



Dorchester Town Council

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You are summoned to a **Meeting** of the **Dorchester Town Council** to be held at The Recreation Pavilion, Weymouth Avenue, Dorchester DT1 2RY, on **Monday 24 January 2022 at 7.00pm**, to conduct the following business: -

1. **Apologies & Minutes**

To confirm the Minutes of the meeting of Council held on 22 November 2021 (Page 3).

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

To receive communications from the Mayor and Town Clerk

3. **Minutes of Committees**

To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	6 December 2021	Page 6
Management Committee	10 January 2022	Page 12
Policy Committee – Special Meeting	13 December 2021	Page 17
Policy Committee	17 January 2022	Page 18

A handwritten signature in black ink, appearing to read 'A Stuart'.

Adrian Stuart Town Clerk
18 January 2022

In order to limit the spread of Covid locally, on this occasion there will be no General Public Questions following the meeting. If you have a question that you wish to raise with the Council please contact the Clerk by e-mail and he will arrange a response.

The Public are still welcome to attend the meeting, but please take note of the information on Page 2.

Public Attendance and Speaking during the formal part of the Council meeting

It is planned that the meeting will take place in a Covid secure environment with a limited number of spaces available. If you wish to attend the meeting it would be helpful if you could **notify the clerk by 0900 on the morning of the meeting** so that we can include you in our arrangements to keep you and other participants safe.

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak on a specific item please let the clerk know so that arrangements can be made. We ask speakers to confine their comments to the matter in hand and be as brief as reasonably possible.

Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose interests where appropriate. A Member who declares any interest must leave the room. A Member who declares a registerable interest as a Council nominee to a partner organisation may first address the meeting as a member of the public.

Advice on the Declaration of Interests at Council in relation to Committee meetings

- Most Committee minutes record resolved items.
 - Interests already declared at Committee meetings and recorded in the Minutes do not need to be declared again.
 - A Member need not declare an interest when approving the minutes of a Committee at which a relevant item has been discussed and a resolution has already been made. However, should a question arise on a relevant resolved item the Member should not participate in discussions
- Where a Committee is making a relevant Recommendation to Council a Member should declare an interest and act appropriately

Dorchester Town Council

Meeting of the Dorchester Town Council

22 November 2021

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

Apologies: Councillor S. Hosford.

30. Minutes

The minutes of the meetings of Council held on 27 September 2021 were confirmed and were signed by the Mayor as a correct record.

31. Presentations, Communications, Questions and Motions

The Mayor discussed his schedule of events, which had included a visit by pupils of Prince of Wales School to the Council Chamber; each pupil had made a short presentation, many on the environment. He also highlighted a visit made to Spectra, a Fire Service initiative focused on building confidence in young people.

A Member congratulated all those involved in the organisation of the Remembrance Sunday services, but noted the reduced attendance among Members of Council.

32. Planning and Environment Committee – 4 October 2021

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

Further to Minute 37 the Chair agreed to arrange for attendance at the Dorset Council Committee considering the planning application for the Old Military Hospital on the Grove Trading Estate.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 4 October 2021 be adopted.

33. Planning and Environment Committee – 1 November 2021

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

Regarding Minute 43 a Councillor requested that the issue of sustainable food procurement be highlighted to the new Member Group to be set up to monitor the management by Dorchester Arts of the Municipal Buildings.

Further to Minute 47/1 a Dorset Council Member confirmed that highway regulations prevented the erection of a warning sign regarding pedestrian use of Greys Bridge.

Further to Minute 48/3 a Dorset Council Member identified that the Planning Officer responsible for s106 monies would attend a future meeting of the Committee.

A Member asked for clarification of the Council's Fair Trade status.

Resolved

That the minutes of the meeting of the Planning and Environment

Committee held on 1 November 2021 be adopted.

34. **Management Committee – 8 November 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 November 2021 be adopted.

35. **Policy Committee – 15 November 2021**

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

The Minutes were amended to note that Councillor S. Jones had declared an interest as the Outside Body representative of Dorset Council for Dorchester Arts and left the room during discussions regarding its grant situation at Minute 13.

A Member expressed concern that staff engaged by Dorchester Arts to carry out Town Hall keeping duties might not receive the same terms and conditions as those employed to carry out similar duties by the Town Council.

Councillor Fry declared an interest as a trustee of Dorchester Youth and Community Centre. The Clerk identified that the item related to the Centre was resolved, such that no other action was required.

A Member expressed disappointment regarding the Committee's decision not to pursue options to develop 19 North Square as affordable flats. Several Members sympathised with the concern, but also recognised that pursuing the scheme further risked delivering sub-standard accommodation at a high price.

Resolved

- a) That, with regard to the Council's Strategic and Operational Risk Register
 - i) The assessed high level strategic and operational risks included in the Risk Register be approved
 - ii) Risks related to the transition from the current Town Clerk to their successor, staff working from home receiving insufficient training, cybersecurity and the consequences of a poorly developed Local Plan, be added to the register
 - iii) The Risk Registers, as a whole, be approved
- b) That the minutes of the meeting of the Policy Committee held on 15 November 2021 be adopted.

36. **Dorchester Heritage Joint Committee – 19 October 2021**

In noting the minutes of the Joint Committee a Member updated Council with the news that, at Minute 24, the Dorset Ways with Words project had failed to secure a National Lottery grant.

37. **Dorset Council Matters**

Councillor Canning highlighted recent discussions with officers at Dorset Council that indicated the determination of the Council to include the DOR13 allocation in the draft Local Plan, with Garden Village funding being used to develop a plan for the site and discussions taking place with central Government regarding the cost of

introducing road infrastructure. He noted the strong opposition of Wessex Water, based on concerns regarding infrastructure costs and the impact on the catchment area for fresh water. A number of Members, including Dorset ward Councillors for Dorchester and Charminster St Marys, expressed concerns regarding the local plan process and the representation by the Dorset Council of objections received relating to DOR13. A Dorset Councillor had written to the local MP seeking clarification of statements recently made at Government level, but also noted the limited options available if the Council was to meet Government housing targets.

Councillor Fry identified that, due to problems related to the installation of technology into meeting rooms at County Hall, it had been announced that virtual meetings of the Dorset Council would continue for the immediate future. He highlighted a recent visit to the Army Battle Lab at Winfrith. He had also raised the issue of pigeons at Damers Road Railway Bridge with Dorset Council.

Councillor S. Jones highlighted a Children's Services initiative regarding the creation of locality groups to provide a one stop shop for parents and facilitate improved liaison between agencies working in the community.

Councillor Rennie noted the recent Ofsted inspection of Children's Services, which had been scored "Good", with a special recognition of the Domestic Violence toolkit; and also welcomed the support the Council was offering for a national initiative, "16 days of Action against Domestic Abuse".

Councillor Biggs mentioned the arrival of a new manager at 1610 Leisure Centre, who was placing a special interest on environmental, security and maintenance matters. He also noted the position regarding the adoption of the highways on Poundbury, with outstanding issues under discussion in relation to trees and street lighting. He highlighted consideration being given, through the Audit and Governance Committee, regarding investing cash in short term funds that held investments in fossil fuels, answering a question regarding how the Council might co-ordinate its activity with other Councils and use voting powers associated with shares in its ownership.

38. Town Clerk Appointment Panel

The Chair of the Panel, Councillor Biggs, reported on the process that had been undertaken in relation to the appointment of a new Town and recommended the successful candidate for consideration by the Council.

Resolved

That, subject to appropriate checks, Mr Steven Newman be offered the post of Town Clerk, effective from the date of the departure of the current Clerk.

Council recorded their thanks to the Panel for the work they had undertaken.

Mayor

Council rose at 7.55pm.

Dorchester Town Council
Minutes of the Planning and Environment Committee
6 December 2021

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

Apologies: Councillors D. Leaper, R. Major and R. Ricardo.

Also in attendance: Councillor F Hogwood.

49. Declarations of Interest

Councillors L. Fry and E.S. Jones stated that as members of Dorset Council's Area Planning Committee, they would keep an open mind on the planning applications and consider all information available at each stage of the decision process. They would take part in the debate but not vote on planning applications at this meeting.

50. Minutes

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

51. Dorchester Traffic and Parking Strategy

The Committee received a verbal update from Matthew Piles, Corporate Director - Economic Growth and Infrastructure and Dorset Councillor, Ray Bryan, Portfolio Holder for Highways, Travel and Environment regarding traffic congestion in Dorchester; the Phase three On Street Parking Review planned for 2022; and the remaining uncompleted element of DTEP relating to the Maumbury Road junction improvements.

The following matters were discussed:

Car Parks

The Committee heard that a project was started in January 2020 to look at car park charges across the new Dorset Council area. It was considered that car park charges were not consistent or fair and that changes needed to be made to harmonise the charges for fairness. The consultation resulted in two new parking permits being proposed, a 'Pop and Shop' parking permit and a 'Live, Work and Play' permit. That would be available to all residents in Dorset, Wiltshire, Hampshire and Devon.

The Committee were informed that the aim was to make all car parks self sufficient. It was recognised that improvements needed to be made to the facilities including improved payment facilities (which would include the option for cash payments) and lighting. The Committee requested that

urgent action be taken to improve the lighting at Fairfield Car Park.

The Committee heard that the Dorset Council had recently experienced problems with the payment machines in many of the car parks, the delay in repairing the machines had been caused by the inability to source contactors to make the repairs, due to the present climate. The Committee requested that clearer notices explaining how to make payment be displayed.

The Committee were informed that the usage of all of the car parks across Dorset would be reviewed with a view to free up space for development or to sell. The Committee heard that the Dorset Council would look to multi floor car parks where possible. A Committee member asked if it would be possible for Wollaston Car Park to revert to a long stay car park and heard that this would be considered in the review.

Residents Parking

The Committee heard that phase three of the parking review (residents parking) would commence in April 2022. The Committee were informed that the priority would be to prioritise the residents and to encourage visitors to use the car parks. It was noted that Town and Parish Councils would be consulted. One of the key influential factors would be the impact of the pandemic on people's parking patterns and the impact of the new parking permits.

The Committee were assured that previous data collected from previous consultations would be taken into consideration.

Traffic Congestion

The Committee expressed their concerns about the traffic congestion in the Town. The Committee heard that the impact of Covid and the new hospital multistorey carpark would be taken into account before any improvements would be made.

The Committee heard that improvements were still planned at Maumbury Cross and that the pedestrian would be prioritised. The Committee were told that Officers from the Dorset Council would attend a future meeting with an update.

It was noted that the Dorset Council had put in a £130M bid to the Government for improved bus services and cycleways.

A member of the public asked if it would be possible to make people use the bypass instead of driving through the Town Centre but heard that it would be impossible to enforce.

52. **Town Centre Masterplan Update**

The Committee noted the Town Centre Masterplan Update from the Town Clerk.

A member of Transition Town Dorchester asked if the group could work with the Town Council to help develop the plan and as informed that they would be consulted in the future prior to the plan going out to public consultation.

53. **Dropped Kerb Audit**

Councillor Stella Jones requested that Dorchester Town Councillors undertake a dropped kerb audit within their wards. The request was agreed and it was recommended that any requests be submitted to the Community Development Officer for consultation with Dorchester Opportunity Group and the Council Ward Members.

Resolved

That Councillors would conduct a dropped kerb audit in their ward areas and submit any requests to the Community Development Officer.

54. **Planning Applications for Comment**

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

55. **Minute Update Report**

- 1.) P/LBC/2021/00826 & 00827 (listed building consent) Old Military Hospital Grove Trading Estate Dorchester Dorset Alterations to facilitate the conversion of former military hospital to 5 No. flats (C3)

The Committee heard that the application had been considered by the Dorset Council's Northern Area Planning Committee and had been approved.

56. **Planning Issues to Note**

There were no planning issues to note.

Dorchester Town Council
Planning & Environment Committee – 6 December 2021
Planning Applications for Comment

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

- E1. **P/HOU/2021/04450 38 St Georges Road Dorchester DT1 1PA**
Erect 2 storey side extension.
No objection.
- E2. **P/LBC/2021/03383 Old Mill Flats Holloway Road Dorchester DT1 1LQ (Listed Building Consent)**
Remove render and replace with lime render, replacement of rainwater goods, front entrance door, install 2 No. grab rails and carry out associated external alterations.
No objection.
- E3. **P/HOU/2021/04626 29 Alington Road Dorchester DT1 1NS**
Erect single storey rear extension, garage and workshop (demolish conservatory and garage).
No objection.
- E4. **P/HOU/2021/04700 14 Prince Of Wales Road Dorchester DT1 1PW**
Erect two storey side and single storey rear extension.
No objection.
- North Ward (Councillor A. Canning)**
- N1. **P/LBC/2021/04340 & P/FUL/2021/04648 The Posh Partridge 29 High East Street Dorchester DT1 1HF (Listed Building Consent)**
Install a retractable awning to front.
No objection.
- N2. **P/FUL/2021/02391 & P/LBC/2021/02392 25 South Street Dorchester DT1 1BY**
Alterations to existing rear extension to form new flat roof with parapet walls and roof-lights. Install ventilation grilles and ducts to existing cellar.
No objection.
- N3. **P/FUL/2021/04625 Units 4 & 5 Trinity Street Dorchester DT1 1TU**
Change of use of first floor from ancillary use to residential (C3 use), alterations to the rear façade & roof extension to accommodate 4no. self-contained flats. Associated cycle parking & waste storage facilities.
No objection.
- N4. **P/FUL/2021/04652 Green Square, Unit 1 Grove Trading Estate Dorchester DT1 1ST**
Erect extension to car bodyshop.
No objection.
- N5. **P/FUL/2021/04748 & P/LBC/2021/04749 3-4 North Square Dorchester DT1 1HY**
Internal alterations and conversion from offices to a single dwelling.
No objection.
- N6. **P/LBC/2021/02991 9 South Street Dorchester DT1 1BL (Listed Building Consent)**
Timber repairs and strengthening works to second floor structure and carry out associated internal alterations.
No objection.

- N7. P/PASO/2021/05144 Poundbury West Industrial Estate West Dorset Services Poundbury West Industrial Estate Access Dorchester DT1 2PG**
(This application is not a planning application but a request for a legal determination of the Dorset Council as to whether or not Prior Approval is required for the proposal.)
 Installation of solar photovoltaics (PV) equipment on roof.
 No objection.
- West Ward (Councillors L. Fry, J. Hewitt and R. Ricardo)**
- W1. P/HOU/2021/04615 11 Maiden Castle Road Dorchester DT1 2QQ**
 Erect porch. Remove tile hanging on north elevation and replace with weather boarding (Demolish existing porch).
 No objection.
- W2. WD/D/19/002627 DORSET COUNTY HOSPITAL, WILLIAMS AVENUE, DORCHESTER, DT1 2JY (Request to discharge conditions)**
 Erection of multi storey car park & improvements to internal site roads & temporary change of use of former school field to car parking.
 Objection.
 The Committee objects to the request to discharge conditions as the evidence has not been provided. The Committee request confirmation as to how the conditions have been met.
- South Ward (Councillors G. Jones, R. Potter and M. Rennie)**
- S1. P/FUL/2021/03285 Tesco Stores Ltd Weymouth Avenue Dorchester DT1 2RY**
 Erection of canopy for Dotcom loading bay area, weldmesh fence with access gates and block up existing side arched ways (demolition of existing loading bay area).
 No objection.
- S2. P/HOU/2021/04457 6 Culliford Road Dorchester DT1 2AT**
 Erect rear flat roof extension.
 No objection.
- S3. P/HOU/2021/04085 25 Herringston Road Dorchester DT1 2BS**
 Erect two storey extension.
 No objection.
- S4. P/OUT/2021/04088 Land to the East of 143 Monmouth Road Dorchester Dorchester DT1 2DF**
 Proposed Residential Development of up to 3 Dwellings (Access and Scale).
 No objection.
- S5. P/FUL/2021/04753 St Osmunds Church Of England Middle School Barnes Way Dorchester DT1 2DZ**
 Retain mesh fencing.
 Objection.
 The Committee were extremely disappointed that the application was a retrospective application and that the Committee's comments to the original application WD/D/201002427, had not been addressed despite the application being resubmitted with amendments addressing the Committee's concerns in February 2021.
 'Objection. The Committee recognised the School's need for fencing but felt that the proposed fencing was too high and would be visually too dominant. The Committee felt that it would have a negative impact on the adjacent properties (in particular in Standfast Walk) (Contravening ENV 16). And would not successfully integrate with the character of the site and its surrounding area, contravening ENV 10 of the adopted local plan. The Committee requested that hedgehog holes be incorporated in the design of any fencing erected.'

The Committee maintains its original objection due to the reasons previously stated.

- S6. **P/HOU/2021/04701 11 Farrington Close Dorchester DT1 2BU**
Erect 2 storey side extension and single storey extensions to front, side and rear. No objection.
- S7. **P/HOU/2021/04929 17 Kingsbere Crescent Dorchester DT1 2DY**
Erect single storey rear extension. No objection.
- S8. **P/HOU/2021/04882 23 Culliford Road Dorchester DT1 2AT**
Erect single storey rear side return kitchen extension. No objection.
- S9. **P/VOC/2021/05067 4 Mellstock Avenue Dorchester DT1 2BE**
(Variation of Condition)
Erect first floor front and side extensions, two storey rear extension, and add new lean-to roof to porch (variation of condition 2 of planning permission P/HOU/2021/01494 to amend the approved plans). No objection.
- Poundbury Ward (Councillors R. Biggs, S. Hosford and D. Leaper)**
No applications received.

Additional Planning Applications

- P1. **Poundbury Ward (Councillors R. Biggs, S. Hosford and D. Leaper)**
P/HOU/2021/05191 15 Bindon Lane Poundbury DT1 3EF
Erect veranda. No objection.
- N8. **North Ward (Councillor A. Canning)**
P/FUL/2021/05139 1 Nappers Court South Street Dorchester DT1 1BS
Change of use of building from A1 (Shop) to a pet grooming and washing facility. No objection.

Dorchester Town Council

Management Committee held via the Zoom Video Conferencing Platform

10 January 2022

Present: The Mayor (Councillor G. Jones) and Councillors S. Biles, A. Canning, L. Fry, S. Jones, F. Kent-Ledger (Chairman), D. Leaper, R. Major, R. Potter, M. Rennie, R. Ricardo and D. Taylor.

Apologies: Councillor A. Lyall.

In Attendance Councillors J. Hewitt and F. Hogwood.

40. **Minutes**

The Minutes of the Meeting of the Committee held on 8 November 2021, adopted by Council on 22 November 2021, were taken as read and were confirmed and signed by the Chairman as a correct record.

41. **Management Arrangements**

The Committee considered a report from the Outdoor Services Manager updating it on the work undertaken and the achievements made by the Outdoor Services Team since the last meeting of the Committee.

Members were pleased with the progress being made on the new play area at the Great Field. It was felt that there was likely to be demand on the toilets at the Pavilion in the Park and the Committee felt it would be useful to understand the arrangement for when the toilets would be open.

It was noted that arrangements were being made for a community planting event at King's Road to be held on Monday 31 January 2022.

The Committee felt that it would be beneficial to ask a representative of the Friends of the Borough Gardens to attend the next meeting so that they may report back on the activities of the group and their plans for the future.

Recommended to Council

That the Outdoor Services Team update be noted.

42. **Outside Gym**

In pursuance of Minute No. 27 the Committee considered a report by the Deputy Town Clerk which set out information regarding the two lowest tenderers and the outcome of the consultation into the type of equipment to be installed.

Recommended to Council

That a final scheme, to include a mix of cardio, core and strength equipment, be worked up with the lowest tenderer and that an order for the equipment

be placed following the approval of the scheme by the Chairman and Vice-Chairman of the Committee.

43. **2022-23 Estimates, Special Items and Fees and Charges**

The Committee considered a report by the Financial Controller which incorporated draft Estimates for 2022-23 in respect of Allotments, Cemeteries, Cultural and Twinning, Municipal Buildings and Parks Gardens and Open Spaces. The report also included details regarding Reserves and the main changes which affected the proposed budget. The Deputy Town Clerk responded to Members detailed questions. It was requested that Max Gate roundabout be replanted, if necessary, as a part of the contract to prevent flooding at the A35/A352 junction. The Deputy Town Clerk to check whether this had been included in the works contract.

Members noted that special items had been removed as a separate budget line but an equivalent sum of £18,500 had been included within the budget as follows:-

- Parks Repairs & Maintenance £7,000
- Heritage Events £8,500
- Dorchester Heritage Joint Committee £3,000

The report also set out proposals for Cemetery fees and hire charges for the Borough Gardens House and the Tennis Courts.

Recommended to Council

- (1) That the Policy Committee be informed that the draft Estimates for 2022-23 be approved so far as this Committee is concerned.
- (2) That the charges for hire of the Borough Gardens House not be increased in 2022-23.
- (3) That, with effect from 1 April 2022, the Tennis Court membership fee be increased to £40 per year with a discount of £10 to those members that live in the town.
- (4) That, with effect from 1 April 2022, the charges in respect of Dorchester, Fordington and Poundbury Cemeteries be as set out in Appendix 1.

44. **Public Spaces Protection Order (PSPO) Anti-Social Behaviour Consultation**

Members were informed that Dorset Council was consulting on new PSPO 's one of which would cover Dorchester and would replace the existing West Dorset PSPO. As well as continuing the prohibition of alcohol in and around the town centre, the new PSPO aimed to tackle anti-social behaviour and proposed a dispersal order, which would mean that people engaging in anti-social behaviour could be fined if they failed to move on when asked. The Order also included a prohibition on the intentional feeding of gulls.

The Committee supported the proposed new PSPO. In respect of homeless people in the town Members were advised to contact Street Link.

In respect of anti-social behaviour generally it was felt that it would be worthwhile inviting a representative from the town's safer neighbourhood team to a future appropriate meeting.

Recommended to Council

That the proposed new Public Spaces Protection Order – Anti-Social Behaviour, be supported.

45. Grant Applications

The Committee considered various requests for financial assistance.

Recommended to Council

- (1) That the grant application from Parkinson Singing in the sum of £140, be agreed.
- (2) That the grant application from Read Easy in the sum of £699, be agreed.
- (3) That the grant application from the Volunteer Centre, in the sum of £500, be agreed.
- (4) That the grant application from Window Wanderland be delegated to the Deputy Town Clerk following consultation with the Chairman and Vice-Chairman following receipt of further information in respect of the costs of the project.

46. Cemetery Matters

The Committee received and noted applications for the design of headstones and inscriptions.

Recommended to Council

That the action of the Town Clerk in approving designs numbered 5249 to 5253 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

47. Municipal Buildings Monitoring Reports

The Committee received the Municipal Buildings monitoring report which included a report by the Deputy Town Clerk on the activity of the Town Hall Keepers over the past two months together with the re-roofing and biomass installation project.

Recommended to Council

That the Buildings Monitoring Reports be noted.

48. Public Bodies (Admission to Meetings) Act 1960

Resolved

That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and press representatives be excluded from this meeting during their discussion.

49. **Sandringham Sports Centre**

In pursuance of Minute No. 38 the Committee considered a report by the Deputy Town Clerk on potential access arrangements to Fordington Farmyard.

Recommended to Council

That access be agreed based on the indicative scheme provided and subject to conditions in respect of a Registered Housing Provider and a minimum capital receipt as set out in the report.

Chairman

Appendix 1

CEMETERIES FEES FROM 1 APRIL 2022

Interments

a) An infant under 2 years or stillborn	Nil
b) A person aged 2 years or older	£715
c) A casket of ashes	£195

Scattering of ashes

a) In a previously used plot or in the Poundbury Pavilion chamber	£64
b) In the Garden of Remembrance	£32

Exclusive rights of burial in earthen graves

For an exclusive right for 50 years, including Memorial Rights in an earthen grave:

a) Full Sized Plot	£980
End of term Renewal for 25 years	£830
b) Ashes plots and infant under 2 years	£650
End of term Renewal for 25 years	£510

Additional Interment, Scattering and Exclusive Rights fees will be charged for

- Non-residents – fee doubled. Residence is defined as living in Dorchester or Winterborne Herringston within previous 10 years or previously resident for at least 25 years.
- Non-standard grave sizes – additional fee to be agreed with the Funeral Director

Monuments, gravestones, tablets and monumental inscriptions

Right to erect or place a headstone, footstone, tablet, flat stone, plaque or monument in any other form at any site not subject to Exclusive Right of Burial	£225
Additional inscription on a gravestone or other memorial (for each deceased)	£108

Dorchester Town Council

Special meeting of the Policy Committee held at
The Cricket Pavilion, Weymouth Avenue, Dorchester.

13 December 2021

Present: The Mayor (Councillor G. Jones) and Councillors B. Armstrong-Marshall, R. Biggs, A. Chisholm, T. Harries, J. Hewitt, F. Hogwood and S. Hosford (Chairman).

Apologies: None

In Attendance Councillors S. Biles, L. Fry, F. Kent Ledger, D. Leaper and M. Rennie

15. **Public Bodies (Admission to Meetings) Act 1960**

Resolved

That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and press representatives be excluded from this meeting during their discussion.

16. **Staffing Matter**

The Chairman of the Committee reported on a Council staffing matter.

Resolved

That delegated powers be given to a working group of Cllrs Hosford, Leaper and Fry

- to take appropriate professional advice and support as required
- to resolve the staffing matter discussed

Chairman

Dorchester Town Council

Policy Committee

17 January 2022

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

Apologies: Councillor T. Harries

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

17. **Minutes and Declarations of Interest**

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

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

18. **Financial Update at 31 December 2021**

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

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

Recommended to Council

- a) That the Payments list, totalling £407,560.62, is approved
- b) That with regard to Citizens Advice Central Dorset
 - i) An £8,000 grant, CPI linked, is awarded each year for 3 years from 1 April 2022
 - ii) That Citizens Advice Central Dorset are encouraged to develop their outreach service on Poundbury

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

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

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

Recommended to Council

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

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

20. Calendar of Meetings 2022/23

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

Recommended to Council

That the calendar at Appendix 5 is adopted

Chairman

APPENDIX 1

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

APPENDIX 1 (Continued)

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

APPENDIX 2

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

APPENDIX 3

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

Notes

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

APPENDIX 4

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

CALENDAR OF MEETINGS 2022-23

APPENDIX 5

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

MM Mayor Making ATM Annual Town Meeting MS Mayoral Selection Committee

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