



Dorchester Town Council

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You are summoned to the **Annual Meeting** of the **Dorchester Town Council** to be held via Zoom Video conferencing <https://us02web.zoom.us/j/81948874869> on **Wednesday 5 May 2021** at **7.00pm**, to conduct the following business: -

1. **Election of Chairman (chaired by outgoing Chair of Council, Councillor Richard Biggs) and Vice-Chairman**
To appoint Councillor Gareth Jones as Chairman for meetings until the next Annual Meeting of Council. Councillor Jones will be proposed to take on the role of Mayor at a Meeting of Council on 24 May 2021.
To appoint Councillor Richard Biggs as Vice-Chairman for meetings until the next Annual Meeting of Council.
2. **Apologies & Minutes**
To confirm the Minutes of Council held on 22 March 2021. Page 3
3. **Presentations, Communications, Questions and Motions**
To receive communications from the Mayor, the Chairman and the Town Clerk
4. **Annual Business**
 - a) Appointments to Committees, Chair and Vice-Chairs, Joint Bodies, Outside Body Representatives, Bank Mandate Page 5
 - b) General Power of Competence Page 10
 - c) Year-end Annual Governance and Accountability Return 2020-21 Page 11
5. **Request from Citizens Advice Central Dorset**
To consider a request for funding support Page 19
6. **Metal Detecting Policy**
To consider a policy as a result of a new request Page 22
7. **Minutes of Committees**
To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	6 April 2021	Page 23
Planning & Environment Committee	26 April 2021	Page 28

To note receipt of the draft Minutes of the following Committee

Dorchester Heritage Joint Committee	20 April 2021	Page 32
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8. **Dorset Council Matters**

To receive updates from Dorchester Ward Members of the Dorset Council

9. **Adjournment**

To adjourn the Annual Meeting until Monday 2

4 May, when the election of the Town's Mayor and Deputy Mayor for the next civic year will take place.



Adrian Stuart Town Clerk

28 April 2021

The meeting will be followed by Public Questions

Public Speaking at the Meeting

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak please contact the clerk a.stuart@dorchester-tc.gov.uk by 9.00am on the morning of the meeting so that arrangements can be made.

We ask speakers to confine their comments to the matter in hand and to be as brief as is reasonably possible.

Member Code of Conduct: Declaration of Interests

Members are reminded of their responsibility to disclose appropriate pecuniary or non-pecuniary interests. A Member who declares a pecuniary interest must leave the room unless a dispensation has been granted. A Member who declares a non-pecuniary interest may take part in the meeting and vote.

Dorchester Town Council

Meeting of the Dorchester Town Council

22 March 2021

The meeting was conducted using Zoom videoconferencing.

Present: Mayor R. Biggs and Councillors B. Armstrong-Marshall, S. Biles, A. Canning, A. Chisholm, L. Fry, T. Harries, J. Hewitt, F. Hogwood, S. Hosford, G. Jones, S. Jones, F. Kent-Ledger, D. Leaper, A. Lyall, R. Major, R. Potter, M. Rennie and R. Ricardo

Apologies: Councillor D. Taylor.

41. **Minutes**

The minutes of the meeting of Council held on 25 January 2021 were confirmed and will be signed by the Mayor as a correct record at the next opportunity.

42. **Presentations, Communications, Questions and Motions**

The Mayor highlighted a visit to Pavilion in the Park on the Great Field, which was due to open in April, as well as noting ongoing discussions with the Duchy of Cornwall regarding play equipment for the site.

He also noted a general increase in anti-social behaviour around the town, particularly relating to graffiti on the South Walks.

43. **Planning and Environment Committee – 1 February 2021**

It was proposed and seconded that the minutes of the meeting be adopted.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 1 February 2021 be adopted.

44. **Planning and Environment Committee – 1 March 2021**

It was proposed and seconded that the minutes of the meeting be adopted.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 1 March 2021 be adopted.

45. **Management Committee – 8 March 2021**

It was proposed and seconded that the minutes of the meeting be adopted.

Resolved

That the minutes of the meeting of the Management Committee held on 8 March 2021 be adopted.

46. **Policy Committee – 15 March 2021**

It was proposed and seconded that the minutes of the meeting be adopted, with three recommendations for Council decision.

The Clerk confirmed that the Council had now received planning permission for the Municipal Buildings extension, that a substantial grant from Low Carbon Dorset was imminent, and that steps had been taken to secure Renewable Heat Incentive. Progress meant that the conditions on minute 2020/30c having been met, the Council would now

conclude the appointment of main and specialist contractors for the project, which would start on conclusion of the roof works.

Resolved

- a) That all surplus funds above the £100,000 General Reserve target at 31 March 2021 are transferred to the Municipal Buildings Reserve
- b) That the Clerk, in consultation with the Chair and Vice Chair of Policy Committee, is authorised to use these extra funds to
 - Meet the costs of additional building works identified as improvement opportunities, including those highlighted in the report to Policy Committee
 - Mitigate the impacts of the building being closed for lockdown and building refurbishment purposes on Dorchester Arts
 - Meet the cost of developing feasibility options up to planning application stage for 19 North Square with a local architect
- c) That the Council meetings calendar for 2021/22 (as appended to the minutes of the Policy Committee) is approved.
- d) That the minutes of the meeting of the Policy Committee held on 15 March 2021 be adopted

47. Dorset Council Matters

Councillor Rennie identified future consultation regarding a homelessness and rough sleepers policy and that parking charges would be introduced on Sundays from April. She applauded the recent collaboration between Brewery Square and Dorset County Hospital to reuse construction spoil between the two sites and also welcomed the growing role of DAPTC.

Councillor S. Jones highlighted the closure of South Walks House and its potential impact on the town economy. She also noted the conclusion of recent consultation exercises on Dorset Council's Climate Emergency Strategy and the Local Plan.

Councillor Canning recognised positive moves being made by the Dorset County Pension Fund to adopt a more climate friendly approach. He noted that there had been 32,000 responses to the Local Plan consultation and also noted the increased need for a town centre development masterplan as a result of the South Walks House closure.

Councillors Biggs highlighted the lack of responses from the under 35's to the Climate Emergency proposals and also noted the lack of a response from Dorset MPs. He also noted the delays to the planning decision for the play equipment on the Great Field, but also welcomed the adoption of roads on Poundbury and the installation of EV charging points.

Mayor

Council rose at 7.30pm.

DORCHESTER TOWN COUNCIL

COUNCIL APPOINTMENTS

5 MAY 2021

1. The Council appoints its Committees and Outside Body Representatives annually. Appendix 1 considers appointments to the Council's three Committees and two Partner bodies. The issues that need to be determined are

- For Committees and Heritage Joint Committee – **Recommend** appointment
- 7 Members applying for 6 roles on Markets Panel – Provided all candidates have been nominated and seconded a **Decision** will be required
- Councillor Rennie wishes to remain on the Panel, as Chair, to help steer it through a period of change, with new members representing Dorset Council who have no previous knowledge of the market; and also offer continuity through the changes to the Markets that are already happening and in the future
- Councillor Hewitt wishes to remain on the Panel; she visits the market most weeks, especially during lockdown, talking to both stall holders and shoppers to gather local knowledge that is particularly relevant to work on the Panel; this knowledge will make an important contribution when considering how the Markets will change and adapt in the future

2. The following Councillors have indicated a willingness to serve in the role of Chairman or Vice Chairman of Council Committees. **Recommend** appointment subject to any other nominations being made at the meeting.

Committee	Chairman	Vice-Chairman
Policy	S. Hosford	A. Chisholm
Management	F. Kent-Ledger	R. Major
Planning & Environment	R. Potter	T. Harries/R. Ricardo

3. Appendix 2 considers appointments to Outside Bodies.

- A **Decision** is required regarding
 - Appointment to Dorchester Arts - 2 expressions including current representative, Councillor Kent-Ledger, who wishes to maintain continuity to see the current transition programme at the Municipal Buildings to a conclusion
 - Appointment to the new Dorchester Tourism Partnership – 2 expressions of interest
 - Thomas Hardy Society – no expressions – propose no appointment
- **Recommended** All other appointments where only one expression received

4. The Council appoints Councillors as signatories for its banking arrangements, with two councillors required to validate, by e-mail or occasional signature, any payment from the Council's bank account. The following are the Councils current signatories

Councillors T. Harries, S. Jones, R. Potter, M. Rennie, D. Taylor

Recommended Council re-confirm signatories for 2021-22.

5. Attendance at Committees during the 2020-21 civic year are summarised at Appendix 3. The Council's website provides details of payments made to Councillors during 2020-21.

Adrian Stuart
Town Clerk

APPOINTMENT OF COMMITTEES

DORCHESTER TOWN COUNCIL COMMITTEES

Management Committee (12 requests)

S. Biles	A. Canning	L. Fry	S. Jones	F. Kent-Ledger	D. Leaper
T. Lyall	R. Major	R. Potter	M. Rennie	R. Ricardo	D. Taylor

Policy Committee (7 requests)

B. Armstrong-Marshall	R. Biggs	A. Chisholm	J. Hewitt	T. Harries
F. Hogwood	S. Hosford			

Planning & Environment (no limit, 12 requests)

A. Canning	L. Fry	T. Harries	J. Hewitt	S. Hosford	S. Jones
F. Kent-Ledger	D. Leaper	R. Major	R. Potter	M. Rennie	R. Ricardo

- If appointed as Mayor, Cllr G. Jones will be ex officio to the 3 Committees

JOINT BODIES

Dorchester Markets Informal Joint Panel (6 members, 7 requests, new requests in italics, members serving longer than 4 years in bold)

J. Hewitt	S. Hosford	A. Lyall	M. Rennie
<i>L. Fry</i>	<i>F. Hogwood</i>	<i>S. Jones</i>	

Dorchester Heritage Joint Committee (5 members, 5 requests, new requests in italics)

S. Biles	F. Hogwood	G. Jones	R. Major	<i>A. Chisholm</i>
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OUTSIDE BODY REPRESENTATIVES 2021 – 2022

	2020/21 Rep (brackets for Councillor in post for 4+ years)	Expressions of Interest	
Internal Roles			
DAPTC Larger Towns Rep	R. Potter 2012	A. Chisholm	
Charitable Trusteeships			
Ashley Churchill & Thorner Trust (2)	R. Major 2019, R. Ricardo 2019	R. Major	R. Ricardo
Dorchester Municipal Charities (2)	J. Hewitt 2016, S. Hosford 2011	J. Hewitt	S. Hosford
Bodies we work with regularly			
Dorchester Arts	F. Kent Ledger 2015	A. Chisholm	F. Kent Ledger Decision
Dorchester Association L. History & Arch.	D. Taylor 2016	D. Leaper	
Dorchester BID	R. Potter 2019	R. Ricardo	
Dorchester Bayeux Society	T. Harries 2018	T. Harries	(R. Major reserve)
Dorchester Lubbecke Society	D. Leaper 2019	S. Hosford	
Dorchester & Sherborne CAB	B. Armstrong-Marshall 2019	S. Biles	
Dorchester Tourism Partnership	-	S. Hosford	R. Potter Decision
Dorchester Youth & Community Centre	M. Rennie 2019	M. Rennie	
Heart of Wessex Rail Partnership	A. Chisholm 2019	A. Chisholm	
Thomas Hardy Society	D. Leaper 2019	-	Decision
Transition Town Dorchester	F. Hogwood 2019	F. Hogwood	
Volunteer Centre Dorchester	S. Biles 2019	S. Biles	

COMMITTEE ATTENDANCE 2020-21 (COVERING THE PERIOD 4 MAY 2020– 26 APRIL 2021)
APPENDIX 3

Councillor	Council		Planning & Environment		Management		Policy		Markets		Heritage		Overall	
B. Armstrong-Marshall	4	67%					5	83%					9	75%
R. Biggs	6	100%	10	91%	6	100%	6	100%					28	100%
S. Biles	6	100%			6	100%					5	100%	17	100%
A. Canning	5	83%	10	91%	6	100%							21	91%
A. Chisholm	6	100%					6	100%	2	100%			14	100%
L. Fry	6	100%	10	91%	6	100%							22	96%
T. Harries	1	17%	2	18%			2	33%					5	22%
J. Hewitt	6	100%	9	82%	6	100%			2	100%			23	92%
F. Hogwood	6	100%					6	100%			5	100%	17	100%
S. Hosford	6	100%	11	100%			6	100%	2	100%			25	100%
G. Jones	6	100%	9	82%			6	100%			5	100%	26	93%
S. Jones	6	100%	10	91%	6	100%							22	96%
F. Kent-Ledger	6	100%	8	73%	6	100%					3	60%	23	82%
D. Leaper	6	100%			6	100%							12	100%
A. Lyall	5	83%			6	100%			2	100%			13	93%
R. Major	6	100%	11	100%	6	100%					4	80%	27	96%
R. Potter	6	100%	11	100%	6	100%			2	100%			25	100%
M. Rennie	6	100%	11	100%	6	100%			2	100%			25	100%
R. Ricardo	6	100%	11	100%	6	100%							23	100%
D. Taylor	3	50%			5	83%							8	67%
No. Meetings/Avge%	6	90%	11	87%	6	99%	6	88%	2	100%	5	88%	426	91%

DORCHESTER TOWN COUNCIL

ADOPTION OF THE GENERAL POWER OF COMPETENCE

5 MAY 2021

1. As a rule a Council can only deliver services when they have a specific legal power or duty. Technically the only duty that the parish sector has is a requirement to make arrangements for allotments, but the sector also have powers to provide a wide range of discretionary services under the Local Government Act 1972, the Local Government (Miscellaneous Provisions) Act 1976, various Local Government Finance Acts, much of the legislation governing Burials, plus other assorted pieces of legislation.
2. Where the Council does not have a specific power to act, unless it is specifically prohibited from doing so by legislation, it still has a “catch-all” opportunity under s137 of the Local Government Act 1972, which permits use of a capped amount of funding each year to undertake services that the Council does not otherwise have a power to deliver.
3. However via orders made as a result of the Localism Act 2011 a qualifying Parish Council (qualifying broadly means one which has a CILCA qualified clerk and where two thirds of councillors have been elected) may supersede the above and adopt the General Power of Competence, which allows it to “do anything that individuals generally may do”.
4. In practice at the parish tier adopting the power removes uncertainties around minor operational issues but does not fundamentally change the way the Council acts. This Council has resolved to adopt the power annually for the last six years.
5. It is **RECOMMENDED** that the Council adopts the General Power of Competence for the period to the next Annual Meeting of Council.
6. For information the Council has five officers (Town Clerk and Deputy, Outdoor Services Manager, Financial Controller and Mayor’s Secretary) who have achieved the CILCA (Certificate in Local Council Administration) qualification, while 100% of its Councillors were elected at the last elections.

Adrian Stuart
Town Clerk

DORCHESTER TOWN COUNCIL

YEAR END AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21

5 MAY 2021

1. At Parish level the Annual Governance and Accountability Return (AGAR) is the document the Council is required to produce each year to demonstrate its financial and governance arrangements are satisfactory. The AGAR covers parishes from a nil precept hamlet through to the largest City Councils in the country with a £5.0M turnover and significant non-precept income. With a turnover of £1.6M, population of 20,000 and Council Tax of £197 Dorchester Town Council is among the larger parish authorities.
2. There are 3 parts to the AGAR (Appendix 4) to be completed prior to External Audit
 - Section 1 – The Annual Governance Statement – where Council confirms it has put sound governance processes in place – signed by the Chairman and Clerk
 - Section 2 – The Accounting Statement for the year – where all transactions of expenditure and income are summarised, along with year-end assets and liabilities – signed by the Responsible Financial Officer (Clerk) and the Chairman
 - Annual Internal Audit Report (Appendix 3) – where our contracted Internal Auditor confirms to the contracted External Auditor that they have undertaken an audit of our internal control processes with satisfactory outcomes. Audit reports are considered by our Policy Committee during the year.
3. The Accounting Statement takes account of an underspend of £50k during the year 2020-21 against an operational budget of £1,504k, as well as a higher year end level of Reserves than anticipated when the budget for next year, 2021-22, was set at January Council. The key variances against the budget and the purposes of Earmarked Reserves are summarised at Appendix 1. Council resolved in March that any budget underspend should be transferred to the Municipal Buildings Reserve.
4. The third Internal Audit visit report and the management response to it is attached at Appendix 2. This report, plus reports earlier in the year, is summarised in the full report for the year at Appendix 3. It is **RECOMMENDED** that the Internal Audit Report for the full year is noted.
5. Policy Committee authorises all payments at its bimonthly meetings; they are listed on our website, with supporting information available from the Financial Controller. It is **RECOMMENDED** that payments made from 1 – 31 March 2021, totalling £166,408.50, are approved.
6. It is **RECOMMENDED** that the Council approves the signing of the Annual Governance Statement and the Accounting Statement for 2020-21, to be submitted to external audit by PKF Littlejohn LLP

Adrian Stuart
Town Clerk

FINANCIAL & YEAR END REPORT 2020/21

1. Revenue out-turn (Appendix 1a) is £50,000 below budget:-

	£000
• Covid (Lost income Municipal Buildings, Market, etc £51k, Partner support £15k, Cemetery costs, PPE & laptops £18k)	84
• Covid savings (Events £17k, Mun Bldgs closure £24k)	-41
• Outdoor Services staff delays for Covid (Vacancies, pensions, etc)	-40
• Extra Cemetery Income (not Covid related)	-25
• Treasury & Community Planning Income higher	-11
• All other under/overspends	-17

2. At £2,048k our General and Earmarked Reserves (Appendix 1b) are £270k higher than the figure anticipated when we set next year's budget back in January 2021

- Some projects have been delayed
 - Cornhill refurbishment – consultation delayed due to Covid
 - Poundbury Cemetery wall – deferred due to Covid
 - Christmas Lights – not replaced in 2020, replanning for 2021
 - Dorchester West Ramp – land ownership issues, now resolved
- Some projects were accelerated
 - Municipal Buildings roof works – opportunity due to Covid
 - Weymouth Avenue Pavilion Ground Source Heat Pumps – part of our climate emergency commitment
- In addition to £60k net underspend related to the delays and accelerations above, further additions have been made to Earmarked Reserves
 - £93k added to Municipal Buildings Reserve due to Operational Budget underspends (£43k underspend in 2019/20, £50k in 2020/21)
 - £84k was received during the year in CIL – all CIL monies received to date have been applied to the Municipal Buildings project
 - £30k added to Parks and Vehicles Reserve due to delays taking over the Great Field
 - Unused Apprentices (£15k) and Mayoral Allowance (£6k) budgets have been transferred to Reserves for future allocation
- The Reserves are listed below at Appendix 1b

3. At 31 March 2021 the Council held cash investments (being all Reserves plus Debtors, Creditors, Deposits etc) as follows:-

	£000
CCLA Cash Deposit Account	900
Lloyds Bank Account	328
National Savings & Investments	7
Total Cash	1,235
Payden Global Investment Fund	900
Total Investments	2,135

APPENDIX 1a

MANAGEMENT REPORT AT 31 MARCH 2021

By Spend Type	Budget £000	Profile £000	Actual £000	-Under/Over £000
Staff	863	863	809	-54
Capital Financing	41	41	41	-0
Other Payments	561	561	549	-12
To Specific Reserves	216	216	216	0
Income	-177	-177	-162	16
Net Budget	1,504	1,504	1,454	-50

By Service	Budget £000	Profile £000	Actual £000	-Under/Over £000
Allotments	-6	-6	-6	-0
Parks & Open Spaces	123	123	141	18
Cemeteries	-3	-3	-23	-20
Corp. & Dem. Manage.	37	37	35	-1
Cultural & Twinning	35	35	27	-9
Municipal Buildings	270	270	282	12
Other Services	231	231	234	3
Office Team	378	378	372	-6
Outdoor Services	440	440	393	-48
Net Budget	1,504	1,504	1,454	-50

Earmarked Reserves with budgeted Expenditure In Year	Budget £000	Profile £000	Actual £000	-Under/Over £000
Play Equipment	25	25	17	-8
Parks Premises	0	0	1	1
Municipal Buildings	24	24	224	200
Cemeteries	30	30	0	-30
Public Realm	250	250	21	-229
Heritage Tourism PM	35	35	27	-8
Dorchester West Ramp	10	10	0	-10
Climate Emergency	20	20	57	37
Christmas Lights	8	8	0	-8
Arts & Cultural	0	0	1	1
Planning Advice	10	10	4	-6
Net Budget	412	412	352	-60

APPENDIX 1b

RESERVES HELD AT 31 MARCH 2021 AND THEIR USE

Reserve	£000	Purpose
Municipal Buildings	609	Roof replacement, Lift, Heating and Arts related
Public Realm	342	Cornhill and town centre improvements
Climate Emergency	88	Carbon reduction projects (not yet identified)
Vehicles & Equipment	72	Planned Replacement programme
Parks Infrastructure	57	Refurbishment of B. Gardens & Great Field structures
Cemeteries	48	Refurbishment of Cemeteries structures
Play Equipment	38	Replacement of play structures
Planning Advice	28	Local Plan and other planning issues
Apprenticeships	20	Partner apprenticeship support
Arts & Culture	18	4 outstanding projects
Graves in perpetuity	14	Maintenance and flowers on 6 graves
Christmas Lights	14	Full replacement of lights
Dorchester West Ramp	10	Contribution to ramp from station
Treasury	5	To offset below par asset sales on the Payden Global Fund
Corporate Projects	585	New Corporate Plan projects
General	100	Unforeseen events and opportunities
Total	2,048	

**Darkin Miller Chartered Accountants 2020/21 INTERNAL AUDIT OF DORCHESTER TOWN COUNCIL
FINAL REPORT VISIT 3 OF 3: 16th APRIL 2021 - Appendix 1 – Recommendations and Action Plan**

Rec. number	Detail	L/M H	Mgmt Response	Resp Off	Due Date
3.1 – Amend minute	<p>I checked the minutes of the Council meetings to confirm that there was no unusual financial activity. I noted that minute 66 of the Planning & Environment Committee meeting of 01/02/21 referred in error to the meeting of 01/01/21. The January meeting was held on 04/01/21.</p> <p>I recommend that minute 66 is amended at the earliest opportunity.</p>	L	Agreed	GW	30/4/21
3.2 – Check insured value for revalued assets	<p>I checked to see that insurance cover was appropriate and adequate. I found that cover had decreased significantly year on year on a number of Council assets as the assets had been revalued at rebuild cost in December 2019. Most of the asset valuations are now based on the rebuild cost, with two assets (Louds Mill Depot and Recreation Ground Pavilion) based on the rebuild cost plus additional items (solar panels in the case of the Depot, and ground source heat pump and bore hole for the Pavilion).</p> <p>I was unable to agree the insured value for the following assets, which are insured at a lower value than the amount noted in the rebuild valuation assessment:</p> <ol style="list-style-type: none"> 1. Borough Gardens Clock Tower - should be £165,300 based on rebuild value plus 14% (professional and demolition fees), actual value £147,030 2. Various structures (covering Fountain, Tennis Courts, Fencing paths and paved areas, Thomas Hardy statue, Town Pump, Cenotaphs) - should be £695,400 based on rebuild value plus 14%, actual value £667,500. <p>I recommend that the Finance Officer reviews the insured values with the insurer to ensure that the assets are not undervalued on the insurance schedule.</p>	M	Agreed	NH	31/5/21
10.1 – Adjusted and unadjusted errors	<p>The following errors were adjusted in the draft annual return:</p> <ol style="list-style-type: none"> 1. A Bacs run of £2.3k had been included in the bank reconciliation in error after it was processed in Sage but not in the bank account (Bacs runs are processed straight away and do not form part of the bank reconciliation). The balance at bank and the value of trade creditors were both increased by £2.3k accordingly. <p>The following error was not adjusted as not material:</p> <ol style="list-style-type: none"> 1. £1.75 of refunded income has been included in other payments. As negative income, it should have been set against other income. <p>Note that the 2019/20 figures for staff costs and other payments were restated to exclude mileage costs, as required by the latest Practitioner's Guide.</p>	Info	Noted	NH	-
10.2 – Press Sage to resolve reporting issue	<p>I checked to see that debtors and creditors had been properly recorded in the Council's accounts. The Finance Officer noted that there is an error on the finance system which means that the year end trade creditors reports shows a debit balance (i.e. money owed to suppliers) of £530. The supplier activity reports confirm that no monies are owed by or to suppliers at the year end.</p> <p>I recommend that the Finance Officer continues to press Sage to resolve the issue in order to ensure that the Council can have confidence in its finance system.</p>	M	Agreed	NH	31/5/21

Annual Internal Audit Report 2020/21

Dorchester Town Council

<https://www.dorchester-tc.gov.uk/>

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of Internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
	A. Appropriate accounting records have been properly kept throughout the financial year.	✓	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick 'not covered')			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			N/A
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes). <i>see attached etc</i>			✓
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

07/09/20 14/09/20 17/02/21
09/09/20 16/02/21 12/04/21

Name of person who carried out the internal audit

Mrs R Darkin-Miller LLB(Hons) BFP FCA

Signature of person who carried out the internal audit

Date 12/04/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Dorchester Town Council AIAR 2020/21

Internal Auditor note on test N:

In order to test compliance with the Council's requirement for the exercise of public rights, I checked the Council's calculation of its public rights period, and checked the Council's website during the statutory public rights period to confirm that the public rights notice and ss1&2 of the AGAR had been published, and after its external audit to confirm that the notice of conclusion of audit and ss1-3 of the AGAR had been published. I can confirm that the Council correctly calculated the period, and published the correct information on its website. The External Auditor subsequently confirmed that, in order to pass this test, a Council must be able to demonstrate via its website audit trail that all required information was uploaded the day before the public rights period commenced, and that the information remained on the website for the duration of the period. The Council's website does not have this facility. I have, therefore, assessed the test as 'not covered'.



R Darkin-Miller LLB (Hons) BFP FCA 12/04/21

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Dorchester Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		*Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Section 2 – Accounting Statements 2020/21 for

Dorchester Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	454,494	766,038	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,463,971	1,503,515	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	312,144	408,712	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	RESTATED 716,825	682,914	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	43,261	41,188	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	RESTATED 704,485	805,125	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	766,038	1,149,038	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	893,825	1,234,603	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	8,132,194	8,106,785	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	162,000	128,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

DORCHESTER TOWN COUNCIL

5 MAY 2021

FUNDING REQUEST FROM CITIZENS ADVICE CENTRAL DORSET

1. In July 2020 the Council received a presentation from Daniel Cadisch, Chief Officer at Citizens Advice Central Dorset, regarding their experience of the pandemic and its impact on their caseload. Among a generally positive message he highlighted a worrying increase in the caseload relating to employment rights; the Council signalled a willingness to support CACD should they seek to develop a specialist service to address the issue.
2. CACD subsequently developed a pan Dorset pilot based on a specialist employment unit to bring together paid and volunteer employment advisers to manage casework while providing a consultancy service to the general advice team and delivering training to internal and external partners. Funding was secured externally for a six-month project, which was launched in December 2020 and is funded until May 2021.
3. Early cases include issues relating to redundancy, dismissal, pay, whistleblowing, maternity, insolvency and franchise issues, often alongside other Covid-related concerns. As a result Citizen Advice are able to offer timely specialist employment advice and support all the way to Employment Tribunal. The key benefits include:
 - Early intervention specialist advice which maintains people in work and resolves disputes
 - Meets the unprecedented increased demand for employment advice as a result of the Covid pandemic
 - Enables local people to sustain employment income to help them through the Covid recovery phase of 2021-2022
 - Providing specialist help up and to and including representation at Employment Tribunals
4. In the first 5 months the Unit helped 85 clients, 25 (30%) from Dorchester, with a client base covering the wider economy but in particular from the care, agricultural and hospitality sectors. Many clients have complex employment issues arising specifically from the pandemic, including furlough, PPE and insolvency. The Unit has been able to address key needs including available financial support, information on affordable advice and an understanding of the legal remedies and processes to follow. The unit has already successfully secured over £60,000 in financial gains for clients.
5. CACD are looking to extend the pilot until 31 March 2022 with the aspiration to mainstream the service should current caseloads not drop once the Covid impact has reduced, but need to raise funds quickly before the co-ordinator's contract ends in May. CACD has approached the Town Council, among other potential donors, seeking financial support to extend the post until March 2022 and to understand our position regarding long term funding. In making the request CACD identified that 30% of their pilot caseload has involved Dorchester residents. The full year cost of the post is £31,600 and CACD have asked whether the Council would consider making a grant of £13,200 available, being 50% of the 10 month extension.

6. The sum involved is significant and in considering its response Councillors might wish to take account of the following:
- The increased service is bringing direct benefit to Dorchester residents with complex work related issues resulting from the pandemic
 - The rapid increase in employment caseload may be a short term trend or equally may continue for some years. CACD anticipate demand for the service will grow as the effects of Covid and Brexit are felt on the economy. At some point the Council would need to decide how long it may wish to provide support for
 - So far a significant part of the caseload (30%) has involved Dorchester residents and Dorchester employers. Again this trend may continue or change
 - The Town Council has not traditionally provided support at this level to CACD. Towns outside West Dorset have traditionally played a greater role supporting local Citizens Advice services. Dorset Council has currently recommitted to core funding for the Citizens advice service, but this funding would be insufficient to respond to increases in workload such as the one described
 - The Town Council is in a position to make an early decision to provide support; CACD are seeking support elsewhere but inevitably this might take time to make full grant applications and respond to relevant funding windows
7. Taking account of the above Council is invited to consider the following

RECOMMENDATION

- That a grant of £13,600, funded from the Corporate Projects Reserve, is offered to Citizens Advice Central Dorset to enable them to continue to deliver the Employment Advice service through to March 2022
- That the Town Clerk continue discussions with CACD regarding the potential for a longer term grant, based on relevant caseload, should the service be needed beyond April 2022; bringing a proposal for consideration by Council when setting the 2022-23 Revenue Budget and Medium Term Financial Strategy

Adrian Stuart
Town Clerk

DORCHESTER TOWN COUNCIL

5 MAY 2021

METAL DETECTING POLICY

1. The Council has been approached by a responsible detectorist asking permission to detect at Salisbury Fields. The detectorist is a member of the Dorset Council Metal Detectorist Liaison Scheme and would therefore abide by the Code of best practise for metal detecting in Dorset.
2. Salisbury Fields is adjacent to a Scheduled Monument. Experience at the Borough Gardens with the archaeological dig for the new tennis courts showed that although outside of the line of the Scheduled Monument there was still significant archaeological points of interest – in the Gardens it was the ditches that surrounded the Roman Walls. This archaeology is best served left alone unless a formal archaeological dig is required for a specific reason.
3. Salisbury Fields is used by Dorchester residents as a place of recreation including dog walking, picnicking, children’s play etc and the land is kept in keeping for those activities. It is not considered that metal detecting is a compatible use.
4. Whilst considering this request Members may also wish to consider whether or not to allow metal detecting on any of the land within the Council’s ownership. The land falls within the following categories:- play areas, sports and recreation areas, Borough Gardens, cemeteries, allotments, the Local Nature Reserve and some open spaces. Maumbury Rings is a Scheduled Monument and it is illegal to detect on these protected monuments.
5. As with Salisbury Fields all of the Council’s land has specific uses and are maintained for those uses which are again not compatible with metal detecting.
6. The Council is **RECOMMENDED** to not approve the request to detect at Salisbury Fields and to further agree that metal detecting should not be allowed on any land within the Council’s ownership.

Steve Newman
Deputy Town Clerk

Dorchester Town Council

Minutes of the Planning and Environment Committee held via the Zoom Video Conferencing Platform

6 April 2021

Present: The Mayor, Councillor R Biggs, and Councillors A. Canning, L. Fry, T. Harries, J. Hewitt, S. Hosford, E.S. Jones, R. Major, R. Potter (Chairman), M.E. Rennie and R. Ricardo.

Apologies: Councillors G.Jones and F. Kent-Ledger

Also in attendance: Councillors S. Biles and F. Hogwood.

80. Declarations of Interest

Councillor L. Fry stated that as a member of Dorset Council's Area Planning Committee, he would keep an open mind on the planning applications and consider all information available at each stage of the decision process. He would take part in the debate but not vote on planning applications at this meeting.

Councillor Harries declared a non pecuniary interest in planning application WD/D/20/003114 and stated that he would not take part in any debate on this application.

81. Minutes

The minutes of the meeting of the Committee held on 1 March 2021 were confirmed and approved to be signed by the Chairman.

82. Change of Date for the May Planning and Environment Committee Meeting

The Committee noted that the May Planning and Environment Committee meeting would be held on Monday, 26 April 2021.

83. Transition Town Dorchester

The Committee received a presentation from Kate Forrester regarding the work of Transition Town Dorchester.

84. Local Cycle and Walking Infrastructure Plan

The Committee received a presentation from Chris Peck, Cycling and Walking Officer for Dorset Council regarding Dorset Council's Local Cycling and Walking Infrastructure Plan.

85. Climate and Ecological Emergency Bill

The Committee noted the Climate and Ecological Emergency Bill due to go before Parliament for a second reading.

The Committee agreed that Dorchester Town Council should support the Bill and requested that the Clerk to the Committee write to the local MP, Chris Loder to ask that he also support the Bill.

Resolved

- 1) That Dorchester Town Council should support the Climate and Ecological Emergency Bill due to go before Parliament for a second reading.
- 2) That the Clerk to the Committee write to the local MP, Chris Loder and ask him to pledge his support the Climate and Ecological Emergency Bill.

86. Speed Indicator Device

The Committee considered the relocation of the Speed Indicator Device (SID) from the East bound site at Max Gate to either Bridport Road or Middle Farm Way or both sites.

The Committee felt that it was too soon to re-site the SID from the location at Max Gate but agreed to site the SID at Bridport Road on a rotational basis in addition to siting it at Herringston Road and Max Gate.

The Committee agreed to site the SID on a rotational basis at a site in Middle Farm Way as recommended by the Dorset Council but requested that the Clerk to the Committee contact the Dorset Council and request that any costs incurred due to the relocation should be met by the Dorset Council.

Resolved

- 1) That the SID be sited at Max Gate, Herringston Road, Bridport Road and Middle Farm Way.
- 2) That the Clerk to the Committee request that the Dorset Council meet any charges incurred by siting the SID at Middle Farm Way.

87. Notice of Variation to Off Street Parking Places West Dorset 2021

The Committee noted the changes to the charging period in Dorset Council owned car parks which came in effect from 1 April 2021.

The Committee were pleased to note that there hadn't been a change to the policy to not charge for parking in the evening but were concerned that the charges on a Sunday would effect the Car Boot Sale held at Lower Fairfield Car Park.

88. A Guidance note for Town and Parish Councils on Planning Enforcement at Dorset Council

The Committee noted the Dorset Council's Guidance note for Town and Parish Councils on Planning Enforcement at Dorset Council.

89. Planning Applications for Comment

The Committee considered the planning applications referred to the Council for comment by Dorset Council (Appendix 1).

90. Minute Update Report

1) Minute 76, 1 March 2021 Planning and Environment Committee meeting Dorchester South Railway Station.

The Committee noted that Network Rail would be conducting a litter picking operation on the pathways around the station.

The Committee heard that Network Rail were exploring an alternative option to replacing the wall at Dorchester South Station with chain link fencing to replacing it with a fence made up with panels between metal columns.

The Committee requested that the clerk contact Network Rail to ask for images of the proposed fencing.

2) Minute 79 1 March 2021 Planning and Environment Committee meeting, Planning Issues to Note

Th Committee heard that for a pedestrian crossing to be installed at Greys Bridge the Dorset Council would need to assess if it would meet its criteria. The Committee noted that The Dorset Council would be a conducting a survey at both junctions at Greys Bridge where there were uncontrolled crossings.

91. Planning Issues to Note

There were no Planning issues to note.

**Dorchester Town Council
Planning and Environment Committee 6 April 2021**

East Ward (Councillors T. Harries, S. Jones, F. Kent-Ledger and R. Major)

E1. WD/D/20/003249 UNIT 4 LAKESIDE INDUSTRIAL ESTATE ST GEORGES ROAD DORCHESTER DORSET DT1 1PE

Erection of first floor workshop extension.

No objection.

E2. WD/D/20/003299 MAEN MAEN GARDENS DORCHESTER DT1 1QQ

Change of use to (F1(a)) specialist independent school.

No objection in principle.

The Committee would like to insist that the trees are retained / maintained and suitable provision for parking and for the picking up / dropping off of students be applied.

E3. WD/D/20/003114 SANDRINGHAM SPORTS CENTRE ARMADA WAY DORCHESTER DT1 2TN

Erection of single storey dance school with mezzanine and pitched roof.

As Dorchester Town Council is the landowner, no comment will be made on this application.

E4. WD/D/20/003144 56 PRINCE OF WALES ROAD DORCHESTER DORSET DT1 1PP

Erection of single-storey, flat roof rear/side extension & render & cladding to external walls of house (Retrospective).

No objection, the Committee regret the retrospective nature of the application.

E5. P/FUL/2021/00116 NATIONAL TYRES AND AUTOCARE 12-14 KINGS ROAD DORCHESTER DORSET DT1 1NQ

Erection of a single storey aluminium cladded MOT workshop.

No objection, the Committee requested that the neighbouring footpath be cleared of the weeds that were encroaching the neighbouring footpath from the site and that the area continue to be maintained.

E6. P/LBC/2021/00125 10 FORDINGTON DAIRY ATHELSTAN ROAD DORCHESTER DORSET DT1 1FD (LISTED BUILDING CONSENT)

Installation of a rear security gate.

No objection.

North Ward (Councillor A. Canning)

N1. WD/D/20/002991 TERRITORIAL ARMY POUNDBURY ROAD DORCHESTER DORSET DT1 1TA

Siting of a storage container.

- No objection.
- N2. WD/D/20/003278 28 HIGH EAST STREET, DORCHESTER, DT1 1HF**
Conversion of a single flat into 2no. flats.
- No objection.
- N3. WD/D/20/003279 28 HIGH EAST STREET, DORCHESTER, DT1 1HF**
Alterations to convert a single flat into 2no. flats, including alterations to internal walls.
- No objection.
- N4. WD/D/20/003211 1 PROSPECT ROAD DORCHESTER DORSET DT1 2PF**
Replace conservatory with garden room.
- No objection.

West Ward (Councillors L. Fry, J. Hewitt and R. Ricardo)

- W1. WD/D/20/002890 THE RANGE, GREAT WESTERN INDUSTRIAL ESTATE, GREAT WESTERN INDUSTRIAL ESTATE, DORCHESTER, DT1 1RD**
Change of use to allow the sale of bulky goods, furniture, furnishings, textiles, carpets, electrical goods, hardware, housewares, DIY, garden products, pet supplies, vehicle accessories and cycles, camping and leisure goods, toys, hobbies and office equipment other than goods ancillary to those listed and an element of non-bulky goods. (with variation of condition 5 of planning permission 1/D/11/001647 to allow for up to 250 sq.m. net of existing retail space can be used for the sale of food and drink for consumption off the premises other than confectionery).
- No objection.
- W2. P/HOU/2021/00161 65 QUEENS AVENUE DORCHESTER DORSET DT1 2EP**
Single storey lean-to side & rear extension forming log store, utility and living area.
- No objection.

South Ward (Councillors G. Jones, R. Potter and M. Rennie)

No applications received.

Poundbury Ward (Councillors R. Biggs and S. Hosford)

- P1. WD/D/20/002706 THE GREAT FIELD (PLAY AREA, SOUTH-EAST SECTION), PEVERELL AVENUE EAST, POUNDBURY**
Erection of timber framed childrens play equipment & associated hard & soft landscaping (including gravel bound footways, trees & planting) and associated infrastructure (drainage) on existing public amenity space.
- No objection, the Committee welcomed the application

Dorchester Town Council

Minutes of the Planning and Environment Committee held via the Zoom Video Conferencing Platform

26 April 2021

Present: The Mayor, Councillor R Biggs, and Councillors A. Canning, T. Harries, J. Hewitt, S. Hosford, E.S. Jones, G. Jones, F. Kent- Ledger, R. Major, R. Potter (Chairman), M.E. Rennie and R. Ricardo.

Apologies: Councillor L. Fry

Also in attendance: Councillors S. Biles, F. Hogwood and D. Leaper.

92. **Declarations of Interest**

There were no declarations of interest.

93. **Minutes**

The minutes of the meeting of the Committee held on 4 April 2021 were confirmed and approved to be signed by the Chairman.

94. **Cancellation of 7 June 2021 Planning and Environment Committee Meeting**

The Committee noted the cancellation of the Planning and Environment Committee meeting due to be held on 7 June. The Committee noted the proposed procedure to conduct the business of the Planning and Environment Committee and the Committee agreed to authorise the Committee Clerk, in consultation with the Chair to make response to future planning applications, based on the Committee's comments, until the Committee the next scheduled Committee meeting on 5 July.

Resolved

That the Committee Clerk, in consultation with the Chair be authorised to make response to future planning applications, based on the Committee's comments, until the Committee the next scheduled Committee meeting on 5 July.

95. **Walking Route Audit**

The Committee received an update from Councillor F Hogwood regarding the Dorset Council Walking Audit. The Committee heard that from data obtained by the Dorset Council, many of the car journeys completed in the Town were small journeys. In order to encourage more people to walk to their destinations improvements would need to be made to the existing footpaths. In order for the Dorset Council to make improvements, evidence that the footpaths need to be improved was required to enable the Dorset Council to apply for funding from Central Government.

The Committee heard that volunteers were conducting walking audits to identify where improvements were needed. Members of the Committee were invited to volunteer to conduct the walking audits and training if required would be requested. Members were invited to contact Councillor Hogwood or the Chairman of the Committee if they would like to volunteer.

The Committee requested that the findings of the audit be reviewed by the Committee in six months time.

Resolved

That the findings of the Walking Route Audit be shared with the Committee at the November meeting of the Planning and Environment Committee.

96. **Flood Investigation Report Dorchester August 2020**

The Committee noted the Flood Investigation report for Dorchester August 2020, The Committee heard that a Community Emergency Response plan was being developed and the Committee were invited to nominate two to three Councillors to help develop the Plan. The Committee agreed that Councillors E. S Jones and R. Major along with the Chairman of the Committee should be involved in the development of the plan.

Resolved

That Councillors E. S Jones and R. Major along with the Chairman of the Committee work with the Community Development Officer to develop a Community Emergency Response Plan.

97. **Dorchester South Railway Station**

The Committee noted the proposed fence panels to be installed at Dorchester South Railway Station and queried the height of the proposed fencing.

In principle the Committee accepted the proposed fencing but requested that the fence panels face out onto Cromwell Road, the Committee also requested that Network Rail be respectful to wildlife and requested that hedgehog holes be included.

The Committee also questioned if an area would be left that would be suitable for planting.

Resolved

That the Clerk to the Committee notify Network Rail that the Committee accepted the proposal but request that the fence panels face out to Cromwell Road, that the Committee Clerk ascertains the height of the proposed panels, that a request be made that Network Rail be respectful to wildlife and if an area would be left that was suitable for planting.

98. **Maumbury Road Railway Bridge**

The Committee noted the condition of the railway bridge at Maumbury Road and agreed that it was in poor condition. A Member informed the Committee that the bridge at Alington Avenue was also in a similar condition and looked unsafe. The Committee requested that the Clerk to the Committee write to Network Rail to inform them of the poor condition of the bridges and request that improvements / repairs be made.

Resolved

That the Clerk to the Committee write to Network Rail to inform them of the poor condition of the bridges at Maumbury Road and Alington Avenue and request that improvements / repairs be made.

99. **Planning Applications for Comment**

The Committee considered the planning applications referred to the Council for comment by Dorset Council (Appendix 1).

100. **Minute Update Report**

1. Minute 87 of the Planning and Environment Committee, 4 April 2021

A Committee Member and Dorset Councillor informed the Committee that discussions were ongoing with the Dorset Council regarding the Sunday car boot sale parking charges.

101. **Planning Issues to Note**

Dorchester Transport and Environment Plan(DTEP)

A committee member queried the status of the DTEP project and heard that it had been dissolved during the amalgamation of West Dorset District Council and the Dorset County Council.

The Committee were disappointed that the project had been concluded before all of the aims had been achieved. Members were particularly disappointed that problems with residential on street parking had not been addressed having previously been informed that a holistic approach would be taken to improve the situation across the whole of the Town.

The Committee requested that the Corporate Director for Economic Growth and Infrastructure and the Parking Services Manager be invited to a future meeting to discuss residential parking permits and on street parking.

Resolved

That the Clerk to the Committee invite Dorset Council's Corporate Director for Economic Growth and Infrastructure and the Parking Services Manager to a future meeting to discuss residential parking permits and on street parking.

Dorchester Town Council
Planning and Environment Committee 26 April 2021

East Ward (Councillors T. Harries, S. Jones, F. Kent-Ledger and R. Major)

- E1.** [WD/D/20/003145 17 ALL SAINTS ROAD DORCHESTER DORSET DT1 1EL](#)
Replace existing garden wall with new wall and gates. Form permeable drive and carry out landscaping.
No objection.
- E2.** [P/HOU/2021/00459 3 FORDINGTON GREEN DORCHESTER DORSET DT1 1LU](#)
Replacement of roof, windows and dormer windows.
No objection.
- E3.** [P/LBC/2021/00460 3 FORDINGTON GREEN DORCHESTER DORSET DT1 1LU \(Listed Building Consent\)](#)
Replacement of roof, windows and dormer windows.
No objection.

North Ward (Councillor A. Canning)

- N1.** [P/LBC/2021/00243 & P/ADV/2021/00265 DORSET COUNTY MUSEUM 66 HIGH WEST STREET DORCHESTER DT1 1XA](#)
External alterations to install 4 No. (non-illuminated) banner signs to front elevation.
No objection. The Committee welcomed the applications.

West Ward (Councillors L. Fry, J. Hewitt and R. Ricardo)

- W1.** [P/HOU/2021/00363 26 BARROW CLOSE DORCHESTER DORSET DT1 2HG](#)
Erection of single storey front and side extension.
No objection.
- W2.** [P/HOU/2021/00480 53 JAMES ROAD DORCHESTER DORSET DT1 2HB](#)
Erection of two storey rear extension.
No objection.

South Ward (Councillors G. Jones, R. Potter and M. Rennie)

- S1.** [P/HOU/2021/00469 72 SOUTH COURT AVENUE DORCHESTER DT1 2BZ](#)
Conversion of existing garage, internal alterations and single storey side extension.
No objection.
- S2.** [P/HOU/2021/00520 10 MELLSTOCK AVENUE DORCHESTER DORSET DT1 2BE](#)
Demolition of existing porch & construction of new porch.
No objection.

DORCHESTER JOINT HERITAGE COMMITTEE

HELD VIA ZOOM VIDEO CONFERENCING

20 April 2021

At a virtual Meeting of the Dorchester Joint Heritage Committee held on 20 April 2021:

PRESENT:

Dorchester Town Council	Councillors:	S. Biles F. Hogwood G. Jones (Chairman)
	Officers:	S. Newman T. Hedger M. Manley N. Hayes
Dorset Council	Councillors:	R. Biggs L. Fry S. Jones
<u>In Attendance</u>	Councillor Dorchester BID	S. Hosford, N. Strudwick
Ancient & Honourable Guild of Town Criers		A. Chisholm
Blue Badge Tourist Guides		T. Loasby and J. Wallis
Dorchester Association		M. Rice
Dorchester Chamber for Business		M. Woodgate
Dorchester Civic Society		T. James
Dorchester Local Nature Reserve		L. Poulsen
Keep 106 Community Radio		A. Worth
Shire Hall Museum		T. Eddey
Thomas Hardy Society		M. Chutter

33. **APOLOGIES**

Apologies for absence were received from Councillors A. Canning and D. Taylor (Dorset Council), R. Raine (National Trust), E. Metcalfe (The Keep Military Museum).

34. **MINUTES**

The minutes of the meeting held on 19 January 2021, a copy of which had been circulated, were confirmed and signed.

35. **MEMBERSHIP**

The Committee considered whether to amend its terms of reference so as to include the Thomas Hardy Society on the list of non-voting organisations to be represented on the Committee.

RESOLVED

That the Thomas Hardy Society be included within the non-voting membership of the Committee and that Mark Chutter from the Society, be welcomed to the meeting.

36. **APPOINTMENT OF TOURISM DEVELOPMENT OFFICER**

The Committee was introduced to Matilda Manley, the newly appointed Tourism Development Officer for Dorchester Town Council, who would be starting on 1 June 2021. Matilda spoke briefly about her background and her excitement for the role.

37. **HERITAGE TOURISM STRATEGY**

(i) Heritage Tourism Strategy - Progress

The Committee considered a report by the Heritage Tourism Project Manager which updated it on progress of the project and reported on the next steps.

RESOLVED

That the progress report be noted.

(ii) Dorchester Tourism Partnership

The Committee received the notes of the meetings of the Tourism Partnership held on 16 March and 6 April 2021.

The Project Manager confirmed that the Partnership reported back to the Heritage Committee. Members were pleased to note that the Director of the Dorset County Museum had agreed to be the Chairman of the Partnership and that a young person had been identified to become involved.

RESOLVED

That the notes of the meetings of the Dorchester Tourism Partnership held on 16 March and 6 April 2021 be received.

(iii) Budget Applications and Grant Applications

Members had before them a report by the Heritage Tourism Project Manager which set out a revised budget for the six previously agreed strategy action areas. The

report also sought support for financial contributions for two projects based around an artist/culture trail and an updating of the Discover Dorchester leaflet. Delegating the decision on financial support for the proposed projects would enable timely applications to the National Heritage Lottery Fund for the remaining funding.

It was reported that the town WiFi could do with improving as it still seemed patchy in areas. The Chairman of the BID asked that if anyone found areas where the WiFi was not working to let him know as soon as possible.

RESOLVED

That the Town Clerk, following consultation with the Chairman of the Committee, be authorised to agree grant applications and project contributions of not exceeding £2,000 per project.

(iv) Dorchester Tourism Website

The Committee considered a report by the Heritage Tourism Project Manager on the evaluation of tenders received in respect of building a new Dorchester Tourism Website, which was identified as an action in the agreed Tourism Strategy.

It was felt important that those with a knowledge of the town's heritage be involved in the writing of the content for the website. It was noted that any help would be gratefully received and that the website could be developed and updated as and when needed.

RESOLVED

(1) That tenderer 'C' in the report be awarded the contract for website development.

(2) That a sum of £7,875 be allocated from the Heritage Tourism budget for the website development.

(3) That a further £1,800 be allocated towards integration with the Dorchester App.

(4) That the detail and final purchase of the domain name for the new website be agreed with the Chairman of the Committee following consultation with Website developer and Tourism Partnership, up to a sum not exceeding £250.

38. SALISBURY FIELDS INFORMATION BOARD

The representative from the Thomas Hardy Society sought the support of the Committee for plans to formally unveil the Fordington Vicarage notice board in Salisbury Fields as a part of a planned Thomas Hardy Society walk around Fordington.

The unveiling would include the Mayor and Town Crier with some entertainment. It was proposed that the unveiling would take place on Sunday 11 July 2021 at 2.00pm.

It was noted that the appearance of some of the buildings along the Mill Stream walk could be improved and the Chairman, Deputy Town Clerk and Councillor S. Jones agreed to walk the area with a view to assessing opportunities for improvement.

RESOLVED

That the proposed arrangements by the Thomas Hardy Society for an unveiling of the information board at Salisbury Fields be agreed.

39. **THOMAS HARDY VICTORIAN FAIR (THVF) - 2021**

The Chairman updated members on the proposals for the event on Sunday 6 June 2021. The vast majority of the event would be delivered online due to the uncertainty of what would be possible due to Covid. There would be some live events which would be ticketed through Eventbrite, there would also be a Victorian Food Fair in the Borough Gardens and music from the bandstand. The Shire Hall Museum would be putting on Victorian craft displays.

The Committee felt that an important part of the event was the annual wreath laying. The Chairman agreed to liaise with the Mayor's Secretary about this aspect of the day

RESOLVED

That the THVF update be noted.

40. **DORCHESTER POETRY TRAIL**

The Committee considered a report from the Vice-Chairman of the Committee on the creation of a Dorchester Poetry Trail working on a provisional budget of £24,000 and made a request to the Committee to support 25% of expenditure to a maximum of £6,000.

Members agreed that a poetry trail was an excellent idea and should be pursued. The Committee felt however that further detailed financial information was required together with the proposed outputs of the project.

RESOLVED

The Committee agreed the project in principle subject to the production of detailed budget information and project outputs.

41. **HERITAGE OPEN DAY 2021**

The Chairman updated the Committee on plans for the Heritage Open Day, to take place in September 2021. The English Heritage Open Day theme for this year was

'Edible England' and a mix of online and live events would be built around this theme. The Chairman invited Members to put forward ideas for the event.

RESOLVED

That the update be noted.

42. **ROMAN TOWN HOUSE REFURBISHMENT PROJECT – UPDATE**

The Committee received an update on the Roman Town House refurbishment project. It was noted that a desire line was already becoming apparent at the north west corner of the site where visitors did not wish to walk back to the start of the formal path. It was also felt that the original signage might be reinstated in a more suitable location if it was still available.

RESOLVED

That the update be noted.

43. **QUESTIONS**

No questions had been received.

44. **URGENT ITEMS**

It was reported that a field north of Dorchester, east of Frome Whitfield Farmhouse had been ploughed for the first time, concern was expressed regarding the oak trees in the area and whether they were protected with Tree Preservation Orders. It was noted that Dorset Council was responsible for Tree Preservation Orders and that the area was located within the boundary of Charminster Parish Council.

The Chairman showed the Committee the first edition of the new Dorchester Heritage Magazine 5,000 of which would be distributed from 2 May onwards. The Committee welcomed this excellent new publication.

Chairman.....