



# Dorchester Town Council

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10 May 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 15 MAY 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 20 March 2023 (adopted by Council on 27 March 2023). A copy of the Minutes can be found at <https://www.dorchester-tc.gov.uk/Committees/Management+Committee/Minutes>

### **4. Financial Update – Page 3**

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

### **5. Management Committee Extract – Page 10**

To consider the extract from the Management Committee meeting held on 9 May 2023 (enclosed).

### **6. Cornhill / South Street Task and Finish Group – Page 11**

To consider the notes of the Task and Finish Group meeting held on 25 April 2023 (enclosed).

**7. Town Crier Allowance – Page 18**

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

**8. Business Improvement District Ballot – Page 19**

To consider authorising the Town Clerk to vote on behalf of the Council in respect of the forthcoming BID ballot and to give instruction as to the direction of that vote (correspondence enclosed).

**9. Municipal Buildings Project Outturn – Page 21**

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

**10. BDO Auditors – Page 22**

The Committee will be asked to confirm that the Council has no conflict of interest with its appointed external auditor BDO (disclosure form enclosed).

**11. 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”.

**12. Old Tennis Courts, West Walks – Page 23**

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

**DORCHESTER TOWN COUNCIL**  
**POLICY COMMITTEE – 15 MAY 2023**

**FINANCIAL UPDATE**

**1. Financial Year End Position 2022-23**

- Revenue out-turn (Appendix 1), £32,065 under budget:
  - +£57k under on Office Staff (due to vacancies)
  - +£22k up on Cemetery income
  - +£24k up on Treasury Interest (increase in interest rates and balance of reserve)
  - -£28k on payments to ex staff member
  - -£27k MB utilities and rates
  - -£10k MB THK staff due to sickness
  - -£15k Outdoor Services R&M (£29k on trees)
  - All other under and overspends net £5k under
- In line with 22/23 budget, £32K underspend transferred to Corporate Projects Reserve for Municipal Buildings works.
- **Reserves** balance £1,436,575 (Appendix 1a), £317,782 lower than Budget set in January 2023, mostly due to Corporate Projects used for MB works cover countered with the postponed Cornhill project.
- Cash Position

	<b>£000</b>	
Lloyds Bank	224	Nil interest
National Savings and Investments	7	0.5% interest
CCLA Deposit Account	1,300	4.15% interest (3.91% 28/02)
<b>Total Cash</b>	<b>1,531</b>	<b>(28 February £1,454k)</b>
- Payments list 1 March to 30 April 2023 on website. Supporting vouchers available from Financial Controller
  - **RECOMMENDED** that the Payments list, totalling £321,649.79 is approved.

**2. Internal Audit and Annual Governance and Accounting Return 2022-23**

- Final internal audit report plus Officer comments at Appendix Two. **RECOMMENDED** that the internal audit report and officer response is noted.
- It is **RECOMMENDED** that the Annual Internal Report as required by the AGAR at Appendix Three, is noted.
- Section 1 of the AGAR, the Annual Governance Statement is attached at Appendix Four.
- Section 2 of the AGAR, the Accounting Statement 2022-23 is at Appendix Five.
- **RECOMMENDED TO COUNCIL** that, noting the Clerk and RFO have signed the documents:
  - The Council consider and approve the Annual Governance Statement
  - The Council consider and approve the Accounting Statement for 2022-23; prior to submission to BDO Limited for external audit.

Nigel Hayes

Financial Controller

## MANAGEMENT REPORT AT 31 MARCH 2023

By Spend Type	Budget £000	Profile £000	Actual £000	-Under/Over £000
Staff	820	820	809	-11
Capital Financing	28	28	27	-0
Other Payments	539	539	571	32
To Specific Reserves	316	316	316	0
Income	-121	-121	-174	-53
<b>Net Budget</b>	<b>1,582</b>	<b>1,582</b>	<b>1,550</b>	<b>-32</b>

By Service	Budget £000	Profile £000	Actual £000	-Under/Over £000
Allotments	-10	-10	-6	4
Parks & Open Spaces	119	119	143	24
Cemeteries	-12	-12	-40	-27
Corp. & Dem. Manage.	38	38	37	-2
Cultural & Twinning	56	56	55	-1
Municipal Buildings	356	356	392	36
Other Services	127	127	91	-35
Office Team	452	452	418	-33
Outdoor Services	457	457	459	3
<b>Net Budget</b>	<b>1,582</b>	<b>1,582</b>	<b>1,550</b>	<b>-32</b>

Earmarked Reserves with budgeted Expenditure In Year	Budget £000	Profile £000	Actual £000	-Under/Over £000
Cemeteries	30	30	0	-30
Municipal Buildings	428	428	819	391
MB Front of House	0	0	3	3
Parks Premises	0	0	0	0
Play Equipment	25	25	27	2
Public Realm	278	278	2	-276
Vehicles & Equipment	20	20	0	-20
Arts & Cultural	5	5	16	11
Christmas Lights	0	0	0	0
Corporate Projects	0	0	0	0
Planning Advice	10	2	3	1
Climate Emergency	20	9	31	22
Treasury	0	0	15	15
<b>Net Budget</b>	<b>816</b>	<b>797</b>	<b>916</b>	<b>119</b>

## APPENDIX ONE A

### Reserves

	Balance 1 Apr 22	Contribution	Reserve transfers	Income	Expendi ture	Balance 31/03/23	Budgeted Balance	+/-	Reason
	£	£		£	£	£	£	£	
Municipal Buildings	3,795	292,888	351,940	222,439	818,706	52,356	348,017	-295,661	TFR to FOH
Front of House	0		250,000		2,630	247,370	0	247,370	From MB
Vehicles & Equipment	69,557	19,900				89,457	69,457	20,000	No Purchases
Parks Premises	47,329	5,300		4,551	348	56,831	52,673	4,158	
Cemeteries	63,936	6,100		12,000	225	81,811	40,036	41,775	Works not carried out
Play Equipment	28,467	10,000			26,941	11,525	22,974	-11,449	Additional Purchases
Climate Emergency	88,427		75,002	10,000	31,162	142,267	68,427	73,840	From Development
Public Realm	400,758	54,700			2,178	453,280	171,458	281,822	Works not carried out
Christmas Lights	3,607	814				4,420	4,900	-480	
Arts & Cultural	29,874	2,000			16,208	15,666	5,000	10,666	Projects not completed
Apprenticeship	9,815				2,250	7,565	19,815	-12,250	TFRD to Treasury
Planning Advice	21,844				3,051	18,793	15,040	3,753	
Development	75,002		-75,002			0	75,299	-75,299	TFR to CE Reserve
Tourist Information	18,603	157		4,572	7,324	16,008	16,008	0	
Treasury Restatement	15,000				15,000	0	5,000	-5,000	Treasury Closed
Corporate Projects	661,192		-601,940	33,848		93,100	726,206	-633,106	MB Works Cover
Graves in Perpetuity	14,092				33	14,059	14,047	12	
General Reserve						132,065	100,000	32,065	Revenue Underspend
Total	1,551,297	391,859	0	287,410	926,056	1,436,575	1,754,357	-317,782	

## APPENDIX TWO

### Darkin Miller Chartered Accountants 2022/23 INTERNAL AUDIT OF DORCHESTER TOWN COUNCIL FINAL REPORT VISIT 3 OF 3: 19<sup>th</sup> APRIL 2023 - Appendix 1 – Recommendations and Action Plan

Rec. number	Detail	L/M H	Management Response	Resp Off	Due Date
3.3 – ensure minutes signed and on file	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 sets of minutes were unsigned although the related minutes had been approved: Council – 28/11/22, 30/01/23 Policy Committee - 21/11/22, 23/01/23 I noted that the minutes of the Management Committee of 16/01/23 were only signed on the back page. I also noted that the minutes of the Dorchester Heritage Committee, which are shown on the Council's website and are reported back to Council, are not contained in the minutes file. <b>I recommend that</b> 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 Council considers whether the minutes of the meetings of the Dorchester Heritage Committee should be included in the minutes file.	M	Noted, Dorchester Heritage Committee is a joint body with its own minute book.	SN	Apr-23
10.1 – Comply with rules on accounting for long term investments and capital receipts	I checked to see that accounts agreed with the cashbook. I noted that the Council sold a long term investment during the year. The income was correctly recognised as other income in the AGAR, but a total receipt of £903k was recognised (being the original capital value of £900k plus £3k of the release of the treasury restatement reserve income). The asset actually sold for £888k, meaning that a loss of £12k should be realised in accordance with the Practitioner's Guide (para 5.179). The Council created a reserve of £15k some years ago to recognise the unrealised loss in value of the investment, but this loss was created by debiting 'investment income' from the investment (and crediting the related reserve) rather than debiting 'unrealised loss on investment'. This means that, for the years when the unrealised losses were adjusted for, other receipts and other payments were understated. Whilst the amounts are not material in relation to the total of income and expenditure (£2.9m and £2.3m respectively for 22/23), the Council should ensure that future changes in investment value are accounted for in accordance with the Practitioner's Guide, and that expenditure is not netted off against income. Note that the Practitioner's Guide also states at para 5.177 that 'When an authority sells a long-term investment and returns the funds to the bank account, this is treated as income on the AGAR. Such realisations (other than from CCLA's LAPF) if exceeding £10,000, will constitute Useable Capital Receipts. Authorities undertaking such transactions should assess the annual turnover implications before carrying out the transaction.' This means that the Council must ensure that the £888k receipt is only applied to capital expenditure, and it is recommended that a record is maintained of the application of this receipt in order to ensure that compliance can be evidence. <b>I recommend that</b> the Council ensures that it complies with the requirements of the Practitioner's Guide	M	Noted	NH	Apr-23
	and rules on capital receipts in relation to accounting for the acquisition and disposal of long term investments.				
10.2 – Correct accounting for memorial plaques	I noted that expenditure relating to two brass memorial plaques totalling £254.34 were coded in error to memorial income. This is because the plaques are paid for by third parties but must be ordered through the Council. The Practitioner's Guide 2023 notes at para 2.9 that 'Refunds/reimbursements from third parties (e.g. insurance providers) should never be netted off but always reported gross.' <b>I recommend that</b> future expenditure of this type is accounted for gross in the accounts in order to comply with the requirements of the Practitioners' Guide.	M	Agreed	NH	Apr-23
10.3 – Adjusted errors	The following errors were adjusted in the draft AGAR: 1. The fixed asset register originally included the new play area at the Great Field in Poundbury as an addition at its insured value of £614k. The Practitioner's Guide requires that gifted assets are included at £1 nominal. The value has been reduced accordingly. 2. The draft year-end bank reconciliation did not include bank interest paid on the NSI bank account in January. This has been added, increasing other income and the year-end balance at bank by £7.	Info	Noted	NH	Apr-23
10.4 – Unadjusted errors	The following items were not adjusted in the draft AGAR: 1. CCLA dividend payments are accounted for in the period received, so the income for the year includes the March 2022 balance (received April 2022) but not the March 2023 balance (received April 2023). As such income has always been accounted for in this way, each financial year contains 12 receipts and the difference year on year is not material to adjust. 2. £254 of expenditure relating to memorial plaques were set against income. This has not been adjusted for in the accounts, which means that both other income and other payments are understated by £254.	Info	Noted	NH	Apr-23

## Annual Internal Audit Report 2022/23

Dorchester Town Council

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During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

21/09/22 11/01/23 06/04/23  
22/09/22 19/01/23

Name of person who carried out the internal audit

Mrs R Darkin-Miller LLB(Hons) BFP FCA

Signature of person who carried out the internal audit



Date

06/04/2023

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Dorchester Town Council  
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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## Section 2 – Accounting Statements 2022/23 for

Dorchester Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	1,149,038	769,584	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,516,277	1,581,669	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	624,957	1,370,293	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	717,804	761,182	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	39,116	27,399	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,763,768	1,496,391	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	769,584	1,436,574	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	820,252	1,530,985	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	8,315,261	7,609,603	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	94,000	70,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

**DORCHESTER TOWN COUNCIL**

**POLICY COMMITTEE – 15 MAY 2023**

**MANAGEMENT COMMITTEE 9 MAY 2023 - EXTRACT FOR CONSIDERATION**

**67. Borough Gardens House – Carbon Reduction Options**

The Committee considered a report from the Assistant Town Clerk Outdoor Services on options for installation of heating options for Borough Gardens House and the adjacent greenhouses. Members received a presentation from a consultant advising on the options and considered proposals from several suppliers. It was agreed that the gas boiler would be kept as a back-up system. The preferred option was for the installation of photovoltaic panels on the roof of the House along with air source heat pumps and that the cost of this scheme could be accommodated within the council's existing carbon reduction budget and would be subject to the proper procurement processes. Members were concerned about whether the scheme would affect the cost of heating being recharged to the flat tenant by Dorset Council and officers agreed to ensure this was avoided.

**Resolved**

- (1) That the proposed carbon reduction heating scheme for Borough Gardens House and the adjacent greenhouses, comprising photovoltaic panels and air source heat pumps be implemented.
- (2) That Policy Committee be asked to agree to release funding of up to £90,000 from the Climate Emergency Reserve for this project.**

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

Date: 25. 04.2023

Attending:

- Stella Jones, Councillor
- Janet Hewitt, Councillor
- Frances Hogwood, Councillor
- Matilda Manley, Tourism Development Officer
- Emma Scott, Community Development Officer
- Prisha Metha and Isla Finucane, Youth Council Reps

Apologies:

- Susie Hosford, Councillor
- Rory Major, Councillor

The Town Council Officers present gave updates on actions from the previous meeting. The group discussed each of these in turn and agreed follow up actions.

## **Item 1 - Youth Council**

- **Action from previous meeting:** Emma to invite two representatives from the Youth Council to join the task and finish group.
- **Update:** Two representative from Youth Council present at the meeting.

## **Item 2 – Highway clarification**

- **Action from previous meeting:** 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.
- **Update:** Emma has spoken to Sherborne Town Council to find out how bollards are managed there. Their bollards are removable, anyone can take them in and out and the system is not working well there. Emma has spoken to Chris Peck at Dorset Council and some other measures to manage pedestrianised roads are being looked into but couldn't share.
- **Follow up action: Matilda** to contact Dorchester Transport Action Group regarding flow of traffic.
- **Follow up action: Matilda** to check minimum width of access needed for emergency vehicles and find out if there is a restriction on the size of vehicle going down the road.

## **Item 3 – Cornhill Market**

- **Action from previous meeting:** Matilda to speak to Cornhill markets manager about the Cornhill project to ensure design complements the market
- **Update:** Matilda has spoken to Grant and he is happy to come along to a meeting and keen to be involved. Matilda has helped Grant set up a new Facebook page and create a new logo for the Dorchester Cornhill Market.
- **Discussion:** Group pleased that Grant willing to be engaged and would like to invite him to next meeting
- **Follow up Action: Matilda:** Invite Grant to next meeting

## **Item 4 – Pop-up events and experiences in Cornhill area**

- **Action from previous meeting:** 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.
- **Update:**
  - Dorchester Fringe Festival in the planning stages – being led by Katy Jones - Possible talk of a silent disco, paint by numbers and music.
  - Planning a Town Pump pop up as part of Home of Hillforts and Henges – treasures table and Lego pop up.
  - Sunflower mural painted in area as part of Summer of Sunflowers

**Discussion:** Group pleased with the activities planned. Group discussed the need to allocate funding and resource to managing events in the space going forward once the planned works are completed. Suggestion that this could be joint funded by the BID. Group discussed what sort of events young people would like to go to. Youth Council reps said that the success of an event for young people would depend on who organised it. Discussion of a possible event at Cornhill organised by the Youth Council or a board at Thomas Hardy School that young people could use to make suggestions of events/sign up to help organise events for young people.

The possibility of overflow from bands that book the bandstand at Borough Gardens to Cornhill was discussed.

- **Follow up action: Emma Scott and Youth Council reps:** Youth Council to discuss events for young people at Cornhill, possibility of them organising an event and ways in which they could gather information on what events young people would like to see at Cornhill
- **Follow up action: Matilda:** Speak to Steve Newman about bands at Borough Gardens and overflow to Cornhill

#### Item 4 – Paving

- **Action from previous meeting:** Matilda to research suitable paving fitting agreed brief.
- **Update:** There is already a big mix of paving in the area. The paving on one side of the Cornhill area is 200 by 100 mm block paving. On the other side is 350 by 350 mm slabs. The Cornhill seating area is currently a mix of 350 by 350 mm slabs and cobbles around the actual Town Pump and some drains too (see images below)



**Image 1 – current paving at Cornhill**

Possible options for going forward:

- Compliment the 350 by 350 mm slab size with the 350 by 350 mm paving rather than adding another size and shape to the mix. The square shape would make it hard to define the areas though and may not compliment the possible curved bench layout.
- Use big 600 by 600 mm slabs so that they can be a better surface for creating temporary art. This will be hard to define the areas though and may not compliment the curved bench layout.
- Create a circular patterns using 200 by 100 mm paving or circular paving sets – these circles could creep out of the rectangular area.
- Repave who width of road at Cornhill so the whole area is not so patchwork.

Marshalls have been as a good supplier of paving that Dorset Council would approve. Priority for paving is that it is accessible and sustainable.

- <https://www.marshalls.co.uk/commercial/product/conservation-x-paving>
- <https://www.marshalls.co.uk/commercial/product/lunar-paving>
- <https://www.marshalls.co.uk/commercial/product/scoutmoor-yorkstone>
- **Discussion:** Group felt that the whole area at the bottom of South Street down to Durngate Street should be repaved to reduce mishmash. Some of the group liked the idea of circle patterned paving and the use of resin. Others like the suggestion of the large 600 by 600 mm square paving slabs. The maintenance of the paving slabs and replacement by Dorset Council was discussed.
- **Follow up Action: Matilda:** Share groups thoughts on paving with the Dorset Council Highways team and get feedback for the next meeting.

### Item 5 – Seating

- **Action from previous meeting:** Matilda to research costings for heritage benches, charging benches and bespoke seating.
- **Update:** Curved shape seemed popular at last meeting so Matilda focussed research on that. Despite having found the image below from the internet. Matilda could not find anywhere that actually makes them. Matilda spoke to Broxap (recommended by Outdoor Services Manager) over the phone and they have said that they would recommend steel rather than cast iron benches for curved benches and the cost of curved cast iron would be very high.



Image 2 – curved cast iron bench

Possible seating options that are available off the rack –

1. Easthorpe by Broxap – <https://www.broxap.com/easthorpe.html>

This is made in house therefore can be configured to any shape. The semi-circular timber and steel construction comes in a range of finishes, manufactured to any required dimension. The steel can be lots of colours

The semi circular shape in the main picture below costs - £2,747.00 ex VAT – plus installation and delivery costs



**Image 3 - Easthorpe by Broxap**



**Image 4 and 5 – Alternative Easthorpe configurations**



Image 6 – <https://www.marshalls.co.uk/commercial/product/m3-curved-seat>

**Option for Changing bench** – <https://www.westcotec.co.uk/wp-content/uploads/2019/01/Westcotec-Urban-Smart-Bench.pdf> - this one has a back rest and is wooden. One of these would cost £2,650 plus installation and delivery.

Or <https://www.cyclepods.co.uk/smart-solar-bench/>

**Bespoke seating** - There are different options for this:

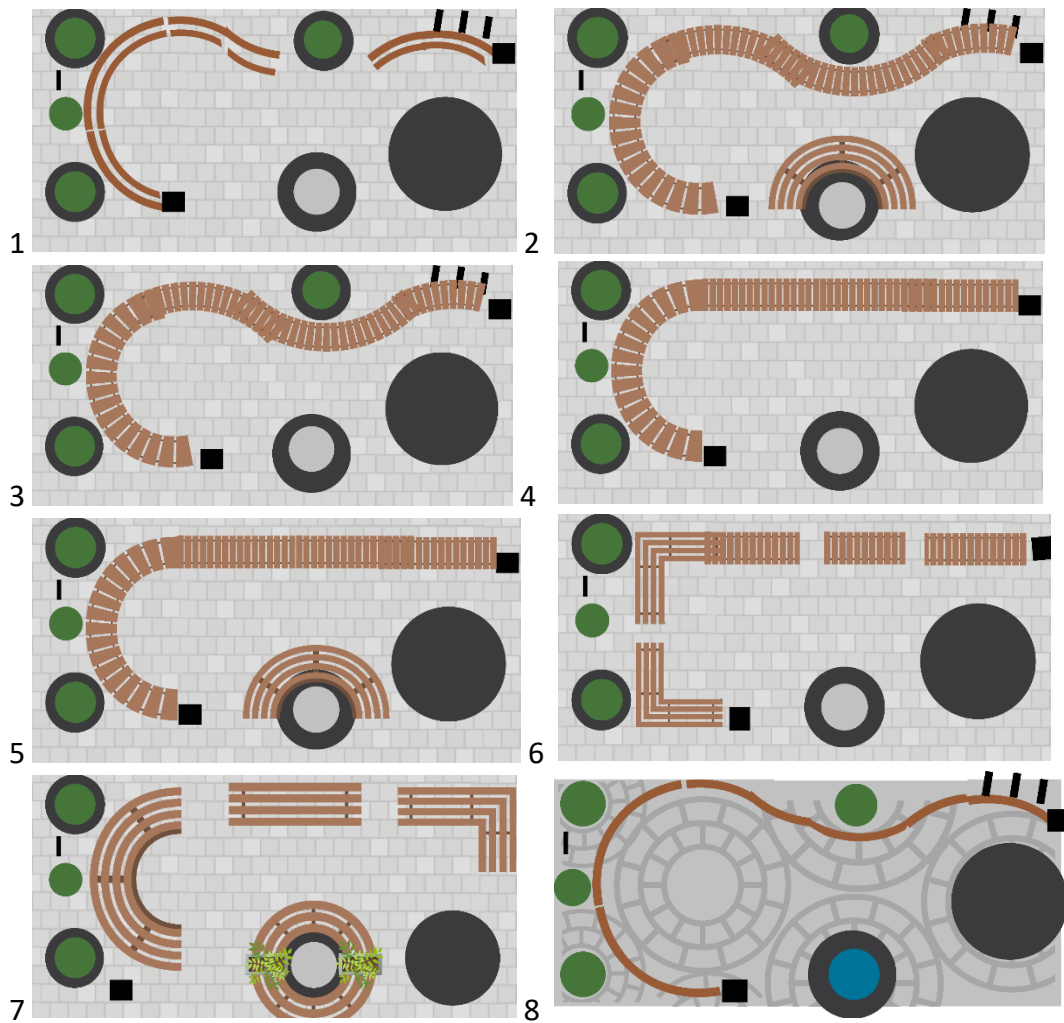
- Option 1 - Buy a bespoke seat <https://www.allurban.co.uk/products/benches/> comes in any colour – concrete and fibreglass
  - Option 2 – Tender and commission a community artist to create a bespoke bench with influence from the community - <https://www.gillespies.co.uk/news/the-designs-for-the-new-benches-in-rochdale-town-square-are-coming-to-life>
  - Option 2 – Tender for a bench. Could use someone like Arts Development Company to do this with us.
- **Discussion:** Group liked the curved shapes but did not like the metal benches -too cold. Would like wood and metal but felt the design of the Easthorpe bench would not suit and would like the design to look more like a heritage cast iron bench. Youth Council representatives liked the <https://www.allurban.co.uk/portfolio-items/boomer-two/> bench design best. A two-sided element to the bench would be preferred. The group acknowledged that some people would like to be able to sit in a big group and some would like to be able to sit alone and this needed to be reflected in the layout and seating design. Group discussed creation of brief for bespoke bench.

● **Follow up actions: Matilda:** Research more benches following group feedback.

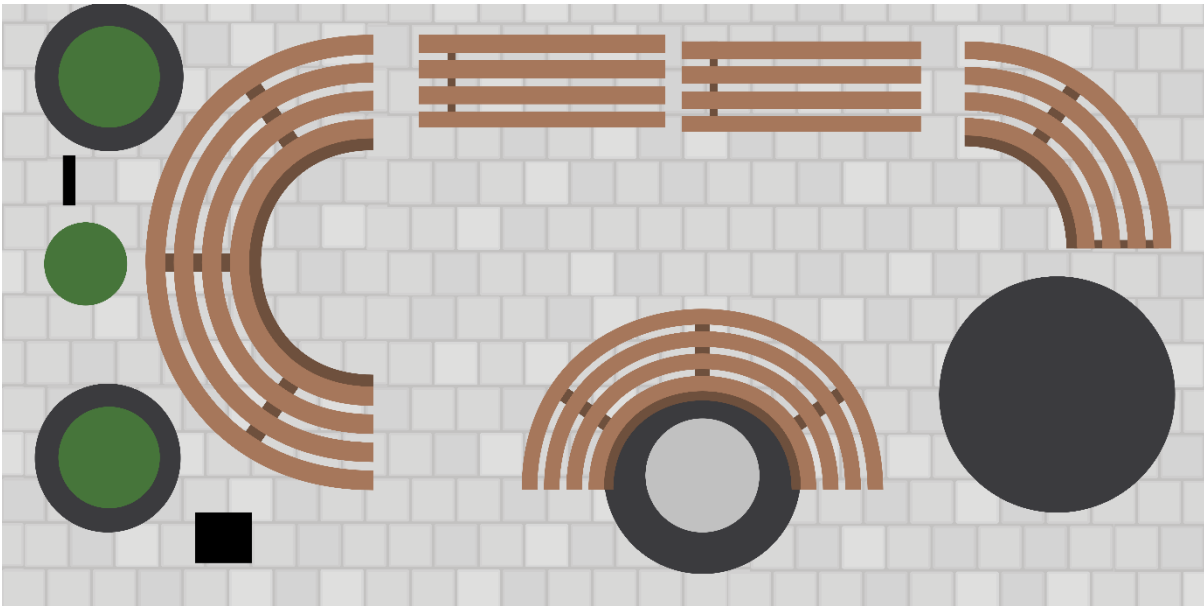
● **Follow up action: Matilda and Emma:** Create a brief for bespoke bench to share.

## **Item 6 – layout**

- **Action from previous meeting:** Matilda to scope possible seating layouts to share at next meeting.
- **Update:** Matilda shared the following mocked up layout options and visuals. The green circles indicate trees in planters, the grey squares indicate bins, the large grey circle is the entertainment zone, the small grey rectangles are bike racks.



- Discussion: The group liked the layout of 7 with a curved seat on the right-hand side and a two-sided bench in the middle and a semi-circle round the town pump the best. This is mocked up below:



- **Follow up action: Matilda:** Draw the preferred design to scale in the space and share.

#### **Item 7 - Committee Schedules**

- **Action from previous meeting:** Matilda to look at committee schedules to help calculate more definitive project milestones.
- **Update:** Matilda spoke with Dorset Council Highways team and they have said that, in the 1<sup>st</sup> instance, Dorchester Town Council can go ahead and discuss what they want to achieve, then Corinne Holbrook and Stephen Mephram would take a look at the proposed design from obstruction point of view (and probably involve someone from Alison Curtis team to advise). TC would have to “adopt” furniture etc (same as benches) maintain and cover with their own insurance etc. Highways not sure if design would need planning permission or need to any Dorset Council committees. They are investigating.

#### **Item 8 – Agenda and dates of next meeting**

Group would like to meet at The Town Pump for the next meeting in early June. Date to be confirmed.

Group would like to hear updates on actions and focus on lighting and planting at the next meeting.

Grant and Carl Dallison to be invited to the next meeting.

**Action: Matilda** to invite Carl Dallison to next meeting to input on planting

**Action: Matilda** to check availability of group members and set date for next meeting

**DORCHESTER TOWN COUNCIL**

**POLICY COMMITTEE – 15 MAY 2023**

**TOWN CRIER ALLOWANCE**

1. The Town Crier has received an annual allowance of £552.34, this amount predates 2014.
2. Since 2014 the figure on the annual budget is £600, every year there has been an underspend of £47.66.
3. The Internal Auditor has recommended either the budget line is changed to £552.34, or the full budgeted allowance is paid.
4. As there has been no inflationary rise in the Town Crier allowance since before 2014 it is **RECOMMENDED** that from this financial year the full £600 allowance is paid.

Nigel Hayes  
Financial Controller

T0484\_1/F1 000217  
 STEVE NEWMAN  
 Dorchester Town Council  
 19 North Square  
 Dorchester  
 Dorset  
 DT1 1JF



**LOCAL GOVERNMENT ACT 2003  
 BUSINESS IMPROVEMENT DISTRICTS (ENGLAND) REGULATIONS 2004**

**NOTICE OF BALLOT**

**PROPOSED RENEWAL OF THE BUSINESS IMPROVEMENT DISTRICT  
 FOR DORCHESTER**

This is to give notice that a ballot is to be held on the proposal of the Dorchester BID to renew the Business Improvement District (BID) for Dorchester. You should shortly receive a copy of the BID Proposal Document from the BID Proposer.

The ballot will be conducted entirely by post by the Independent Scrutineer, Civica Election Services of 33 Clarendon Road, London N8 0NW. Ballot Papers will be sent to those eligible to vote on **Monday 22 May 2023** for return to them by no later than **5pm on Wednesday 28 June 2023** (the "day of the ballot").

**Who can vote in the BID Ballot?**

Persons eligible to vote in the ballot will be the non-domestic ratepayer listed on the Council's database for each hereditament (business premise) situated in the geographical area of the proposed BID as at the date of this Notice. Each person entitled to vote in this ballot shall have one vote in respect of each hereditament occupied or (if unoccupied) owned by them in the geographical area of the proposed BID.

**This Notice is in respect of the following Hereditament:**

UPRN: 120418740190  
 DORCHESTER TOWN COUNCIL, 19 NORTH SQUARE, DORCHESTER, DORSET, DT1 1JF

**Appointment of a Proxy**

Persons eligible to vote in the BID ballot may appoint someone else to vote on their behalf (for example, if they are going to be away at the time of the ballot). Applications to appoint a proxy must be submitted to Civica Election Services (CES) at the above address no later than **5pm on Sunday 18 June 2023**. An application for the appointment of a proxy must be made in writing and:

- a) state the full name and address of the person whom the person entitled to vote (the applicant) wishes to appoint as a proxy;
- b) state the address(es) of the applicant's hereditament or hereditaments;
- c) be signed by the applicant; and
- d) contain a statement by the applicant that the proxy so named has been consulted and is capable and willing to be appointed.

A proxy appointment may be cancelled by notifying CES at the above address no later than **5pm on Friday 23 June 2023**.

*Please see over*

### **Lost Ballot Papers**

Ballot Papers will be despatched on **Monday 22 May 2023**. If you have not received your ballot paper in the week after this date, please apply for a replacement ballot paper.

CES can provide a replacement request form to aid the process of requesting a replacement and providing all the necessary information. Please email **bids@cesvotes.com** to request one.

You may apply to CES for a replacement paper by supplying **ONE** of the following:

- a) An email sent from a business account including a company email signature; or
- b) A letter in hard copy form along with the appropriate 'evidence of identity'; or
- c) A scan of both the letter and the 'evidence of identity' attached to an email

Any email requests should be sent to **bids@cesvotes.com**. Hard Copy requests should be addressed to The Independent Scrutineer, Civica Election Services, The Election Centre, 33 Clarendon Road, London N8 0NW.

Hard copy requests must be signed by the Eligible Voter and evidence of the voter's identity must be provided in the form of **ONE** of the following:

- a) A signed **Letterhead** for the appropriate company; or
- b) A signed **photocopy** of the **National Non-Domestic Rating Bill** for the hereditament; or
- c) A signed **photocopy** of an item of personal ID such as a **Passport** or **Driving Licence**.

*Please do not send original copies of ID or Bills.*

CES will issue any replacements that match the requirements detailed above, from the replacement deadline on **Thursday 22 June 2023**.

### **Spoilt Ballot Papers**

If you inadvertently spoil your ballot paper in such a manner that it cannot be conveniently used as a ballot paper, please return it to CES (address overleaf). On receipt of the spoilt ballot paper, CES will issue a replacement. No replacements can be issued if the spoilt ballot paper is received by CES later than three working days before the day of the ballot.

### **Count of Ballot Papers**

Ballot papers will be counted on **Thursday 29 June 2023**, and the result of the ballot will be announced shortly after.

For a BID ballot to be successful there must be a majority of those voting in favour of the proposal, and those voting in favour must represent a majority of the aggregate rateable value of the hereditaments voting.

### **Rejected Ballot Papers**

If a ballot paper is duplicated and two are returned bearing the same number or barcode both will be void and not counted. Any ballot papers that are returned unsigned, unmarked or that are void for uncertainty will also be void and not counted.

### **Declaring the result**

The ballot result will declare:

- a) the total number of valid votes cast;
- b) the total aggregate rateable value of valid votes cast;
- c) the total number of valid votes cast in favour of the BID;
- d) the total aggregate rateable value of valid votes in favour of the BID; and
- e) if applicable, the total number of ballot papers rejected.

For the BID Ballot to be successful there must be:

- i. A majority in favour of the BID in the number of those voting; and
- ii. A majority in favour of the BID in the proportion of rateable value of those voting.

### **Further details of the BID Proposal**

If you require further information on the BID, please contact Phil Gordon, Project Director of the Dorchester BID Company | 01305 257231 | 07799494886.

Alternatively, information on the BID is available from **www.dorchesterdorset.com**

**DORCHESTER TOWN COUNCIL**

**POLICY COMMITTEE – 15 MAY 2023**

**THE MUNICIPAL BUILDINGS WORKS**

1. Final cost of Municipal Buildings development **£2,247,330.03**, including £46,356.46 not yet invoiced. This figure is £38,000 higher than the previous Clerk last reported in March 2022 due to the costs associated with the works overrunning.
2. Low Carbon Dorset grant received for £193,513.95, lower than the original £196,000 due to EV Charging points not being installed and lozenge lighting in Council Chamber not being switched to LED.
3. The Corporate Projects reserve has covered the works to the value of £666,940.35.
4. At the end of the 2022/23 financial year there was a £32,064.55 underspend this, accompanied with the repayment in the 2023/24 budget, leaves the Corporate Projects owed £374,875.80 as at the 30 April 2023. Planned repayments set out below, subject to change depending on any revenue budget over/under spends:

2022/23 Underspend	£32,064.55
2023/24 Budgeted Repayment	£260,000.00
2024/25 Budgeted Repayment	£260,000.00
2025/26 Budgeted Repayment	£114,875.80
	-----
	£666,940.35

5. £250,000 set aside in separate earmarked reserve for front of house works, spend to date £2,630 with a further £222,000 earmarked from Section 106 and £100,000 from CIL.
6. Corporate Projects Reserve balance as at 30 April 2023 is £384,164.59 should any projects come to light.

It is **RECOMMENDED** the report is noted.

Nigel Hayes  
Financial Controller

## CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	
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☐

I confirm that there are no conflicts of interest with BDO LLP.

☐

I confirm the following conflicts of interest (please detail below:

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This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk/RFO)

Print Name

Signed (Chair)

Print Name