



Dorchester Town Council

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF
Telephone: (01305) 266861

For information about this agenda contact Steve Newman
s.newman@dorchester-tc.gov.uk

13 November 2024

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 18 NOVEMBER 2024** 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 R. Biggs (Vice-Chair), S. Biles (Chair), J. Germodo, G. Jones, V. Lloyd-Jones, K. Reid, R. Ricardo, D. Taylor 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 September 2024 (adopted by Council on 30 September 2024). A copy of the Minutes can be found at dorchester-tc.gov.uk/Committees/Policy+Committee/Minutes

4. Financial Update – Page 4

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

5. Corporate Plan First Draft – Page 8

To consider the first draft of the new Corporate Plan and High Level Action Plan (which was circulated separately). The Corporate Plan Task and Finish Group have given initial consideration to the Plans and the Group's notes are enclosed.

6. Strategic and Operational Risk Registers – Page 10

To receive the notes of the working group held on 2 September 2024 (enclosed).

7. Fordington Cemetery Wall – Page 19

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

8. Annual Discretionary Grants– Page 22 (DYCC) and Page 27 (Heritage Committee)

At the last meeting of the Committee it was resolved:-

That those organisations set out in the report be requested to submit fresh applications for funding for the next three years for consideration by the Committee prior to the 2025-26 budget setting process.

Applications for funding have so far been received from Dorchester Youth and Community Centre (£30,000 per year up from £21,200 per year) and Dorchester Joint Heritage Committee (yearly funding of £8,500 for major events and £3,000 for small projects which is the same level of grant as the past three year period) both requests are enclosed for consideration.

9. Variation to the Tennis Court Site S106 Deed of Variation – Page 29

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

10. Financial Regulations – Page 32

To consider adopting revised financial regulations based on the National Association of Larger Council's model Financial Regulations (enclosed).

11. Standing Committees – Terms of Reference – Page 33

To consider adopting updated terms of reference for the Council's Standing Committees (enclosed).

12. Plant Based Catering at Council Events – Page 36

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

13. Town Centre Working Group Update

(a) Smart Hubs – Page 37

To consider an update from the Group in respect of a recent meeting with a digital advertiser (enclosed).

(b) Footfall Counter, request for Funding – Page 40

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

14. Public Bodies (Admission to Meetings) Act 1960

To resolve “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 representatives of the press be excluded from this meeting during their discussion”.

15. Insurance – Page 41

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

16. Shire Hall Historic Courthouse Museum – Page 43

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

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 18 NOVEMBER 2024
FINANCIAL UPDATE AT 31 OCTOBER 2024

1. Financial Position

- Month 7 spend (Appendix 1) £35k under:
 - £28k up on Treasury income.
 - £19k under on Office staff due to pending pay award and staff not at top of scale.
 - £9k under Outdoor Services Staff due pending pay award.
 - £11k over on DBC Expenses.
 - £9k under on Cemetery income.
 - £10k Saving on Municipal Buildings Business Rates.
 - All other under and overspends net £5k under.

- Cash Position:

Account	Balance as at 31/10/24	Balance as at 31/08/24	Movement	Interest
Lloyds	116,882	85,713	31,169	0%
NS&i	6,791	6,791	0	0.60%
CCLA Deposit	2,325,000	1,850,000	475,000	5.15%
	2,448,673	1,942,504	506,169	

- £10,500 received from Freedom Group for use of old tennis courts. As previously agreed by Policy Committee, £9,500 to be paid to Dorchester Community Area Land Trust, £1,000 to be retained for admin fee.
- £7,865.34 received in CIL in 24/25 year. Transferred to Corporate Projects to repay Municipal Buildings works. Leaving balance of £4,083 to be repaid from any 24/25 budget savings, or 25/26 budget. CIL statement published on DTC website.
- 2024/25 NJC pay award confirmed, £1,290 per employee, £5k under budgeted award. To be paid backdated to April 2024 and paid in November.
- Debt over 30 days = £0, 0 debtors (31 August £0, 0 debtors).
- Payments list 1 September to 31 October on website. Supporting vouchers available from Financial Controller
 - **RECOMMENDED** that the Payments list, totalling £447,141.39 is approved.

2. Insurance

- Current three-year insurance agreement with Clear Insurance Group ends 30th November 2024, during this period the council have been protected against market increases.
- Following a procurement exercise on Contract Finder only Clear Insurance Group opted to quote, one other insurance company refused to quote.

- Three-year agreement agreed with Clear Insurance Group, budgeted at £39k for 25/26, up from £32k in 24/25 due to the market increases protection ending and the index linking of property sums insured.

3. **Internal Audit 2024-2025**

- First audit report, with officer responses attached at Appendix Two.
- **RECOMMENDED** that the report and officer responses are noted.

Nigel Hayes

Responsible Financial Officer

MANAGEMENT REPORT AT 31 OCTOBER 2024

By Spend Type	Budget	Profile	Actual	-Under/Over
	£000	£000	£000	£000
Staff	991	598	565	-33
Capital Financing/Debt	16	15	15	0
Other Payments	577	364	376	12
To Specific Reserves	341	341	341	0
Income	-199	-122	-137	-15
Net Budget	1,726	1,196	1,161	-35

By Service	Budget	Profile	Actual	-Under/Over
	£000	£000	£000	£000
Allotments	-11	0	0	-0
Parks & Open Spaces	173	128	141	13
Cemeteries	-28	-8	-0	8
Corp. & Dem. Manage.	63	30	27	-4
Cultural & Twinning	64	42	38	-4
Municipal Buildings	375	354	336	-18
Other Services	9	14	-3	-17
Office Team	519	304	289	-15
Outdoor Services	562	331	334	3
Net Budget	1,726	1,196	1,161	-35

	Budget	Profile	Actual	-Under/Over	Balance
	£000	£000	£000	£000	£000
Earmarked Reserves					
Tourist Information	0	0	4	4	2
MB Front of House	235	32	143	111	95
19 North Square Works	11	0	0	0	11
Municipal Buildings	0	0	6	6	56
Parks Premises	0	0	12	12	10
Planning Advice	0	0	0	0	18
Trees	10	6	13	7	17
Vehicles & Equipment	70	0	0	0	117
Play Equipment	0	0	0	0	30
Tennis Courts Reserve	0	0	0	0	7
Great Field	0	0	0	0	2
Christmas Lights	0	0	0	0	4
Apprenticeships	0	0	0	0	17
Public Realm	0			0	440
Climate Emergency	0	0	7	7	19
Corporate Projects	0	0	0	0	752
Cemeteries	60	0	0	0	93
Arts & Cultural	0	0	34	34	16
DTC Website & IT	0	0	2	2	8
Net Budget	386	38	219	181	1,714

APPENDIX TWO

Darkin Miller Chartered Accountants
2024/25 INTERNAL AUDIT OF DORCHESTER TOWN COUNCIL - DRAFT REPORT VISIT 1 OF 3: 7th NOVEMBER 2024
Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Pr	Management Response	Resp Off	Due Date
2.1 – Ensure opening balance on CCLA movements agrees to prior report closing balance	I checked a sample of payments in the cashbook to confirm that they were supported by invoices, authorised and minuted . I found that all payments were supported by invoice or other appropriate paperwork and all had been authorised. I noted that payments relating to the transfer of funds into the council's CCLA deposit account, were not minuted by Council. The Treasury Strategy was updated in 2023/24 to require that movements between internal bank accounts will be retrospectively reported to Policy Committee in order to aid transparency. During 24/25, 2 reports were made back to Policy Committee, but the most recent report did not reconcile back to the previous balance reported, meaning that some of the detail of the movements on the accounts were not reported. I recommend that the opening balances shown on the Policy Committee report agree to the closing balances on the previous report, in order to ensure that all movements on the CCLA deposit account are shown.	M	Noted	NH	Nov-24
2.2 – Ensure direct awards to third parties are minuted as per the Financial Regulations	I checked to see that items or services above a de minimis amount had been competitively tendered. I found that the professional contracts associated with the Corn Exchange Front of House works (e.g. the Quantity Surveyor) had been made by direct award to the team that were in place for the most recent capital works, based on their existing knowledge of the building. As the original contract had finished, the works do not constitute an extension to an existing contract under s10.1.a.iv. Consequently the decision to appoint directly, and the reasons for that direct award, should have been minuted by Council as per s.10.1.d. I recommend that any future direct awards are minuted as per the Council's Financial Regulations.	M	Noted	SN	Nov-24
3.1 – Amendments, filing and publication of minutes	I reviewed the minutes to confirm that there was no unusual financial activity. I noted no such activity, but did note that: <u>Management Committee</u> There is a typo on minute 8 of the meeting of 15/07/24, which refers to the Assistant Town Centre - this should be Clerk. <u>Dorchester Heritage Committee</u> None of the signed minutes were on the minutes file for 2024/25. <u>Mayoral Selection Committee</u> The signed minutes for the meeting of 18/03/24 were on file but not on the Council website.	M	Correction will be made. All signed minutes now in file. Traditionally have not gone on website as it is	TH TH SN	Dec 2024 Complete Nov-24
	<u>Annual Town Meeting</u> The meeting minutes were dated 23/05/23 but noted the approval of the minutes of 24/05/24. <u>Planning & Environment</u> The minutes of the meeting of 05/08/24 were not on the minutes file, although they were approved at the meeting of 02/09/24. I recommend that the errors are amended, that all signed minutes are filed promptly and that all Committee and Council minutes are published on the Council's website. This will ensure a complete record of approved Council business and decisions is held.		confidential. Will put on going forward. Noted Signed P&E Minutes for Aug 24 & Sept 24 now in file.	SN GW	Nov-24 Complete
5.1 – Update the cemetery forms to include the name of the current Clerk	I checked a sample of income receipts to confirm that the correct price was charged and that the amount due was properly recorded and had been received. I noted that the cemetery administration forms (e.g. application for interment) including a note of the former Clerk's name. I recommend that the applications forms are updated to include the name of the current Clerk.	L	Amended on website and will remind Funeral Directors to update their paperwork.	JH	Nov-24
5.2 – Consider how to monitor ERB expiry dates	The Council currently issues an exclusive right of burial which runs for 50 years. There is an option to extend for a further 25 years. It has previously issued ERBs with a 100-year length. Whilst the termination date for the ERBs is still some years off, the Council should put in place a monitoring system to ensure that when the termination date approaches, the ERB holder can be contacted in good time to see if they wish to extend, or the Council can make appropriate arrangements with regards to any future use of the plot. I recommend that the Council raises this with the supplier of the cemetery management software to see if additional fields can be added which note the date of grant, the original ERB length, and whether an extension has been granted. This will ensure that the Council is able to continue to manage the cemetery plots.	M	Contacted Pear Technology for options to implement monitoring system.	JH	Feb-25

DORCHESTER TOWN COUNCIL

CORPORATE PLAN TASK AND FINISH GROUP

28 OCTOBER 2024

Present: Councillors S. Biles, W. Gibbons and J. Hewitt.

In Attendance Councillor A. Canning.

Officers: S. Newman, Town Clerk.

Apologies: The Mayor (Councillor R. Potter) and Councillor F. Hogwood.

1. Terms of Reference

The Group noted its terms of reference as follows:-

To give detailed consideration to the first draft of the new Corporate Plan.

To finalise the Corporate Plan for presentation to Council following the responses received on the draft Plan from Committee and the public consultation.

2. First Draft 2025-29 Corporate Plan and High Leel Action Plan

Corporate Plan 2025-29

The Group noted the timetable for the production of the Plan. In regard to public consultation it was proposed that this would be undertaken by the production of an extra Newsletter which would feature the new draft Plan (looking forwards) and also have some 50th anniversary articles about achievements of the Council (looking backwards). The Newsletter would be delivered to all residents and would be sent out in the New Year. The Group felt that this was a good level of consultation but requested that one drop in session also be organised – most likely prior to the March 2025 Council meeting.

Members agreed the draft Corporate Plan document which gave some detail about the Council, Dorchester now and the future, the Council's agreed vision, its strategic aims and how the Council will focus on that vision with its strategic aims.

The Group agreed the document for presentation to the Committees.

High Level Corporate Plan Actions

The Group gave detailed consideration to the high level actions proposed to be undertaken to implement the Corporate Plan Strategic Aims.

The following matters / amendments were proposed:-

- a. A commitment to expanding the town boundary should the emerging Local Plan continue to include the north of Dorchester development.
- b. Encourage further residential accommodation above shops.
- c. The tourism potential of Poundbury to be highlighted in the Tourism Plan.
- d. Develop the artisan market and markets generally offer.
- e. Welcome host type training to enable those staff at TIP locations, Ambassadors etc to upsell what the town has to offer to visitors.
- f. To develop links with the new management of Brewery Square once the development is complete.
- g. Review play area provision for the 8 – 14 year old age group.
- h. Castle Park play area proposed BMX track – continue to support the community in this development.
- i. Continue to press the EA for implementation of the flood prevention interventions at Kings Road.
- j. Re-decorate the front of 19 North Square.
- k. Fordington Cemetery Wall – rebuild and future maintenance.
- l. Encourage closer communications with the Dorchester Police Team.
- m. Be aware of significant anniversaries – Tolpuddle Martyrs, Hardy 100 etc

Steve Newman
Town Clerk

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 18 NOVEMBER 2024
STRATEGIC AND OPERATIONAL RISK REGISTERS – ANNUAL REPORT

1. The Council manages its risks through a process that concludes in an annual risk review report presented to Policy Committee. The Council’s adopted Risk Management Policy, which details the methodology used to assess the risks being faced by the Council, is attached at **Appendix 1**.
2. Using the Risk Management Policy, comprehensive Risk Registers have been developed covering not only strategic risks but also operational risks relating to the key frontline services – such as play areas, allotments, cemeteries and the Municipal Buildings.
3. At its meeting in November 2023, the Committee reviewed and agreed the Risk Registers. In respect of the risk associated with an increase in energy costs, members agreed that the wording should be amended to read ‘an exceptional and unexpected increase in energy costs’. However, members did not request the inclusion of any additional risks in the Register.
4. The Council’s Risk Registers now contain **9** risks classified as ‘high’ and **88** risks classified as ‘medium’, as assessed in accordance with the Council’s adopted Risk Policy. The whole register is available from the Town Clerk.
5. Following a review by officers, the identified strategic and operational ‘high’ risks are set out in **Appendix 2** and include the new risk relating to the Fordington Cemetery wall. Members are invited to review these ‘high’ strategic and operational risks.
6. As well as reviewing the highest risks, the Committee is asked to identify any new risks it considers should be included within the Registers, with an appropriate score.
7. Previous Risk Management Plans have referenced a structured approach to taking advantage of Opportunities. The Council’s current financial position allows it to adopt a more flexible approach to the taking of opportunities as they arise, rather than needing to manage them in a structured way. The Plan is therefore focused on the management of negative risk.
8. It is **RECOMMENDED** that:
 - a) the assessed high strategic and operation risks as set out in Appendix 2 be approved;
 - b) any new risks identified at the Committee be included within the registers;
 - c) the strategic, operational and opportunity risk registers, as a whole, be approved.

APPENDIX 1 - RISK MANAGEMENT PLAN

1. INTRODUCTION

Risk can be defined as the 'uncertainty of an outcome', primarily relating to a negative threat to business plans or activities. The effective management of risk is a key issue for the success of any organisation or activity, for in many cases it is only by taking risks that progress is made. The importance is to understand the risks that are inherent in a decision. A structured approach to risk management can achieve this by enabling the decision to be made against a background of better information about the potential outcome of a particular course of action. The Town Council has adopted a structured approach to Risk Management.

2. AUDIENCE

This Policy is intended as the primary guidance to the Council and senior management but is made available to all employees.

3. STAKEHOLDERS

It is important to involve stakeholders in the risk management process as this will give access to the widest possible range of views about the potential threats and opportunities affecting the Council and its services. A stakeholder in this context is an organisation or individual who can affect, or is affected by decisions of the Council. Stakeholders will change depending on whether the risk is project-related or more general, but Councillors and senior management will always be involved.

4. AIMS & BENEFITS

The aim of this policy is to develop an awareness of the benefits of risk management within the Council. It also encourages everyone involved to adopt an open and structured approach to risk management. The Council hopes that effective risk management will help to deliver –

- Increased certainty and fewer surprises.
- Better management of threats to cost, time and performance, leading to improved service delivery.
- Better grasping of opportunities to improve our services.
- More effective management of change.
- Better management at all levels through improved decision making.
- Clear ownership and accountability for risk and its management.
- Better value for money for the Council Taxpayer.
- Easier achievement of Key Performance Indicators by enabling effort to be targeted.

5. PROCESS

The overall process for the management of risk is set out at Annex A.

6. OWNERSHIP

The Risk Policy is owned by the Council and implemented through the offices of the Town Clerk.

7. ASSESSMENT OF RISK

Each risk will be assessed in terms of its probability of occurrence and the potential impact on the Council. The following are the criteria by which each risk will be assessed:

Probability of Occurrence:

Category	Probability	Possible Indicators
Almost Certain (4)	>90% ¹	Frequent Occurrence
Likely (3)	>60%	Regular Occurrence
Possible (2)	>10%	Occasional Occurrence
Unlikely (1)	<10%	Has Never Occurred

¹Risks that are almost certain to happen should be addressed as an issue

Evaluation of Impact:

Impact on Performance	Risk Threat
Major (4)	Financial Impact >£25,000 Fatality / disabling injuries to public or staff / Adverse national media attention / external intervention / total service disruption / extensive legal action against the Council
Serious (3)	Financial Impact >£15,000 Adverse local media attention / extensive public complaints / adverse comments by regulators or auditors / significant service disruption / failure to meet key performance targets / service disruptions / injuries to public or staff / legal action against the Council
Significant (2)	Financial Impact >£5,000 Adverse service user complaints / service disruption / minor injuries and near misses to staff and public
Minor (1)	Financial impact less than £5,000 / isolated complaints / minor service disruption

Priority Ranking:

The ranking of an individual risk is calculated by a simple combination of its probability and impact.

Risk Matrix:

The risk, using the above impact and likelihood ratings, can then be plotted onto the risk matrix and its classification identified:

8 – 16 = High Risk 3-6 = Medium Risk 1-2 = Low Risk

Probability	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
		1	2	3	4
		Impact			

8. ROLES AND RESPONSIBILITIES

Risk management is only considered to be truly embedded when it functions as part of the Council’s day-to-day operations. In order for this to be achieved it is vital that clarity exists to determine the various roles and responsibilities of individuals involved throughout the Council in the risk management process.

To ensure that this level of clarity exists, the Council has established a structure that depicts how Members, Officers and the various Committees, Panels and individuals contribute to the overall risk management process.

Organisational Structure and Summary of Key Roles

Council	<ul style="list-style-type: none"> • Monitor annual report on risk management activity (via Policy Committee) • Certification of the Council’s annual Statement on Internal Control
Policy Committee	<ul style="list-style-type: none"> • Approve risk management policy and strategy and related documents • Approve content of risk registers and proposed risk mitigation plans and monitor implementation via regular monitoring reports • Monitor annual report on risk management activity • General oversight of the Councils risk management process • Receiving regular reports to review/scrutinise/challenge current and proposed risk management procedures and processes • Give initial consideration to the annual report on the Councils risk management activity • To recommend a risk management framework, strategy and process • Identify, analyse and prioritise risks • Determine responsibilities and actions to control risks • Monitor progress on managing risks against action plans • Review implementation of the of the risk management framework, strategy and process

Town Clerk	<ul style="list-style-type: none"> • Report to Members and external stakeholders on the framework, strategy and process • Provide advice and support on risk management matters • Maintain the risk management policy, strategy and framework • Produce an annual report on overall risk management activity • Identifying, analysing and prioritising risks • Determining risk management action plans and delegating responsibility for control • Monitoring progress on the management of risks
Staff and other stakeholders	<ul style="list-style-type: none"> • Maintaining awareness of risks, their impact and costs and feeding these into the formal risk management process • Controlling risks in their every-day work • Monitoring progress in managing job related risks

9. RISK REGISTERS

The Council will maintain computer based Strategic and Operational Risk Registers which will be developed further in order to link with the Council’s other corporate documents such as the Performance and Policy Plan.

ANNEX A

RISK MANAGEMENT PROCESS

RISK IDENTIFICATION

Risks and opportunities may be identified at any stage and should be included in the Risk Register. Nevertheless, in order to capture as many of the risks and opportunities facing an activity or project methods used for identification could include:

- Brainstorming sessions with individuals, committees or panels and various levels of management. It will be important to include as many stakeholders as possible in these sessions.
- Check lists.
- Questionnaires.
- Learning from other projects, councils and auditors.

As risks are identified they will be recorded in the Risk Register. Each risk must be described in terms of the source of the risk, the consequences if it happens and the effect it would have on the Council’s activities or project as the case may be.

RISK OWNERSHIP

Once a risk has been identified, it will be given an owner who is the person best able to manage the risk. The owner will be responsible for all aspects of the management of the risk or opportunity.

RISK EVALUATION

Each risk will be evaluated in accordance with the evaluation rules laid down within this Plan. This information will be entered in the Risk Register and will enable prioritisation of the risks within a certain area.

RISK PLANNING

Once each risk has been identified and evaluated actions for dealing with it will be developed. These are known as risk responses and fall into one of four areas:

- **Terminate:** An action that allows the risk to be avoided.
- **Treat:** An action that will reduce the impact and/or the probability of a risk.
- **Transfer:** Is there a stakeholder or another organisation better able to manage the risk?
- **Tolerate:** Accept the consequences if the risk occurs.

The Risk Register will identify the option selected to deal with each risk together with any actions that might be required.

Once the risk responses have been developed the risk owner must then decide which option to adopt. In reaching decisions as to which response should be used, a cost/benefit comparison should be made. For mitigation activities attracting significant cost (> £5,000) results will need to be recorded. It may be that external help is required to help decide the appropriate course of action, in which case the risk owner should record the date by which a decision must be made and the potential consequences if the decision is not taken by that date.

Following the decision to adopt a particular risk response, the owner must ensure that:

- The secondary risks associated with implementing the risk response are assessed and recorded.
- Where one exists the project plan is updated to include the activities associated with the risk response.
- Entries are made in the fields on the risk register detailing the predicted probability and impact evaluation, once the response activities are completed.
- A fallback/contingency plan is developed to address the consequences of the risk happening despite the response activities.

Risk owners must monitor the progress and success of their chosen response to risk on a regular basis. They should review all their risks and provide an evaluation of probability and impact on a regular basis.

REVIEW

The highest priority risks are to be reviewed by the Policy Committee. Risk monitoring will be regularly reported to the Policy Committee.

The effectiveness of the process will be reviewed by the Policy Committee periodically.

APPENDIX 2 - STRATEGIC RISKS SCORED 'HIGH'

Risk	Risk No	Responsible Officer	Impact and Effect of Deliverables	Probability	Impact	Total	Controls in Place	Risk response	Notes / Actions
Accidental loss/transfer of personal data or confidential information.	S042	TC	Claims against the Council. Damage to public reputation.	3	3	9	New IT contract with Dorset Council with enhanced data security. RFO acts as Data Protection Officer.	Treat/monitor	Consider further control measures. Review security of paper files in council offices and security of personal data on shared drive.
The future policy direction and management arrangements of Dorset Council present risks on which the town's residents rely.	S047	TC	Pressure on the TC to take on additional services or fund services/ voluntary organisations, reduced partnership working, loss of DC staff with experience and knowledge of issue important to Dorchester resulting in significant financial and political implications.	4	3	12	DC Members to monitor and advise the TC of any emerging risks. The TC to input into consultations. Robust Corporate Plan with flexible financial provision to be put in place.	Treat / Monitor	Town Clerk to keep under review via regular liaison with senior management at Dorset Council.
Uncertainty over future operation of the markets after 2026.	S050	TC	Reduced income, poor visitor experience, reputational damage.	2	4	8	Representation on Markets Panel.	Treat / Monitor	Negotiations to take place with Dorset Council in respect of future management.

The Town Council extending its service offer into wholly new activities.	S052	TC	Providing a poor service, financing significantly higher than anticipated, service failing resulting in significant financial damage and reputational damage.	2	4	8	Members to carefully consider detailed costed action / business plans prior to entering into any new service – robustness of plans to be tested by an independent specialist if felt necessary.	Treat / Monitor	
The consequences to the town of a poorly developed Local Plan.	S057	TC	Potential significant damage to the town and its rural surrounds, particularly in respect of development north of Dorchester.	2	4	8	Monitoring the Local Plan process with care.	Treat / Monitor	
Increase in energy costs.	S058	TC	Potential to adversely affect council budgets and operations if energy costs increase significantly.	2	4	8	Monitoring of utility costs and planned installation of low-carbon technology on council buildings (e.g. air source heat pumps).	Treat / Monitor	Monitor efficiency and effectiveness of carbon reduction measures.

OPERATIONAL RISKS SCORED 'HIGH'

Other

Risk	Risk No	Responsible Officer	Impact and Effect of Deliverables	Probability	Impact	Total	Controls in Place	Risk response	Notes / Actions
Serious incident at Council run outside event.	OTH 010	TC	Loss of life/injury to public/staff. External criticism. Negative local and national press coverage. Increased insurance premiums.	2	4	8	PLI. Risk assess prior to event. Produce Event Management Plans were needed and liaise with Dorset Safety Advisory Group.	Treat/ Monitor	
Failure to insure or secure (where appropriate) public art/civic assets.	OTH 011	TC	Loss or damage. Significant unexpected expenditure. Criticism for lack of care/civic pride. Loss of irreplaceable public art.	2	4	8	Assets identified and those in the ownership of the Council to be insured or the Council self-insures - Council decision. Annual review of insurances and three yearly assessments of re-build costs.	Treat/ Monitor	
Failure of Fordington Cemetery retaining wall.	CEM 015	TC	This risk relates to the risk of the Fordington cemetery wall (Holloway Road) suffering further collapses resulting in personal injury, damage to private property and a significant financial impact on the council.	3	3	9	Active monitoring of the wall's structural safety and taking appropriate mitigation and management measures. Structural support scaffolding erected to both sides of failed wall to structural engineer's design.	Treat/ Monitor	Survey of wall structure and mitigation measures including removal of shrubbery, fencing and regular maintenance.

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 18 NOVEMBER 2024

FORDINGTON CEMETERY WALL

1. The Management Committee, at its last meeting, received a report regarding the failure of the wall at Fordington Cemetery. A copy of the report is attached for information.
2. The financial cost of the collapse to the Council to date include:-

Emergency accommodation	£500
Transport costs for resident	£189
Professional Services including architect and Structural Engineer	TBC
Emergency Scaffolding	£20,000
3. Ongoing and future costs so far identified:-

Structural survey of the whole wall	TBC
Rebuild of the collapsed wall	TBC
Weekly safety inspection of scaffolding	£250
Weekly scaffolding hire charges	£250
Professional Services	TBC
Potential remedial works to the wall that might be identified in the structural survey.	TBC
4. Some of the costs associated with the failure will be claimed back from the Council's insurers. Discussions have opened with the insurers and a loss adjuster has already visited the site. It should be noted that the maximum payment from the insurers for the collapse will be £40,000 with the Council needing to cover the additional costs. This will be addressed in the 2025-26 budget report which will be presented to the January 2025 Committee meeting. The Council's Public Liability insurance may cover some or all of the costs relating to the resident's accommodation and travel.
5. The cemeteries reserve presently stands at £93,000 and the Committee is asked to confirm that the scaffolding cost be paid from the reserve.
6. A further update report will be presented to a future meeting of the Committee once the additional cost information is available in light of the overall condition of the wall.

Steve Newman
Town Clerk

MANAGEMENT COMMITTEE – 11TH NOVEMBER 2024
FORDINGTON CEMETERY – UPDATE ON CEMETERY / HOLLOWAY ROAD WALL

For Information.

1. Background

- 1.1 Fordington Cemetery has a large stone retaining wall on its northern boundary with Holloway Road. The wall is of varying heights bordering both adopted highway footpath, parking spaces owned by Mill Street Housing Society and three private residences one with an adjoining garage.
- 1.2 The wall increases in height from its lowest, adjacent the junction with King's Road, to its tallest adjacent to the parking area and private residences.
- 1.3 At approximately 5:00am on 9th October 2024 the wall a section of the wall adjacent to the parking area collapsed after a period of heavy rain, followed by very heavy and regular rain showers. The debris fell into the parking area where one car was impacted by it.
- 1.4 Staff were made aware very early the day of the incident. The ATCOS attended site at 08:15am along with an architect to inspect. A structural surveyor then made a very early preliminary inspection of the site. Concerns were expressed by adjacent residents, one of whom had already been affected by the wall falling onto her car.
- 1.5 As a safety precaution two households were found temporary accommodation locally until further structural assessment could be made.
- 1.6 Three days later a further Structural engineer assessed the remaining wall sections and decided that they were essentially safe for the time being and that residents could return to their homes, however, further works to secure and support the wall at the points of failure was required.
- 1.7 At the same time the architect sought specialist advice as to appropriate emergency scaffold design and a scaffold company with the resource and expertise to carry out the work.
- 1.8 Residents have been kept informed as to progress and plans for further work. Mill Street Housing Society have also been kept informed as the parking area is unlikely to be able to be used for the near to medium term until rebuilding works are carried out.

2. Current situation

- 2.1 Temporary scaffolding has been erected to support the walls at the points of failure. Works have included drilling into the concrete of the parking area and floor of the adjacent garage. The scaffold includes large containers of water to act as a weight to assist with retention.
- 2.2 At the time of writing scaffolding works were not completed but are expected to be by end of week commencing 4th November 2024.
- 2.3 Town Council staff have erected Heras-style security fencing at the top of the steep bank in Fordington Cemetery to prevent access to the wall and slip area.

2.4 Currently no graves or their contents have been exposed by the slippage. Although records are very old and hard to read, they do indicate that there should be distance between the point of slippage and the internments. This will routinely be monitored by staff. The Institute of Cemetery & Crematorium Management has been consulted for advice and this will be followed should further slippage occur.

3. **Future works**

- 3.1 Once the scaffolding is completed and the wall ends secure a contractor has been arranged to remove the spoil but retain any re-useable stone. The car will then be removed from site.
- 3.2 The architect in conjunction with the structural engineer will then design a scheme to involve re-building the wall using existing stone where possible (a requirement under conservation area designation), together with works to stabilise the remaining wall (by means of dewatering to reduce hydrostatic pressure) which will also include removal of vegetation and areas of repointing. Consideration to be given to restricting access to the head of the wall to prevent risk of falling.
- 3.3 A planning application will be submitted for the proposed works.
- 3.4 A specification, bill of quantities and tender forms will be drawn up and tenders invited from suitably qualified and experienced contractors with capacity to undertake the works in a reasonable time frame.
- 3.5 It is unclear as to whether a specialist installer will be engaged separately to undertake works to prevent water build up behind the new wall section and in some areas of the higher wall or whether they will work as a sub-contractor to the main contractor, currently the former is looking more probable.
- 3.6 After further works have been carried out it will be necessary to consider how to best protect the other existing walls around the cemetery leading up to Kings Road into the future. This has yet to be decided upon and members will be advised as to the best course of action and options within that, as the project progresses.

Carl Dallison
Assistant Town Clerk, Outdoor Services,
Dorchester Town Council

Dorchester Youth & Community Centre Grant application

To

Dorchester Town Council

Aims

Dorchester Youth & Community Centre (DYCC) sets out to enrich the lives of young people within the local community, providing youth work activities that improve young people's social and emotional development, through well led and inspirational youth work, DYCC supports the needs and aspirations of young people, championing young people as positive assets within the community.

Request

That Dorchester Town Council supports Dorchester Youth & Community Centre with a grant of £30,000 per annum for the next three years.

History

In 2016 Dorset County Council ceased funding all youth activities across Dorset. A group of volunteers took over DYCC and registered In August 2016 as a charity (Community incorporated charity) under the number 1168701 and set about creating a proper structure to run the centre.

DYCC is a safe space where young people can relax, have fun, make friends and be themselves.

DYCC is led by a board of Trustees, supported by a voluntary management team. The youth club is led by a dedicated team of professional and experienced youth workers who are supported by qualified volunteers.

DYCC has a number of significant outreach projects, that are funded by external grant applications or funders. Of note is the work with Gypsy, Roma and traveller young people and also DYCC's work with the young people of NEET (Not in Employment, Education or Training). It is worth mentioning the Reaching Communities grant of £250,000 over 5 years and the significant support of the Bridge trust with the G & T support. A proportion of this money is used to support the centres operating costs but is mainly directed at the staff on the projects, which are separate from those at DYCC.

However, the majority of DYCC's work is within the centre at Kings Road with local young people.

Dates	Young people reached	Sessions delivered	Dorset awards
01/08/2023 - 23/11/2023	222	126	5 achieved.
02/01/2024 – 26/03/2024	219	137	1
14/04/2024 – 21/07/2024	216	146	1 (ASDAN)
Sept 2023 – July 2024	274	409	9 Accreditations

The chart below covers a breakdown of DYCC activity during the summer period 2024

School Year 6	Evening youth sessions aimed at supporting young people's development and mental health	46 young people reached. 13 new young people 15 sessions delivered 2 young leaders
School year 7	Evening youth sessions aimed at supporting young people's development and mental Health.	50 young people reached. 11 New young people. 13 sessions delivered.
School year 8	Evening youth sessions aimed at supporting young people's development and mental Health	23 young people reached. 14 sessions delivered.
School Year 9 + Wednesday	Evening youth sessions aimed at supporting young people's development and mental Health	12 young people reached. 10 sessions delivered.
School year 9 +	Well being night to support the mental health and personal well-being of young people.	30 young people reached. 15 sessions delivered.
Saturday Club	Youth Sessions to support young people with SEND	18 young people reached. 6 sessions delivered.
Summary of Evening Sessions and Saturday club September 2023 July 2024	Evening youth sessions aimed at supporting young people's wellbeing and providing a youth session for those with SEND	274 young people engaged. 219 sessions run 3 young leaders

DYCC Finances

Young people are charged a nominal entry fee per session of £2 and Saturday club fees are £5. Intentionally kept affordable to ensure that the centre is inclusive.

DYCC costs in the region of £120,000 per year to run, which will increase with inflation.

A total of 17 part time staff (non f/t) working a variety of hours are employed at DYCC, with approximately 8 helping as volunteers In varying capacity's including building & site maintenance.

The lease of the building was taken over from DC and has proven to be a challenge to maintain as it is listed with a roof that is not in the best order.

The facilities where DYCC is based at Kings Road has a small suite of offices. To maximise the use of the building these have been rented out, originally to Home Start West Dorset until they closed and currently to a small maintenance company. This provides a very useful income and financial help with a share of the utility expenses.

Dorchester Town Council (DTC) has been a significant supporter of DYCC, which gets no regular grant from Dorset Council (DC). The lack of funding from DC is a constant source of irritation and is raised at all possible opportunities. Grant funding can be applied for but this is normally for specific projects and not revenue costs.

In 2017 when DYCC was first set up as a charity DTC funded the youth and community centre to the tune of £30,000 per year, this then settled at £20200 per year. A review should have been carried out in 2019, but this did not happen.

Previous funding by Dorchester Town Council of Dorchester Youth & Community Centre

2017 - 18	£30,000
2018 - 19	£30,000
2019 - 20	£23,350
2020 - 21	£20,400
2021 - 22	£20,800
2022 - 23	£20,200
2023 - 24	£20,200

Benefits of financially supporting DYCC

By supporting young people from Dorchester and the surrounding villages DYCC is making a significant impact in their lives, these are very wide ranging from supporting mental health, drug and alcohol education, prevention of crime and ASB, supporting young people into education, employment or training. The impact reports reflect this excellent work.

The shame is that the great work of the centre in helping young people to stay out of other agencies clutches, in particular the police, or social services, but no grant funding comes from those agencies, but the centres work saves them time and money.

Future

All the Trustees, staff and volunteers at DYCC are extremely grateful for the financial support offered by DTC, this funding is critical to the ongoing survival of the centre and the excellent work that it does with young people. Any opportunity to recognise the support of the DTC is taken, which is in direct contrast to the lack of support from DC .

The trustees at DYCC see the next few years as a period of consolidation, other than the current ongoing projects and support given to nearby villages. No expansion is planned.

Projected Forecast

DYCC 3 yr plan	2024-25	2025-26	2026-27
	£	£	£
UNRESTRICTED INCOME			
Dorchester Town Council	30,000	30,000	30,000
Lettings main hall and barn (stage)	7,500	7,750	8,000
1st Floor Rent & share utilities	9,250	9,750	10,250
Members attendance fees/shop sales	7,000	7,500	8,000
Donations/grants	20,000	20,000	20,000
Unrestricted contribution from RC Project	5,430	5,990	6,285
Unrestricted contribution from other Projects	1,000	1,100	1,200
Income	80,180	82,090	83,735
RESTRICTED INCOME FROM PROJECTS	43,000	44,000	45,000
TOTAL INCOME	123,180	126,090	128,735
UNRESTRICTED EXPENDITURE			
Office Expenses			
Admin & PAYE inc pensions.	40,000	42,250	44,500
Overhead Expenses			
Utilities, cleaning, waste disposal, insurance.	20,000	20,750	21,500
Building maintenance, boiler servicing, lift maintenance, fire alarms, running repairs.	10,000	11,000	12,000
Running Expenses			
Licences, shop stock, activities, stationary, cleaning supplies.	6,500	6,750	7,000
Expenditure	76,500	80,750	85,000
RESTRICTED EXPENDITURE ON PROJECTS	43,000	44,000	45,000
TOTAL EXPENDITURE	119,500	124,750	130,000.00
TOTAL INCOME MINUS TOTAL EXPENDITURE	3,680	1,340	-1,265

Request to Dorchester Town Council

The DTC provides a critical financial base for DYCC's operation and makes a significant help when applying for grant funding. Grant funding is available although this is becoming much harder to obtain, but is normally aimed at a specific project, hence the level of restricted funds held.

In effect should DTC support DYCC with the requested £30,000 per year for the next three years, this is approximately 33% of the funding required, then very roughly with lettings/hirings/subs etc making another 33% and grant applications/donations making the other 33%.

It is not too fine a word to say that without DTC financial support DYCC would cease to be financially viable and the excellent work with hundreds of young people would be lost, leaving them at risk of committing ASB, crime or worse.

Submitted on behalf of the Trustees of DYCC by Les Fry Trustee with responsibility for fund raising.

17th October 2024

DORCHESTER JOINT HERITAGE COMMITTEE

FUNDING FOR HERITAGE PROJECTS & EVENTS 2025-2029

1. Introduction

- 1.1 This paper sets out a proposal to be submitted to Dorchester Town Council for the provision of annual funding to the Dorchester Joint Heritage Committee (DJHC).
- 1.2 If granted by the town council, this funding would enable the DJHC to offer small grants to local heritage projects, undertake its own small projects, and to commission/support an annual programme of heritage-related events.

2. Small project funding

- 2.1 Over recent years, the Committee has provided much needed support to local heritage projects through the use of its £3,000 per year 'activities' budget that it is awarded by Dorchester Town Council.
- 2.2 DJHC has used this activities budget to fund various small projects:
 - New heritage information projects – for example, the Millstream Heritage Project has resulted in the installation of four new panels presenting the social and industrial history of the Fordington/Mill Street area.
 - Refurbishment of heritage information boards. Existing heritage information panels have been refurbished, replaced and updated.
 - Refurbishment of Treves memorial in Weymouth Avenue Cemetery.
- 2.3 Looking ahead at the emerging projects currently under discussion (as reported elsewhere in this agenda) the Committee is likely to receive many requests for small project funding over the coming years.
- 2.3 It is proposed, therefore, to ask Dorchester Town Council to continue with its annual contribution to the work of the Committee via an annual sum of £3,000. This will allow the continuance of the Committee's ongoing projects and allow it to develop new projects.

3. Funding of Large-Scale Heritage Events

- 3.1 The DJHC has endorsed public heritage-based outdoor events held in Dorchester over recent years including the Thomas Hardy Victorian Fair (THVF) in 2023 and the annual Dorchester Heritage Open Day (DHOD).
- 3.2 The budget for each major event has the following key elements is built on top of three main core items:
 - The project budget of live outdoor heritage events has in each instance included the cost of a Project Manager which has varied according to the scale of the project between £2,000 and £3,000.

- For those events which involved a road closure, specifically the THVF, the budget also included the cost fees payable to Dorset Council for the closure of High East and West streets, amounting to around £2,500 each time.
- Other unavoidable costs for live outdoor events include first aid services, event marshals, and, dependent on scale, security services, toilets and cleansing services. These together can amount to £1500. Event insurance has been provided at zero extra cost within DTC's public liability cover, as the event 'owner'.

- 3.3 The budget for these three core items for each full-scale live outdoor event is likely to be around £6,000 to £7,000 per event. However, this figure includes the cost of road closures, something that did not happen for the 2024 event due to the clash with the IronMan cycle race.
- 3.4 At present the THVF is set to be a biennial event, whilst DHOD is annual. This is likely to lead to a core budget requirement of £18,000 to £21,000 for three events over two years.
- 3.5 Over the next three financial years (April 2025 to March 2028), the Committee is invited to consider commissioning and supporting the following major events:
- April 2025 – Roman Festival
 - September 2025 – Heritage Open Day
 - July 2026 – Thomas Hardy Victorian Fair
 - September 2026 – Heritage Open Day
 - Summer 2027 – major heritage event to be confirmed.
 - September 2027 – Heritage Open Day
- 3.6 Given that the Committee is likely to have a significant underspend in the current financial year (2024-25), it is considered that a continuation of the Town Council's current level of funding should be sufficient to enable the committee to support the above events in 2025-2028 if the predicted underspend for 2024-25 is carried forward.

4. Recommendations:

4. It is recommended that the committee submits a request to Dorchester Town Council for the following annual funding for the three-year period:
- £8,500 per annum for major events
 - £3,000 per annum for small projects

Assistant Town Clerk (Corporate)
Dorchester Town Council

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 18 NOVEMBER 2024

FORMER TENNIS COURT SITE

1. The housing provider for the proposed affordable housing development on the old tennis courts is requesting a change to the S106 agreement which exists between the Town Council and Dorset Council. Correspondence attached.
2. As a signatory to the agreement the Town Council needs to agree the amendment. Dorset Council has advised that the change is acceptable and that the revised clause is the standard clause which defines social rent that is used in agreements such as this.
3. The housing provider has confirmed that for the purpose of charging the units and for the viability of the scheme the social rent needs to be exclusive of service charges.
4. It is also worth noting that the Current Rent Standard Guidance published by Homes England provides that social rents shall be set at formula rents exclusive of any service charges.
5. The existing and proposed wording is set out below:-

Existing

“Social Rent Unit”	means a rented dwelling within the meaning of social rented housing as defined by Annex 2 of the NPPF to be let (or having been let) by an Approved Provider on a weekly or monthly periodic assured or secure tenancy or a fixed-term tenancy (including a fixed-term introductory/probationary tenancy) granted to a Local Needs Person at a Ceiling Rent;
---------------------------	--

Proposed

“Social Rented Unit” means a rented dwelling within the meaning of social rented housing as defined by Annex 2 of the NPPF to be let (or having been let) by an Approved Provider on a weekly or monthly period assured or secure tenancy or a fixed-term tenancy (including a fixed-term introductory / probationary tenancy) granted to a Local Needs Person at a Social Rent;”

Existing

“Ceiling Rent”	means the rent calculated in accordance with Homes England’s Target Rent regime in force from time to time (or any replacement regime for calculating rents for social rented housing implemented by HM Government from time to time), together with any service charge not exceeding the maximum amount which an occupier would be entitled to claim in respect of service charge under the Local Housing Allowance (or equivalent) regulations in force from time to time;
-----------------------	--

Proposed

Social Rent shall mean rents set on the basis of the Rent Standard Guidance published by the Regulator of Social Housing or such other rent structuring system that may be enforced from time to time for social rent.

6. The Committee is asked to consider agreeing the requested amendment.

Steve Newman
Town Clerk

Staple House, Staple Gardens
Winchester, Hampshire, SO23 8SR

T +44 (0)1962 678 300
F +44 (0)1962 678 311
DX 2532 - Winchester

www.capsticks.com



Dorchester Town Council
Council Offices
19 North Square
Dorchester
Dorset
DT1 1JF

24th October 2024

Your ref:
Our ref: **HEM/955271/45704848**

Your contact:
Hollie Martin
T 0196 267 8308
F 01962 678 311
E Hollie.Martin@capsticks.com

By Post Only

Dear Dorchester Town Council

WEST WALKS - S.106 DEED OF VARIATION

We have been instructed by East Boro Housing Trust in respect of a Deed of Variation to the s.106 agreement dated 30th July 2024 and with planning permission reference: WD/D/20/00/1242.

We would like to make the following amendments:

- To amend the definition of "Social Rent Unit" and "Ceiling Rent", as it could currently be interpreted that the social rent plus service charges cannot exceed the Local Housing Allowance rate.
- We need to have a definition whereby any ceiling is exclusive of social rent.

We have been required to submit an application to the Council and as part of the application, notice is to be served on all parties with an interest in the land. As you have an interest in the land, please find enclosed notice.

Yours faithfully

Capsticks LLP

Capsticks Solicitors LLP

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 18 November 2024

Financial Regulations

1. *'Model versions of Standing Orders and Financial Regulations are provided by NALC. Authorities should ensure that they are working from the latest model and that it has been appropriately adapted for their size and requirements. This should be annually reviewed and minuted'.*
2. The Financial Regulations, based on the NALC April 2024 Model Financial Regulations, have been reviewed, updated and have been circulated with the agenda. A draft version has also been made available on the Dorchester Town Council website.
3. It is **RECOMMENDED TO COUNCIL** that the draft Financial Regulations, as circulated, be adopted.

Nigel Hayes
Responsible Financial Officer

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 18 NOVEMBER 2024

TERMS OF REFERENCE OF STANDING COMMITTEES

Management Committee

Constitution: 11 Members and the Mayor ex-officio.

Delegated Powers: The powers, duties and functions of the Council relating to:

The administration, maintenance and letting of the various facilities provided by the Council including all outdoor spaces.

Arts and cultural activities and other matters relating to the promotion of entertainments and other events.

Organising civic events.

The administration and maintenance of the burial function.

The administration and maintenance of the allotments function.

The administration and maintenance of the administrative offices.

Twinning arrangements and visits.

Revision of Hire Charges.

The small grants scheme and cultural activities grants.

Referred Business To consider and report to the Council on:

Making any necessary recommendations for improvements to services within the Committee's sphere of responsibility as a result of regular monitoring.

The making, adoption or enforcement of byelaws or any other local legislation.

Planning and Environment Committee

Constitution: Up to 19 Members and the Mayor ex-officio.

Delegated Powers: The powers, duties and functions of the Council relating to:

Consideration of Planning Applications and the submission of observations on them to the Local Planning Authority.

Observations (as necessary) to the responsible Authority on matters affecting the environment, traffic management and public transport in the Town.

Footpaths, bridlepaths and rights of way.

Street Naming.

Referred Business: To consider and report to the Council on:

All major development proposals affecting the environment of the Town.

The Local Development Plan

Developments which, in the opinion of the Committee, would be of benefit to the Town.

Policy Committee

Constitution: 8 Members and the Mayor ex-officio.

Delegated
Powers:

The powers, duties and functions of the Council relating to:

Investments.

Control of financial income and expenditure within the Estimates approved by the Council.

Policy - consideration for recommendation to the Council of items referred to the Committee by the Council and other Committees.

Appointment of staff.

Ensuring that the maximum possible value for money is achieved by all Committees and that suitable procedures are in place for liaison with the Council's Auditors.

Tourism Development.

Community Development.

Carbon reduction action as set out in the Council's Climate Emergency Plan.

Referred
Business:

To consider and report to the Council on:

Consideration of annual Financial Estimates of Committees prior to their submission to the Council.

Establishment.

Expenditure and income proposed by other Committees other than that included in the current Financial Estimates.

Core revenue grants.

Consideration of the Council's risk management strategy and risk registers.

Considering any performance review recommendations of other committees.

Review (as necessary) of Standing Orders, Financial Regulations and Terms of Reference of Committees.

Review (as necessary) of the Council's Climate Emergency Plan.

Supervising and overseeing the preparation and application of a comprehensive Performance Management System including review of all the Council's policies not specifically mention in these terms of reference.

The preparation, review and oversight of a corporate development plan for the Council.

Consideration of strategic policy documents and consultation papers issued by the Government and other bodies.

Mayoral Selection Committee

Constitution: All previous Mayors serving on the Council and the Mayor ex-officio (The serving Deputy Mayor to be Chairman)

Delegated Powers: The powers, duties and functions of the Council relating to:
There are no delegated powers.

Referred Business To consider and report to the Council on:
The choice of the succeeding Mayor.
Any matters relating to the operation of the Mayoralty including (when necessary) the Mayors Charity and Mayoral budgets.
The creation of Honorary Townspeople as may be required.

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 18 NOVEMBER 2024

PLANT BASED CATERING AT COUNCIL EVENTS

1. At the last Full Council Meeting Councillor P. Farmer gave a presentation on the benefits to the climate of promoting and normalising plant-based food by transitioning to provide more plant-based food options at Council events where food is served, due to the greenhouse gas emissions of meat and dairy production.
2. A copy of the presentation by Councillor P. Farmer can be viewed here - https://docs.google.com/presentation/d/1-loCuqyEfy7XprWd8iFs5eQiyRjQohuWXm1FrmcWIFM/edit#slide=id.g2484f7b7b5b_0_60788
3. The Council presently provides catering at a small number of civic and other events each year (Mayor Making, Mayor's thank you event and two community lunches) and if the Committee is minded it may wish to ask officers explore the practicalities and costs of moving to plant based catering at these events. If this is agreed a more detailed report will be presented to either the January or March 2025 Committee meeting.
4. Subject to the outcome of that report it is suggested that a trial of plant based catering (whether that be 100% plant based or an increase on existing) be made at the May 2025 Mayor Making.

Steve Newman
Town Clerk

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE 18th NOVEMBER 2024

TOWN CENTRE WORKING GROUP UPDATE – SMART HUBS

1. As part of its work to support the vibrancy of the high street, the committee's Town Centre Working Group has received a presentation from a company called Pulse, who specialise in multi-functional digital advertising screens and are looking to install their devices in towns across the South West.
2. Pulse have piloted their devices in Belfast in order to test the concept with a range of public services. The Pulse 'Smart Hub' is a large 'monolith' approximately the size of a typical bus stop advertising unit, with digital screens on both sides but also offering WiFi, access to public services and an integral storage container with emergency medical equipment such as defibrillators, bleed kits and naloxone (in cases of a drug overdose). More information can be viewed at the Pulse website: <https://pulsesmarthub.co.uk/> and in **Appendix A**.
3. The digital screens would display commercial advertising content, provided by a national advertising agency, with the predominance of national advertising content. However, there would also be approximately 5% of screen time available for free advertising by local public services and tourist attractions.
4. Where screens are installed in the public realm, Pulse manage, clean and repair the units and liaise with local councils over the allocation of the free screen time. As the cost of the hubs is covered by the income derived from commercial advertising, there is no requirement of public subsidy.
5. Pulse is interested in installing some of their units in Dorchester as part of the expansion in the south-west of England. Recently Pulse have worked with Newton Abbot Town Council to apply for planning permission for ten Smart Hubs and a planning application has also been submitted for hubs in Tiverton.
6. Pulse has already given an initial presentation to officers from Dorset Council and it is clear that the impact on the Conservation Area in Dorchester will be a priority issue to be addressed. Pulse would, however, welcome the in-principle support of the town council with regard to the installation of Smart Hubs in Dorchester prior to applying for statutory consents.
7. **Recommendation.** Members are invited, therefore, to consider this outline proposal for the installation of 'Smart Hubs' in Dorchester and lend its in principle support for the initiative subject to consultation on specific locations.

Assistant Town Clerk (Corporate)
Dorchester Town Council

APPENDIX A

The user experience

Chapter 2

- Space and power for 4G and 5G small cells, future telecoms and IoT devices
- Hyper-local information for what's on as well as council, visitor and charity information services and helplines
- Digital wayfinding and mapping
- Mobile device charging, including wireless charging
- Integrated Nasal Naloxone opioid antagonist medication to reverse narcotic overdoses
- Public WiFi
- Air quality and environmental sensors
- Free phone calls via the built-in speaker and microphone
- Public messaging and advertising
- Emergency Button for vulnerable persons police protocol
- Integrated public access defibrillator

Feature types	The Pulse Smart Hub	Telephone Kiosk
Keeping People Connected		
Paid calls	X	✓
Free phone calls	✓	X
Free charging for devices (including wireless)	✓	X
Small cell technology (to support mobile offloading - 5G)	✓	X
Free public WiFi	✓	X
LoRaWAN (long range wide area network) ready	✓	X
Smart City Platform		
Internet of Things (IoT) connectivity	✓	X
Open-source data collection and sharing	✓	X
Air quality monitoring	✓	X
Footfall counting - advanced (in development)	✓	X
Evolutionary technology - built to stand the test of time	✓	X
Saving Lives		
Public access defibrillator	✓	X
Nasal Naloxone opiate antagonists	✓	X
Specific 999 call function	✓	X
Emergency call button and emergency service protocols	✓	X
Built-in CCTV monitoring for evidentiary purposes	✓	X
Information Sharing		
Override protocols for policing purposes	✓	X
Public and emergency messaging	✓	X
5% + free community advertising	✓	X
Public interface and local information	✓	X
Local maps and wayfinding	✓	X
Digital advertising to modernise streetscapes	✓	X

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 18 NOVEMBER 2024

TOWN CENTRE WORKING GROUP – REQUEST FOR FUNDING

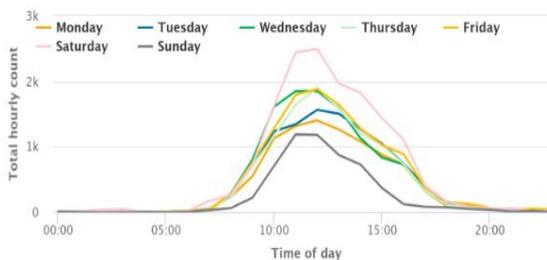
1. The Town Centre Working Group provided an update at Septembers Policy Committee, including an update on the footfall counter installed on the front of the Goulds Fashion store in South Street.
2. Dorset Council funded the cost to install at £1,777-, and first-year's funding at £3,400.
3. The Discover Dorchester website now has a business section, 'Dynamic Dorchester' where the footfall data can be viewed by anyone
<https://discoverdorchester.co.uk/dynamicdorchester/>

10,594 Average daily footfall

Dorchester Town Council - Tuesday, 01 October 2024 to Thursday, 3 October 2024 grouped by Date



Hourly Comparison (Week 40 : Mon 30 Sep 2024 - Sun 6 Oct 2024)



4. The ongoing cost of funding is £3,400 per year. Dorchester BiD have agreed to contribute £1,200 per year for a three-year period.
5. Dorset Council have been approached to also contribute, but this will not be known until January 2025.
6. The Town Centre Working Group would like to request Dorchester Town Council fund up to £2,200 per year for a three-year period starting from the 2025/2026 budget and to be reviewed by Policy Committee prior to the setting of the 2028/2029 budget.

Nigel Hayes
Responsible Finance Officer

