



# Dorchester Town Council

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15 March 2023

**Agenda** for the meeting of the **Policy Committee**, which will be held in the **COUNCIL CHAMBER** at **THE MUNICIPAL BUILDINGS, HIGH EAST STREET, DORCHESTER** on **MONDAY 20 MARCH 2023** at **7.00pm**.

Steve Newman  
Town Clerk

### **Public Attendance and Speaking at the Meeting**

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak please **contact the Clerk by 9.00am on the morning of the meeting**. We ask speakers to confine their comments to the matter in hand and to be as brief as possible.

### **Member Code of Conduct: Declaration of Interests**

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

### **Membership of the Committee**

Councillors B. Armstrong-Marshall, R. Biggs, S. Biles, A. Chisholm, T. Harries, F. Hogwood, S. Hosford (Chair), G. Jones and The Mayor ex-officio.

## **Agenda**

### **1. Apologies**

### **2. Declaration of Interests**

### **3. Minutes**

To read, confirm and sign the Minutes of the meeting of the Committee held on 23 January 2023 (adopted by Council on 30 January 2023). A copy of the Minutes can be found at <https://www.dorchester-tc.gov.uk/Committees/Management+Committee/Minutes>

### **4. Financial Update – Page 4**

To consider a report by the Finance Officer (enclosed).

### **5. Cornhill / South Street Task and Finish Group – Page 9**

To consider the notes of the Task and Finish Group meeting held on 13 March 2023 (enclosed).

## **6. Interview Panel**

To note that the Interview Panel has now concluded its work and has appointed Tony Hurley to the post of Assistant Town Clerk (Corporate). Mr Hurley will take up post on 1 May 2023.

## **7. Management Committee Extract – Page 13**

To consider the extract from the Management Committee meeting held on 13 March 2023 (enclosed).

## **8. 19 North Square Accommodation – Page 14**

To consider a report by the Town Clerk (enclosed).

## **9. New website for the Town Council**

The Council's Corporate Plan identifies the need for an improved and accessible Council website. Some funding for this project has been allocated in the 2023-24 budget. It would be useful to have a small task and finish group to help guide this work.

## **10. Keep 106 Funding – Page 17**

Three years ago the Committee agreed an annual grant of £2,500 to Keep 106. The grant was in recognition of Keep 106's provision of PA equipment and advice at a number of Council and Community events together with associated publicity through the stations broadcasts and website of events. The help provided by Keep 106 is extremely valuable.

Keep 106 has requested an increase in its annual grant and the Committee is invited to consider this request (correspondence enclosed).

## **11. Holiday and Food Programme – Page 20**

At the last meeting of the Committee, during discussion of the 2023-24 budget, Members asked for a report on the Council's involvement with the Holiday and Food Programme (report enclosed).

## **12. Sawmills Development Association**

The Sawmills Development Association (SDA) presently has two 'external' representatives on its Management Committee. The current representatives are Trevor Jones and Len Heath, both of whom were appointed whilst they were sitting Town Councillors. Both appointees now wish to retire from their positions and the SDA has asked if the Council if it would be willing to appoint two new representatives. The Council holds the head lease with the SDA holding a sub underlease for the site. The SDA in turn lease to the organisations operating from the site.

The Committee will be asked if it wishes the Council to make appointments to this outside body.

**13. Section 106 Requests – Page 24**

To consider the report of the Town Clerk (enclosed).

**DORCHESTER TOWN COUNCIL**  
**POLICY COMMITTEE – 20 MARCH 2023**  
**FINANCIAL UPDATE AT 28 FEBRUARY 2023**

**1. Financial Position**

- Month 11 spend (Appendix 1) £55k under:
  - £47k under on Office Staff (due to vacancies)
  - £28k over on payment to ex staff
  - £21k up on Cemetery income
  - £21k up on Treasury Interest (increase in interest rates and balance of reserve)
  - £5k over on parks electric (BGH electricity & Fountain)
  - £4k loss on hire from BG House being closed
  - All other under and overspends net £5k under
- In line with 22/23 budget, any surplus covers Municipal Buildings works.
- Anticipated £50k underspend at end of March.

• Cash Position	<b>£000</b>	
Lloyds Bank	147	Nil interest
National Savings and Investments	7	0.5% interest
CCLA Deposit Account	1,300	3.91% interest (3.31% 31/12)
<b>Total Cash</b>	<b>1,454</b>	<b>(31 December £1,594k)</b>

Notes:

- £100k transferred from CCLA to Lloyds in February 2023
- £194k received from Low Carbon Dorset in March 2023 for MB works, full report on final project costs at May Policy Committee.
- No debt over 30 days.
- Payments list 1 January to 28 February 2023 on website. Supporting vouchers available from Financial Controller
  - **RECOMMENDED** that the Payments list, totalling £247,940.02 is approved.

**2. Internal Audit Report**

- 2<sup>nd</sup> Audit report plus Officer comments at Appendix Two.
- **RECOMMENDED** that Audit report and officer comments are noted.

Nigel Hayes  
Financial Controller

APPENDIX ONE

MANAGEMENT REPORT AT 28 FEBRUARY 2023

By Spend Type	Budget £000	Profile £000	Actual £000	-Under/Over £000
Staff	820	765	747	-17
Capital Financing	28	26	26	-0
Other Payments	539	505	513	8
To Specific Reserves	316	316	316	0
Income	-121	-115	-160	-45
<b>Net Budget</b>	<b>1,582</b>	<b>1,496</b>	<b>1,442</b>	<b>-55</b>

By Service	Budget £000	Profile £000	Actual £000	-Under/Over £000
Allotments	-10	-10	-4	6
Parks & Open Spaces	119	112	123	11
Cemeteries	-12	-11	-37	-27
Corp. & Dem. Manage.	38	32	33	0
Cultural & Twinning	56	51	54	3
Municipal Buildings	356	362	371	8
Other Services	127	123	91	-31
Office Team	452	416	389	-28
Outdoor Services	457	420	423	3
<b>Net Budget</b>	<b>1,582</b>	<b>1,496</b>	<b>1,442</b>	<b>-55</b>

Earmarked Reserves with budgeted Expenditure In Year	Budget £000	Profile £000	Actual £000	-Under/Over £000
Cemeteries	30	0	0	0
Municipal Buildings	428	428	813	385
Parks Premises	0	0	0	0
Play Equipment	23	20	22	2
Public Realm	278	0	2	2
Vehicles & Equipment	20	20	0	-20
Arts & Cultural	5	5	16	11
Christmas Lights	0	0	0	0
Corporate Projects	0	0	555	555
Planning Advice	10	2	3	1
Climate Emergency	20	9	25	16
Treasury	15	15	15	0
<b>Net Budget</b>	<b>829</b>	<b>499</b>	<b>1,451</b>	<b>952</b>

**APPENDIX TWO**

Darkin Miller Chartered Accountants  
 2022/23 INTERNAL AUDIT OF DORCHESTER TOWN COUNCIL - FINAL REPORT VISIT 2 OF 3:  
 3 FEBRUARY 2023. Recommendations and Action Plan

<p>2.2 – Confirm honorarium and ensure supporting paperwork on file</p>	<p>I noted that no invoice or supporting paper was on file in relation to the £276.17 honorarium paid to the Town Crier. The amount shown in the budget for this expense is £600. The RFO noted that the allowance pre dates 2002, and that the earliest reference he could find was from a newspaper article which noted an annual allowance of £250 plus a further £250 available for travelling to shows and contests.</p> <p>I recommend that the Council confirms the level of honorarium to be paid to the Town Crier in order to ensure that the correct amount is paid, and that a copy of the minute is used as a proxy invoice in order to ensure there is supporting paperwork on file on which the appropriate authorisation can be recorded. This will reduce the risk of fraud and error and improve the audit trail.</p>	<p>M</p>	<p>Agreed</p>	<p>NH</p>	<p>Mar-23</p>
<p>3.1 – Ensure minutes initialled or signed on all pages</p>	<p>I reviewed the minutes to confirm that there was no unusual financial activity. I noted no such activity, but did note that a number of pages of the minutes have only been signed on one page (good practice is to sign the final page and to sign or initial all other pages in order to ensure that there is evidence that the minutes shown are the ones approved). Only one page was signed in each of the following minutes:                  Council – 04/04/22, 23/05/22, 24/05/22                  Policy Committee - 21/03/22, 16/05/22                  Management Committee - 10/01/22, 11/07/22, 12/09/22, 14/11/22                  Planning &amp; Environment Committee - 01/08/22</p> <p>The following minutes had been approved but were unsigned:                  Policy Committee – 18/07/22</p> <p>The following minutes had been approved and signed but were not on the Council’s website:                  Planning &amp; Environment Committee 05/09/22, 03/10/22, 07/11/22, 05/12/22</p> <p>I recommend that each page of the minutes is signed or initialled, with the back page signed, in order to evidence that the minutes on file are those approved by Council; and that all approved minutes are published on the Council’s website at the earliest opportunity.</p>	<p>M</p>	<p>Agreed</p>	<p>SN/ GW</p>	<p>Feb-23</p>
<p>5.4 – Note indexation applied to lease</p>	<p>I noted that the Dorchester Bowls Club lease sets out the base rent plus an annual indexed amount in accordance with the Consumer Price Index (CPI). Minute 16 of the Management Committee of 14/09/16 noted, 'That with effect from 1 April 2014 the current deed is replaced by one</p>	<p>L</p>	<p>Agreed</p>	<p>SN</p>	<p>Mar-23</p>

	<p>which requires the Club to pay an annual sum of £3,000, indexed to RPI.'</p> <p>I recommend that Management Committee note that the indexation applied per the lease is CPI.</p>				
5.5 – Check burials income and transfer ERB income to ERB code	<p>I noted that the income for one sample which comprised an ashes interment (£195) and the sale of an exclusive right of burial for an ashes plot (£650) had been coded entirely to the burials code. I noted two other ERB amounts coded to burials, giving an error value of £1950 or 6% of burials income as at 11/01/23.</p> <p>I recommend that the burials code is reviewed and all ERB income identified and recoded to ERB in order to ensure that the accounts and budget monitoring are accurate.</p>	M	Agreed	NH	JAN-23
7.1 – Ensure work-related allowances are only paid to appropriately qualified staff	<p>I checked to see that other payments to employees were reasonable, properly supported and approved by Council. I noted that one member of staff was on sick leave for the month and was still paid the first aid and telephone allowances. The member of staff is not first aid qualified.</p> <p>I recommend that the first aid allowance is only paid to staff who are first aid qualified, and that no allowances relating to additional duties carried out by staff when they are at work are paid to staff who are absent from work for an extended period.</p>	M	Phone allowance to end. First aid cert updated. Will consider stopping first aid allowance for long-term sick on case by case basis.	NH	JAN-23
7.2 – Check potential overpayment of overtime	<p>I found that the hourly pay for zero hours staff and the overtime for most staff agreed to the electronic records of timesheets provided by the Operations Manager, but that one member of staff appeared to be paid 3 hours at time and a half and 4.5 hours at double time more than was worked. This appeared to be due to an error on the spreadsheet (where the amount due was shown in the summary but not in the detail).</p> <p>I recommend that the RFO reviews the timesheets to confirm whether or not the amount was paid in error, and that any adjustment to pay is made in the next pay period.</p>	M	Agreed, to be recovered over seven month period.	CD/ NH	JAN-23
7.3 – Consider how to check potential overpayments when payroll processed	<p>I further recommend that the RFO considers how the calculation of overtime could be checked to ensure that the correct amount is paid each month.</p>	M	OK	NH	JAN-23
7.4 – Check pay in lieu	<p>I noted that an amount was paid in lieu to a member of staff. The amount paid appeared to be £27 higher than the amount that was due. It was calculated and paid by Dorset Council, who provide a payroll bureau service.</p>	L	DC Payroll error.	NH	JAN-23

	I recommend that the RFO confirms the reason for the apparent difference between the amount due and amount paid in order to ensure that the payments made to staff are correct.				
7.5 – Check sick pay	<p>I checked the calculation of sick pay for the four employees who were paid some sick pay during the sample month. I was able to agree the amount paid for 1/4 staff, but the amount paid for 3/4 employees appeared to be lower than the amount due based on the hourly rate and the hours claimed.</p> <p>I recommend that the RFO checks the sick pay calculations for the three staff for August 2022 in order to ensure that the correct amount was calculated and paid, and that any adjustments required be made as soon as possible.</p>	L	Two correct, one incorrect by half day.	NH	JAN-23
12.1 – Compliance with Transparency Code	<p>I checked to see that the Council had complied with the best practice requirements for the Transparency Code 2015. I noted that the information is contained within three pages on the Council's website: What's New, About Us, and Policy Committee Agendas.</p> <p>I found that the following information noted in the transparency code 2015 was not included in the relevant documents:</p> <ol style="list-style-type: none"> <li>1. Grants - time period for which grant given</li> <li>2. Organisation chart (relating to staff over £50k only, meaning that the only member of staff for whom the disclosures apply is the Town Clerk) - grade, permanent/temporary status, contact details, salary in £5k brackets, salary ceiling. I noted that there is a document called 'Transparency Code 2022' which contains additional information about the salary and responsibilities of the Clerk, and suggest that perhaps the organisation chart information be incorporated there.</li> <li>3. Pay multiple - the 'Transparency Code 2022' includes details of the highest and median salaries but not the ratio. I consider that the actual values would be easier for most users to understand.</li> </ol> <p>I recommend that:</p> <ol style="list-style-type: none"> <li>1. The additional information noted above is incorporated in order to ensure that all required information is disclosed; and</li> <li>2. All information relation to the Transparency Code is collated in one place on the Council's website, in order to ensure that it is easy for website users to find and review.</li> </ol>	M	Agreed	NH	JAN-23

## **Cornhill Task and Finish Group Meeting Notes**

Date: 13.03.23

Attending:

- Susie Hosford, Councillor
- Stella Jones, Councillor
- Rory Major, Councillor
- Janet Hewitt, Councillor
- Frances Hogwood, Councillor
- Matilda Manley, Tourism Development Officer
- Emma Scott, Community Development Officer

### **1. Purpose of Task and Finish Group.**

Group agreed that the purpose of the group is to:

- Explore options for the Cornhill/Town Pump area.
- Decide on way forward for this site (keeping in mind the other identified sites and how they could link holistically).
- Oversee works on the site and ensure that work starts as soon as possible.

### **2. Involvement of others in the decision-making process.**

The group felt that Feria had already done quite a lot of community consultation to find out how people would like to use the space and what they would like to see there.

The group considered possible consultation fatigue by community and businesses around Cornhill if they were consulted before the design process again.

The group felt they had enough information to come up with a design and plan for Cornhill first and then go out to consultation on this.

The group valued the comments and views the Youth Council had expressed in advance of the meeting about Cornhill and agreed to invite two representatives from the Youth Council to join the task and finish group. The group would also like to invite the Youth Council to join them at Cornhill for a site visit at some point in the future.

Action: Emma to invite two representatives from the Youth Council to join the task and finish group.

### **3. Elements to consider in the design of the space at Cornhill.**

The group agreed that they will look at the following elements to plan the space:

1. Vehicle access restrictions in the space
2. How the design compliments/interacts with the Cornhill market
3. What experiences people want to have in the space/ what do they want to use the space for?
4. Paving/surface
5. Seating
6. Planting
7. Lighting
8. Overhead

The group agreed that the access and environmental impact of the design should be considered throughout the design process.

The group then started to consider these elements in turn.

### **3.1 Vehicle access restrictions in the space**

The group discussed what the traffic restrictions are and felt it was unclear who should be enforcing this, what the status is and whether this could be altered.

Action: Emma to speak with Dorset Highways to clarify the traffic regulations and what the access requirements are.

Matilda and Emma to find out how pedestrianised shopping streets are managed in other towns such as Sherborne.

### **3.2 How the design compliments/interacts with the Cornhill market**

The group are keen for the design to compliment and enhance the Cornhill market and not to negatively impact on it. Group would like to involve Grant who manages the Cornhill markets in the planning, speak to him about the project now and invite him to a future meeting at some point.

Action: Matilda to speak to Cornhill markets manager about the Cornhill project to ensure design complements the market

### **3.3 What experiences people want to have in the space/ what do they want to use the space for?**

The group looked at the following list of experiences that people could have in the space, created by the Tourism Development Officer:

- Meeting point
- Takeaway consumption
- Rest - people watch
- Chat - with friends and passers by
- Bike parking
- Maps and navigation
- Busking and live music
- Feel proud of our town
- Feel connected to heritage and nature
- Use to change seasonally
- Play
- Shelter
- Charge devices
- Instagram opportunity
- New Year Celebration meeting point
- Outdoor theatre
- Outdoor art exhibitions

The group agreed with all apart from outdoor theatre and outdoor art exhibitions, which some felt the current space would be too small for.

The group felt that the Cornhill area shouldn't focus on heritage as this is done in lots of other places around the town already and its nice to do something different.

Traffic noise along High West Street was mentioned as an issue for rest and relaxation in the Cornhill area – plants and trees were suggested to soften this.

The idea from Ferial to create a water feature at the Town Pump was discussed. It was decided that this could be hard to maintain and that installing the water source could be too costly.

The group discussed trialling some different pop-up events and experiences this summer to see how they go down/how they fit in the space.

Action: Matilda to look at running some pop-up events and experiences in Cornhill area this summer to see how they go down/how they fit in the space.

### **3.4 Paving/surface**

Altering the paving in the Cornhill area was suggested by the Tourism Development Officer as an opportunity to celebrate the town and its heritage, zone areas for different uses, improve accessibility and bring colour and vibrancy. The group were shown some examples of street mosaics and other colourful resurfacing options. The following was agreed:

- The paving should not be colourful as this can make the space look smaller and reduce the flexibility of the space. Colour paving could possibly also be an issue with visually impaired. The group felt that colour could be brought in with plants, planters, banners and temporary murals etc. rather than permanent paving.
- The group thought the paving should be replaced in the area, but not too patterned or colourful. Instead, the new paving should focus on accessibility and zoning a performance/entertainment/Christmas tree area.

Action: Matilda to research suitable paving fitting the brief above.

### **3.5 Seating**

For seating, the group would like to re allocate the current seating at Cornhill to elsewhere in the town and start again with new seating.

The group agreed that they would like the seating to be:

- Ergonomic and supportive for older generation.
- Hard wearing and easy to maintain.
- Sociable and maintain flexibility of the space.
- Not anti-homeless seating

The group like the look of the curved heritage benches shared at the meeting and also discussed how they liked the bench that used to be placed outside Waitrose in Dorchester.

The group would like the seating to be high quality. They are willing to explore both iron heritage or bespoke artistic options but they need to compliment the planters and townscape.

Modular, moveable or flexible seating that could be used in different arrangements for different events were discussed.

The group discussed installing solar charging benches for phones and electric bikes but would like to find out more about costs.

Action: Matilda to research costings for heritage benches, charging benches and bespoke seating.  
Matilda to scope possible seating layouts to share at next meeting.

### **3.6 Planting**

For planting, the group would like to see trees in large pots that can provide some shelter and shade. They would like to see native shrubs and trees that are easy to maintain and provide year-round interest rather than colour. They would like to focus on drought resistant planting. They do not want to install anything that the Town Council cannot commit to maintaining itself.

Using trees at the High West end of Cornhill to frame the view down the meadows and also soften the noise and harshness of the adjoining road was agreed.

The group felt that avenues of trees are such a feature of Dorchester and would like to explore extending this feel along South Street intermittently.

The group did not have time to look at lighting or overhead at this meeting.

#### **4. Next steps and project milestones.**

At the next meeting (to be held just after Easter) the group would like to:

- Hear an update on actions
- Plan with the model and look at layout options
- Visit Cornhill area as a group as part of the meeting.

The group would like to have a definite plan for the Cornhill area by the Summer that can be taken to committees etc. early Autumn. They would like the works to be carried out this Winter.

Action: Matilda to look at committee schedules to help calculate more definitive project milestones

Meeting notes written by Tourism Development Officer. Notes yet to be agreed by Task and Finish Group members.

**DORCHESTER TOWN COUNCIL**

**POLICY COMMITTEE – 20 MARCH 2023**

**MANAGEMENT COMMITTEE - EXTRACT FOR CONSIDERATION**

**“55. Council Chamber**

The Committee considered whether to establish a Task and Finish Group to look at improvements that could be made to the Council Chamber now that the structural work had been completed. Members felt that the Group should be established and that it should also look at options for refurbishing the Town Hall.

**Resolved**

- (1) That a Council Chamber and Town Hall Improvements Task and Finish Group be established to consider improvements which could be made to the Council Chamber and Town Hall.
- (2) That the Group consist of five Councillors. Those Members who were interested in sitting on the Group to inform the Town Clerk.
- (3) **That the Policy Committee be invited to appoint a representative(s) to the Task and Finish Group.”**

## DORCHESTER TOWN COUNCIL

### POLICY COMMITTEE – 20 MARCH 2023

#### COUNCIL OFFICES - 19 NORTH SQUARE

1. As a part of its Corporate Plan and in accordance with its emerging Climate Emergency Plan the Council, in July 2020, agreed a two storey extension to the rear of the Corn Exchange to house a biomass boiler and the new office space on the upper floor with the *“assumption that, once completed, the Town Council would move into this space, possibly with partners”*.
2. In November 2020, and without the benefit of having been presented with a scaled plan of the new office space identifying how everyone would fit into the accommodation, the Committee was informed that there was sufficient space for Town Council staff to sit alongside Dorchester Arts staff and volunteers in the upper floor space thereby enabling the release of 19 North Square for affordable housing to help fund the Municipal Buildings works alongside a loan of up to £1,400,000.
3. Since this original decision was made a number of matters have been identified:-
  - The new office accommodation was designed without any storage or strongroom or consideration as to how Council deliveries would be facilitated.
  - The need for confidentiality and data protection during day to day operations.
  - Two additional members of staff have been appointed – the Tourism Development Officer and Development Assistant.
  - A scaled plan has been produced identifying the maximum number of desks the new space is able to accommodate. The plan demonstrates that some officers would be required to work from home.
  - The Council is still solely responsible for the Municipal Buildings Business Rates.
  - The building works have been completed and funded without the need of a loan or the valuer’s estimated £300,000, less fees of up to £10,000, capital receipt, from North Square.
  - A feasibility study has shown that it is not financially viable to convert North Square into affordable housing.
4. In addition, and along with the rest of the country, Dorchester is facing a cost of living crisis which is not only putting significant funding pressures on residents but also on local charities and community organisations.
5. The Council has recognised this issue and for 2023-24 increased its small grants budget. Whilst grants undoubtedly offer a benefit some groups may require more substantial help. One of the best ways the Council has helped in the past is by offering the use of its

accommodation. The Council has previously opened up Weymouth Avenue Pavilion and the Corn Exchange as a storage and distribution depots following natural disasters and other events. More recently the Council has helped by opening up North Square to provide temporary office accommodation for Shire Hall employees, Dorset Museum employees and Dorchester Arts employees. At present North Square is hosting the Community Play Association who were in desperate need of temporary accommodation.

6. With the cost of living crisis continuing it is likely that more of those community organisations that make Dorchester a special place to live may run into difficulty and require a temporary home / storage. The Council no longer manages Weymouth Avenue Pavilion or the Corn Exchange and if North Square is sold the Council loses that option to help.
7. There is still also the possibility that the Town Council may agree to undertake new functions presently performed by Dorset Council and which would require additional office based staff. North Square allows for that expansion.
8. The most important consideration is to make good use of the space available at North Square with the priority being focussed on helping local community organisations.
9. The cost of living crisis may also impact on Arts organisations. The office space available at the Municipal Buildings could give the opportunity for local arts organisations to come together to make full use of the office space, share costs, make savings and become a real arts hub.
10. The savings identified in vacating North Square have previously been identified as around £15,000 a year being:-
  - Rates - £7,200
  - Gas - £1,250
  - Electricity - £3,000
  - Water - £500
  - R&M - £2,700
  - BID levy - £200
11. These savings assume the Town Council not paying Business Rates at the Municipal Buildings – this is an incorrect assumption as the Town Council is responsible, whilst it has an interest in the accommodation, for the Business Rates – the Town Council’s ‘share’ being £9,600 a year with Dorchester Arts contributing £2,400 a year. The figures also assume that the Town Council would not be contributing towards the cost of heating, lighting, water and repairs to the office space at the Buildings. Taking this into account I would suggest that the actual savings are significantly less than £15,000 more likely £3,000 maximum.
12. Members are asked to give consideration to delaying the disposal of North Square due to the reasons set out in this report. If Members are minded to delay it is suggested that the Municipal Buildings lease should be amended to make clear that the Council has no rights over the office accommodation or the Council Chamber which would save the Town Council £9,600 a year as the responsibility for the business rates would pass to Dorchester

Arts who would then be able to apply for 80% mandatory rate relief plus discretionary rate relief of 20%, which, if successful, would save Dorchester Arts £2,400 a year.

13. The Committee should also be aware that the gas boiler at North Square has been condemned. If Members agree that the disposal of North Square be delayed it is proposed that a report be presented to a future meeting on how to reduce the carbon impact of the building.

Steve Newman  
Town Clerk



**The local radio station for  
Central South Dorset**

Keep 106  
Ridgeway Radio Community Interest Company  
Little Keep  
Barrack Road  
Dorchester  
Dorset  
DT1 1SQ

Steve Newman  
Town Clerk  
Dorchester Town Council  
19 North Square  
Dorchester  
Dorset  
DT1 1JF

16<sup>th</sup> January 2023

Dear Steve

As you know, Keep 106 , the Dorchester-based local community radio station, has been on air for five years providing a 24 hour service seven days a week to central and southern Dorset.

As a not- for- profit Community Interest Company (CIC) it is run entirely by volunteers. In common with many other community radio stations, Keep 106 has recurring expenses for premises and their associated services, insurance, various annual licences, transmitter rental, maintenance etc. The station needs £20,000 per year to keep broadcasting and, while it is working hard to increase its funding from both advertising and sponsorship, it continues to need a degree of grant support.

The station was recently successful in its application to Weymouth Town Council for a grant to part fund a backup generator to maintain the service at its Ridgeway transmitter mast during any local power outage. This success was linked to the recognition by Weymouth Town Council of Keep 106's services to Weymouth-based residents.

Dorchester Town Council have kindly supported Keep 106 in the past, partly as a contribution towards our volunteers providing PA and allied services to the Town Council. The attached document, compiled by Andy Worth, gives a breakdown of the services provided by the station in the past year. As you have recognised yourself this support would have cost a great deal more if provided on a commercial basis.

We would be most grateful if DTC would consider increasing its financial support to the station as it continues to increase its listenership not only to its target audience of the over 50's, many of whom live alone and are of limited mobility, but also across a wider cross section of the community.



**The local radio station for  
Central South Dorset**

Many other community radio stations around the country have had to suspend their operations for financial reasons – something Keep 106 and its directors are doing all in their power to avoid. An increase in DTC's annual contribution to £5,000 would guarantee the ongoing sustainability of the station and its increasingly valued contribution to the health and wellbeing of the communities we serve.

Our future plans include offering training to new presenters and broadcasters to continue widening the station's appeal by covering more local issues of interest and concern to our listeners.

The Directors of KeepP 106 would like to thank DTC for your continued support and look forward to working with you on many future projects.

Your Sincerely

A handwritten signature in black ink, appearing to read "R Mott", written over a faint circular stamp.

Robert B Mott  
Company Secretary / Station Manager  
Ridgeway Community Radio CIC  
Trading as KeepP106

Services provided to Dorchester Town Council by KeeP 106 2022

Event	Hours of sound services on site (AW)	Hours Of preparation /support (AW)
Ukraine service	3	2
Ukraine family day	8	2
Victorian Fair	8	3
Hardy birthday	1	2
Barnes memorial	1	2
Platinum Jubilee	9	2
Beacon lighting	5	3
HengeFest	9	3
Fordington Heritage	4	3
Heritage Day	9	15
Moments of Reflection	3	1
Proclamation	2	2
Remembrance	5	3
Associated events		
Lion's Great Field	6	2
Lion's Run	2	1
Carers Hub	5	1

Notes

Services/support listed above if charged at AW's 2023 hourly rate £37.50 @ 116hr = £4350

Equipment hire would = £1840 (16 events)

Total charge would = £6190

This excludes the hours gifted by other KeeP106 personnel to these events, estimated at approximately 265 person hours @ £37.50 = £9937.50. Total charge if added to above would = **£16,127.50**

## **DORCHESTER TOWN COUNCIL**

### **POLICY COMMITTEE – 20<sup>th</sup> March 2023**

#### **COMMUNITY DEVELOPMENT REPORT – Kid’s Club and Holiday Hangouts**

1. The Community Development Officer was approached in 2020 by Dorset Council to ask if the Council would consider running some activities for children and young people as part of the Holiday and Food (HAF) programme. HAF enables children who are eligible for free school meals to access structured activity programmes which also provide food.

Families, who qualify, are encouraged to obtain a HAF passcode which then entitles their children to attend any of the arranged activities for free.

HAF activities are sponsored to take place during the Easter, Summer and Christmas holidays.

The HAF programme is funded by central Government and administered by local authorities.

2. At the time of the invitation, there had been few applications to the programme in Dorchester, so the information was shared with a number of other organisations, some of which went on to make applications and set up activities themselves, including the Cricket Club and the Football Club, amongst others.
3. The Council partnered with the Community Outreach worker at the PiPs café. The location at the Great Field was ideal as the local school, Damers, has by far the highest proportion of children in receipt of free school meals of any First school in Dorchester.
4. Following discussions, it was agreed to organise some play activities for younger children, aged 5-10 years, to be based in the Community Room at the PiPs café, and some Holiday Hangouts aimed at 9-14 years to be held on the Great Field adjacent to the PiPs café.
5. The Community Development Officer was responsible for applying for a grant from Dorset Council to fund the schemes. She also project managed both the schemes, created most of the paperwork, risk assessments etc and undertook the reporting work.
6. The Community Outreach worker at PiPs café also played a pivotal role and helped for instance to create marketing materials, and to find staff and volunteers to run the Kid’s Club Scheme as well as lending some support to the Holiday Hangouts.
7. In 2021, for the first time, 6 x summer Kid’s Club Sessions were run, using a mixture of 2 paid staff and 2/3 volunteer helpers – which included Town Council staff. Each session was 4 hours long and included 20 children all of whom had a HAF passcode. Activities included scavenger hunts, arts & crafts, puzzles and games, plus much more. Some outings, including a subsidised visit to Dorset Museum, were also arranged.

8. The Kids Club sessions were led by a trained teacher and a Family Support Worker from Damers School. This gave an important link into the school and also allowed the Family Worker to target the support offered by the session to families who would most benefit.
9. The Community Development Officer led on organising 2 x Holiday Hangouts during the summer holidays, for older children. These were 4 hour sessions which included activities such as inflatable fun, crafts, football training, drumming workshops, dance sessions and more. The Holiday Hangouts were extremely popular with around 100 children attending per day. The Town Council gave a grant of £300 towards the Summer 2021 activities.
10. A winter Kids Club session was also organised. Less input was required to this session as we had already established a really successful working model and staff and volunteers who had been involved previously were also keen to support again.
11. The 2 schemes were run again in 2022 due to the many positive outcomes from both activities the year before. A successful bid for annual funding was submitted to Dorset Council to run 8 x Kids Club sessions (at Easter, during the Summer and over Christmas) and to run 1 x Holiday Hangout.
12. Further funding was donated by the Alcohol Education Trust who have sponsored both the Kid's Club and the Holiday Hangouts. The Holiday Hangouts have also benefited from grants from the Poundbury Community Trust and from the Waitrose Community Fund.
13. Having made the application for funding, the Community Development Officer was able to take a much more hands off approach to the direct delivery of the 2022 Kid's Club activities. She was however still very much involved and supportive behind the scenes, for instance helping to devise booking forms, assisting with reporting, and administering money and payments which were held in the Town Council accounts.
14. The Community Development Officer did organise a Holiday Hangout in August 2022 which sadly had to be cancelled at the last minute because there was an amber weather warning of extreme heat that day. This event had been booked for 120 children.
15. A further Kid's Club session was held in December 2022. By now it was clear that with the success of the project, the Community Development Officer's input was no longer needed, the project was well enough established to continue running itself.
16. After discussion with the Community Outreach Worker, it was agreed that the PiPs café would take full responsibility for running Kid's Clubs going forward, including applying directly for future funding. However, the Outreach Worker felt that she did not have the capacity, resources, or experience to run the Holiday Hangouts which are still being organised by the Council at present.
17. As the Holiday Hangout in 2022 was cancelled, and because there was some residual funding left over for Kid's Club from 2022 Dorset Council agreed to roll that funding over to 2023.

18. In practice this means that 1 x Kid's Club session has been organised to take place during the Easter Holidays. This is now fully led by the PiPs café, although as the Council holds the funding, it will make the final payments for that activity.
19. A Holiday Hangout will also take place on Tues 4 April 2023 with support from PiPs café in a number of ways, for instance by creating a flyer for the event and the PiPs café will also provide a named first aider on the day. The Outreach worker will also be attending to help out on the day. Booking for the Holiday Hangout opened on Tuesday 7<sup>th</sup> March in the afternoon and by Thurs 9<sup>th</sup> March, 90 of 120 spaces had been reserved.

### **Summary**

Kid's Club and the Holiday Hangouts are a great example of positive partnership working. Aside from staff time, there has been minimal outlay from the Town Council to fund the activities (£300 in the first year). The major funder is the HAF Programme which has contributed a total of £11,070 to the initiative to date. Developing the project with PiPs, with support and input from Damer's School, has led to the establishment of a much needed activity programme that it is hoped will run for many years to come.

### **Feedback about Kid's Club:**

- Really good club, lovely staff and daughter loved going.
- My son enjoyed it a lot, there was a variety of things for him to do. Thanks.
- Good club, very welcoming.
- Great activities for all ages and lovely staff. My girls enjoyed the clubs and will be coming back again in the future.

### **Feedback about the Holiday Hangout:**

- My sons and daughter had a brilliant time. Thank you so much to all the staff and volunteers!
- My son had the best time! Thanks so much, he is now asking for a new pet either a snake or a gecko! Daughter had an excellent day.
- My boys loved it thank you.
- I just wanted to say thank you so much to you and all the volunteers who made the activities possible. Our children really enjoyed the two days.
- I just wanted to thank you & the volunteers for organising the two days of activities in Poundbury. My nine year old daughter & her friend thoroughly enjoyed both days.
- It was lovely to have something organised outdoors for the children to enjoy after the particularly hard time they have had recently. Please thank everyone for their hard work.
- I just wanted to say a big thank you to yourself and everyone who helped organise and support the Holiday Hangout today. My daughter had 'the best time' and came home absolutely buzzing with stories of the activities she took part in and the new friends she made. It was most definitely a triumph!

Emma Scott  
Community Development Officer



## DORCHESTER TOWN COUNCIL

### POLICY COMMITTEE – 20 MARCH 2023

#### SECTION 106 FUNDS

##### 1. Red Cow Farm

- 1.2 Members will recall that the S106 agreement for the development of Red Cow Farm originally included a payment from the developer in lieu of the direct provision of allotment space and a small play area.
- 1.3 The Council has been supportive of the GAP project charity which aims to relieve the needs of those suffering from stress, anxiety and mental health conditions for the public benefit by offering support through holistic, ecotherapy garden based and horticultural activities.
- 1.4 The project operates from its 'allotment' space at Lubbecke Way and has recently been successful in achieving planning permission to develop the site.
- 1.5 The cost of developing the site has increased since the original budget was put together some two years ago. Dorset MIND has also withdrawn funding preferring to continue with its own project – original and revised costings are set out below:-

##### Original proposal

- Original project cost £24,735 consisting of £5,000 match funding from MIND.
- Original S106 request of £19,735 (less MIND match).
- £5,276 already drawn down from S106 for allotments.
- Remaining £14,459 from S106 to be drawn from Red Cow S106.

##### However

- MIND funding withdrawn.
- Additional incurred costs = £9,826.83

##### Revised proposal

- Original project cost £24,735 + MIND shortfall £5,000 = £29,735
- Less, S106 drawn for allotments = £24,459.
- Plus, additional costs incurred £9,826.83 = £34,285.63

- 1.6 The Committee is asked to consider supporting the release of funds to cover the revised project costs. If supported funds of £15,067 would remain to contribute towards play features along Lubbecke Way as a part of the Kings Road/Lubbecke Way Open Spaces project.

##### 2. Dorchester Youth and Community Centre

- 2.1 Dorset Council has received an application from the Dorchester Youth & Community Centre for funding for the replacement and enhanced toilets. The toilets would provide better facilities for all users of the building, particularly those with mobility impairment. The Centre is in receipt of a quote from a builder to undertake work involving the strip out

of existing equipment and installation of new equipment and associated plumbing and electrical work. The Centre is seeking £19,864 from S106. An application to the Dorset Council Capital Leverage Fund was unsuccessful. Based on the contractor quote received, the cost of the replacement toilets is £44,568 with the balance of any unsecured funds being met from DYCC reserves.

- 2.2 The pot of S106 funds relevant to this project is residual 'Recreation' funds from Poundbury which have previously served the delivery of Dorchester Arts and The Great Field.
- 2.3 The availability of the residual S106 funds (£19,684) has however not been widely promoted.
- 2.4 DYCC is seeking the support of the Town Council to its application.

Steve Newman  
Town Clerk