

# Dorchester Town Council

## Policy Committee

22 January 2024

**Present:** The Mayor (Councillor A. Chisholm) and Councillors R. Biggs (Chairman), S. Biles, J. Hewitt and F. Hogwood.

In Attendance

Councillors L. Fry and D. Leaper.

**Apologies:** Councillors B. Armstrong-Marshall, T. Harries and S. Hosford.

**37. Minutes**

The Minutes of the Meeting of the Committee held on 20 November 2023, adopted by Council on 27 November 2023, were taken as read and were confirmed and signed by the Chairman as a correct record.

**38. Declaration of Interests**

There were no declarations of interest.

**39. Finance Update**

Members considered a report by the Finance Officer which updated them on the financial position of the Council as at end of December 2023, the level of debt over 30 days, which was now zero, and gave details of the payments list from 1 November 2023 to 31 December 2023.

**Resolved**

(1) That the payments list, totalling £304,085.80, be approved.

(2) That the report as a whole be noted.

**40. Medium Term Financial Strategy and Revenue Budget 2024-25**

The Committee considered a report of the Responsible Finance Officer covering the draft budget for the Policy Committee, the overall Revenue Budget, the Medium Term Financial Strategy and levels of Reserves.

Members felt that it was important to inform residents of what the 2% precept increase would fund and it was confirmed that this would be publicised in the next Council Newsletter.

### **Recommended**

That the Medium Term Financial Strategy and Revenue Budget 2024-25, as set out in the Appendices 1 to 4 of these Minutes, be adopted, to include: -

- A Council Tax Band D charge of £210.33, an increase of £4.12 (2%)
- A precept of £1,726,115, an increase of 3.4%

#### **41. Scheme of Delegation**

Members considered a revised Scheme of Delegation for the Council. The Scheme had previously been agreed by the Council some years ago and had been amended to reflect the changes to the staffing and committee structures. It also took account of new additional services which were now undertaken by the Council.

The Committee agreed the document subject to the inclusion of Climate Emergency and officer delegation in regard to Tourism and Heritage. Members felt that the document should be reviewed on an annual basis.

### **Recommended**

That the revised Scheme of Delegation, as amended above and as set out in Appendix 5 to these Minutes, be approved.

#### **42. Dorchester Literary Festival – 12 – 19 October 2024**

The Committee gave consideration to sponsoring the tenth annual Dorchester Literary Festival. It was noted that other sponsors included Dorchester BID, Thomas Hardy Society and the Duchy of Cornwall.

Members felt that the event should be supported and that the Council be a 'Headline Sponsor' at a cost of £500. It was felt that the Town Clerk should agree the event that the Council was sponsoring so as to ensure it aligned with the Council's general philosophy.

### **Resolved**

That the Council become an 'Headline Event Sponsor' of the Dorchester 2024 Dorchester Literary Festival at a cost of £500.

#### **43. Town Centre Working Group**

Members had before them a report of a meeting of the Town Centre Working Group held on 11 January 2024. The Committee was very supportive of the work being undertaken by the Group.

### **Resolved**

That the report of the Town Centre Working Group be noted.

44. **Corporate Plan Update**

The Committee considered a report by the Town Clerk which enclosed an updated version of the Council’s approved high level Corporate Plan.

In response to a question the Responsible Finance Officer confirmed that he would arrange for the allotment application form to be added to the Council website.

**Resolved**

That the updated high level Corporate Plan be approved.

45. **Calendar of Meetings 2024-25**

The Town Clerk presented a draft calendar of meetings for 2024-25.

The Committee discussed the format of the informal Annual Town Meeting and agreed that it should be arranged in the same format as the 2023 meeting.

**Recommended**

(1) That the Calendar of Meetings 2024-25, as set out in Appendix 6 to these Minutes, be agreed.

(2) That an informal Annual Town Meeting be held in the Corn Exchange between 11.00am and 1.00pm on Thursday 16 May 2024.

Chairman.....

## APPENDIX 1

|                                     | 2022/23        | 2023/24        | 2024/25        |
|-------------------------------------|----------------|----------------|----------------|
|                                     | Actual         | Budget         | Budget         |
|                                     | £              | £              | £              |
| <b>CORPORATE &amp; DEMOCRATIC</b>   |                |                |                |
| Members Allowance                   | 22,618         | 23,500         | 24,440         |
| Members Training & Travel           | 25             | 400            | 2,500          |
| Civic & Ceremonial Expenses         | 1,963          | 1,000          | 1,000          |
| Mayoral Expenses                    | 11,032         | 12,850         | 13,107         |
| Town Crier                          | 552            | 600            | 600            |
| New Town Crier Expenses             |                |                | 5,000          |
| Election Costs                      |                |                | 15,000         |
| Entertaining & Gifts                | 125            | 408            | 420            |
| Youth Council & Democracy Day       | 208            | 600            | 1,000          |
| Office Team                         | 214,374        | 229,249        | 244,257        |
| <b>Met by Precept on Taxpayer</b>   | <b>250,897</b> | <b>268,607</b> | <b>307,324</b> |
| <b>OTHER SERVICES</b>               |                |                |                |
| Tourism Development                 | 8,000          | 8,000          | 8,000          |
| Sawmills rent                       | 8,600          | 8,600          | 8,600          |
| To Public Realm Reserve             | 54,700         | 10,000         | 5,000          |
| To Development Reserve              | 0              | 0              | 0              |
| Dorchester Heritage Joint Committee | 3,000          | 3,000          | 3,000          |
| Citizens Advice                     | 8,000          | 8,887          | 9,065          |
| Dorchester Youth & Community Centre | 21,200         | 21,200         | 21,200         |
| To Climate Reserve                  | 0              | 0              |                |
| Apprenticeships                     | 9,177          | 15,000         | 12,000         |
| Videographer                        | 5,480          | 5,500          | 5,500          |
| Debt Charges                        | 27,399         | 16,752         | 16,104         |
| Staff - Tourism/Community/Assistant | 47,572         | 113,813        | 126,068        |
| <b>Total Expenditure</b>            | <b>193,129</b> | <b>210,752</b> | <b>214,537</b> |
| Treasury Interest                   | -29,479        | -20,000        | -50,000        |
| Sawmills rent recharged             | -4,300         | -4,300         | -4,300         |
| Market Income                       | -20,287        | -15,000        | -25,000        |
| <b>Total Income</b>                 | <b>-54,066</b> | <b>-39,300</b> | <b>-79,300</b> |
| <b>Met by Precept on Taxpayer</b>   | <b>139,063</b> | <b>171,452</b> | <b>135,237</b> |

**APPENDIX 1 (Continued)**

|  | 2022/23        | 2023/24        | 2024/25        |
|--|----------------|----------------|----------------|
|  | Actual         | Budget         | Budget         |
|  | £              | £              | £              |
| <b>OFFICES TEAM</b>                          |                |                |                |
| Salaries                                     | 241,211        | 303,041        | 318,853        |
| Employers National Insurance                 | 23,655         | 30,377         | 32,523         |
| Employers Superannuation                     | 49,833         | 66,669         | 70,148         |
| Training Courses                             | 5,208          | 7,000          | 8,000          |
| Travel & Subsistence                         | 1,922          | 2,500          | 3,000          |
| Ex Town Clerk                                | 27,791         |                |                |
| Subscriptions (Professional Bodies)          | 2,843          | 3,800          | 3,800          |
| Cleaning Materials                           | 27             | 1,000          | 750            |
| Rates  | 7,236          | 7,236          | 5,614          |
| Gas  | 686            | 2,000          | 0              |
| Electricity                                  | 3,624          | 4,500          | 4,500          |
| Water  | 352            | 550            | 550            |
| Repairs & Maintenance                        | 831            | 3,400          | 3,400          |
| Financial Services inc Audit, Bank & Sage    | 8,216          | 8,670          | 8,843          |
| Employment Law and H & S                     | 3,225          | 3,225          | 3,800          |
| Legal & Professional Fees, Advertising       | 1,698          | 500            | 500            |
| Insurance                                    | 29,418         | 34,000         | 35,000         |
| Printing & Stationery                        | 739            | 1,000          | 1,000          |
| Newsletter                                   | 4,569          | 5,415          | 5,415          |
| Office Equipment & IT                        | 3,917          | 10,500         | 12,000         |
| New Website                                  |                | 3,000          | 0              |
| Telephones                                   | 1,718          | 2,000          | 2,000          |
| Photocopier Charges                          | 626            | 600            | 600            |
| Postage                                      | 501            | 550            | 600            |
| <b>Total Expenditure</b>                     | <b>419,845</b> | <b>501,533</b> | <b>520,896</b> |
| Recharge to Dorchester Markets Panel         | -1,688         | -1,800         | -1,800         |
| <b>Net Expenditure recharged to Services</b> | <b>418,157</b> | <b>499,733</b> | <b>519,096</b> |
| Recharged to                                 |                |                |                |
| Corporate & Democratic Management            | 214,374        | 229,249        | 244,257        |
| Allotments                                   | 4,048          | 12,408         | 12,924         |
| Development                                  | 47,572         | 113,813        | 126,068        |
| Cemeteries                                   | 28,839         | 44,417         | 45,654         |
| Parks & Open Spaces                          | 62,471         | 63,836         | 56,156         |
| Municipal Buildings                          | 45,548         | 20,181         | 17,565         |
| Cultural Activity & Twinning                 | 15,306         | 15,830         | 16,472         |
|  | <b>418,158</b> | <b>499,734</b> | <b>519,096</b> |

| REVENUE BUDGET 2024/25                | 2022/23          | 2023/24          | APPENDIX 2<br>2024/25 |
|---------------------------------------|------------------|------------------|-----------------------|
|                                       | Actual           | Budget           | Budget                |
|                                       | £                | £                | £                     |
| Parks & Open Spaces                   | 603,813          | 654,307          | 724,430               |
| Allotments                            | 4,704            | 15,045           | 22,598                |
| Municipal Buildings                   | 435,506          | 406,996          | 400,308               |
| Cemeteries                            | 33,086           | 68,006           | 55,855                |
| Cultural & Twinning Activities        | 70,179           | 83,330           | 80,019                |
| Corporate & Democratic                | 250,897          | 268,607          | 307,324               |
| Other Services                        | 139,063          | 171,452          | 135,237               |
| <b>Operational Budget</b>             | <b>1,537,248</b> | <b>1,667,743</b> | <b>1,725,770</b>      |
| Precept                               | 1,581,669        | 1,668,507        | 1,726,115             |
| <b>Transfer to General Reserves</b>   | <b>44,421</b>    | <b>764</b>       | <b>345</b>            |
| <b>Subjective Analysis of Revenue</b> |                  |                  |                       |
| Employees                             | 809,061          | 885,665          | 965,728               |
| External Payments                     | 570,933          | 579,206          | 597,503               |
| Transfers to Earmarked                | 315,900          | 325,100          | 345,600               |
| Capital Financing Costs               | 27,399           | 16,752           | 16,104                |
| Income                                | -173,689         | -138,980         | -199,166              |
| Transfer from Earmarked               | 0                | 0                | 0                     |
| <b>Operational Budget</b>             | <b>1,549,604</b> | <b>1,667,743</b> | <b>1,725,770</b>      |
| <b>General Reserve</b>                |                  |                  |                       |
| Opening Balance at 1 April            | 118,287          | 100,000          | 100,000               |
| Transfer from Ops Budget              | 44,421           | 764              | 345                   |
| To Corporate Projects Reserve         | 18,287           | 764              | 345                   |
| <b>Closing Balance at 31 March</b>    | <b>144,421</b>   | <b>100,000</b>   | <b>100,000</b>        |
| <b>Earmarked Reserves</b>             |                  |                  |                       |
| Opening Balance at 1 April            | 1,899,451        | 1,323,957        | 1,379,688             |
| Transfer from Revenue                 | 440,060          | 430,102          | 345,600               |
| Other Income & Transfers              | 459,767          | 0                | 0                     |
| Expenditure from Reserves             | 1,247,980        | 535,466          | 386,087               |
| <b>Closing Balance 31 March</b>       | <b>1,551,298</b> | <b>1,218,593</b> | <b>1,339,201</b>      |
| <b>All Reserves held at year end</b>  | <b>1,695,719</b> | <b>1,318,593</b> | <b>1,439,201</b>      |
| Tax Base                              | 7,823.30         | 8,091.30         | 8,206.70              |
| Band D Charge                         | 202.17           | 206.21           | 210.33                |
| O/s PWLB Debt at 31 March             | £ 70,000         | 56,000           | 42,000                |

## APPENDIX 3

| <b>Medium Term Financial Strategy</b>     | 23/24        | 24/25        | 25/26        | 26/27        | Yoy %  |
|---|--------------|--------------|--------------|--------------|--------|
| <b>Revenue Budget</b>                     | £000         | £000         | £000         | £000         | Change |
| Employees                                 | 886          | 966          | 985          | 1,005        | 2.00   |
| External Payments                         | 579          | 598          | 609          | 622          | 2.00   |
| Transfers to Earmarked                    | 325          | 346          | 353          | 360          | 2.00   |
| Capital Financing Costs                   | 17           | 16           | 16           | 15           | -      |
| Income                                    | -139         | -199         | -203         | -207         | 2.00   |
| New/Transferred Services                  | 0            | 0            | 0            | 0            |        |
| <b>Operational Budget</b>                 | <b>1,668</b> | <b>1,726</b> | <b>1,760</b> | <b>1,794</b> |        |
| Precept                                   | 1,726        | 1,726        | 1,761        | 1,796        |        |
| <b>Transfer to General Reserves</b>       | <b>58</b>    | <b>0</b>     | <b>1</b>     | <b>2</b>     |        |
| <b>General Reserve</b>                    |              |              |              |              |        |
| Opening Balance at 1 April                | 118          | 100          | 100          | 100          |        |
| Transfer from/to Operational Budget       | 0            | 0            | 0            | 0            |        |
| Transfer to Corporate Projects Reserve    | 18           | 0            | 0            | 0            |        |
| <b>Closing Balance at 31 March</b>        | <b>100</b>   | <b>100</b>   | <b>100</b>   | <b>100</b>   |        |
| <b>Earmarked Reserves</b>                 |              |              |              |              |        |
| Opening Balance at 1 April                | 1,305        | 1,380        | 1,339        | 1,292        |        |
| Transfers/Payments in to Reserves         | 387          | 346          | 353          | 360          |        |
| Payments/Transfers out from Reserves      | 312          | 386          | 400          | 400          |        |
| <b>Closing Balance 31 March</b>           | <b>1,380</b> | <b>1,339</b> | <b>1,292</b> | <b>1,251</b> |        |
| <b>All Reserves held at year end</b>      | <b>1,480</b> | <b>1,439</b> | <b>1,392</b> | <b>1,351</b> |        |
| Corporate Project Unallocated at Year End | 385          | 645          | 594          | 594          |        |
| Outstanding Debt at Year End              | £k           | 56           | 42           | 28           | 14     |
| Council Tax                               | £k           | 206          | 210          | 215          | 219    |
| Tax Base                                  |              | 8,091        | 8,207        | 8,207        | 8,207  |

### Notes

1. Precept assumes Council Tax rises @ 2.00% from 2025/26, no Tax Base growth
2. Any CIL receipts credited to Corporate Projects Reserve
3. Best estimate of new or transferred services, driven by cuts in other tiers
4. Operational surplus is transferred to the Climate Emergency Reserve
5. Earmarked Reserves expenditure reflects best available knowledge
6. General Reserve set at £100k
7. Further limited savings may be identified in budgets during review processes

| RESERVES                              | Cttee | Balance          | Paid In        | Spend          | Balance          | Paid In        | Spend          | Balance          | Reason for holding Reserve       |
|---------------------------------------|-------|------------------|----------------|----------------|------------------|----------------|----------------|------------------|----------------------------------|
|                                       |       | Mar 23           | 23/24          | 23/24          | Mar 24           | 24/25          | 24/25          | Mar 25           |                                  |
|                                       |       | £                | £              | £              | £                | £              | £              | £                |                                  |
| <b>APPENDIX 4</b>                     |       |                  |                |                |                  |                |                |                  |                                  |
| <b>Earmarked Reserves</b>             |       |                  |                |                |                  |                |                |                  |                                  |
| <b>Infrastructure &amp; Equipment</b> |       |                  |                |                |                  |                |                |                  |                                  |
| Cemeteries                            | Man   | 81,811           | 6,100          | 240            | 87,671           | 6,100          | 60,000         | 33,771           | Buildings/infrastructure         |
| MB Repairs & Maintenance              | Man   | 52,356           | 10,000         | 54,896         | 7,460            | 12,500         | 0              | 19,960           | Building works/refurb            |
| MB Front of House works               | Man   | 247,370          | 0              | 12,327         | 235,043          | 0              | 235,043        | 0                |                                  |
| Parks Premises                        | Man   | 56,831           | 8,000          | 59,000         | 5,831            | 9,000          | 0              | 14,831           | Buildings/infrastructure refurb. |
| Play Equipment                        | Man   | 11,525           | 11,000         | 3,811          | 18,715           | 11,000         | 0              | 29,715           | Equipment replacement            |
| Great Field Reserve                   | Man   | 0                | 0              | 0              | 0                | 2,000          | 0              | 2,000            |                                  |
| Tree Reserve                          | Man   | 0                | 30,000         | 16,000         | 14,000           | 20,000         | 10,000         | 24,000           | Tree Works                       |
| 19 North Square Refurb                | Pol   | 0                | 11,000         | 0              | 11,000           | 0              | 11,000         | 0                |                                  |
| Public Realm                          | Pol   | 453,280          | 10,000         | 0              | 463,280          | 5,000          | 0              | 468,280          | Infrastructure refurb            |
| Vehicles & Equipment                  | Man   | 89,457           | 20,000         | 20,000         | 89,457           | 20,000         | 70,000         | 39,457           | Fleet & equipment replacement    |
| <b>Cultural</b>                       |       |                  |                |                |                  |                |                |                  |                                  |
| Arts, Culture & Sport                 | Man   | 15,666           | -11,000        | 4,666          | -0               | 0              | 0              | -0               |                                  |
| Christmas Lights                      | Man   | 4,420            | 0              | 0              | 4,420            | 0              | 0              | 4,420            | Replace lights                   |
|                                       |       |                  |                |                |                  |                |                | 0                |                                  |
| Tourist Information                   | Pol   | 16,008           | 0              | 11,014         | 4,994            | 0              | 0              | 4,994            | TIC Replacement Projects         |
| <b>Miscellaneous Reserves</b>         |       |                  |                |                |                  |                |                |                  |                                  |
| New Corporate Projects                | Pol   | 93,100           | 292,065        | 0              | 385,165          | 260,000        | 0              | 645,165          | Own or partner capital projects  |
| Apprenticeship Reserve                | Pol   | 7,565            | 0              | 0              | 7,565            | 0              | 0              | 7,565            |                                  |
| Planning Advice Reserve               | Pol   | 18,793           | 0              | 20             | 18,774           | 0              | 0              | 18,774           | Local Plan & other advice        |
| Climate Emergency Reserve             | Pol   | 142,267          | 0              | 130,000        | 12,267           | 0              | 0              | 12,267           | Own or partner Climate projects  |
| Graves In Perpetuity                  | Man   | 14,059           | 0              | 14             | 14,045           | 0              | 44             | 14,001           | Maint. and flowers on 6 graves   |
| <b>Total Earmarked Reserves</b>       |       | <b>1,304,510</b> | <b>387,165</b> | <b>311,987</b> | <b>1,379,688</b> | <b>345,600</b> | <b>386,087</b> | <b>1,339,201</b> |                                  |
| General Reserve                       | Pol   | 132,065          | 0              | 32,065         | 100,000          | 0              | 0              | 100,000          | General Emergency Fund           |
| <b>Total Reserves</b>                 |       | <b>1,436,575</b> | <b>387,165</b> | <b>344,051</b> | <b>1,479,688</b> | <b>345,600</b> | <b>386,087</b> | <b>1,439,201</b> |                                  |



**Appendix 5**  
**DORCHESTER TOWN COUNCIL**

**SCHEME OF**  
**DELEGATION**

**Updated January 2024**

**Review January 2025**

## **DORCHESTER TOWN COUNCIL**

### **SCHEME OF DELEGATION**

#### **1 COUNCIL FUNCTIONS**

1.1 The matters listed below are the responsibility of the full Council:

- (a) Adopting and changing the Council's Standing Orders, Financial Regulations and Powers and Duties of Committees;
- (b) Approving, adopting or making material changes to the Council's policy framework;
- (c) Approving the Council's Budget and the level of its precept levied on the Dorset Council;
- (d) Authorising borrowings;
- (e) Authorising the incurring of expenditure not provided for within the approved Budget or otherwise permitted under the Council's Financial Regulations;
- (f) Annual review of the council's Risk Register;
- (g) Appointing Council representatives to outside bodies;
- (h) Confirming the appointment of the Town Clerk;
- (i) Making, amending, revoking, re-enacting or adopting byelaws and promoting or opposing the making of local legislation;
- (j) All other matters which must, by law, be reserved to the full Council.

#### **2 DELEGATIONS TO COMMITTEES**

2.1 The matters listed below are delegated to the Council's committees, sub-committees, working groups or panels. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and approved policy framework and may only be exercised where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee concerned.

2.2 Where a sub-committee, working group or panel in lieu of exercising its delegation refers a matter to its parent committee the delegation is exercisable by the committee. Nevertheless, the committee may decide not to exercise this delegated power and may instead make a recommendation to the Council.

| <b>Service Area</b>                  | <b>Function</b>  | <b>Committee/Panel</b>                                       |
|--------------------------------------|--|--|
| <b>Agency Agreements</b>             | Recommending agency agreements and joint working practices   | Policy Committee   |
| <b>Allotments</b>                    | See Land Management  |  |
| <b>Arts</b>                          | Managing the Council's arts-related activities including direct promotions and liaison with DA and other providers   | Management Committee   |
| <b>Audit</b>                         | Responsibility for maintaining a continuous internal audit system.   | Policy Committee   |
|                                      | Receiving and considering reports on internal audit and monitoring the implementation of approved action plans   | Policy Committee   |
|                                      | Receiving and considering reports of the District Auditor and monitoring the implementation of approved action plans   | Policy Committee   |
| <b>Budgetary Control</b>             | Recommending the annual Budget and resolutions for level of precept  | Policy Committee   |
|                                      | Managing budgetary control matters including the allocation of financial resources and virement of revenue expenditure other than within the approved budget of a committee (see para 2.1) | Policy Committee   |
| <b>Byelaws and local legislation</b> | Recommending the making or adoption of byelaws   | Management Committee   |
|                                      | Recommending the sponsoring of local legislation   | Policy Committee   |
|                                      | Enforcing byelaws including instituting legal proceedings  | Management Committee   |
| <b>Capital Expenditure</b>           | Recommending capital works and resourcing their implementation   | Policy Committee   |
| <b>Car Parking</b>                   | Commenting on all matters relating to the management of public car parks in the town   | Planning & Environment Committee                             |
| <b>Cemeteries</b>                    | Operation of the Council's burial functions and responsibilities   | Management Committee   |
| <b>Civic Events</b>                  | Organising civic events appropriate to Dorchester's status as historic County Town   | Management Committee<br>Twinning & Cultural Activities Panel |

|   |  |                                      |
|---|--|--------------------------------------|
| <b>Climate Emergency</b>                        | See Environment  |                                      |
| <b>Committee and Member Support</b>             | Recommending the annual calendar of meetings   | Policy Committee                     |
|   | Recommending changes to Standing Orders, Financial Regulations and Powers and Duties of Committees   | Policy Committee                     |
|   | Managing all committee and member functions  | Policy Committee                     |
| <b>Community Development</b>                    | Development and implementation of the Local Community Plan   | Policy Committee                     |
| <b>Community Support</b>                        | Managing community support activities including provision and maintenance of facilities, liaison with other bodies and cultural support                    | Management Committee                 |
| <b>Complaints</b>                               | Monitoring the complaints procedure  | Management Committee                 |
| <b>Conservation</b>                             | Commenting on proposals for the creation or modification of conservation areas   | Planning & Environment Committee     |
| <b>Constitution</b>                             | See Committee and Member Support   |                                      |
| <b>Culture</b>                                  | See Arts   |                                      |
| <b>Development Control</b>                      | Commenting on planning applications referred to the Council for comment  | Planning & Environment Committee     |
| <b>Electoral Matters</b>                        | Initiating requests for boundary reviews and commenting during the course of such reviews  | Policy Committee                     |
| <b>Entertainments</b>                           | See Arts   |                                      |
| <b>Environment</b>                              | Production and Implementation of a Climate Emergency Plan  | Planning & Environment Committee     |
| <b>External Consultation and Representation</b> | Commenting on consultation documents from other bodies   | Appropriate committee                |
|   | Recommending appointments to serve on outside bodies: <ul style="list-style-type: none"> <li>• annually</li> <li>• when a casual vacancy arises</li> </ul> | Policy Committee<br>Policy Committee |
| <b>Financial Matters</b>                        | Managing the Council's financial affairs   | Policy Committee                     |
| <b>Grants</b>                                   | Award of general revenue grants to local organisations and groups  | Management Committee                 |

|                            |  |  |
|----------------------------|--|--|
|                            | Award of cultural activities grants  | Management Committee                                     |
| <b>Heritage</b>            | Dealing with general matters affecting the historic environment and heritage of Dorchester including all matters connected with the Council's involvement in the Dorchester Heritage Committee | Management Committee                                     |
| <b>Highway Maintenance</b> | Commenting on proposals for highways maintenance and repairs and associated matters  | Planning & Environment Committee                         |
| <b>Insurance</b>           | Arranging and maintaining insurance cover in respect of the Council's assets and activities against a wide range of risks  | Policy Committee   |
| <b>Land Management</b>     | Managing and maintaining the Council's various buildings   | Management Committee                                     |
|                            | Maintaining the Council's various areas of amenity land, play areas, recreation grounds and open spaces including setting hire charges   | Management Committee                                     |
|                            | Managing, maintaining and monitoring demand and availability of allotment gardens  | Management Committee                                     |
| <b>Legal Proceedings</b>   | To institute, defend or settle any judicial or quasi-judicial proceedings on behalf of the Council and to engage legal advisors and barristers as required                                     | Policy Committee   |
| <b>Markets</b>             | Dealing with matters referred to this Council by the Dorchester Markets Joint Panel  | Policy Committee   |
| <b>Municipal Buildings</b> | Managing the lease to Dorchester Arts and the council's freehold/landlord responsibilities.  | Municipal Buildings Monitoring Group<br>Policy Committee |
| <b>Performance Matters</b> | Recommending adoption of the Corporate Plan  | Policy Committee   |
|                            | Overall management and review of performance targets contained within the Performance and Policy Plan  | Policy Committee   |
| <b>Planning Policy</b>     | Commenting on proposed revisions of the Local Plan and other service-specific long-term planning documents   | Planning & Environment Committee                         |
| <b>Play Areas</b>          | See Land Management  |  |

|                                      |  |                                  |
|--------------------------------------|--|----------------------------------|
| <b>Policy Issues</b>                 | Recommending and reviewing policies  | Policy Committee                 |
|                                      | Assisting in the development of new policies or changes in policy  | All committees                   |
|                                      | Commenting on strategic policy documents and consultation papers issued by the Government and other bodies     | Policy Committee                 |
| <b>Publicity</b>                     | Managing the Council's public relations activities and the content and circulation of the Council's newsletter | Policy Committee                 |
| <b>Public Footpaths</b>              | Making observations on matters affecting public footpaths in and around the town                               | Planning & Environment Committee |
| <b>Public Lighting</b>               | Commenting on matters affecting public lighting provision or maintenance in the town                           | Planning & Environment Committee |
| <b>Public Toilets</b>                | Commenting on matters affecting public toilet provision in the town  | Planning & Environment Committee |
| <b>Public Transport</b>              | Making observations on matters affecting public transport in and around the town                               | Planning & Environment Committee |
| <b>Rights of Way</b>                 | See Public Footpaths   |                                  |
| <b>Risk Management</b>               | Recommending the Council's risk management practices and procedures  | Policy Committee                 |
| <b>Skate Park</b>                    | See Land Management  |                                  |
| <b>Sports Grounds</b>                | See Land Management  |                                  |
| <b>Staffing</b>                      | Recommending changes to the Council's approved staffing establishment  | Policy Committee                 |
|                                      | Reviewing and monitoring the Council's employment arrangements   | Policy Committee                 |
| <b>Standing Orders</b>               | See Committee and Member Support   |                                  |
| <b>Street Lighting</b>               | See Public Lighting  |                                  |
| <b>Street Naming</b>                 | If requested, to consider new street naming.   | Planning & Environment Committee |
| <b>Tourism</b>                       | Development and implementation of a Tourism Strategy for Dorchester  | Policy Committee                 |
| <b>Town Clerk and Proper Officer</b> | Recommending the appointment of the Town Clerk and Proper Officer  | Policy Committee                 |

|                       |  |  |
|-----------------------|--|--|
| <b>Traffic Issues</b> | Making observations on matters affecting traffic management proposals in and around the town   | Planning & Environment Committee                             |
| <b>Trees</b>          | Managing tree planting schemes.  | Management Committee   |
|                       | Making observations on proposals to introduce new tree preservation orders or allow works to trees covered by existing tree preservation orders or within conservation areas | Planning & Environment Committee                             |
| <b>Twinning</b>       | Making arrangements for twinning visits and activities including liaison with twinning societies   | Management Committee<br>Twinning & Cultural Activities Panel |

### 3 DELEGATIONS TO OFFICERS

3.1 The Council does not generally operate a formal scheme of delegations to officers but there are certain matters which might be regarded as routine managerial issues by some people whilst others might regard them in a different way.

3.2 The following table, whilst not comprehensive, seeks to clarify responsibility in respect of at least some of these matters. Needless to say, the delegations are subject to them being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provision exists or is otherwise authorised in accordance with Financial Regulations.

| <b>Service Area</b>       | <b>Function</b>  | <b>Officer</b>                              |
|---------------------------|--|---|
| <b>Audit</b>              | To maintain a continuous internal audit  | Town Clerk<br>Responsible Financial Officer |
| <b>Communications</b>     | To deal with all press and public relations on behalf of the Council   | Town Clerk<br>Assistant Town Clerks         |
| <b>Data Protection</b>    | To have overall responsibility for the Council's duties under the General Data Protection Regulations  | Responsible Financial Officer               |
| <b>Documents</b>          | To sign documents on behalf of the Council   | Town Clerk<br>Assistant Town Clerks         |
| <b>Elections</b>          | To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections | Town Clerk                                  |
| <b>Emergency Planning</b> | To lead the Council's response in the case of a major emergency in consultation with and/or under the direction of the Emergency Planning Officers to the Dorset Council                 | Town Clerk                                  |
| <b>Finance</b>            | To administer the Council's bank balances  | Responsible Financial Officer               |
|                           | To maintain adequate insurance cover for the Council's activities and property   | Responsible Financial Officer               |
|                           | To act as Responsible Financial Officer for the purposes of the Accounts and Audit Regulations 1996  | Finance Officer                             |
|                           | To authorise the payment of accounts   | Town Clerk<br>Assistant Town Clerks         |

|   |   |  |
|---|---|--|
|   | To write-off outstanding debts in accordance with Financial Regulation 5.3  | Town Clerk                                 |
| <b>Freedom of Information</b>                   | To have overall responsibility for the Council's Freedom of Information Publication Scheme  | Town Clerk                                 |
| <b>Information and Communication Technology</b> | To be responsible for the provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved Budget | Town Clerk                                 |
| <b>Land and Property</b>                        | To purchase necessary goods and supplies  | Town Clerk<br>Assistant Town Clerks        |
|   | To maintain the Council's offices and property in accordance with the Council's Financial Regulations   | Town Clerk                                 |
|   | To adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible   | Assistant Town Clerk<br>(Outdoor Services) |
|   | To devise planting schemes for the various open areas for which the Council is responsible  | Assistant Town Clerk<br>(Outdoor Services) |
|   | To ensure that trees for which the Council is responsible are maintained in a safe condition in accordance with good arboricultural practice  | Assistant Town Clerk<br>(Outdoor Services) |
| <b>Lettings</b>                                 | To authorise casual lettings of the Council's various properties subject to payment in accordance with the approved scale of charges where appropriate  | Town Clerk                                 |
| <b>Members Support</b>                          | To deal with requests from Members for secretarial or administrative support in connection with their duties  | Town Clerk<br>Assistant Town Clerks        |
| <b>Motor Vehicles and Plant</b>                 | To maintain, repair and renew the Council's motor vehicles, plant and equipment   | Assistant Town Clerk<br>(Outdoor Services) |
| <b>Proper Officer</b>                           | To act as proper officer for the purposes set out in Standing Order 51 and for all other purposes prescribed by law   | Town Clerk                                 |

|                            |  |   |
|----------------------------|--|---|
| <b>Staffing</b>            | To undertake the duties of Head of Paid Service  | Town Clerk  |
|                            | To implement national pay awards and conditions of service   | Town Clerk<br>Responsible Financial Officer   |
|                            | Within the approved budget and in accordance with Standing Orders to administer the staffing establishment and the national agreement on pay and conditions of service | Town Clerk<br>Assistant Town Clerks   |
|                            | To engage temporary or seasonal workers and determine their wages and conditions of service  | Town Clerk<br>Assistant Town Clerk (Outdoor Services)                                     |
| <b>Tourism Development</b> | To implement the Council's agreed Tourism Development Plan   | Tourism Development Officer following discussion with the Tourism Development Partnership |

## CALENDAR OF MEETINGS 2024-25

|                                 | 2024             |                |                      |     |                |                  |                 |        | 2025                 |     |                   |                  |                  |
|---------------------------------|------------------|----------------|----------------------|-----|----------------|------------------|-----------------|--------|----------------------|-----|-------------------|------------------|------------------|
|                                 | MAY              | JUN            | JUL                  | AUG | SEP            | OCT              | NOV             | DEC    | JAN                  | FEB | MAR               | APR              | MAY              |
| <b>COUNCIL</b>                  | 20 MM<br>21 (Tu) |                | 29                   |     | 30             |                  | 25              |        | 27                   |     | 31                |                  | 19 MM<br>20 (Tu) |
| <b>POLICY</b>                   | -                |                | 22                   |     | 23             |                  | 18              |        | 20                   |     | 24<br>MS@<br>1830 |                  | 12               |
| <b>MANAGEMENT</b>               | -                |                | 15                   |     | 16             |                  | 11              |        | 13                   |     | 17                |                  | 6 (Tu)           |
| <b>PLANNING AND ENVIRONMENT</b> | -                | 3              | 1                    | 5   | 2              | 7                | 4               | 2      | 7 (Tu)               | 3   | 3                 | 7 (Tu) &<br>28   | -                |
| <b>MARKETS JOINT PANEL</b>      |                  |                | 10<br>(Wed)<br>@1730 |     |                |                  |                 |        | 29<br>(Wed)<br>@1400 |     |                   |                  |                  |
| <b>HERITAGE JOINT</b>           |                  |                | 23 (Tu)<br>@1730     |     |                | 15 (Tu)<br>@1730 |                 |        | 21 (Tu)<br>@1730     |     |                   | 15 (Tu)<br>@1730 |                  |
| <b>SITE VISITS</b>              | 14 @<br>9.30AM   |                |                      |     | 10 @<br>9.30AM |                  |                 |        |                      |     |                   |                  |                  |
| <b>CIVIC EVENTS</b>             | 21<br>ATM        | Hardy<br>Sun 2 |                      |     |                |                  | Remem<br>Sun 10 |        |                      |     |                   |                  | 20<br>ATM        |
| <b>BANK HOLIDAYS</b>            | 6, 27            |                |                      | 26  |                |                  |                 | 25, 26 | 1                    |     |                   | 18, 21           | 5,26             |

MM Mayor Making MS Mayoral Selection Committee

ATM Formal Annual Town Meeting (it is proposed to hold an 'informal' ATM on a date to be agreed prior to the formal ATM)

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

\* The dates and timing of Markets Joint Panel meetings are still to be agreed with Dorset Council.