 (papers attached)
  - 7.1 Analytical Review of Revenue Budget
  - 7.2 Review of Earmarked Reserves
  - 7.3 Reserve Accounts
8. To review the Indoor Market Hire Charges (as agreed November 2010)
9. To consider retrospective expenditure approval for various works carried out since the last committee meeting (paper attached)
10. Reports by Grounds & Properties Manager February 2011 – May 2011 (papers attached)

**THERE WILL BE A BARNES FOR A RECREATION GROUND MEETING IMMEDIATELY AFTER THIS MEETING.**

**DATES OF FUTURE MEETINGS**

27 May	Mayor Making Ceremony
6 June	Town Council
8 June	Finance & Staffing (Wed)

**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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**REPORT BY GROUNDS AND PROPERTIES MANAGER**

**February 2011 – May 2011**

- 22 Feb Town map notice board repaired at Langton car park.
- 23 Feb New van sign written.
- 28 Feb Memorial testing completed.
- 4 Mar Benches painted throughout the town.
- 8 Mar Planter inserts taken to Golden Acres.
- 10 Mar Town hall clock serviced.
- 18 Mar New council truck delivered.
- 22 Mar Roof repaired on Corn Exchange.
- 23 Mar Drain survey carried out at the Corn Exchange toilets.
- 25 Mar Roof repaired on the Town Clerks Office.
- 1 April Disabled toilet lock repaired at the Marsh and Ham.
- 18 April New staff member started at Park Road Rec.
- 20 April Diseased tree cut down at Park Road Rec.
- 21 April Tabernacle toilets opened.
- 30 April New gates installed at cemetery car park.
- 4 May War memorial cleaned at the cemetery.
- 5 May New disabled handle fitted at Marsh and Ham toilets.
- 9 May Alarm inspection carried out in Corn Exchange.
- 13 May Ball stop fencing installed between Park Road Rec. and the Bowling club.

Skate Park – 9 Black bags of rubbish per week.

Skate Park – 5 hours approximately per week to clean up.

**VANDALISM**

**February 2011- May 2011.**

<b><u>Date</u></b>	<b><u>Location</u></b>	<b><u>Remarks</u></b>
19 Feb	Woodhouse Gardens	Large amount of vodka bottles cleared.
25 Feb	St Peter and St Pauls churchyard	Evidence of rough sleeping.
25 Feb	St Peter and St Pauls churchyard	Large amount of bottles and air gun pellets found.
26 Feb	Damory St. Wimborne Rd. Junction	Planter overturned.
1 Mar	Corn Exchange	Lead stolen from roof.
4 Mar	Larksmead	Big increase in dog waste.
28 Mar	Skate Park	Fire under ramp.
7 Mar	Skate Park	Broken glass.
10 Mar	Park Road Rec.	Broken glass.
12 Mar	Woodhouse Gardens	Trees damaged.
13 Mar	Woodhouse Gardens	Grass damaged.
16 Mar	Town Clerks Office.	Sex aid removed from roof.
19 Mar	Skate Park	Trolley left on ramps.
4 April	Skate Park	Wooden pallets dumped on ramps.
4 April	Marsh and Ham Toilets	Toilet door lock damaged.
11 April	Marsh and Ham Toilets	Toilet door lock damaged.
11 April	Marsh and Ham Toilets	Syringe with needle found in hand wash unit.
12 April	Marsh and Ham Toilets	Toilet door lock damaged.
12 April	Marsh and Ham Toilets	Drugs paraphernalia.
15 April	Marsh and Ham Toilets	Drugs paraphernalia.
15 April	Cemetery	Human excrement found.
18 April	Marsh and Ham Toilets	Drugs paraphernalia.

**Recreation & Amenities Committee Meeting dated 23 May 2011**  
**Agenda Item No.10**

20 April	Marsh and Ham Toilets	Disabled toilet damaged.
2 May	Marsh and Ham Toilets	Toilet door lock damaged.
4 May	Marsh and Ham Toilets	Baby change units damaged.
10 May	Marsh and Ham Toilets	Disabled door lock damaged.
16 May	Marsh and Ham Toilets	Toilet door lock damaged.

**BLANDFORD FORUM TOWN COUNCIL  
ANNUAL REVENUE BUDGET REPORT as at 31st March 2011**

	2010/11			
	Annual Budget	Budget to Date	Actual to Date	Budget Variance
<b>INCOME</b>				
Corn Exchange	28,840	28,840	25,911	(2,929)
Woodhouse Gardens	4,060	4,060	4,783	723
Larksmead	3,982	3,982	4,925	943
Recreation Ground (as Corporate Trustee)	0	0	0	0
Cemetery	10,303	10,303	12,766	2,463
Sundries	5,855	5,855	5,857	2
Skatepark	0	0	0	0
Tabernacle	254	254	0	(254)
<b>Total Income</b>	<b>53,294</b>	<b>53,294</b>	<b>54,242</b>	<b>948</b>
				Reduced income Shamble & Indoor Market
				Not opened till May2011
<b>EXPENDITURE</b>				
Vehicles	6,925	6,925	7,840	915
Corn Exchange	25,329	25,329	22,119	(3,210)
Woodhouse Gardens	1,716	1,716	1,635	(81)
Larksmead	4,685	4,685	4,544	(141)
Recreation Ground (as Corporate Trustee)	23,764	23,764	23,764	0
Cemetery	1,208	1,208	1,617	409
Langton	289	289	253	(36)
Skatepark	655	655	631	(24)
Sundries	5,014	5,014	4,697	(317)
Tabernacle	2,793	2,793	151	(2,642)
<b>Total Expenditure</b>	<b>72,378</b>	<b>72,378</b>	<b>67,251</b>	<b>(5,127)</b>
				Mainly cost re motor vehicle before swap
<b>TOTAL</b>	<b>19,084</b>	<b>19,084</b>	<b>13,009</b>	<b>(6,075)</b>

Note  
Overbudget figure positive variance  
Underbudget negative variance ( )

**BLANDFORD FORUM TOWN COUNCIL  
 ANNUAL REVENUE BUDGET REPORT as at 31st March 2011  
 SUMMARY**

	<b>Annual Budget</b>	<b>Budget to Date</b>	<b>Actual to Date</b>	<b>Budget Variance</b>
<b>REVENUE</b>				
VEHICLE RUNNING COSTS	6,925	6,925	7,840	915
CEMETERY	(9,095)	(9,095)	(11,149)	(2,054)
LARKSMEAD	703	703	(381)	(1,084)
CORN EXCHANGE	(3,511)	(3,511)	(3,792)	(281)
RECREATION GROUND	23,764	23,764	23,764	0
WOODHOUSE GARDENS	(2,344)	(2,344)	(3,148)	(804)
SUNDRIES	(841)	(841)	(1,160)	(319)
LANGTON ROAD	289	289	253	(36)
SKATEPARK	655	655	631	(24)
TABERNACLE	2,539	2,539	151	(2,388)
<b>REVENUE TOTAL</b>	<b>19,084</b>	<b>19,084</b>	<b>13,009</b>	<b>(6,075)</b>
<b>Total</b>	<b>19,084</b>	<b>19,084</b>	<b>13,009</b>	<b>(6,075)</b>

Note

Overbudget figure positive variance  
 Underbudget negative variance ( )



**Blandford Forum Town Council**

**Reserves Accounts as at 31st March 2011**

Nominal Code		Responsible Committee	Balances	Proposed Budget 2011/12
<b><u>Standard Asset Replacement Accruals</u></b>				
			£	
1300	IT	F & S	18,215.46	12354
1305	Skate park	R & A	86,139.89	28056
1310	General Play Equipment	R & A	40,909.10	7038
1315	Maintenance Equipment Replacement	R & A	6,444.92	747
1320	Vehicle Replacement	R & A	1,115.00	1290
1325	Tractor Replacement	R & A	19,164.80	2448
1330	Mower Replacement	R & A	19,249.20	2905
1335	Civic Regalia	F & S	1,600.00	400
1340	CCTV- Replacement Fund	T & GP	23,656.57	5915
			<u>216,494.94</u>	<u>61153</u>
<b><u>Other</u></b>				
1001	Earmarked Interest	F & S	30,352.54	
1010	Capital Interest	F & S	77,211.10	
1012	The Diamond Jubilee Celebrations	T/C	5,000.00	
1015	Support for Essential Services ( Earmarked)	T/C	56,503.00	
			<u>169,066.64</u>	
<b><u>Capital Projects</u></b>				
1104	Corn Exchange S106 Funds	T/C	118,200.26	
1105	Corn Exchange	T/C	500,000.00	15000
1110	Corn Exchange Promotions Group	T/C	7,098.04	
1115	Corn Exchange Project Development	T/C	962.58	
1120	Corn Exchange & Venues Refurbishment Project	T/C	100,000.00	
1125	Garden of Remembrance	R & A	40,000.00	
1130	Cemetery Records , Maps & Procedures	R & A	2,000.00	
1135	Railway Arches	T & GP	34,071.00	
1150	Old Bath House	T & GP	15,530.00	5000
1160	Land North of Bypass ( Sports Pitches)	T/C	100,000.00	
1165	Venues Refurbishments ( WHG/L'mead	T/C	10,000.00	
1170	Support for Essential Services ( Tough Choices) (Capital Projects Only)	T/C	17,977.68	
1175	CCTV - New Equipment	T & GP	20,155.00	5000
1500	General Reserves	T/C	89,694.00	
			<u>1,055,688.56</u>	<u>25,000</u>

**To consider retrospective expenditure approval for various works to be carried out to  
Town Council venues**

**1. Introduction**

This report covers six different requests for retrospective expenditure approval from the Recreation & Amenities Committee. This is not normal practice for this Town Council, however the reasons for the expenditure are given below.

**2. Detail of the Report**

The Chairman of Recreation & Amenities Committee in March/April 2011 gave approval for the Assistant Town Clerk to carry out the expenditure and the items that require retrospective expenditure approval are as follows:

**2.1 Langton Play Area Fencing**

The quotation of £5,875 was approved for the replacement fencing in February however I had misread the quotation and only included one pedestrian gate and the play area requires two, hence an additional £475 is needed.

**Recommendation:** It is recommended that the Committee approves retrospective expenditure for the additional sum of £475 + VAT for an extra gate using funds from the Recreation & Amenities Contingency budget (Expenditure Authority: Local Government Act 1972, s111).

**2.2 Woodhouse Gardens Replacement Chairs and Tables**

At the meeting in February the Committee approved a number of improvements to Woodhouse Gardens Pavilion and shortly afterwards the Bookings Receptionist suggested that chairs and tables were included in the refurbishment because they are in poor condition. Matching, stackable tables and chairs were therefore sourced at £2,471.40, taking us £551.27 over budget. It was therefore agreed with the Chairman of the Committee to pay for the improvements to the wall lighting at £590 from the PPM budget, so that the tables and chairs can be purchased from the Venues Refurbishment budget. It was felt that the furniture should be purchased immediately so that the refurbishment could happen at the same time and the Town Council was also able to take advantage of a discount on the two items.

**Recommendation:** It is recommended that the Committee makes a RECOMMENDATION to Town Council that £2,471.40 + VAT (£799.84 for 16 x tables and £1,671.56 for 44 x chairs) is taken from the Venues Refurbishment budget (1165) within the Capital Projects fund (Expenditure Authority: Local Government Act 1972, s111).

**2.3 Larksmead Pavilion – Replacement Windows and Doors**

The quotation for PVCu double glazed windows and doors at £7,950 was approved by the Committee in February. However, during the initial survey two of the doors were quoted the price of windows, which was only picked up when the surveyor attended the site. As a result, this amount has now increased by £587.60.

**Recommendation:** It is recommended that the Committee approves retrospective expenditure for the additional sum of £587.60 + VAT for the two doors using funds from the Recreation & Amenities Contingency budget (Expenditure Authority: Local Government Act 1972, s111).

## 2.4 Felling of a Horse Chestnut Tree at Park Road Recreation Ground

The contractor carrying out the tree risk assessment on the Town Council trees notified the office during his inspection that a large horse chestnut required immediate felling due to disease and that the works needed to be carried out within 4-6 weeks, before it would come into leaf. NDDC's Tree Officer visited the site the following day declared the tree diseased, agreeing that it must be felled immediately and was served with a 198(6) Notice. The Town Council's usual contractor provided a quote to fell the tree and plant a London Plane in its place (as required by NDDC) at £1,430 + VAT.

**Recommendation:** It is recommended that the Committee approves retrospective expenditure for the additional sum of £1,430 + VAT for the emergency felling of a horse chestnut tree at Park Road Recreation Ground using funds from the Earmarked Reserves Tree Survey budget (Expenditure Authority: Local Government Act 1972, s111).

## 2.5 Cemetery Gates

Several of the grounds staff had received complaints from members of the public about the condition of the wooden gates at the top of the cemetery where the car park is as they were rotten and badly splintered. A quotation was therefore obtained for their replacement (like for like) and the cost was £330.00 + VAT, which was considered to be very reasonable considering the work involved.

**Recommendation:** It is recommended that the Committee approves retrospective expenditure for the additional sum of £330.00 + VAT for the gates using funds from the Recreation & Amenities Contingency budget (Expenditure Authority: Local Government Act 1972, s111).

## 2.6 Skate Park Gates

The chain link fencing was replaced at the beginning of the year however the gate posts and gates were not. The gates have both since been vandalised (one beyond repair, which has been removed) and a quotation has been obtained.

**Recommendation:** It is recommended that the Committee approves retrospective expenditure for the sum of £230.00 + VAT for the posts and gates using funds from the Recreation & Amenities Contingency budget (Expenditure Authority: Local Government Act 1972, s111).

## 3. Financial Implications

The expenditure and recommended budgets have been detailed above.

The Recreation & Amenities Contingency budget had funds of £2,900 from 1 April 2011.

## 4. Recommendation

It is recommended that the Recreation & Amenities Committee approves retrospective expenditure for all of the works detailed above using funds from the respective budgets as referred to under each item.

Linda Scott-Giles  
Assistant Town Clerk  
6 April 2011