

Dorchester Town Council

Policy Committee

17 January 2022

Present: Councillors B. Armstrong-Marshall, R. Biggs, A. Chisholm, J. Hewitt, F. Hogwood, S. Hosford (Chair) and G. Jones.

Apologies: Councillor T. Harries

Attending: Councillors S. Biles, S. Jones, D. Leaper, R. Potter and M. Rennie.

17. Minutes and Declarations of Interest

The Minutes of the Committee of 15 November 2021, adopted by Council on 22 September 2021, were taken as read and will be signed at the next opportunity.

The Minutes of the Special Meeting of the Committee of 13 December were confirmed and will be signed at the next opportunity.

18. Financial Update at 31 December 2021

The Committee received the Financial Controller's report on the month 9 financial position, noting actual spending £29,000 below the budget profile.

The Committee considered a recommendation to support the general work of Citizens Advice Central Dorset. A Member sought clarification regarding the contributions of other Town Councils.

Recommended to Council

a) That the Payments list, totalling £407,560.62, is approved

b) That with regard to Citizens Advice Central Dorset

i) An £8,000 grant, CPI linked, is awarded each year for 3 years from 1 April 2022

ii) That Citizens Advice Central Dorset are encouraged to develop their outreach service on Poundbury

19. Medium Term Financial Strategy and Revenue Budget 2022/23

The Committee considered a report of the Financial Controller covering the draft budget for the Policy Committee, the overall Revenue Budget, the Medium Term Financial Strategy and levels of Reserves. The report also identified the latest position regarding the impact of the Municipal Buildings project on the need to borrow.

A Member highlighted the additional income arising from the growth of the tax base and questioned whether expenditure on services was growing at the same pace. The Committee debated this and other issues in considering the merits of the inflation versus a zero rise options relating to the Council Tax to be set for 2022/23.

Recommended to Council

That the Medium Term Financial Strategy and Revenue Budget 2022/23 are adopted as laid out in the Appendices 1-4, to include: -

- A Council Tax Band D charge of £202.17, an increase of £3.96 (2%)
- A precept of £1,581,669, an increase of 4.3%
- A continued higher contribution to the Municipal Buildings Reserve (£195,000)

20. Calendar of Meetings 2022/23

The Clerk presented an updated Calendar for 2022/23. Members confirmed their preference to continue with evening meetings when hosting the Markets Panel.

Recommended to Council

That the calendar at Appendix 5 is adopted

Chairman

APPENDIX 1

	2020/21	2021/22	2022/23
	Actual	Budget	Budget
	£	£	£
CORPORATE & DEMOCRATIC			
Members Allowance	21,815	22,200	22,800
Members Training (inc CRB) & Travel	0	500	500
Civic & Ceremonial Expenses	483	1,000	1,000
Mayoral Expenses	12,200	12,400	12,600
Town Crier	833	600	600
Entertaining & Gifts	0	400	400
Youth Council & Democracy Day	0	200	200
Office Team	172,833	193,979	209,839
Met by Precept on Taxpayer	208,165	231,279	247,939
OTHER SERVICES			
Tourism Development /Love Dorch	3,626	30,000	8,000
Sawmills rent	8,080	8,500	8,600
To Public Realm Reserve	52,600	53,600	54,700
To Clim. Emerg./Development Reserve	125,000	90,000	0
Dorchester Heritage Joint Committee	0	0	3,000
Citizens Advice	0	0	8,000
Dorchester Youth & Community Centre	20,400	20,800	21,200
Dorchester Cricket Club	9,000	2,000	0
Apprenticeships	15,000	15,000	15,000
Videographer	5,000	5,100	5,200
Debt Charges	41,188	39,100	27,578
Staff - Community Development	80,669	42,941	97,942
Total Expenditure	360,563	307,041	249,219
Treasury Interest	-11,834	-7,000	-5,000
Sawmills rent recharged	-4,040	-4,300	-4,300
Market Income	-24,331	-20,000	-15,000
Total Income	-40,205	-31,300	-24,300
Met by Precept on Taxpayer	320,358	275,741	224,919

APPENDIX 1 (Continued)

	2020/21	2021/22	2022/23
	Actual	Budget	Budget
	£	£	£
OFFICES TEAM			
Salaries	225,093	226,909	280,058
Employers National Insurance	22,115	22,378	29,788
Employers Superannuation	49,541	49,920	61,613
Training Courses	692	1,000	1,200
Travel & Subsistence	2,022	1,100	1,100
Subscriptions (Professional Bodies)	2,938	3,600	3,600
Cleaning Materials	993	1,200	1,200
Rates	7,169	7,200	7,300
Gas	726	1,200	1,250
Electricity	1,816	1,600	3,000
Water	287	500	500
Repairs & Maintenance	1,819	2,700	2,700
Financial Services inc Audit, Bank & Sage	7,583	8,500	8,500
Employment Law and H & S	2,910	3,000	3,000
Legal & Professional Fees, Advertising Insurance	423	1,000	1,000
Printing & Stationery	32,683	34,000	34,000
Newsletter	465	1,000	1,000
Office Equipment & IT	4,127	4,200	4,200
Telephones	7,314	5,500	5,500
Photocopier Charges	2,001	1,900	1,900
Postage	235	800	500
Total Expenditure	373,655	380,207	453,409
Recharge to Dorchester Markets Panel	-1,689	-1,700	-1,800
Net Expenditure recharged to Services	371,966	378,507	451,609
Recharged to			
Corporate & Democratic Management	172,833	193,979	209,839
Allotments	3,088	3,693	3,749
Development	80,669	42,941	97,942
Cemeteries	21,885	26,200	26,571
Parks & Open Spaces	46,835	56,504	56,863
Municipal Buildings	34,498	41,325	41,884
Cultural Activity & Twinning	12,157	13,865	14,760
	371,966	378,507	451,609

APPENDIX 2

REVENUE BUDGET	2020/21	2021/22	2022/23
	Actual	Budget	Budget
	£	£	£
Parks & Open Spaces	526,523	546,126	569,660
Allotments	2,150	3,177	131
Municipal Buildings	325,772	308,839	408,645
Cemeteries	38,208	66,536	59,615
Cultural & Twinning Activities	38,751	84,565	70,760
Corporate & Democratic Manage.	208,165	231,279	247,939
Other Services	314,358	275,741	224,919
Operational Budget	1,453,927	1,516,263	1,581,670
Precept	1,503,515	1,516,277	1,581,669
Transfer to General Reserves	49,588	14	-0
 Subjective Analysis of Revenue			
Employees	809,382	731,832	816,210
External Payments	548,844	505,560	488,412
Transfers to Earmarked Reserves	216,400	362,100	370,600
Capital Financing Costs	41,188	39,100	27,578
Income	-161,886	-122,330	-121,130
Transfer from Earmarked Reserves	0	0	0
Operational Budget	1,453,927	1,516,262	1,581,670
 General Reserve			
Opening Balance at 1 April	128,408	128,408	100,000
Transfer from Ops Budget	21,180	14	-0
To Corporate Projects Reserve	0	14	-0
Closing Balance at 31 March	149,588	128,408	100,000
 Earmarked Reserves			
Opening Balance at 1 April	1,637,632	1,679,866	1,583,369
Transfer from Revenue	479,987	276,900	871,500
Other Income & Transfers	106,049	0	0
Expenditure from Reserves	324,216	663,100	816,044
Closing Balance 31 March	1,899,451	1,293,666	1,638,825
 All Reserves held at year end	 2,049,039	 1,422,074	 1,738,825
Tax Base	7,646	7,650	7,823
Band D Charge	196.64	198.21	202.17
O/s PWLB Debt at 31 March	128,000	94,000	70,000

APPENDIX 3

Medium Term Financial Strategy	21/22	22/23	23/24	24/25	Yoy %
Revenue Budget	£000	£000	£000	£000	Change
Employees	732	816	833	849	2.00
External Payments	506	488	483	493	2.00
Transfers to Earmarked Reserves	362	371	127	130	2.00
Capital Financing Costs	39	28	74	73	-
Income	-122	-121	-120	-122	2.00
New/Transferred Services	0	0	216	223	
Operational Budget	1,516	1,582	1,613	1,646	
Precept	1,516	1,582	1,613	1,646	
Transfer to General Reserves	0	-0	-0	-0	
General Reserve					
Opening Balance at 1 April	128	149	100	100	
Transfer from/to Operational Budget	21	-49	-0	-0	
Transfer to Corporate Projects Reserve	0	0	-0	-0	
Closing Balance at 31 March	149	100	100	100	
Earmarked Reserves					
Opening Balance at 1 April	1,680	1,583	1,639	1,061	
Transfers/Payments in to Reserves	586	872	122	129	
Payments/Transfers out from Reserves	324	816	700	400	
Closing Balance 31 March	1,942	1,639	1,061	790	
All Reserves held at year end	2,091	1,739	1,161	891	
Corporate Project Unallocated at Year End	726	726	726	726	
Outstanding Debt at Year End	£k	94	570	506	442
Council Tax	£k	198	202	206	210
Tax Base		7,650	7,823	7,823	7,823

Notes

1. Inflation at 2.00%, Debt repayment based on new Municipal Buildings debt
2. Precept assumes Council Tax rises @ 2.00% from 2022/23, no Tax Base growth
3. Best estimate of new or transferred services, driven by cuts in other tiers
4. New Debt from 2023/24 is offset by reduction in Mun. Bldgs Reserve contribution
5. Corporate Projects Reserve to be allocated as part of next Corporate Plan
6. Earmarked Reserves expenditure reflects best available knowledge
7. General Reserve reduced due to other mitigation measures in place

APPENDIX 4

RESERVES	Cttee	Balance	Paid In	Spend	Balance	Paid In	Spend	Balance	Reason for holding Reserve
		Mar 21	21/22	21/22	Mar 22	22/23	22/23	Mar 23	
		£	£	£	£	£	£	£	
Earmarked Reserves									
Infrastructure & Equipment									
Cemeteries	Man	48,361	15,800	225	63,936	6,100	30,000	40,036	Buildings/infrastructure refurb.
Municipal Buildings	Man	559,829	477,588	1,032,000	5,417	770,600	428,000	348,017	Reroofing, Lift, Heating, etc
Borough Gardens	Man	57,393	5,600	15,620	47,373	5,300	0	52,673	Buildings/infrastructure refurb.
Play Equipment	Man	37,974	0	0	37,974	10,000	25,000	22,974	Equipment replacement
Public Realm	Pol	342,058	53,600	900	394,758	54,700	278,000	171,458	Infrastructure refurb
Vehicles & Equipment	Man	71,592	19,500	21,535	69,557	19,900	20,000	69,457	Fleet & equipment replacement
Dorchester West Rail. St'n	Pol	10,000	0	10,000	0	0	0	0	Williams Ave Access Ramp
Cultural									
Arts, Culture & Sport	Man	18,127	8,720	16,847	10,000	0	5,000	5,000	Cricket Club, RHSS Fund, Mayors Fund
Christmas Lights	Man	13,897	0	13,897	0	4,900	0	4,900	Replace lights
Miscellaneous Reserves									
New Corporate Projects	Pol	584,802	141,404	0	726,206	0	0	726,206	Own or partner capital projects
Apprenticeship Reserve	Pol	19,815	0	0	19,815	0	0	19,815	
Planning Advice Reserve	Pol	28,040	0	3,000	25,040	0	10,000	15,040	Local Plan & other advice
Climate Emergency Reserve	Pol	88,427	0	0	88,427	0	20,000	68,427	Own or partner Climate projects
Development Reserve	Pol		90,000	14,701	75,299	0	0	75,299	Development Assistant
Community Infrastructure Levy	Pol	0	146,666	146,190	476	0	0	476	Recreation infrastructure
Treasury	Pol	5,000	0	0	5,000	0	0	5,000	To offset losses on asset sale
Graves In Perpetuity	Man	14,135	0	44	14,091	0	44	14,047	Maint. and flowers on 6 graves
Total Earmarked Reserves		1,899,450	958,878	1,274,959	1,583,369	871,500	816,044	1,638,825	
General Reserve	Pol	149,588	14	49,602	100,000	0	0	100,000	General Emergency Fund
Total Reserves		2,049,038	958,892	1,324,561	1,683,369	871,500	816,044	1,738,825	

CALENDAR OF MEETINGS 2022-23

APPENDIX 5

	2022								2023				
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
COUNCIL	23 MM 24 (Tu)		25		26		28		30		27		22 MM 23 (Tu)
POLICY	16		18		19		21		23		20 MS@ 1830		15
MANAGEMENT	9		11		12		14		16		13		8
PLANNING AND ENVIRONMENT	3 (Tu)	6	4	1	5	3	7	5	9	6	6	3	2 (Tu)
MARKETS JOINT PANEL		23							25 PM @ DC				
HERITAGE JOINT COMMITTEE			26 (Tu)			18 (Tu)			17 (Tu)			18 (Tu)	
SITE VISITS		7 @ 9.30AM		9 @ 9.30AM								11 @ 9.30AM	
CIVIC EVENTS		Hardy Sat 4					Remem Sun 13					17 ATM	
BANK HOLIDAYS	2	2,3		29				26,27	2			7,10	1,29

MM Mayor Making ATM Annual Town Meeting MS Mayoral Selection Committee

Meetings will ordinarily take place at 19.00 in the Council Chamber, Municipal Buildings.