



Dorchester Town Council

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You are summoned to the **Adjourned Annual Meeting** of **Dorchester Town Council** to be held in the Council Chamber, the Municipal Buildings, High East Street, Dorchester, DT1 1HF on **Tuesday 20 May 2025 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 31 March 2025 (page 3).

4. **Police Update**

To receive an update from Dorchester's Neighbourhood Police Sergeant Ian Schofield.

5. **Presentations, Communications and Motions**

- a) To receive communications from the Mayor and Town Clerk.
- b) To receive motions 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	7 April 2025	Page 6
Planning & Environment Committee	28 April 2025	Page 11
Management Committee	6 May 2025	Page 13
Policy Committee	12 May 2025	Page 17

7. **Annual Business**

- (a) Appointments to Committees, Committee Chair and Vice-Chair, Joint Bodies, Outside Body Representative (report enclosed page 21).

- (b) To readopt the General Power of Competence (report enclosed page 27).
- (c) To authorise up to six Members to operate the Council's Bank Mandates (Currently Councillors P. Farmer, L. Fry, J. Hewitt, S. Jones, M. Rennie and D. Taylor).

8. **Update from Dorset Council Members**

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



Steve Newman
Town Clerk
14 May 2025

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

31 March 2025

Present: The Mayor (Councillor R. Potter) and Councillors R. Biggs, S. Biles, A. Canning, P. Farmer, J. Germodo, W. Gibbons, F. Hogwood, S. Jones, F. Kent-Ledger, D. Leaper, V. Lloyd-Jones, K. Reid, M. Rennie and D. Taylor.

Apologies: Councillors L. Fry, J. Hewitt, G. Jones, R. Major and R. Ricardo.

In Attendance:

Police Sergeant Ian Schofield

58. **Declarations of Interest**

There were no declarations of interest.

59. **Minutes**

The minutes of the meetings of the Council held on 27 January 2025 and 9 February 2025, were confirmed and signed by the Mayor as a correct record.

60. **Police Matters**

The Council welcomed Dorchester's Neighbourhood Police Sergeant, Ian Schofield, to the meeting. Sergeant Schofield updated Members on the crime statistics and initiatives for Dorchester over the past two months. He also responded to Members detailed questions.

Members felt that it would be helpful for the Town Clerk to write to Dorchester BID expressing the Council's support to the proposed initiative by the Police for shops to share the expense or use staff members in regard to plain clothes 'store detectives' to help reduce shop lifting.

61. **Presentations, Communications and Motions**

The Council received a presentation from Matilda Manley, the Council's Tourism Development Officer, on her work and the Tourism Partnerships plans for the future. The Tourism Officer responded to Members detailed questions.

The Mayor reported that this was his last meeting as Mayor and he thanked Councillors for their help and support throughout the year.

No motions had been submitted.

62. **Planning and Environment Committee – 3 February 2025**

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 3 February 2025 be adopted.

63. **Planning and Environment Committee – 3 March 2025**

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 3 March 2025 be adopted.

64. **Management Committee – 17 March 2025**

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 17 March 2025 be adopted.

65. **Mayoral Selection Committee – 24 March 2025**

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

Resolved

(1) That Councillor Andy Canning be invited to prepare to fill the office of Town Mayor, and Councillor Robin Potter the office of Deputy Town Mayor, of Dorchester during the 2025-26 Council Year.

(2) That the minutes of the meeting of the Mayoral Selection Committee held on 24 March 2025 be adopted.

66. **Policy Committee – 24 March 2025**

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

The Chairman of the Management Committee noted the Policy Committee's decision in respect of Louds Mill Allotment site and proposed that whilst the review into the options for the site was being undertaken with Dorset Council, the vacant Louds Mill allotment plots be made available for at least 5 years, with the usual Town Council regulations and rent agreements. This proposal was duly seconded.

Resolved

- (1) That whilst the review into the options for the site was being undertaken with Dorset Council, the vacant Louds Mill allotment plots be made available for at least 5 years, with the usual Town Council regulations and rent agreements.
- (2) That the minutes of the meeting of the Policy Committee held on 24 March 2025 be adopted.

67. Update from the Dorset Council

Dorset Councillors updated the Council on the following matters:-

- The Dorset Local Enterprise Partnership and Tourism.
- Two new Beryl bike locations, one at Poundbury and one at South Station.
- West Walks street lanterns were being cleaned / refurbished and would be returned.
- Dorset Council had agreed to re-work its debt obligations which would result in a cash saving of £6M in the 2025-26 financial year.
- A consultation was underway in respect of LED street lights, Dorset Council was looking to move away from the existing bright white to a warmer yellow LED light.
- A number of families in Dorset were benefitting from the Safeguarding Families Together initiative being run by Dorset Council.

Council rose at 8.10pm.

Mayor

Public Question Time

The Mayor responded to questions from members of the public in respect of actions proposed in regard to the proposed new Local Plan consultation, the need to open up South Street urgently and how the proposals for the development north of Dorchester could affect the town's water supply and quality.

The Council asked the Town Clerk to write to the appropriate body to try and obtain information regarding the quality of the water through the Mill Stream.

Dorchester Town Council
Minutes of the Planning and Environment Committee
7 April 2025

Present: Councillors R. Potter (the Mayor ex-officio & Vice Chair), S.Biles, P. Farmer, L. Fry, J. Hewitt, F. Kent-Ledger, V. Lloyd-Jones, K. Reid, M. Rennie and R. Ricardo (Chair).

Apologies: Cllrs R. Biggs, S. Jones, D. Leaper and D. Taylor

Also in attendance: Members of the public with concerns regarding planning appeal P/CLP/2024/02687
6 Albert Road Dorchester Dorset DT1 1SF

58. Declarations of Interest

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

59. Minutes

The minutes of the meeting of the Committee held on 3 March 2025 were signed by the Chair.

60. Parking in Dorchester

The Committee noted that confirmation had been received from Dorset Council that a Countywide parking review would be conducted shortly where the views of Parish and Town Councils would be requested by Dorset Council. The Committee requested that the Clerk to the committee contact the Dorset Council to ascertain the proposed timescales for the review and any consultations.

Resolved

That the Clerk to the committee contact the Dorset Council to ascertain the proposed timescales for the review and any consultations.

61. Planning Applications for Comment

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

Resolved

That the comments on the various planning applications, as set out in Appendix 1, be submitted to Dorset Council.

62. Minute Update Report

The Committee noted that a walk way would be opened between lower and upper South Street following the fire at the Gorge Café and pedestrian access would be reinstated.

63. Planning Issues to Note

There were no planning issues to note.

Dorchester Town Council

Planning & Environment Committee – 7 April 2025

Planning Applications for Comment

East Ward (Councillors P. Farmer, S. Jones, F. Kent-Ledger, R. Major and K. Reid)

E1. P/ADV/2025/01152 Casterbridge Court 32 London Road Dorchester DT1 1WY

Display 1 no. non illuminated V shaped stack sign.

Objection.

The Committee felt that the proposed signage would neither enhance nor contribute positively to the entrance of the Town's Conservation Area and would have a negative impact on the local landscape and the historic character of the area, in direct contravention of Policy ENV14 of the adopted Local Plan. The Committee further considered the scale and design of the proposed signage to be inappropriate, being excessively large, visually overbearing, and out of keeping with its sensitive surroundings. The Committee were concerned that the signage would visually dominate the building.

It was considered that the sign would create an unnecessary and unacceptable distraction to motorists, thereby posing a material risk to highway safety (COM7).

E2. P/LBC/2025/01230 43 High East Street Dorchester DT1 1HN

Replace 3 no. windows, door & doorframe at front of property.

No objection.

North Ward (Councillors S. Biles, A. Canning, V. Lloyd-Jones & D. Taylor)

N1. P/LBC/2025/01183 9 South Street Dorchester DT1 1BL

Display 1no. non-illuminated fascia sign, display 1no. non-illuminated hanging sign. Decorations to brand logo colours.

No objection.

N2. P/FUL/2025/01150 Site outside / fronting 11 South Street Dorchester

Erect a statue of Sylvia Townsend Warner, information board & associated foundations.

As Dorchester Town Council will in principle have a vested interest in the statue as per minute 60 of the Dorchester Town Council Management Committee meeting held on 17 March 2025, no comment will be made on this application.

N3. P/LBC/2025/01629 1-2 High West Street Dorchester DT1 1UG

Removal of external bank signage including projecting sign.

Removal of 3 No. ATM's with opening securely infilled and faced with stone to match existing.

Objection.

The Committee objected to the removal of the ATMs, on the grounds that their removal would disadvantage residents within the community who rely on the facilities.

N4. P/LBC/2025/00829 47 Colliton Street Dorchester DT1 1XH

Retain installation of combination boiler and flue. Removal of back boiler unit, seal chimney flue, removal of water tanks and redundant pipework.

No objection.

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

W1. P/FUL/2025/01571 Dorset County Hospital Williams Avenue Dorchester DT1 2JY

Erect pre-fabricated changing places toilet.

No objection.

W2. P/HOU/2025/01805 16 Louise Road Dorchester DT1 2LT

Erect single storey rear extension forming extended kitchen.

No objection.

W3. P/HOU/2025/01873 15 Barrow Close Dorchester DT1 2HG

Installation of air source heat pump.

No objection.

South Ward (Councillors R. Potter and M. Rennie)

S1. P/HOU/2025/01125 4 Manor Road Dorchester DT1 2AU

Erect single storey rear extension with associated alterations.

No objection.

Poundbury Ward (Councillors R. Biggs, F. Hogwood and D. Leaper)

P1. P/VOC/2025/01450 Peninsula Way Phases 3 and 4 Poundbury

Reserved matters application for the implementation of boulevard with double row of trees as required by condition 14 of Outline Planning Permission reference 1/D/09/001363 (with variation of

condition 1 of planning permission WD/D/15/000379 to amend approved plans).

No objection.

Notice of Appeal

A1. P/CLP/2024/02687 6 Albert Road Dorchester Dorset DT1 1SF

Certificate of Proposed Use to confirm that planning permission 1/E/87/137 remains extant.

An appeal has been made to the Secretary of State against the Dorset Council's refusal of the above application.

The Committee requested that the following comment be submitted to the Planning Inspectorate: 'The Committee agreed with the comments of the Dorset Council Case Officer designated to the application made in the Officer Report dated 23 July 2024. The Committee also wished to draw attention to the Tree Preservation Orders that have been designated for the site.'

A2. P/LBC/2024/04361 Flat 6 Fordington House Lancaster Road Dorchester DT1 1NP

Subdivision of first floor bedroom.

A3. P/LBC/2024/05950 Fordington House Flat 6 Lancaster Road Dorchester DT1 1NP

Subdivision of first floor bedroom.

Dorchester Town Council
Minutes of the Planning and Environment Committee
28 April 2025

Present: Councillors R. Potter (the Mayor ex-officio & Vice Chair), R. Biggs, P. Farmer, L. Fry, J. Germodo, J. Hewitt, F. Hogwood, F. Kent-Ledger, D. Leaper, K. Reid, M. Rennie and R. Ricardo (Chair).

Apologies: Cllrs S. Biles, A. Canning, R. Major, S. Jones, V. Lloyd-Jones and D. Taylor.

64. Declarations of Interest

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

65. Minutes

The minutes of the meeting of the Committee held on 7 April 2025 were confirmed by the committee and signed by the chairman.

66. The Dorset Council (Off-Street Parking Places) (Consolidation) (Amendment No. 4)

Order 202

The Committee noted report without comment.

67. Planning Applications for Comment

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

Resolved

That the comments on the various planning applications, as set out in Appendix 1, be submitted to Dorset Council.

68. Minute Update Report

There were no minute updates to report.

69. Planning Issues to Note

Members were disappointed to note that application P/FUL/2024/07190, 10 Manor Road, DT1 2AU, erect bungalow with associated access and parking, had been granted planning permission by Dorset Council despite the concerns raised by Dorchester Town Council.

Dorchester Town Council

Planning & Environment Committee – 28 April 2025

Planning Applications for Comment

East Ward (Councillors P. Farmer, S. Jones, F. Kent-Ledger, R. Major and K. Reid)

No applications received.

North Ward (Councillors S. Biles, A. Canning, V. Lloyd-Jones & D. Taylor)

N1. P/LBC/2025/01755 The Keep Military Museum Poundbury Road Poundbury Dorchester DT1 1TA

Carry out alterations to roof level timber decking and framing, redecorate walls and ceilings and improve lighting and fire alarm.

No Objection.

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

W1. P/HOU/2025/02048 4 Edward Road Dorchester DT1 2HJ

Erect single storey rear extension to garage and convert garage to a stand alone annexe with roof lights.

No Objection - The committee requested that should the application be approved, that a condition be included in the consent to ensure the annexe remains ancillary to 4 Edward Road

South Ward (Councillors R. Potter and M. Rennie)

S1. P/ADV/2025/02125 & P/LBC/2025/021271 Dray Horse Yard Dorchester DT1 1GS

Replace external lettering on building hanging sign.

No Objection.

Poundbury Ward (Councillors R. Biggs, F. Hogwood and D. Leaper)

No applications received.

Dorchester Town Council

Management Committee

6th May 2025

Present: The Mayor (Councillor R. Potter) and Councillors P. Farmer, L. Fry, J. Hewitt, F. Hogwood, S. Jones, F. Kent-Ledger, D. Leaper (Chair) and M. Rennie.

Apologies: Councillors W. Gibbons, R. Major and A. Canning

In attendance:

Councillors S. Biles, V. Lloyd-Jones and K. Reid.

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

69. Declaration of Interests

Councillors D. Leaper declared an interest in respect of Minute No. 71, Cycling Without Age, and Councillor R. Potter declared an interest in respect of Minute No. 78 (a) and (b), DTAG.

70. Minutes

The Minutes of the Meeting of the Committee held on 17 March 2025, adopted by Council on 31 March 2025, were taken as read and were confirmed and signed by the Chair as a correct record.

71. Cycling Without Age – Access to Borough Gardens.

Cllr Leaper passed the chairing of the meeting for this particular item to Cllr Kent-Ledger. The committee received a report from the Assistant Town Clerk (Outdoor Services) on a request from the organisation Cycling Without Age to ride their tri-shaws in Borough Gardens, despite a bylaw prohibiting the riding of bicycles in the Gardens. Mr David Goddard, representing Cycling Without Age (CWA), was invited to address the committee and answer member questions. Mr Goddard explained that CWA wanted to expand their service into the town centre and engage with residents in nearby care homes – he also felt that allowing tri-shaw access to the Gardens was in accordance with the town council's equality objectives.

Members discussed the request at length and considered the conflict between the request and the bylaw. Members were concerned that the Gardens were very busy, particularly in the summer, and that the paths were not wide enough to also accommodate the tri-shaws. Cllrs Kent-Ledger and Rennie highlighted that the council did support CWA by providing both storage and battery charging facilities for the tri-shaws free of charge. Mr Goodard stated that the passengers would not be able to get out of the tri-shaws to walk into the

Gardens due to infirmity – many had to be assisted into the tri-shaw by use of a hoist. Cllrs Hewitt and Lloyd-Jones stated that they personally worked with disabled groups making use of the Gardens and considered that the paths would not be wide enough to accommodate both wheelchairs and tri-shaws. Members also felt that the route around the town via the Walks should provide sufficient interest and enjoyment without the need to encroach on Borough Gardens.

Resolved:

That the initial decision by Town Clerk to refuse access to Borough Gardens for the Cycling Without Age tri-shaws be upheld and that the request for access be refused.

72. Outdoor Services – Update Report – Late Winter

The committee received the update report from the Assistant Town Clerk (Outdoor Services). It was reported that the Gardens had recently been judged for the Green Flag. New battery powered equipment was being trialled by the Outdoor Services team with promising results. Cllr Fry asked if, in future, any new picnic benches would be wheelchair accessible and the Assistant Town Clerk confirmed that this would be the case. Cllr Stella Jones suggested that where trees were going to be felled due to disease, that perhaps signs could be attached to the trees to explain the reason for the proposed felling.

Resolved:

That the Outdoor Services update report be noted.

73. Location of Bench on The Great Field

The committee received the report from the Assistant Town Clerk (Outdoor Services). Cllr Hogwood requested that officers explore the potential for public donations towards the cost of the new bench to be ring-fenced in the council's account. Cllr Fry suggested that the new bench be located slightly to the west of the proposed location so that it looked across Mansell Square rather than facing the rear of the bus shelter – this suggestion was supported by the committee.

Resolved:

That a new bench be located on The Great Field overlooking Mansell Square subject to satisfactory ground conditions and in accordance with the conditions set out in section 3 of the officer's report.

74. **Allotments update**

The Committee received the update report from the Assistant Town Clerk (Corporate) on the current position with regard to the renting of vacant plots at Loud Mills.

Resolved:

That the allotment update report be noted.

75. **Weymouth Avenue Pavilion boxing facility – update**

The committee received the update report from the Assistant Town Clerk (Corporate) on the establishment of a new boxing facility by Launchpad Dorset at the Weymouth Avenue Pavilion as previously agreed by the Committee.

Resolved:

That the update report on the Weymouth Avenue Pavilion boxing facility be noted.

76. **Fordington Green – Penguin Little Book Stop**

The committee received the update report from the Assistant Town Clerk (Corporate) on a request for members of the community in Fordington for the Town Council to allow the installation of a Penguin Little Book Stop on Fordington Green. Local residents were currently applying to Penguin Books Ltd to receive one of the ninety Little Book Stops that were being distributed nationally.

Resolved:

That permission be given to residents to install a Penguin 'Little Book Stop' on Fordington Green in a position to be agreed by the Town Clerk.

77. **Heritage Information Panel – Duke of Edinburgh Gardens**

The committee received a report from the Town Clerk regarding a proposal to install a heritage information panel in Duke of Edinburgh Gardens in order to provide information on the Romano-British farmstead that was discovered on Poundbury. The proposal from a local resident, who had designed the panel with input from Wessex Archaeology, would not require any funding from the Town Council although the Outdoor Services staff may undertake the installation.

Resolved:

That the Committee agreed the installation of the heritage information panel on Duke of Edinburgh Gardens, in accordance with the design in Appendix A, subject to the consent of the Duchy of Cornwall.

78. **Grant Applications**

The Committee considered various requests for financial assistance and it was

Resolved:

- (a) That a grant of £69 be awarded to Dorchester Transport Action Group towards the cost of room hire.
- (b) That a grant of £400 be awarded to Dorchester Transport Action Group towards the cost of first aid and sound equipment hire for cycling event.
- (c) That no grant be allocated to the William Barnes Society for its archiving project.
- (d) That a grant of £500 be awarded to the Talk About Trust towards the cost of the Holiday Hangout event on The Great Field.

79. **Notes of Twinning & Cultural Activities Panel meeting on 17th March 2025.**

The minutes of the Panel were considered by members.

Resolved:

That the minutes of the Panel be noted.

80. **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 5468 to 5480 be confirmed and the Register of Memorials be signed by the Chair as a correct record.

Chair.....

Dorchester Town Council

Policy Committee

12 May 2025

Present: The Mayor (Councillor R. Potter) and Councillors S. Biles (Chair), G. Jones, V. Lloyd-Jones, K. Reid and D. Taylor.

In Attendance

Councillors L. Fry, W. Gibbons, J. Hewitt, F. Kent-Ledger, D. Leaper and M. Rennie.

Apologies: Councillors R. Biggs and R. Ricardo.

64. **Minutes**

The Minutes of the Meeting of the Committee held on 24 March 2025, adopted by Council on 31 March 2025, were taken as read and were confirmed and signed by the Chairman as a correct record.

65. **Declaration of Interests**

There were no declarations of interest.

66. **Finance Update**

Members considered a report by the Finance Officer which updated them on the financial position of the Council as at end of April 2025, the amount of earmarked reserves as at the end of March 2025, the annual review of the fixed asset register, the level of debt over 30 days and gave details of the payments list from 1 March 2025 to 30 April 2025.

In regard to the fixed asset register it was noted that the proposed Sylvia Townsend Warner statue would be added to the register once it had been gifted to the Council. Officers would also investigate the possibility of adding data trackers to that statue and the Frink statues.

The report also set out the outcome of the internal auditor's third and final audit held in April 2025. The recommendations of the internal auditor and officers responses to them were noted.

Additionally the report presented the 2024-25 Annual Governance and Accountability Return (AGAR) Annual Internal Audit Report, Annual Governance Statement and Accounting Statements.

Members noted that in November 2023 the Council had reappointed Darkin Miller Ltd as the Council's Internal Auditor for a period of three years and that BDO LLP would continue as external auditor. The Committee was asked to confirm that the Council had no conflicts of interest with BDO LLP.

Resolved

- (1) That the payments list, totalling £655,378.07 be approved.
- (2) That the fixed asset register as at 31 March 2025 be agreed.
- (3) That the report of the internal auditor and the officer responses to them be noted.

It is also

Recommended

- (4) That the Council approves the Annual Governance Statement for 2024-25.
- (5) That the Council approves the Accounting Statement for 2024-25.
- (6) That the Council confirms the appointment of Darkin Miller Ltd as the Council's Internal Auditor for the 2025-26 Council Year.
- (7) That the Council has no conflict of interest with BDO LLP.

67. Community Implementation Plan Update

The Committee received a report and a presentation by the Council's Community Development Officer in respect of the progress made in implementing ideas for action which were set out in the 2023-28 Community Implementation Plan which had previously been agreed by Council.

The Community Development Officer responded to Members detailed questions. It was noted that First Buses was proposing to move to digital only bus timetables. The Committee felt that this was a retrograde move which could disadvantage those in digital poverty, children, the elderly and more. It was agreed that the Mayor should write to First Buses and Dorset Council expressing this Council's view that printed bus timetables should continue to be produced.

Resolved

- (1) That, as a matter of urgency, the Mayor write to First Bus and Dorset Council expressing this Council's strong view that printed bus timetables should continue to be produced.
- (2) That the Implementation Plan update be noted.

68. Review of Staff Handbook

Members were informed that following a 'light touch' review of the Council's staffing policies in 2020, officers had sought the advice of the Council's external legal advisors,

WorkNest, and undertaken a thorough review of all existing policies and created new policies in order to address recent legislation.

As a result, a new suite of policies had been brought together to form a single staff handbook – which would be an easier way for existing and prospective staff to understand the Council’s approach to the employment of staff. The draft handbook had been circulated to all Members.

The new policies that had been drafted by WorkNest for the Council included:

- Carer’s Leave policy
- Flexible Working policy
- Paternity policy
- Personal Relationships at Work policy
- Social Media policy
- Wellbeing Statement
- Working from Home policy.

Of the existing policies, the policy on Harassment and Bullying had been significantly updated to take account of the new Duty to Prevent Sexual Harassment arising from the *Worker Protection (Amendment of Equality Act 2010) Act 2023* which came into effect in October 2024. WorkNest had provided the Council with guidance on how to address this new duty which introduced a new positive obligation on employers to take reasonable steps to prevent sexual harassment where the unwanted conduct is of a sexual nature.

It was noted that all staff had been consulted on the new or updated policies.

Recommended

That the staff handbook, as previously circulated to all Members, be agreed.

69. Corn Exchange Clock Tower

The Committee considered a report by the Town Clerk on work that may be required to the clock tower following an internal structural inspection. Generally, the tower roof timber structure was in good condition considering its age, however there were some areas of concern, in particular the bell chamber floor and various corroded straps and metal work. The report also indicated ongoing water ingress along the south façade of the tower.

It was therefore necessary to ascertain the cause of this water ingress with a drone survey. This survey would determine if scaffolding was needed to carry out any repairs. If this was required it would be sensible to take the opportunity to undertake various external stone repairs and repointing to the tower as there had been, over the past couple of years, some instances of failure resulting in small pieces of falling masonry.

The drone survey would confirm the extent of the work required and it was proposed that this survey be carried out as soon as possible with the aim of seeking tenders for the work

required during June with a view to commencing work by the end of September subject to the availability of the Town Hall.

Resolved

- (1) Agree that a drone survey be carried out as soon as possible.
- (2) That Crickmay Stark Architects be appointed to draw up and issue tenders for the work identified by the survey with the outcome being presented to the next meeting of the Committee for consideration.

70. 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.

71. Appointment of Temporary Markets Officer

The Committee considered a report by the Town Clerk on the appointment of a temporary Markets Officer. It was confirmed that the permanent position of Markets Assistant would be advertised and the appointment made following an interview process. Some additions to the proposed Job Description of the Markets Officer were also agreed in respect of attending Markets Panel meetings and organising other appropriate events to compliment the markets offer.

Resolved

- (1) That the part time (up to 18.5 hours per week) post of Markets Officer be offered to the candidate now named in accordance with SCP25, to be appointed from September 2025.
- (2) That the report as a whole will be agreed.

DORCHESTER TOWN COUNCIL

ADJOURNED FULL COUNCIL – 20 MAY 2025

APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES

1. At each Annual Meeting of Council there is a fresh opportunity to appoint Committees, with their Chairs, and to make appointments to joint bodies and outside bodies. All Members were invited to express their Committee preferences. This report highlights the issues that Council will need to address.

2. Appendix 1 considers appointments to the Council's three Committees, two Joint Bodies and one Panel. The following matters need to be resolved:-

- There are seven requests to sit on the Joint Markets Panel when there are only six seats available.
- There are six requests to sit on the Joint Heritage Committee when there are only five seats available.

3. The following Councillors have indicated a willingness to serve in the role of Chair or Vice Chair of Council Committees. If there are no further nominations the Council will be asked to confirm these appointments.

Committee	Chairman	Vice-Chairman
Policy	S. Biles	V. Lloyd-Jones
Management	D. Leaper	F. Kent-Ledger
Planning & Environment	R. Ricardo	L. Fry

4. Appendix 2 considers appointments to Outside Bodies. As it stands the Council will be required to confirm who it wishes to appoint to the following outside bodies:-

- Dorchester Tourism Partnership (three applicants one seat)
- South Wessex Community Rail Partnership (two applicants one seat)
- Volunteer Centre Dorset (one vacancy)

5. In the past, Council representatives on outside bodies, were required to report back to Council on the activities of that body over the past year. This has not happened for several years and if Members felt that this would be useful it is suggested that those appointed as Council representatives on outside bodies report back on the work of that body at the March Full Council.

6. At the last Council meeting it was agreed that the Council should work towards becoming a Wessex Watermark Town. It was suggested that it might be beneficial to have a nominated

representative to help steer this work. The first workshop was held recently and further engagement opportunities will take place over the rest of the year with the Policy Committee overseeing the project. Rather than having a single representative It is felt that these opportunities would be better opened up to all Members.

Steve Newman
Town Clerk

APPENDIX 1

APPOINTMENT OF COMMITTEES

DORCHESTER TOWN COUNCIL COMMITTEES

Management Committee (11 and 11 requests)

P. Farmer	L. Fry	W. Gibbons	J. Hewitt	F. Hogwood	S. Jones
F. Kent-Ledger	D. Leaper	R. Major	R. Potter	M. Rennie	

Policy Committee (8 and 8 requests)

R. Biggs	S. Biles	J. Germodo	G. Jones	V. Lloyd-Jones
K. Reid	R. Ricardo	D. Taylor		

Planning & Environment (no limit - 15 requests)

R. Biggs	S. Biles	P. Farmer	L. Fry	J. Germodo	J. Hewitt
F. Hogwood	S. Jones	F. Kent-Ledger	D. Leaper	V. Lloyd-Jones	R. Major
R. Potter	M. Rennie	R. Ricardo			

If appointed as Mayor, Councillor Andy Canning will be ex officio to the 3 Committees

JOINT BODIES

Dorchester Markets Informal Joint Panel (6 Members, 7 requests)

J. Hewitt*	L. Fry	J. Germodo	S. Jones
F. Kent-Ledger	K. Reid	M. Rennie*	

*Councillor Hewitt's justification for staying on the Joint Markets Panel for longer than four years:-

I would like to serve on the Markets Panel as I have been involved with markets in the past and feel that I have knowledge to offer.

*Councillor Rennie's justification for staying on the Markets Panel for longer than four years:-

We are at a point where we will take over management of the market in 2026. I am aware I have been on the panel many years. But during those years I have gained an understanding of the complexities of the Agreements and Charter that other members do not have especially. Any DC members who were not part of the work of the panel and the agreement.

Even some officers have no knowledge of how complex it can be missing points of importance.

Dorchester Heritage Joint Committee (5 Members, 6 requests)

S. Biles* W. Gibbons G. Jones* S. Jones F. Kent-Ledger D. Taylor

*Councillor Biles's justification for staying on the Joint Heritage Committee for longer than four years:-

I have been a Member of the Joint Heritage Committee since 2019. I would like to stay on the committee because I believe that Cultural Tourism is important to the economy of Dorchester. I have always been interested in and knowledgeable in local history, and I support the work of the committee in co-ordinating and supporting the various groups, stake holders and businesses in the Town.

I can offer the committee experience of working within the Hospitality Industry for my whole working life. On leaving school I trained to work in Hotel and Catering and I worked in hotels. After further study I spent over 30 years' delivering Hospitality and Tourism Education within the Further and Higher Education Sector.

If elected to this position again I would continue to support the various events that the Council sponsor to enhance Heritage.

*Councillor G. Jones's justification for staying on the Joint Heritage Committee for longer than four years:-

Since joining the DJHC and becoming its Chair, I have overseen and guided the DJHC in developing its range of activities in the domains of all aspects of Heritage – identification, investment, projects, public activities. I am currently pushing the development and completion of a number of Heritage projects, as identified in the original Heritage Strategy that I assisted in developing. I feel I am in a key moment in the current project portfolio and would like an extension to my tenure.

Twining / Cultural Activities Panel (5 Members plus the Mayor – 5 requests)

J. Hewitt F. Hogwood S. Jones R. Major M. Rennie

APPENDIX 2 - APPOINTMENTS TO OUTSIDE BODIES

Internal Roles	Present representative	Appointed since	Expression of interest
DAPTC Larger Towns Rep	D. Taylor The Mayor	2023 Annually	The Mayor R. Potter
Municipal Buildings Monitoring Group (3)	R. Biggs, F. Kent-Ledger D. Taylor	2022 2024	F. Kent-Ledger, V. Lloyd-Jones, D. Taylor
Charitable Trusteeships			
Dorchester Almshouses (2)	R. Biggs S. Biles	2022 2024	S. Biles V. Lloyd-Jones
Ashley Churchill & Thorne Trust (2)	L. Fry M. Rennie	2024 2024	L. Fry M. Rennie
Other Bodies			
Dorchester Arts (one space plus substitute)	D. Leaper	2022	F. Kent-Ledger, D. Leaper
Dorchester Association L. History & Arch.	D. Taylor	2024	D. Taylor
Dorchester BID	J. Hewitt	2023	J. Hewitt
Dorchester Bayeux Society	M. Rennie	2023	M. Rennie
Dorchester Lubbecke Society	F. Hogwood	2024	F. Hogwood
Dorchester Tourism Partnership	R. Potter	2023	W. Gibbons, R. Potter, D. Taylor
Citizens Advice Central Dorset	D. Leaper	2024	D. Leaper
Dorchester Transport Action Group (2)	R. Potter	2023	R. Potter W. Gibbons
Dorchester Youth & Community Centre (2)	P. Farmer J. Germodo	2024 2024	P. Farmer J. Germodo
South Wessex Community Rail Partnership (previously Heart of Wessex Rail Partnership)	F. Hogwood	2024	W. Gibbons, F. Hogwood
Thomas Hardy Society	P. Farmer	2024	W. Gibbons

Transition Town Dorchester (3 for 2025-26)	F. Hogwood P. Farmer	2019 2024	P. Farmer, F. Hogwood*, D. Taylor
Volunteer Centre Dorset	J. Germodo	2024	VACANCY
Sawmills Development Association (2 reps)	J. Germodo K. Reid	2024 2024	J. Germodo K. Reid

* Councillor Hogwood's justification for staying on as the Transition Town Rep for longer than four years:-

I have had a keen interest in the Transition movement for many years and am a member of Dorchester transition group. I live in Poundbury where TTD have their farm and orchard which I wish to see increasingly developing and inviting the local community, including those with health problems.

DORCHESTER TOWN COUNCIL

ADJOURNED FULL COUNCIL - 20 MAY 2025

ADOPTION OF THE GENERAL POWER OF COMPETENCE

1. As a rule a Council can only deliver services when it has a specific legal power or duty. Technically the only statutory duty that the town and parish sector has is a requirement to make provision for allotments, but the sector also has power to provide a wide range of discretionary services under the Local Government Act 1972, the Local Government (Miscellaneous Provisions) Act 1976, various Local Government Finance Acts, much of the legislation governing Burials, plus other assorted pieces of legislation.
2. Where the Council does not have a specific power to act, unless it is specifically prohibited from doing so by legislation, it still has a “catch-all” opportunity under s137 of the Local Government Act 1972, which permits use of a capped amount of funding each year to undertake services that the Council does not otherwise have a power to deliver.
3. However, via orders made as a result of the Localism Act 2011 a qualifying Town or Parish Council (qualifying means one which has a CILCA qualified Clerk and where two thirds of Councillors have been elected (including non-contested elections)) may adopt the General Power of Competence (the Power has to be adopted every year at the Annual Council Meeting), which allows it to “do anything that individuals generally may do”.
4. In practice at the Town and Parish tier adopting this Power removes uncertainties around minor operational issues but does not fundamentally change the way the Council acts. This Council has resolved to adopt the power annually since it was possible to do so following the 2011 Localism Act.
5. **It is recommended** that the Council adopts the General Power of Competence for the period to the next Annual Meeting of Council.
6. For information the Council now has four officers (Town Clerk and Assistant Town Clerk (Outdoor Services), Responsible Finance Officer and Mayor’s Secretary) who have achieved the CILCA (Certificate in Local Council Administration) qualification.

Steve Newman
Town Clerk