



Dorchester Town Council

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You are summoned to a meeting of the **Dorchester Town Council** to be held in the Council Chamber, the Municipal Buildings, High East Street, Dorchester, DT1 1HF on **Monday 29 January 2024 at 7.00pm**, to conduct the business set out in the Agenda below.

AGENDA

1. **Apologies**

2. **Declarations of Interests**

Members are reminded of their responsibility to disclose registerable interests where appropriate. A Member who declares a registerable interest must leave the room unless a dispensation has been granted. 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.

3. **Minutes**

To confirm the Minutes of the meeting of the Council held on 27 November 2023 (page 3).

4. **Police Update**

To receive an update from Dorchester's new Neighbourhood Police Sergeant Anneka Stone.

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

- a) To receive a presentation from Simon Standish and Mike Steer, Co-Chairs of the Poundbury Residents Association, about the PRA's recent Big Conversation Project.
- b) To receive communications from the Mayor and Town Clerk.
- c) To receive motions and questions received from Members no less than 5 days before the meeting.

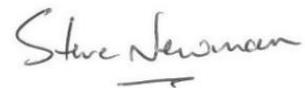
6. **Minutes of Committees**

To receive and consider the Minutes of the following Committees:-

Planning & Environment Committee	4 December 2023	Page 6
Planning & Environment Committee	8 January 2024	Page 8
Management Committee	15 January 2024	Page 13

7. **Update from Dorset Council Members**

To receive updates from Councillors S. Jones, L. Fry, R. Biggs, M. Rennie and A. Canning Dorchester Ward Members of the Dorset Council.



Steve Newman
Town Clerk
24 January 2024

At the conclusion of the Meeting members of the public will have the opportunity to address the Council or ask questions on matters of local concern.

Dorchester Town Council

Meeting of the Dorchester Town Council held in the Council Chamber

27 November 2023

Present: The Mayor (Councillor A. Chisholm) and Councillors R. Biggs, S. Biles, A. Canning, L. Fry, J. Hewitt, F. Hogwood, G. Jones, S. Jones, D. Leaper, R. Potter, K. Reid, R. Ricardo and D. Taylor.

Apologies: Councillors T. Harries, S. Hosford, F. Kent-Ledger, R. Major and M. Rennie.

The Mayor reported on the death of Sue Cheeseman who had worked for the Council for over 25 years. Members stood in silent memory.

34. Minutes

The minutes of the meetings of the Council held on 25 September 2023 were confirmed and signed by the Mayor as a correct record.

35. Declarations of Interest

Councillor D. Taylor declared a non-pecuniary interest in respect of Minute No. 37 as he was a Dorset County Hospital Governor.

36. Police Matters

There was no report from the police at the meeting.

37. Presentations, Communications, Questions and Motions

The Council received a presentation from James Vincent and Serena Davis, Project Managers at NHS Dorset on the economic impact of opening the new NHS outpatient facility at South Walks House scheduled for 29 January 2024.

The representatives responded to Members detailed questions and the Mayor thanked them for attending the meeting.

The Mayor reported on a number of events and communications as follows:-

- Making Cities Liveable Conference which had been held at Poundbury.
- Judges Service with a procession and service at St Peters Church.
- The Council's annual Democracy Day.

In respect of the Judges Service Members felt that this event could be made more of by briefly closing High West Street for the procession. The Chairman of the Heritage Committee confirmed that the Committee would look at whether a more high profile event could be arranged in 2025.

No motions or questions had been submitted.

38. Planning and Environment Committee – 2 October 2023

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 2 October 2023 be adopted.

39. Planning and Environment Committee – 6 November 2023

It was proposed and seconded that the minutes of the meeting be adopted. It was noted that Councillor S. Jones was not present at the meeting and should therefore be deleted from those that had declared an interest at Minute No. 13.

Resolved

(1) That, subject to the amendment set out above, the minutes of the meeting of the Planning and Environment Committee held on 6 November 2023 be adopted.

(2) That Councillors F. Hogwood, G. Jones and R. Potter be appointed to the Strategic Employment Land Task and Finish group.

40. Management Committee – 13 November 2023

It was proposed and seconded that the minutes of the meeting be adopted. In respect of Minute No. 22 it was reported that only one free parking day would be considered and that it was also agreed by the Committee that any donation to the Council from the Dorset Artisan Markets Ltd would be allocated as grants to the local community via the Dorchester Car Boot Grants Panel.

Resolved

That, subject to the amendments above, the minutes of the meeting of the Management Committee held on 13 November 2023 be adopted.

41. Policy Committee – 20 November 2023

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

Resolved

(1) That the assessed high level Strategic and Operational risks included in the Risk Register be approved and that the Risk Registers, as a whole, be approved.

(2) That the Mayor and Councillors J. Hewitt, S. Jones and D. Taylor be appointed to the Town Crier Appointments Panel.

(2) That the minutes of the meeting of the Policy Committee held on 20 November 2023 be adopted.

42. Dorchester Heritage Joint Committee – 17 October 2023

The minutes of the Joint Committee meeting were noted.

43. Update from the Dorset Council

Dorset Councillors updated the Council on the following matters:-

- A review of the National Grid electricity infrastructure policy for Dorset. No new infrastructure until 2036 other than a plan for a new supply to the fields north of Dorchester.
- A review of the Treasury Management Plan and how to deal with a current estimated £12 million overspend.
- A Devolution Deal for Dorset and the implications for changing to a Committee System of decision making which was not recognised as valid by the Government.
- The urgent need for more foster carers across the county.
- Attendance at a Licensing Conference.
- Alternative waste recycling sites for Dorchester.
- Still no funding forthcoming for the Dorchester Youth and Community Centre.

The Council expressed concern regarding utilities apparently being provided in fields north of Dorchester when the land had not been allocated for housing in any approved Local Plan. Members requested the Town Clerk to write to Dorset Council asking if this was in fact the case.

The Deputy Mayor requested that a Coronation Plaque be placed where the new replacement trees had been planted at fiveways junction.

The Deputy Mayor also reported that a young Dorchester resident had won 4 gold medals and 1 silver medal at the recent British Down Syndrome Swimming Championships. The Council felt that this achievement should be recognised with a certificate to be presented at a future Council meeting.

Council rose at 8.35pm.

Mayor

Dorchester Town Council

Minutes of the Planning and Environment Committee

4 December 2023

Present: R. Biggs, A. Canning, J. Hewitt, R. Ricardo (Chairman) and D. Taylor.

Apologies: , L. Fry, S. Hosford, G. Jones, S. Jones, F. Kent-Ledger, D. Leaper, R. Major, R. Potter (Vice - Chairman) and M. Rennie.

The meeting of the Planning and Environment Committee to be held on Monday, 4 December 2023 was closed due to being deemed inquorate as per the Dorchester Town Council standing orders (updated July 2023) 3u and 3v.

All business on the agenda for the meeting was adjourned until the following meeting of the Planning and Environment Committee to be held on Monday, 8 January 2024, bar the planning applications for comment (agenda item 4) which were considered as per the procedure agreed at the meeting of the [Planning and Environment Committee meeting held on 4 October 2021 \(minute 35\)](#).

The following comments were submitted to Dorset Council:

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

E1. P/FUL/2023/06443 Exhibition Court London Road Dorchester DT1 1NE

Convert an undercroft parking space to form a secure bin and cycle store.

No objection.

North Ward (Councillors A. Canning, A. Chisholm & D. Taylor)

N1. P/VOL/2023/06673 Dorchester Town Hall High East Street Dorchester Dorset DT1 1HF

Internal and external alterations to remodel the ground floor to provide a new entrance space, café/bar and community facilities (with variation of condition 2 of listed building consent P/LBC/2023/03307 to amend floor plans).

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

N2. P/LBC/2023/04957 17-18 High East Street Dorchester

Re-roofing of existing building, re-using the existing tiles. Redecoration of external elements. Damp proofing internally.

No objection.

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

W1. P/HOU/2023/06643 55 Alexandra Road Dorchester DT1 2LZ

Demolish boundary wall and erect single storey rear extension.

No objection.

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

S1. P/VOC/2023/06640 4 Alfred Road Dorchester Dorset DT1 2DW

Erect 1st floor extension over ground floor footprint and form single storey lean-to side infill extension (with variation of condition 3 of planning permission P/HOU/2021/05731 to amend approved plans)

No objection.

Poundbury Ward (Councillors R. Biggs, S. Hosford and D. Leaper)

No applications received to date.

For Information

FI1. P/NMA/2023/06323 Phase 3 Brewery Square Dorchester Weymouth Avenue

Non-material amendment to planning permission WD/D/18/002594 (Outline 1/D/13/000999) to alter the arrangement of the doors on the Eldridge Street Houses & the Bitter End Houses.

FI2. P/CLP/2023/05808 11 Friary Lane Dorchester DT1 1JJ

Certificate of Lawful use : Alteration of use to an existing basement. Proposed change is works to address damp, insulation and addition of walls, flooring and ceiling to make into a habitable space.

The above Certificate of Lawful Use Proposed application has been received by Dorset Council. You are being notified for information purposes only.

Dorchester Town Council
Minutes of the Planning and Environment Committee
8 January 2024

Present: Councillors R. Biggs, L. Fry, J. Hewitt, S. Jones, F. Kent-Ledger, D. Leaper, R. Major, R. Potter (Vice - Chairman), R. Ricardo (Chairman) and D. Taylor.

Apologies: Cllrs. T. Harries, S. Hosford and M. Rennie.

Also in attendance: Several members of the public in relation to Planning application N4.

49. Declarations of Interest

Councillors L. Fry and 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.

Councillor R. Potter declared a non-pecuniary interest in application P/ADV/2023/06840 as the spouse of a volunteer of St Peter's Church.

50. Minutes

The minutes of the meeting of the Committee held on 6 November 2023 and ratified by Council on 27 November 2023 were noted and signed by the Chairman.

The Committee noted the comments made regarding the Planning Applications for Comment (agenda item 4) of the adjourned Planning and Environment Committee meeting which was to be held on 4 December 2023 and later considered as per the procedure agreed at the meeting of the Planning and Environment Committee meeting held on 4 October 2021 (minute 35).

51. Notes of Fairfield Road Task and Finish Group Meeting

The Committee noted the notes of the Fairfield Road Task and Finish Group meeting.

Councillor S. Jones requested that consideration be given to requesting that local plant stall holders be asked if they wish to supply the plants for any proposed planting schemes incorporated within the design.

52. Experimental Traffic Order -Barnes Way

The Committee discussed the addition of a single yellow line in Rothesay Road from the junction of Barnes Way to the junction of Manor Road and were supportive of the proposal.

It was agreed that the clerk to the Committee would notify Dorset Council of their support.

Resolved

That the Clerk to the Committee write to the Dorset Council to confirm the Committee's support for the addition of a single yellow line in Rothesay Road from the junction of Barnes Way to the junction of Manor Road.

53. Planning Applications for Comment

The Committee considered the planning applications referred by Dorset Council to the Council for comment.

A Committee member requested, and it was agreed that all applications which are sent to Dorchester Town Council 'for information' be circulated to all members by the clerk on receipt.

Resolved

That the Clerk to the Committee circulate all applications which are sent to Dorchester Town Council 'for information' be circulated to all members on receipt.

54. Minute Update Report

There were no minute updates to report.

55. Planning Issues to Note

The Planning Issues to Note were considered and noted.

Dorchester Town Council

Planning & Environment Committee – 8 January 2024

Planning Applications for Comment

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

No Applications received to date.

North Ward (Councillors A. Canning, A. Chisholm & D. Taylor)

N1. P/ADV/2023/06840 St Peters Church High West Street Dorchester Dorset DT1 1XA

Display 1no. replacement noticeboard.

No objection.

N2. P/LBC/2023/07082 4 Greenings Court Dorchester DT1 1HR

Install gas Combi Boiler and four radiators to my property. The property has an old immersion heater which is inefficient when heating water. The property has no heating currently.

No objection.

N3. P/LBC/2023/06938 6a Flat 2 High East Street Dorchester Dorset DT1 1HS *(It was noted at the meeting that this application is in East Ward)*

Replace 3 no. dormer windows.

No objection.

N4. P/ADV/2023/06677 6 Albert Road Dorchester Dorset DT1 1SF

Display 2 No. externally illuminated fascia signs.

Objection.

The Committee were concerned that proposed the signage would be out of keeping in the Conservation Area. It was considered to be too dominant and overbearing and the Committee felt that that the illumination would be insensitive to the area. The Committee noted that no other advertising signage in the area was illuminated and felt that it would not be in keeping.

The Committee were also concerned that the illuminated signage would prove a distraction to motorists.

N5. P/FUL/2023/06743 1 Hardye Arcade South Street Dorchester Dorset DT1 1BZ

Change of use from a vacant shop to a laundrette.

No objection.

N6. P/FUL/2023/07429 24 Cornwall Road Dorchester DT1 1RX

Demolish existing office building and erect 4no. dwellings with off road car parking.

No objection.

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

W1. P/VOC/2023/07083 Dorset County Hospital, Williams Avenue, Dorchester, DT1 2JY

Partial demolition of onsite buildings and structures and the consolidation and expansion of healthcare facilities including up to 10,920 sq.m of net additional floorspace (including an extension to the emergency department and intensive care unit, expansion of medical and health services including a primary care health hub and a new hospital support centre) green infrastructure and other ancillary works including changes to site access arrangements (application for outline planning permission with all matters reserved except vehicular access onto Damers Road) (with variation of condition 17 of planning permission P/OUT/2022/02976 to revise the condition to reference the more relevant acoustic measurements taken closer to the NHP red line site boundary as outlined in the submitted DCH - acoustic condition 17 report 26.10.23 prepared by MACH acoustics).

No objection.

W2. P/HOU/2023/06983 177 Damers Road Dorchester DT1 2JP

Convert loft into living accommodation with no:1 dormer window. Demolish lean-to and erect rear extension with rooflights.

No objection.

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

S1. P/HOU/2023/06827 13 Herringston Road Dorchester Dorset DT1 2BS

Erect side and rear single storey extensions.

No objection.

Poundbury Ward (Councillors R. Biggs, S. Hosford and D. Leaper)

P1. P/FUL/2023/07111 Winslade House, The Poundbury Dental Practice Winslade Street Poundbury Dorset DT1 3UX

Change of use of building from dwelling (class C3) to dental practice (class E(e)).

No objection.

For Information

- F11. P/PABA/2023/07286 Land on northern escarpment of Poundbury, Poundbury Dorchester**
Change of use of land to an allotment with a shed building for tool storage.
- F12. P/PACD/2023/06841 La Caverna 57 Icen Way Dorchester DT1 1EW**
Change of use of ground floor from Commercial, Business & Services to 1no. dwelling (Use Class C3).

Dorchester Town Council
Management Committee

15th January 2024

Present: Councillors L. Fry, S. Jones, F. Kent-Ledger (Chairman), R. Major, R. Potter, D. Leaper, R. Ricardo and K. Reid.

Apologies: Councillors D. Taylor and M. Rennie.

In attendance:

Councillor R. Biggs.

Officers: Tony Hurley (Assistant Town Clerk – Corporate) and Carl Dallison (Assistant Town Clerk – Outdoor Services).

33. Declaration of Interests

Minute Nos. 39 & 40 - Cllr Fry declared an interest as a member of Dorset Council's Licensing Committee.

Minute No. 43 (a) – Cllrs Fry and Leaper declared interests as members of the Dorchester Rugby Club.

34. Minutes

The Minutes of the Meeting of the Committee held on 13th November 2023, adopted by Council on 27th November 2023, were taken as read and were confirmed and signed by the Chairman as a correct record.

35. Exclusive rights of burial at Poundbury Cemetery

Cllr Kent-Ledger invited Ms Salkeld to address the committee with regard to the family's request purchase a specific grave location in Poundbury cemetery contrary to the town council's policy. The family felt that there had been lack of clarity in an understanding of the council's policy by all parties. Cllr Reid asked if the family would consider it satisfactory to purchase a grave anywhere is a specific area of the cemetery but Ms Salkeld indicated that it would not. Cllr Potter stated that similar requests had been made by other families in recent years and these had been declined in accordance with council policy. The Assistant Town Clerk (Outdoor Spaces) outlined the options in terms of double-depth plots and cremations placed into interments. Ms Salkeld asked if the matter could also be considered by Full Council if Management Committee did not grant her family's request. Cllr Kent-Ledger expressed sympathy for the family but stated that the council had now written to the local funeral directors to reiterate the council's policy on 'next in line' burials.

Resolved:

That there should not be any exception to the council's agreed policy of only allocating burial plots on a 'next in line' basis.

36. Outdoor Services – Update Report - Winter 2023-24

The committee received the update report from the Assistant Town Clerk (Outdoor Services). Cllr Potter congratulated the Outdoor Services team on the Carols in the Gardens event and the new benches by the riverside. Cllr Jones requested that in future the council should not encourage the use of plastic bottles for the lanterns at the carols event.

Resolved:

That the Outdoor Services update report for Winter 2023-24 be noted.

37. Maintenance arrangements for The Great Field

Cllr Fry asked if any organisation could be allowed to mow the wildflower area and Carl Dallison indicated that this might be allowed subject to checks and insurance. Cllr Fry also highlighted the muddy conditions on the trackway. Cllr Leaper supported the new arrangements and would help with discussions with the Duchy of Cornwall.

Resolved:

That the proposed changes to the maintenance regime and provision at The Great Field as laid out in section 4 of the report be agreed.

38. Revenue budget 2024-25

It was requested that the Responsible Financial Officer be asked to attend future budget setting meetings in order to respond to member queries. Cllr Reid suggested that the budget tables could include explanatory notes where there were significant changes compared to previous years.

Resolved:

- a) That the Policy Committee be informed that the draft Estimates for 2024-25 be approved so far as this Committee is concerned.
- b) That with effect from 1 April 2024, the Cemetery fees and hire charges for the Borough Gardens House and Tennis Courts be as set out in Appendix 1.

39. Licensing of the Dorchester Cider Festival

The proposal to give permission to the Dorchester Round Table to apply for a Premises Licence specifically for the annual Cider Festival was discussed and supported. Members were keen to support this successful event.

Resolved:

That permission is given to the Dorchester Round Table to apply to Dorset

Council for a premises licence for the annual, one-day Dorchester Cider Festival held in Borough Gardens.

40. **Proposal for Premises Licence for The Great Field**

The proposal for the town council to apply for a Premises Licence for The Great Field as proposed in the report was discussed and supported.

Resolved:

That the proposal to apply for a Premise Licence in accordance with the scope set out in 2.3 of the report and for the area defined in Appendix A be agreed.

41. **Review of summer events programme 2023**

The proposals for the 50th anniversary 'funday' in Borough Gardens were supported and Cllr Potter highlighted that 2024 was also the 50th anniversary of the Civic Society and asked that they be involved in any celebratory event.

Resolved:

- a) That the review of the 2023 events programme and plans for 2024 be noted.
- b) That proposals for the council to hold an additional family fun day in Borough Gardens in June 2024 to celebrate the 50th anniversary of the Town Council be agreed.

42. **Community Fridge update**

The report was welcomed although members raised concerns as to the availability of the fridge to the community and potential donors. Cllr Jones highlighted previous proposals for a community fridge on the western side of the town, perhaps in the foyer at Dorchester Sport Centre. Officers were asked to explore the potential for this additional fridge through discussions with 1610.

Resolved:

That the community fridge report be noted.

43. **Grant Applications**

The Committee considered various requests for financial assistance.

Resolved:

- 1) That the Dorchester Rugby Club be awarded a grant of £500 towards the cost of a new gazebo, carry bag and weights.
- 2) That Dorset Craft Workshops CIC be awarded a grant of £500 towards the cost of craft equipment.

- 3) That the Durnorvaria Silver Band be awarded a grant of £330 towards the cost of 30 music stands.
- 4) That the Thomas Hardy Society be invited to resubmit its grant application to a future committee meeting and provide more information on the students attending the conference.

44. **Minutes of the Twinning & Cultural Activities Panel**

The minutes of the Panel were discussed. Cllr Potter asked that the Panel consider ways of commemorating the life of Queen Elizabeth II.

Resolved:

That the minutes of the Twinning & Cultural Activities Panel be noted.

45. **Minutes of the Dorchester Arts board meeting**

Members considered the board meeting minutes and Cllr Leaper commended Dorchester Arts on their recent performance. The difficulties that many voluntary sector organisations were experiencing in recruiting volunteer treasurers was noted.

Resolved:

That the minutes of the Dorchester Arts board meeting minutes be noted.

46. **Cemetery Matters**

(a) Exclusive Right of Burial and Interments and Burial of Ashes

The report which detailed the Grants of Exclusive Right of Burial for grave spaces and the number of interments and burials of ashes, and the use of the South Chapel, at Dorchester Cemetery since the last meeting of the Committee had been circulated with the agenda.

Resolved:

That the report on the Grants of Exclusive Right of Burial and Interments and Burial of Ashes since the last meeting of the Committee be noted.

(b) Headstones and Inscriptions

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

Resolved:

That the action of the Town Clerk in approving designs numbered 5382 to 5397 be confirmed and the Register of Memorials be signed by the Chairman as a correct record.

47. **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.

48. **Maintenance of The Great Field**

The confidential report of the Assistant Town Clerk (Outdoor Services) was discussed and the proposals agreed.

Resolved:

- a) That Wessex Ground Maintenance Ltd be contracted to undertake the Great Field maintenance works for a period of up to 3 years on an annually renewing basis to be funded from within the existing maintenance budget.
- b) That the Policy Committee be requested to agree the increase in the Outdoor Services staffing establishment of a permanent half-time post funding for which is already included within the 2024-25 staffing budget.

Chairman.....

APPENDIX 1 – FEES & CHARGES

CEMETERIES FEES

Interments	1 Apr 24
a) An infant under 2 years or stillborn	Nil
b) A person aged 2 years or older	£745
c) A casket of ashes	£205

Scattering of ashes

a) In a previously used plot or in the Poundbury Pavilion chamber	£66
b) In the Garden of Remembrance	£34

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	£1000
End of term Renewal for 25 years	£850
b) Ashes plots and infant under 2 years	£670
End of term Renewal for 25 years	£525

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	£235
Additional inscription on a gravestone or other memorial (for each deceased)	£115

BOROUGH GARDENS COMMUNITY ROOM HIRE FEES

Prices include VAT. Performing Rights Fee may also be payable.	Per Session £	Hourly Rate £	Hourly from 5.00pm £
Voluntary and Community Organisations	61	29	41
Other Non-Commercial or Private Events	71	31	46
Commercial	97	41	66

Session times for the Borough Gardens House are 8.00am – 1.00pm, 1.00pm – 5.00pm and 5.00pm – 11.00pm (on request only).

TENNIS FEES

Annual Membership	£50
Dorchester Resident Discount	- £15

Dorchester Town Council

Policy Committee

22 January 2024

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

In Attendance

Councillors L. Fry and D. Leaper.

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

37. Minutes

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

38. Declaration of Interests

There were no declarations of interest.

39. Finance Update

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

Resolved

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

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

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

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

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

Recommended

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

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

41. Scheme of Delegation

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

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

Recommended

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

42. Dorchester Literary Festival – 12 – 19 October 2024

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

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

Resolved

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

43. Town Centre Working Group

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

Resolved

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

44. **Corporate Plan Update**

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

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

Resolved

That the updated high level Corporate Plan be approved.

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

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

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

Recommended

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

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

Chairman.....

APPENDIX 1

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

Total Expenditure			
Treasury Interest	-29,479	-20,000	-50,000
Sawmills rent recharged	-4,300	-4,300	-4,300
Market Income	-20,287	-15,000	-25,000
Total Income	-54,066	-39,300	-79,300
Met by Precept on Taxpayer	139,063	171,452	135,237

APPENDIX 1 (Continued)

	2022/23	2023/24	2024/25
	Actual	Budget	Budget
OFFICES TEAM	£	£	£
Salaries	241,211	303,041	318,853
Employers National Insurance	23,655	30,377	32,523
Employers Superannuation	49,833	66,669	70,148
Training Courses	5,208	7,000	8,000
Travel & Subsistence	1,922	2,500	3,000
Ex Town Clerk	27,791		
Subscriptions (Professional Bodies)	2,843	3,800	3,800
Cleaning Materials	27	1,000	750
Rates	7,236	7,236	5,614
Gas	686	2,000	0
Electricity	3,624	4,500	4,500
Water	352	550	550
Repairs & Maintenance	831	3,400	3,400
Financial Services inc Audit, Bank & Sage	8,216	8,670	8,843
Employment Law and H & S	3,225	3,225	3,800
Legal & Professional Fees, Advertising	1,698	500	500
Insurance	29,418	34,000	35,000
Printing & Stationery	739	1,000	1,000
Newsletter	4,569	5,415	5,415
Office Equipment & IT	3,917	10,500	12,000
New Website		3,000	0
Telephones	1,718	2,000	2,000
Photocopier Charges	626	600	600

Postage	501	550	600
Total Expenditure	419,845	501,533	520,896
Recharge to Dorchester Markets Panel	-1,688	-1,800	-1,800
Net Expenditure recharged to Services	418,157	499,733	519,096
Recharged to			
Corporate & Democratic Management	214,374	229,249	244,257
Allotments	4,048	12,408	12,924
Development	47,572	113,813	126,068
Cemeteries	28,839	44,417	45,654
Parks & Open Spaces	62,471	63,836	56,156
Municipal Buildings	45,548	20,181	17,565
Cultural Activity & Twinning	15,306	15,830	16,472
	418,158	499,734	519,096

APPENDIX 2

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

APPENDIX 3

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

Notes

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

RESERVES	Cttee	Balance	Paid In	Spend	Balance	Paid In	Spend	Balance	APPENDIX 4 Reason for holding Reserve
		Mar 23	23/24	23/24	Mar 24	24/25	24/25	Mar 25	
Earmarked Reserves		£	£	£	£	£	£	£	
Infrastructure & Equipment									
Cemeteries	Man	81,811	6,100	240	87,671	6,100	60,000	33,771	Buildings/infrastructure
MB Repairs & Maintenance	Man	52,356	10,000	54,896	7,460	12,500	0	19,960	Building works/refurb
MB Front of House works	Man	247,370	0	12,327	235,043	0	235,043	0	
Parks Premises	Man	56,831	8,000	59,000	5,831	9,000	0	14,831	Buildings/infrastructure refurb.
Play Equipment	Man	11,525	11,000	3,811	18,715	11,000	0	29,715	Equipment replacement
Great Field Reserve	Man	0	0	0	0	2,000	0	2,000	
Tree Reserve	Man	0	30,000	16,000	14,000	20,000	10,000	24,000	Tree Works
19 North Square Refurb	Pol	0	11,000	0	11,000	0	11,000	0	
Public Realm	Pol	453,280	10,000	0	463,280	5,000	0	468,280	Infrastructure refurb
Vehicles & Equipment	Man	89,457	20,000	20,000	89,457	20,000	70,000	39,457	Fleet & equipment replacement
Cultural									
Arts, Culture & Sport	Man	15,666	-11,000	4,666	-0	0	0	-0	
Christmas Lights	Man	4,420	0	0	4,420	0	0	4,420	Replace lights
								0	

Tourist Information	Pol	16,008	0	11,014	4,994	0	0	4,994	TIC Replacement Projects
Miscellaneous Reserves									
New Corporate Projects	Pol	93,100	292,065	0	385,165	260,000	0	645,165	Own or partner capital projects
Apprenticeship Reserve	Pol	7,565	0	0	7,565	0	0	7,565	
Planning Advice Reserve	Pol	18,793	0	20	18,774	0	0	18,774	Local Plan & other advice
Climate Emergency Reserve	Pol	142,267	0	130,000	12,267	0	0	12,267	Own or partner Climate projects
Graves In Perpetuity	Man	14,059	0	14	14,045	0	44	14,001	Maint. and flowers on 6 graves
Total Earmarked Reserves		1,304,510	387,165	311,987	1,379,688	345,600	386,087	1,339,201	
General Reserve	Pol	132,065	0	32,065	100,000	0	0	100,000	General Emergency Fund
Total Reserves		1,436,575	387,165	344,051	1,479,688	345,600	386,087	1,439,201	



Appendix 5
DORCHESTER TOWN COUNCIL

**SCHEME OF
DELEGATION**

Updated January 2024

Review January 2025

DORCHESTER TOWN COUNCIL

SCHEME OF DELEGATION

1 COUNCIL FUNCTIONS

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

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

2 DELEGATIONS TO COMMITTEES

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

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

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

Cemeteries	Operation of the Council's burial functions and responsibilities	Management Committee
Civic Events	Organising civic events appropriate to Dorchester's status as historic County Town	Management Committee Twinning & Cultural Activities Panel
Climate Emergency	See Environment	
Committee and Member Support	Recommending the annual calendar of meetings	Policy Committee
	Recommending changes to Standing Orders, Financial Regulations and Powers and Duties of Committees	Policy Committee
	Managing all committee and member functions	Policy Committee
Community Development	Development and implementation of the Local Community Plan	Policy Committee
Community Support	Managing community support activities including provision and maintenance of facilities, liaison with other bodies and cultural support	Management Committee
Complaints	Monitoring the complaints procedure	Management Committee
Conservation	Commenting on proposals for the creation or modification of conservation areas	Planning & Environment Committee
Constitution	See Committee and Member Support	
Culture	See Arts	
Development Control	Commenting on planning applications referred to the Council for comment	Planning & Environment Committee
Electoral Matters	Initiating requests for boundary reviews and commenting during the course of such reviews	Policy Committee
Entertainments	See Arts	
Environment	Production and Implementation of a Climate Emergency Plan	Planning & Environment Committee

External Consultation and Representation	Commenting on consultation documents from other bodies	Appropriate committee
	Recommending appointments to serve on outside bodies: <ul style="list-style-type: none"> • annually • when a casual vacancy arises 	Policy Committee Policy Committee
Financial Matters	Managing the Council's financial affairs	Policy Committee
Grants	Award of general revenue grants to local organisations and groups	Management Committee
	Award of cultural activities grants	Management Committee
Heritage	Dealing with general matters affecting the historic environment and heritage of Dorchester including all matters connected with the Council's involvement in the Dorchester Heritage Committee	Management Committee
Highway Maintenance	Commenting on proposals for highways maintenance and repairs and associated matters	Planning & Environment Committee
Insurance	Arranging and maintaining insurance cover in respect of the Council's assets and activities against a wide range of risks	Policy Committee
Land Management	Managing and maintaining the Council's various buildings	Management Committee
	Maintaining the Council's various areas of amenity land, play areas, recreation grounds and open spaces including setting hire charges	Management Committee
	Managing, maintaining and monitoring demand and availability of allotment gardens	Management Committee
Legal Proceedings	To institute, defend or settle any judicial or quasi-judicial proceedings on behalf of the Council and to engage legal advisors and barristers as required	Policy Committee

Markets	Dealing with matters referred to this Council by the Dorchester Markets Joint Panel	Policy Committee
Municipal Buildings	Managing the lease to Dorchester Arts and the council's freehold/landlord responsibilities.	Municipal Buildings Monitoring Group Policy Committee
Performance Matters	Recommending adoption of the Corporate Plan	Policy Committee
	Overall management and review of performance targets contained within the Performance and Policy Plan	Policy Committee
Planning Policy	Commenting on proposed revisions of the Local Plan and other service-specific long-term planning documents	Planning & Environment Committee
Play Areas	See Land Management	
Policy Issues	Recommending and reviewing policies	Policy Committee
	Assisting in the development of new policies or changes in policy	All committees
	Commenting on strategic policy documents and consultation papers issued by the Government and other bodies	Policy Committee
Publicity	Managing the Council's public relations activities and the content and circulation of the Council's newsletter	Policy Committee
Public Footpaths	Making observations on matters affecting public footpaths in and around the town	Planning & Environment Committee
Public Lighting	Commenting on matters affecting public lighting provision or maintenance in the town	Planning & Environment Committee
Public Toilets	Commenting on matters affecting public toilet provision in the town	Planning & Environment Committee
Public Transport	Making observations on matters affecting public transport in and around the town	Planning & Environment Committee
Rights of Way	See Public Footpaths	

Risk Management	Recommending the Council's risk management practices and procedures	Policy Committee
Skate Park	See Land Management	
Sports Grounds	See Land Management	
Staffing	Recommending changes to the Council's approved staffing establishment	Policy Committee
	Reviewing and monitoring the Council's employment arrangements	Policy Committee
Standing Orders	See Committee and Member Support	
Street Lighting	See Public Lighting	
Street Naming	If requested, to consider new street naming.	Planning & Environment Committee
Tourism	Development and implementation of a Tourism Strategy for Dorchester	Policy Committee
Town Clerk and Proper Officer	Recommending the appointment of the Town Clerk and Proper Officer	Policy Committee
Traffic Issues	Making observations on matters affecting traffic management proposals in and around the town	Planning & Environment Committee
Trees	Managing tree planting schemes.	Management Committee
	Making observations on proposals to introduce new tree preservation orders or allow works to trees covered by existing tree preservation orders or within conservation areas	Planning & Environment Committee
Twinning	Making arrangements for twinning visits and activities including liaison with twinning societies	Management Committee Twinning & Cultural Activities Panel

3 DELEGATIONS TO OFFICERS

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

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

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

	To authorise the payment of accounts	Town Clerk Assistant Town Clerks
	To write-off outstanding debts in accordance with Financial Regulation 5.3	Town Clerk
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme	Town Clerk
Information and Communication Technology	To be responsible for the provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved Budget	Town Clerk
Land and Property	To purchase necessary goods and supplies	Town Clerk Assistant Town Clerks
	To maintain the Council's offices and property in accordance with the Council's Financial Regulations	Town Clerk
	To adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible	Assistant Town Clerk (Outdoor Services)
	To devise planting schemes for the various open areas for which the Council is responsible	Assistant Town Clerk (Outdoor Services)
	To ensure that trees for which the Council is responsible are maintained in a safe condition in accordance with good arboricultural practice	Assistant Town Clerk (Outdoor Services)
Lettings	To authorise casual lettings of the Council's various properties subject to payment in accordance with the approved scale of charges where appropriate	Town Clerk
Members Support	To deal with requests from Members for secretarial or administrative support in connection with their duties	Town Clerk Assistant Town Clerks

Motor Vehicles and Plant	To maintain, repair and renew the Council's motor vehicles, plant and equipment	Assistant Town Clerk (Outdoor Services)
Proper Officer	To act as proper officer for the purposes set out in Standing Order 51 and for all other purposes prescribed by law	Town Clerk
Staffing	To undertake the duties of Head of Paid Service	Town Clerk
	To implement national pay awards and conditions of service	Town Clerk Responsible Financial Officer
	Within the approved budget and in accordance with Standing Orders to administer the staffing establishment and the national agreement on pay and conditions of service	Town Clerk Assistant Town Clerks
	To engage temporary or seasonal workers and determine their wages and conditions of service	Town Clerk Assistant Town Clerk (Outdoor Services)
Tourism Development	To implement the Council's agreed Tourism Development Plan	Tourism Development Officer following discussion with the Tourism Development Partnership

CALENDAR OF MEETINGS 2024-25

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

MM Mayor Making MS Mayoral Selection Committee

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

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

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