



Dorchester Town Council

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF

Telephone: (01305) 266861

For information about this agenda contact Adrian Stuart

a.stuart@dorchester-tc.gov.uk

14 July 2021

Agenda for the meeting of the **Policy Committee**, which will be held at The Recreation Pavilion, Weymouth Avenue, Dorchester, DT1 2RY on **Monday 19 July 2021 at 7.00pm**.

Adrian Stuart
Town Clerk

Public Attendance and Speaking at the Meeting

The meeting will be held on the basis that the Government's Covid restrictions remain in place. If you wish to attend it would be very helpful if you could **notify the clerk by 0900 on the morning of the meeting** so that we can include you in our arrangements to keep you and other participants safe.

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak please let the Clerk know when advising of your attendance. We ask speakers to confine their comments to the matter in hand and to be as brief as is reasonably possible.

Member Code of Conduct: Declaration of Interests

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

Membership of the Committee

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

1. Apologies, Declarations of Interest & Signing of Minutes
To confirm that the Chair may sign Minutes of the meeting of 15 March 2021, adopted by Council on 22 March, at the next available opportunity.
2. Financial Update at 30 June 2021 A
3. Governance Update B
4. Corporate Plan Update C
5. Dorchester Science Fair and Mars D

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 19 JULY 2021

1. Financial Position

- Month 3 spend (Appendix 1) on budget.

Cash Position	£000	
Lloyds Bank	218	Nil interest
Payden Global	900	c. 0.60% return
National Savings and Investments	7	0.01% interest
CCLA Deposit Account	1,150	0.0244% interest
Total Cash	2,275	(28 Feb £2,270k)

Notes:

- Since 28 Feb, £758k Precept received, £379k paid out on MB works.
- Net transfer from Lloyds to CCLA £250k.
- The National Employers have offered a 1.5% pay increase from 1 April 2021 (rejected by unions), if agreed this would result in an additional £5,361 costs on the budget.
- Debt over 30 days = £1,798, 2 debtors (28 February £1,233, 2 debtors)
 - £66 relates to hanging basket supplied to a business in 2020 that has just reopened following lockdowns
 - £1,732 relates to recent Highway Verge cutting
- Payments list 1 March to 30 June 2021 on website. Supporting vouchers available from Financial Controller
 - **RECOMMENDED** that the Payments list, totalling £1,300,960.45 is approved.

Nigel Hayes
Financial Controller

MANAGEMENT REPORT AT 30 JUNE 2021

By Spend Type	Budget £000	Profile £000	Actual £000	Under/Over £000
Staff	735	184	179	-5
Capital Financing	39	17	17	0
Other Payments	556	207	215	8
To Specific Reserves	309	309	309	0
Income	-122	-22	-26	-4
Net Budget	1,516	694	694	-0

By Service	Budget £000	Profile £000	Actual £000	Under/Over £000
Allotments	-7	1	2	1
Parks & Open Spaces	104	44	41	-3
Cemeteries	-2	19	21	3
Corp. & Dem. Manage.	37	9	8	-1
Cultural & Twinning	71	8	18	10
Municipal Buildings	257	198	190	-8
Other Services	233	170	169	-1
Office Team	379	120	119	-1
Outdoor Services	445	126	126	-0
Net Budget	1,516	694	694	-0

Earmarked Reserves with budgeted Expenditure In Year	Budget £000	Profile £000	Actual £000	Under/Over £000
Cemeteries	30	0	0	0
Municipal Buildings	1,758	324	324	0
Parks Premises	0	0	10	10
Play Equipment	0	0	0	0
Public Realm	278	1	1	0
Vehicles & Equipment	20	0	0	0
Dorchester West Ramp	10	0	0	0
Arts & Cultural	5	7	7	0
Christmas Lights	10	0	0	0
Corporate Projects	0	0	0	0
Planning Advice	10	0	0	0
Climate Emergency	50	0	0	0
Treasury	5	0	0	0
Net Budget	2,176	332	342	10

DORCHESTER TOWN COUNCIL**POLICY COMMITTEE – 19 JULY 2021****GOVERNANCE UPDATE**

1. This report follows a similar report to the March Committee covering a disparate group of governance issues to be considered over the course of this summer.
2. Members have all had an opportunity to undergo training on a new **Code of Conduct** prepared by the Local Government Association and adopted by the Dorset Council. The draft Code has been circulated previously and a copy is available from the Clerk. It is **RECOMMENDED TO COUNCIL** that the LGA Model Councillor Code of Conduct as circulated is adopted.
3. All Members have also undertaken training on completion of the new online **Register of Interests**. This will be operational shortly and Members are encouraged to update and maintain their personal register entries on a regular basis.
4. In March the Clerk highlighted that Dorset Council would be undertaking a **Community Governance Review**, covering Dorset's ward council boundaries and Local Council electoral arrangements, commencing in July 2021. No material issues have been identified that might result in the Town Council making a submission, therefore no submission is currently proposed.
5. The Financial Controller has undertaken a review of the Council's **Financial Regulations**, following the publication of a new model set of regulations by NALC in 2019, making minor adjustments and insertions as appropriate. The draft Regulations have been circulated previously and a copy is available from the Financial Controller. It is **RECOMMENDED TO COUNCIL** that the Financial Regulations as circulated is adopted.
6. The Town Clerk has indicated his intention to retire early in 2022. The appointment of a new Clerk is a decision of Council, but it is proposed that the work to be done is delegated initially to this Committee, then from September to a specific Recruitment Panel. An outline of the steps during the recruitment process is included at Appendix 1. It is **RECOMMENDED TO COUNCIL** that the appointment of an external advisor is delegated to the Town Clerk in consultation with the Policy Committee. If the recommendation is approved interviews will be set up as soon as practically possible.
7. In March Members were invited to comment on Committees and meeting arrangements. Appendix 2 summarises the comments made, along with a suggested response from the Clerk regarding options. Members may wish to make recommendations to Council regarding the most appropriate response.
8. As part of the Diamond Jubilee celebrations in 2012 a new city status was gifted in England; Dorchester applied to be considered but along with over 20 other towns was unsuccessful. The bid would inevitably draw resources away from other Council priorities, but the added status may be of benefit to the town in promoting its tourism agenda. Members are invited to consider whether they wish to recommend to Council that we pursue city status this time round.

Adrian Stuart
Town Clerk

DRAFT TIMETABLE FOR APPOINTMENT OF NEW TOWN CLERK

Month	Activity	By
July	Identify potential advisors Member interest in Recruitment Panel Delegate appointment of advisors to Policy Set Timetable	Policy Chair, Deputy Mayor, TC Policy Chair, TC Council Council
August	Interview and appoint advisor	Policy Committee, TC
September	Advisors meet Members interested in Recruitment Panel Town Clerk role reviewed Prep for Recruitment Campaign Recruitment Panel appointed	Advisor, interested Members Advisor Policy Committee Advisor, TC, Policy Chair Council
October	Adverts placed Recruitment Panel training Shortlisting	Advisor, Recruitment Panel Advisor, Recruitment Panel Advisor, Recruitment Panel
November	Interviews Town Clerk designate Appointment	Advisor, Recruitment Panel, Members and Staff Council
December	Town Clerk designate accepts role	Advisor
March	Town Clerk handover	TC, TC designate

GOVERNANCE ISSUES RAISED BY MEMBERS DURING MARCH REVIEW

Issue Raised	By	Possible Solutions
Economy Dorchester's Night Time Economy More focus on Economic Development Future of Town Centre - sub-group needed	ACh SB SJ	P&E - Proposal made for a Master planning exercise to include working session for all Members – issues could be raised here
Climate Emergency Council priority - needs more dedicated time Dedicated Sub-Group Separate Sub-Gp for Environmental and Ecological issues Environmental issues needs sub-group of Planning	SH SB FH SJ	Options are <ul style="list-style-type: none"> • A Group reporting to P&E – reduces opportunity for all Members to be involved • Give Environment more time at P&E, spending less time on DC planning applications A Graduate Trainee has been recruited to provide additional time resource. Initial task is to audit what we are already doing and what Members would like to consider doing, then decided an appropriate governance model
Building Maintenance Return to a dedicated Panel to monitor building maintenance, eg to prevent BGH	TL	Have increased reports re maintenance programme to Management Committee. The number of buildings we manage has reduced. Options are <ul style="list-style-type: none"> • Use the Site Visits Group to cover all sites on a risk based approach • Return to dedicated Maintenance Group
Dorchester Arts Sub group during development of the relationship	FKL	<ul style="list-style-type: none"> • Current Task Group will transform into a monitoring group once the lease is signed. It may be appropriate to review membership of the Group
Dorchester Heritage Joint Committee Need to improve visibility of the work within DTC structure	GJ	<ul style="list-style-type: none"> • 10 members now attend DHJC • Minutes now reported to Council
Return to normal working Newer members have not had a chance to work on Task & Finish Groups. Create opportunities to reconnect post Covid	MR	Since January we have created more opportunities for Members eg Planning Consultation, Emergency Plan and the Town Pump. The Site Visits Group has restarted <ul style="list-style-type: none"> • Will look for more opportunities for Councillors to meet once lockdown ends, eg Town Centre master planning, Recruitment Panel

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 19 JULY 2021

CORPORATE PLAN UPDATE

1. The Corporate Plan is the key document that the Town Council uses to give it strategic direction over the life of each Council. While it is not essential to the ongoing routine delivery of our core services it shapes the longer term direction of the Council and its approach to the town.
2. Shortly after the elections in May 2019 Council embarked on a review of the 2014 plan. Progress was limited by Covid and lockdown, but by the end of 2020 the Council had produced and successfully consulted on a High Level Focus document that would drive the next Corporate Plan's preparation.
3. In the meantime, in addition to its routine service delivery the new Council has been continuing to deliver projects originally included in the 2014 plan or added subsequent to it, notably the Climate Emergency and Municipal Buildings refurbishment (See Appendix 1).
4. The core components of our existing Corporate Plan from 2015 are listed below, along with the current status of revising them for a new draft Corporate Plan.

Component	Current Draft Status	Completion By
Introduction and Strategic Aims	Completed with gaps for new Census data	Not before mid 2022 due to the gradual release of key Census data
Future Direction for the town/Vision for each key area	Incomplete, with significant gaps for new data	Not before mid 2022 due to the gradual release of key Census data
Summary of Aims	Completed – High Level Focus document	-
Key Milestones for next 12 months	Draft milestones - Attached at Appendix 2, to replace Appendix 1	Jul 21
Current Services Map	Completed	Jul 21
Service and Satisfaction Indicators	Review being conducted to identify its value	Nov 21
Financial Information	Completed, to be adjusted by new commitments Use of Debt v. Corporate Projects Reserve	Jul 21 Discussion paper to Sep 21 Policy Cttee
Working with Partners	Updated	Jul 21

5. An early draft of the Corporate Plan will be circulated to Members for information prior to the September meeting.

Adrian Stuart Town Clerk

CORPORATE PLAN 2014 – LEGACY PROJECTS

Task	Latest Position
Explore opportunities to improve Market operations	Researching options for future of Market, prior to report to next Panel Awaiting response re transfer of management responsibility
Develop & implement (Heritage) Tourism Strategy	Position re TIC closure determined TDO in post with plan for first 6 months App live, website commissioned
Influence delivery of Traffic/Parking strategy	Requirements have changed fundamentally as a result of Covid Needs new approach, integrating into a wider masterplan for Dorchester
Develop Trinity St tennis courts with DACLT	Close to determination by DC Planning after approx. 12 months.
Support delivery of Great Field	Planting, pathways and AET building complete. Play equipment delayed, due to commence Autumn 21
Municipal Buildings Refurbishment Support delivery of improved Arts offer in town	All funding in place, procurement completed Roof works - Apse has caused significant delay, resulting in knock on to rest of project, due Sep 21 Extension and rear refurbishment impacted by Apse delays – to complete Jan 22 Corn Exchange Arts refurbishment commissioned – to complete September 21 Front of House works at concept stage Transfer to Dorchester Arts scheduled Sep 21
Refurbish Town Pump public realm	Latest designs consulted on June 21. Awaiting feedback from DC
Respond to Local Plan (North Dorchester)	Full response submitted Mar 21 Awaiting next DC Local Plan proposal – delayed until Spring 22

HIGH LEVEL FOCUS OF THE CORPORATE PLAN – 2021/22 MILESTONES (DRAFT)

APPENDIX 2

High Level Focus	Projects	Milestone	Current Progress	😊😊😊
Affordable Housing				
Deliver sites	Tennis Courts	Planning Application agreed Jul 21	Awaiting DC decision	😊
	19 North Square	Feasibility Study rec'd Sep 21	Architect appointed, working on ideas	😊
	Poundbury Cemetery	Preliminary evaluation Nov 21	Architect ideas rec'd, discuss with Duchy	😊
	Other Sites	New site identified Jan 22	-	-
Community Culture Health & Wellbeing				
Understand residents needs	Residents feedback	Comments received Apr 21	Received, now evaluating	😊
	Review Community Register of Projects	New Register of Projects Dec 21	-	-
Maintain and adapt our services	Programme of Revenue Projects	Special Items in Budget Jan 21	Completed	😊
	The Great Field	Support infrastructure Dec 21	In progress	😊
	Kings Road & Lubbecke Way Open Spaces Project	GAP Project at Lubbecke Way Oct 21	Preparing funding and planning app	😊
		Park ideas developed Mar 22	-	-
Municipal Buildings	Refurbish Municipal Buildings Work with Dorchester Arts to develop use of the site	Phase 1-4 works completed Jan 22	Ph1 (Roof) due Sep 21, Ph2/3 (Biomass/Offices) commenced, due Jan 22, Ph4 (Corn Ex) due Sep 21	😊
		Operating Agreement signed Sep 21	First draft to solicitor end Jul	😊
		First review meeting Mar 22	-	-

The Environment					
Climate Emergency Programme	Municipal Buildings	Phase 1 – 4 works completed	Jan 22	Ph2(Biomass) commenced, due Jan 22	☺
	Vehicles & Equipment	Grounds equipt purchased	Mar 22	-	-
	Partner Programme	Identify New partner project	Mar 22	-	-
Local Economy Transport and Parking					
Tourism	Implement Tourism Development Strategy	App launched	Jun 21	Completed	☺
		Website launched	Sep 21	In progress	☺
		Front Desk training	Dec 21	In progress	☺
	Opportunities to improve Markets	Present options to Panel	Jan 22	In progress	☺
Future Growth of Dorchester					
Local Plan DOR13	Respond to Local Plan consultations	Response to Options	Mar 21	Completed	☺
		Monitor next phase	Mar 22	-	-
Town Centre Masterplan - Improvements, Transport, Economy, Parking	Prepare the ground for a new master plan to be recognised as part of the Local Plan or as a separate Neighbourhood Plan	Finalise scheme for Cornhill	Dec 21	In progress, requires Dorset Council input	☺
		Develop Plan for Masterplan	Aug 21		☺
		Consult on Masterplan ideas	Jan 22	-	-
Internal Governance Arrangements					
Communications	Improve use of Social Media	Develop Social Media Policy	Oct 21	In progress	☺
MTFS	Ability to respond to new threats and opportunities	Review MTFS	Jan 22	-	-

DORCHESTER TOWN COUNCIL**POLICY COMMITTEE – 19 JULY 2021****DORCHESTER SCIENCE FAIR AND MARS**

1. In March 2019 the Council's Community Development Officer supported the development of a successful Science Fair at the Municipal Buildings, providing free access for 1,200 to engage with a wide range of science experiences.
2. In July 2019, working with Dorchester Arts, the Council put on the Moonbury Rings weekend, being a combination of a major community arts event (Apollo), and space themed cinema and science events; the weekend also offered the opportunity for 9,000 residents and visitors to view Luke Jerram's Museum of the Moon at the Corn Exchange.
3. The Community Development Officer has been developing a fresh partnership to deliver another Science Fair during British Science Week in March 2022, working in particular with the Dorset Museum who will host much of the event.
4. As part of the discussions an opportunity has been identified to bring Luke Jerram's latest project, "Mars" see <https://my-mars.org/about> to the Corn Exchange for a week spanning the Science Fair. During this period it would be used for a range of free and paid for educational, cultural, and community events.
5. The total cost of bringing Mars to site would be £12,000, with the Town Council contributing £3,000, the balance being met by grant and sponsorship funding. It is **RECOMMENDED** that £3,000 is released from the Arts and Culture Reserve towards the project.

Adrian Stuart
Town Clerk

