

**BLANDFORD FORUM TOWN COUNCIL**

**Minutes of the Recreation & Amenities Committee**  
**held on Monday 28 November 2011**

**PRESENT**

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

Cllr M Owen – Vice Chairman  
Cllr H Mileyville  
Cllr R Carter  
Cllr S Hixson-Andrews

**DRAFT**  
Subject to confirmation

**IN ATTENDANCE**

Town Clerk

Committee Clerk

**SITTING IN**

Cllr P Clark

**36. PUBLIC SESSION**

There were no members of the public in attendance.

**37. APOLOGIES**

None.

**38. 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.

**39. MINUTES OF THE MEETING HELD ON 17 OCTOBER 2011**

It was PROPOSED by Cllr Owen, SECONDED Cllr Loch by and AGREED (7 in favour, 2 abstentions) that the Minutes be APPROVED and SIGNED.

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

40.1 Blandford Youth Football Club - A cheque for £304.41 has now been received which settles the club's account with the Town Council.

40.2 Allotment Officer Internet Forum – BFTC have joined this group. It is a free service that will assist with any problems in the future and also help with legal advice.

40.3 Election Banner – This will continue to be put up on the Corn Exchange. Other locations will be offered to other organisations but due to the danger to staff, the banners will not be put on the Corn Exchange for the regular user meetings. If staffing allows it would be preferred for the PACT banner to go up on the windows. Otherwise the banner could be put up on the railings. Cllr Owen offered to assist if necessary. Concerns were expressed over the Health & Safety aspect of staff leaning out of the windows to put the banners out.

**ACTION: TOWN CLERK**

41. **REVIEW OF RECREATION & AMENITIES BUDGETS TO 28 NOVEMBER 2011**

41.1 **Analytical Review of Revenue Budget**

The paper was noted (see Appendix A).

41.2 **Review of Earmarked Reserves**

The paper was noted (see Appendix B).

41.3 **Reserve Accounts**

The paper was noted (see Appendix C).

The Chairman thanked the RFO for his reports.

42. **TO CONSIDER QUOTATIONS TO CARRY OUT ESSENTIAL TREE WORKS IDENTIFIED IN THE TREE SURVEY (PAPER DISTRIBUTED WITH THE OCTOBER AGENDA)**

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr Owen and AGREED unanimously that

**The R & A Committee agrees to appoint Company B to carry out the work on the Town Council trees totalling £3,670.00, using funds of £1,460.00 from the Tree Survey budget within Earmarked Reserves and £2,210.00 from the R & A Contingency Budget (Expenditure Authority: Local Government Act 1972, s111) once the appropriate permissions have been sought from the Diocese for the churchyard trees and from NDDC for the other locations.**

**ACTION: TOWN CLERK**

43. **TO CONSIDER THE INCLUSION OF THE LARKSMEAD PAVILION INTO THE QEII FIELDS IN TRUST**

It was PROPOSED by Cllr White, SECONDED by Cllr Hixson Andrews and AGREED unanimously that

**The Town Council does not enter into any negotiation for the inclusion of Larksmead into the QEII Fields in Trust.**

**ACTION: TOWN CLERK**

44. **TO CONSIDER A REQUEST FOR ACQUISITION OF LAND AT ASHMORE CLOSE**

The Chairman deferred to the Vice Chairman as he had visited the site. The Town Clerk had sought advice from the District Council who were previously responsible for this land and reported the response to members.

It was PROPOSED by Cllr Owen SECONDED by Cllr Carter but NOT AGREED (3 in favour, 5 against, 1 abstention) that

44. **TO CONSIDER A REQUEST FOR ACQUISITION OF LAND AT ASHMORE CLOSE (CONT)**

A letter is sent to the homeowner, highlighting the costs of removing the shrubs and replacing the fence together with all the legal costs. This is on the understanding that, should the homeowner accept the costs, the Town Council will go ahead with the work and the land will be leased at a peppercorn rent.

It was subsequently PROPOSED by Cllr Hixson Andrews, SECONDED by Cllr Mieville and AGREED (7 in favour, 1 against, 1 abstention) that

A letter is sent to the homeowner advising that, unfortunately, such a course of action would be detrimental to the open space facility and would create a precedent.

**ACTION: TOWN CLERK**

45. **TO CONSIDER A REQUEST TO SUB-LET THE CORN EXCHANGE FROM THE LIONS CLUB OF BLANDFORD FORUM FOR THEIR CHRISTMAS CRAFT FAIR**

The paper was noted (see Appendix D).

It was PROPOSED by Cllr Hixson Andrews, SECONDED by Cllr White and AGREED unanimously that

The Committee agrees to the subletting of the Corn Exchange to the Lions Club of Blandford Forum for their Christmas Fair.

**ACTION: TOWN CLERK**

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

Delegated authority is given to the Town Clerk, Chairman and Vice Chairman of R & A together to make the decision to sublet to regular users in order to avoid having to report to Committee each time for the same annual events.

46. **TO CONSIDER EXPENDITURE APPROVAL FOR WORKS TO THE CORN EXCHANGE KITCHEN AND COVING**

The paper was noted (see Appendix E)

It was PROPOSED by Cllr Owen and SECONDED by Cllr Carter and AGREED unanimously that

The Committee approves the quotation and authorises expenditure of £1,250 (+ £500 contingency) to repair the damaged cornice in the Corn Exchange using funds from the PPM budget (Expenditure Authority: Local Government Act 1972 s111).

**ACTION: TOWN CLERK**

Members agreed that the report for the repairs to the kitchen is going to need considerably more time to review before a decision can be made due to the detail involved.

Cllr Owen proposed that he, the Chairman of R & A and one other councillor form a working party to review the report and bring their recommendation to full council on 12<sup>th</sup> December 2011.

46. **TO CONSIDER EXPENDITURE APPROVAL FOR WORKS TO THE CORN EXCHANGE KITCHEN AND COVING (CONT)**

An amendment was PROPOSED by Cllr White, SECONDED by Cllr Loch and AGREED (8 in favour, 1 against) that

**The working party should consist of four members – the Chair and Vice Chair of R & A, Cllr Butler and Cllr Mieville.**

It was PROPOSED by Cllr Owen, SECONDED by Cllr Hixson Andrews and AGREED unanimously that

**A working party consisting of four members reviews the report relating to the Corn Exchange kitchen repairs and reports back to the full Council on the with their recommendation.**

47. **TO CONSIDER EXPENDITURE APPROVAL FOR A HUSTLER RIDE-ON MOWER**

The paper was noted (see Appendix F).

It was PROPOSED by Cllr Owen, SECONDED by Cllr Carter and AGREED unanimously that

**The Committee approves expenditure of £2,715.00 + VAT to purchase a new Hustler machine and associated mulching kit using funds from the Support for Essential Services (1015) (Expenditure Authority: Open Spaces Act 1906 ss 9 & 10).**

**ACTION: TOWN CLERK**

48. **REPORTS BY GROUNDS & PROPERTIES MANAGER OCTOBER 2011 – NOVEMBER 2011**

The paper was noted (see Appendix G).

The Town Clerk reported that the new groundsman had started and has settled in well with the existing team. Thanks are extended to the Grounds and Properties Manager and his team for their continued hard work.

Cllr Lindsay requested the Town Clerk ensure the condition of the M & H toilets is put on to the T & GP agenda.

**ACTION: TOWN CLERK**

49. **CONSIDERATION OF THE PROPOSED BUDGET FOR THE YEAR 2012/2013 AND RECOMMENDATION TO TOWN COUNCIL**

49.1 **Revenue Budget**

The paper was noted (see Appendix H).

Corn Exchange – Cllr Loch drew members' attention to the income which is still forecast at £26,000 but income at present is only £14,000 for the year to date. The Town Clerk will check to see if this is based on agreed bookings for the year remaining.

**ACTION: RFO**

Larksmead - Cllr White asked if the income had been reduced to take into account BYFC leaving.

49. **CONSIDERATION OF THE PROPOSED BUDGET FOR THE YEAR 2012/2013 AND RECOMMENDATION TO TOWN COUNCIL (CONT)**

It was PROPOSED by Cllr Loch, SECONDED by Cllr Owen and AGREED unanimously that, subject to the two queries being resolved, a RECOMMENDATION is made to the Finance & Staffing Committee that

The proposed revenue budget for 2012-13 is approved.

49.2 **Earmarked Reserves**

The paper was noted (see Appendix I)

It was PROPOSED by Cllr Loch, SECONDED by Cllr Mieville and AGREED (8 in favour, 1 against) that a RECOMMENDATION is made to the Finance & Staffing Committee that

The Earmarked Reserves budget for 2012-13 is approved at £18,850.00 as detailed below:

- Allotment	£0
- PPM	£5,500
- Cemetery Chapel	£500
- Cemetery Workshop	£500
- DDA	£0
- Larksmead replacement	£4,000

It was PROPOSED by Cllr Butler, SECONDED by Cllr Loch and AGREED unanimously to rename the budget line for Larksmead Replacement (Doors and Windows) Larksmead Play Equipment.

- Play area fencing	£1,000
- Seat replacement	£0
- Tree Survey	£5,500
- HS Memorials	£350
- Woodhouse Gardens Walls	£500
- Woodhouse Gardens Planting	£0
- Contingency	£1,000

49.3 **Reserves Account**

The paper was noted (see Appendix J).

49.3 **Reserves Account (cont)**

It was PROPOSED by Cllr Lindsay, SECONDED by Cllr Owen and AGREED unanimously that a RECOMMENDATION is made to the Finance & Staffing Committee that

The Cemetery Records, Maps & Procedures line is transferred to the Garden of Remembrance budget line and, with this amendment, the proposed Revenue Budget for 2012/13 is approved.

The meeting closed at 8.32 pm.

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