



BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors
County Councillor B Cooper
Members of the Public & Press

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

Dear Member

TOWN COUNCIL MEETING

You are summoned to attend a meeting of the Town Council which will be held in the Community Room, Church Lane, Blandford Forum on **Monday 4 October 2010 at 7.00 pm** to consider the following items.

Linda Scott-Giles
Acting Town Clerk
27 September 2010

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
 - 1.1 Bryanston Park Preservation Group
 - 1.2 SSE Contracting – Street Lighting in Blandford Forum
2. Report from County Councillor
3. Reports from District Councillors
4. Apologies

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
www.blandfordforum-tc.gov.uk

5. 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)
6. Minutes of the Town Council Meeting held on 13 September 2010
7. Town Clerk's Report & Correspondence
8. Civic Report (paper to follow)
9. Recommendations and Receipt of Minutes
 - 9.1 Recreation & Amenities Committee Meeting held on Monday 27 September 2010
To Receive the Minutes (to follow)
 - 9.2 Town & General Purposes Committee Meeting held on Monday 27 September 2010
To Receive the Minutes (to follow)
10. To respond to the presentation by the Bryanston Park Preservation Group
11. To approve the nomination of Cllr White as Town Council representative to NALC and consider expenditure approval for his attendance at the NALC Annual Conference 2010 in December
12. To consider retrospective expenditure approval for the purchase of a plaque for the Blandford Scouts' centenary year
13. To nominate a Town Council Representative (Deputy) for Blandford Forum Museum
14. To approve the procedure for the Remembrance Sunday Parade on Sunday 14 November 2010 (paper attached)
15. To consider a formal response to DCC's notice of intention to dispose of the playing fields at the former Milldown CE VC Primary School
16. Reports from Community and Local Organisations (Councillors are requested to advise the Chairman of Council or the Town Clerk if they wish to make a report under this heading)
17. 2/2010/0911 – 9 September – Best One Express – 63 East Street – Remove fixtures, fittings, plaster, studwork and tiling to sides of wall. Lathe and plaster ceiling to expose joist bearings and brickwork masonry. Install 2 concrete pad-stones, 2 steel beams. Construct brickwork piers to widen wall and carry out internal alterations in association with this. (Retrospective)
18. 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.

18.1 Town Clerk's Report

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

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
www.blandfordforum-tc.gov.uk

To approve the revised Remembrance Day procedure for Sunday 14 November 2010 and expenditure authority for the use of St Peter & St Paul's Parish Church

1.0 Introduction

- 1.1 Remembrance Sunday is a civic event organised by the Royal British Legion (RBL) for the Town.
- 1.2 As issues are raised after each year's parade, and minor changes are often introduced, it was felt that a meeting between the RBL and the Town Council would be worthwhile in order to discuss any improvements to ensure the smooth running of the event.
- 1.3 A meeting was held on Tuesday 7 September 2010 with Cllr Butler, as Chairman of Council, Cllr Brannigan, President of the Blandford and District the RBL and the Acting Town Clerk.
- 1.4 The procedure that has been followed in recent years that most Members will be used to was discussed as were suggestions of how the parade could be improved from both parties.

2.0 Details of the Report

- 2.1 The suggested procedure is summarised as follows:

The Parade

Councillors robe up in the Community Room between 2.00pm and 2.15pm.

The Mace Bearer will lead the Councillors in order of seniority i.e. Mace Bearer, Mayor, Deputy Mayor, Town Clerk, Chaplain and Councillors in order of seniority.

Councillors form up in Church Lane car park in order as above, and join the parade behind the Band and the Standards. Any Freemen wishing to take part in the parade will be in front of the Town Council.

The parade is led down Church Lane into the Market Place. Councillors remain in the parade and follow it round the Market Place until they reach the Spar shop where Councillors will line up with the Mayor nearest to the church and the most junior serving Councillor furthest from the church. The exact position of the line of councillors will be determined by the Parade Marshall in charge of the parade so as to ensure sufficient space for the standards to be dropped whilst ensuring that councillors are at least 2 metres from the pavement where the public are stood (outside the Spar shop).

The Councillors' partners and other dignitaries, including any Freemen not in the parade, will be waiting in the Shambles during this time. Prior to the arrival of the parade the Mayor's Consort will lead them out into the Market Place where an area will be identified to hold the partners and dignitaries. This will enable them easier entry to the church, where seats will be reserved inside for them.

Following the wreath laying ceremony Councillors will be instructed by the Parade Marshall when to proceed to the church. This will be after the Lord Lieutenant and Freemen of Blandford.

A hymn will be sung in open air in the Market Place in order to involve the spectators (TBC dependent upon which band).

Towards the end of the hymn the Mayor's Consort will then direct the Freemen (if not in the parade), Councillors' partners and dignitaries into the church. The Freemen will proceed first into the church (if in the parade) followed by the Mayor who will lead the civic party to the church in single file order. The Mayor led by the Mace Bearer will enter the church with the Town Clerk and Councillors following in order of seniority. The Mace Bearer will not make any announcement when entering the church.

The Lord Lieutenant and the Freemen will be seated at the front, with the Town Council and VIPs.

It will be a standard service.

After The Church Service

After the service, the church is emptied from the front first.

Standard Bearers leave the Church first and line the Church path, followed by the Clergy, the Mayor and Councillors.

Councillors, led by the Mayor, will return to the Market Place (without going to the Shambles) and will stand to the right hand side of the dais.

The Mayor will stand on the dais with the Senior Officer taking the salute and watching the march past.

Councillors and their partners remain where they are to watch the parade. There will be an area to the right of the dais reserved for council members and their partners.

After the March Past

Councillors are invited to Legion House for tea still robed.

Disrobing will take place in the Community Room after the refreshments.

3.0 Conclusion

It was felt that the revised procedure would ensure a smoother running of the parade and would also enhance the impact for the spectators in the Market Place. Members are encouraged to ask questions about the proposed revised procedure to ensure that everyone fully understands what is being suggested.

Members are also requested to consider giving expenditure authority of £100 for the annual event from Civic budget to eliminate the requirement to seek authority every year.

4.0 Recommendation

That the Town Council:

1. Agrees the revised procedure, as detailed above, for this year's Remembrance Sunday Parade on Sunday 14 November 2010.
2. Approves expenditure authority of £100 from the Civic budget for the hire of the church and refreshments for the children.
3. Authorises the annual expenditure of £100 for the Remembrance Day Parade to be taken from the Civic budget.

Linda Scott-Giles, Acting Town Clerk
17/09/10