



Dorchester Town Council

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You are summoned to the **Adjourned Annual Meeting** of the **Dorchester Town Council** to be held in the Council Chamber, the Municipal Buildings, High East Street, Dorchester, DT1 1HF on **Tuesday 21 May 2024 at 7.00pm**, to conduct the business set out in the Agenda below.

AGENDA

1. **Apologies**

2. **Declarations of Interests**

Members are reminded of their responsibility to disclose registerable interests where appropriate. A Member who declares a registerable interest must leave the room unless a dispensation has been granted. A Member who declares a registerable interest as a Council nominee to a partner organisation may first address the meeting as a member of the public.

3. **Minutes**

To confirm the Minutes of the meeting of the Council held on 25 March 2024 (page 3).

4. **New Council – Acceptance of Office**

To confirm whether all Councillor Acceptance of Office forms have been signed.

5. **Police Update**

To receive an update from Dorchester's Neighbourhood Police Sergeant Anneka Stone.

6. **Presentations, Communications, Questions and Motions**

- a) There are no presentations planned for the meeting.
- b) To receive communications from the Mayor and Town Clerk.
- c) To receive motions and questions received from Members no less than 5 days before the meeting.

7. **Minutes of Committees**

To receive and consider the Minutes of the following Committees:-

Planning & Environment Committee	2 April 2024	Page 7
Planning & Environment Committee	29 April 2024	Page 12

8. Annual Business

- (a) To readopt the General Power of Competence (report enclosed page 16).
- (b) Appointments to Committees, Committee Chairmen and Vice-Chairmen, Joint Bodies, Outside Body Representative (report enclosed page 17).
- (c) To approve the Annual Governance and Accountability Return 2023-24 (previously circulated and attached at page 21).
- (d) To authorise five Members to operate the Council's Bank Mandates (Currently Councillors T. Harries, S. Jones, M. Rennie, R. Potter and D. Taylor).
- (e) To confirm Darkin Miller Ltd as the Council's Internal Auditor for the 2024-25 Council Year (this has previously been agreed by Policy Committee and Council, but we are required to confirm again at the Annual meeting).
- (f) The Council will be informed that BDO LLP has been appointed as the Council's external auditor. The Council has been asked to confirm that it has no conflict of interest with BDO LLP.

9. Grant Application

To consider a grant application from Kushti Bok (application enclosed page 25).

10. Update from Dorset Council Members

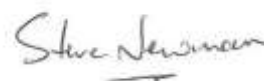
To receive updates from Councillors S. Jones, L. Fry, R. Biggs, R. Major and A. Canning Dorchester Ward Members of the Dorset Council.

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. Corn Exchange – Front of House Works

To consider the tender returns for the Corn Exchange Front of House Project (report to follow).



Steve Newman, Town Clerk
15 May 2024

At the conclusion of the Meeting members of the public will have the opportunity to address the Council or ask questions on matters of local concern.

Dorchester Town Council

Meeting of the Dorchester Town Council held in the Council Chamber

25 March 2024

Present: The Mayor (Councillor A. Chisholm) and Councillors R. Biggs, S. Biles, A. Canning, L. Fry, T. Harries, J. Hewitt, F. Hogwood, S. Hosford, F. Kent-Ledger, G. Jones, S. Jones, D. Leaper, R. Major, R. Potter, K. Reid, M. Rennie, R. Ricardo and D. Taylor.

Apologies: Councillor B. Armstrong-Marshall.

53. Minutes

The minutes of the meeting of the Council held on 29 January 2024 were confirmed and signed by the Mayor as a correct record.

54. Declarations of Interest

Councillor T. Harries declared a personal interest in respect of Policy Committee Minute No. 56/2024.

55. Police Matters

There was no representative from the Police in attendance.

56. Appointment of New Town Crier

The Council considered the recommendation of the Appointments Panel established to appoint a new Town Crier for Dorchester.

Members were pleased to support the recommendation that Anthony Harrison be appointed. The new Town Crier then addressed the Council and it was unanimously

Resolved

That Anthony Harrison be appointed as Dorchester's new Town Crier.

57. Presentations, Communications, Questions and Motions

The Council received a presentation from Christopher Ward and his colleague Natasha McLaughlin from Julian House, a charity that supported vulnerable and at risk individuals.

The representatives responded to Members detailed questions about the work of the organisation in the local area and its aspirations for the future.

The Mayor reported on a number of events and communications as follows:-

- It was the last meeting of the present Council and the Mayor wished everyone well for the future.
- The Mayor's Civic Day would be held on Thursday 18 April 2024.
- Councillor Rennie presented a 40th anniversary Bayeux and Dorchester twinning commemorative plate to the Mayor. The plate had been in the possession of a previous Bayeux Society Chairman who had passed away.

No motions or questions had been submitted.

58. Planning and Environment Committee – 5 February 2024

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

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 5 February 2024 be adopted.

59. Planning and Environment Committee – 4 March 2024

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

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 4 March 2024 be adopted.

60. Management Committee – 11 March 2024

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

Members felt that it would be helpful if a representative from the Youth Council attended a meeting of the Council periodically to report back on its activities. It was noted that Councillors were welcome to attend Youth Council meetings and that if they wished to do so they should contact the Community Development Officer. It was reported that the Council did have a protocol in respect of working with young people that Members should familiarise themselves with.

It was confirmed that grant recipients would be invited to the Informal Annual Town Meeting.

Resolved

That the minutes of the meeting of the Management Committee held on 11 March 2024 be adopted subject to Councillor A. Canning being included in those present at the meeting.

61. Mayoral Selection Committee – 18 March 2024

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

Resolved:

That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters the public and press representatives be excluded from this meeting during their discussion.

The Deputy Mayor then reported on the selection of a Mayor and Deputy Mayor for the 2024-25 Council Year.

The Council then returned to open session and it was

Resolved

That the minutes of the meeting of the Mayoral Selection Committee held on 18 March 2024 be adopted.

62. Policy Committee – 18 March 2024

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

The Chairman of the Town Centre Working Group informed Members that a recent application to Dorset Council for funding towards footfall counters in the town centre had been successful.

Resolved

That the minutes of the meeting of the Policy Committee held on 18 March 2024 be adopted.

63. Update from the Dorset Council

Dorset Councillors updated the Council on the following matters:-

- The Beryl Bike share scheme was to be introduced to the Dorchester, Weymouth and Portland area by the summer.
- Dorset Council's 2021-22 financial accounts had finally been signed off.
- The School streets project around St Osmund's was delayed due to the need for further consultation.
- The Household Support Fund was to be extended for a further six months.
- Shire Hall had not been grant funded by Dorset Council, it was hoped to have this decision reversed.
- Still no financial support from Dorset Council for the Dorchester Youth and Community Centre.

- Dorset Council was one of only three Councils that had been chosen by the Government to be a pathfinder authority for its stable homes built on love strategy.
- The pineapple project that helps safeguard young women is being extended to Dorchester.
- Dorset Council, partner agencies, local services, and the Dorset Family Court to pilot a new scheme to create the conditions for families to get the help they and their children need at an earlier stage.

Council rose at 8.21pm.

Mayor

Dorchester Town Council
Minutes of the Planning and Environment Committee
2 April 2024

Present: Councillors R. Biggs, L. Fry, J. Hewitt, S. Hosford, F. Kent-Ledger, D. Leaper, R. Major, R. Potter (Vice - Chairman), M. Rennie and R. Ricardo (Chairman).

Apologies: Cllrs S. Jones and D. Taylor

Also in attendance: Cllr S. Biles

Several members of the public in relation to application P/HOU/2024/00653 26 Herringston Road Dorchester DT1 2BS

81 Declarations of Interest

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

82 Minutes

The minutes of the meeting of the Committee held on 4 March 2024 and ratified by Council were signed by the Chairman.

83 Local Plan Update

The Committee noted the revised process for the Dorset Council Local Plan which would consist of a new plan-making system, set to be introduced in November 2024.

84 Knightsford Neighbourhood Plan Consultation

The Committee noted that Knightsford Group Parish Council was consulting on the pre-submission draft of its Neighbourhood Plan.

85 Planning Applications for Comment

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

86 Minute Update Report

There were no minute updates to report.

87 Planning Issues to Note

There were no planning issues to note.

Planning Applications for Comment

East Ward (Councillors T. Harries, S. Jones, F. Kent-Ledger and R. Major)

No applications received.

North Ward (Councillors A. Canning, A. Chisholm & D. Taylor)

N1. P/FUL/2024/00600 Units 3&4 and Units 6&7 The Forum Centre Trinity Street Dorchester DT1 1TT

Subdivision of Retail units 3, 4 and 6 to form smaller units 3a, 3b, 4a, 4b, 6a and 6b. Unit 7 to be refurbished and separated from unit 6.

No objection.

N2. P/HOU/2024/01116 9 Bridge Cottage St Thomas Road Dorchester DT1 2PA

Erect single storey side extension and relocation of the existing front access door.

No objection.

N3. P/ADV/2024/01191 & P/LBC/2024/01192 (Listed Building Consent) 4-5 High West Street Dorchester Dorset DT1 1UJ

Display 1no. 500mm projecting signage, retain existing brackets. Display 1no. Fascia and 1no. Logo with 1no. Blue fascia & 1no. 150mm logo height.

No objection.

N4. P/HOU/2024/01558 10 Whitfield Road Dorchester DT1 2NW

Erect detached double garage.

No objection.

N5. P/FUL/2024/01383 3 South Terrace South Street Dorchester Dorset DT1 1DE

Install external metal staircase and create new external door opening to rear at first floor level. Install security shutter to the shop front.

Objection.

Whilst the Committee were pleased to see additional investment in the Town Centre, the Committee were concerned by the negative impact on the street scene should external shutters be introduced to the building and the negative impact it would have

on the Conservation Area. The Committee would prefer the inclusion of grilled shutters installed from the inside of the building.

The Committee had concerns about the removal of the crittal windows as they were part of building's traditional character.

N6. P/LBC/2024/01384 3 South Terrace South Street Dorchester Dorset DT1 1DE

Remove internal ground floor stairs and replace with external metal staircase. Remove Crittal metal window and create a new external door opening at first floor level. Install security shutter to the shop front. Form bulkhead over lower ground floor stairs. Reinststate lower ground floor window lightwell. Enlarge opening between the main building and rear extension. Associated internal alterations.

Objection.

Whilst the Committee were pleased to see additional investment in the Town Centre, the Committee were concerned by the negative impact on the street scene should external shutters be introduced to the building and the negative impact it would have on the Conservation Area. The Committee would prefer the inclusion of grilled shutters from the inside of the building.

The Committee had concerns about the removal of the crittal windows as they were part of building's traditional character.

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

W1. P/FUL/2023/04666 Builder Center Great Western Road Dorchester Dorset DT1 1RZ

Retain use of part of site as Car Wash Facility.

No objection.

W2. P/HOU/2024/01480 6 Celtic Crescent Dorchester DT1 2QH

Demolish existing porch, garage and extension to dwelling. Erect a single storey extension, solar panels, rooflights, garage/store and carport.

No objection.

South Ward (Councillors G. Jones, R. Potter and M. Rennie)

S1. P/HOU/2024/00094 11 Grosvenor Crescent Dorchester DT1 2BA

Raise the ridge of the roof and convert the loft space to form bedrooms with dormer window. Erect two storey side extension and erect garden room to rear of garden.

No objection.

S2. P/HOU/2024/00653 26 Herringston Road Dorchester DT1 2BS

Erect single storey rear/side extension with roof lights, Install external flue for new wood burner. Install new window to en-suite.

Amended plans have been submitted. Dorchester Town Council's previous comments are as follows:

'Objection.

The proposed extension would harm the living conditions of the of the occupiers of the attached property in terms of loss of privacy, due to its proximity to the boundary line and have and it would a significant adverse effect on the amenity through inadequate daylight, excessive overshadowing of the neighbours (at number 22) rear ground floor windows and have an overbearing impact contravening ENV.16 of the adopted Local Plan.'

Objection.

The Committee did not feel that the amendments addressed the Committee's original concerns.

Poundbury Ward (Councillors R. Biggs, S. Hosford and D. Leaper)

P1. P/FUL/2024/00944 Poundbury Pharmacy 1 Frederick Treves House St John Way Poundbury Dorchester DT1 2FD

Install automatic prescription robot to side elevation.

No objection.

For Information

FI1. P/NMA/2024/01134 18 Coburg Road Dorchester Dorset DT1 2HW

Non material amendment - Alter roof of house to remove internal gutter by forming a hipped roof on all sides with a grey grp flat roof on top. Ridge height not

increased, omit brick quoins, add timber posts to support porch canopy roof, reduce number of east elevation windows, reduce number of west elevation windows, add rear chimney and omit rear lantern in flat roof to planning permission number P/FUL/2022/06835 (Demolish existing bungalow and erect 1 No. dwelling and associated detached annexe and garage. Create new vehicular and pedestrian access and 2 No. parking spaces.

(You are being notified for information purposes only. Previously circulated to all councillors 06/03/24)

**P/NMA/2024/01391 Phase 3 Brewery Development Site, Weymouth Avenue
Dorchester**

Non-material amendment - to omit 1 No. dwelling (Plot 11 Bitter End); to Reserved Matters Approval No. WD/D/18/002594. (Application for approval of reserved matters for appearance, landscaping, layout & scale of outline planning permission 1/D/13/000999 (196 units) (Amended scheme)).

(You are being notified for information purposes only. Previously circulated to all councillors 25/03/24)

Dorchester Town Council
Minutes of the Planning and Environment Committee
29 April 2024

Present: Councillors R. Biggs, J. Hewitt, S. Hosford, F. Kent-Ledger, R. Potter (Vice - Chairman), M. Rennie, R. Ricardo (Chairman) and D. Taylor

Apologies: Cllrs L. Fry, S. Jones, D. Leaper, R. Major

Also apologies from: Cllr K. Reid

88. Declarations of Interest

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

89. Minutes

The minutes of the meeting of the Committee held on 2 April 2024 were signed by the approved by the Committee and signed by the Chairman.

90. Planning Applications for Comment

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

91. Minute Update Report

There were no minute updates to report.

92. Planning Issues to Note

There were no planning issues to note.

**Dorchester Town Council
Planning & Environment Committee – 29 April 2024**

Planning Applications for Comment

East Ward (Councillors T. Harries, S. Jones, F. Kent-Ledger and R. Major)

E1. P/VOC/2024/01982 14 Prince Of Wales Road Dorchester Dorset DT1 1PW

Erect two storey side and single storey rear extension (with variation of condition 2 of planning permission P/HOU/2021/04700 to amend approved plans).

No objection.

E2. P/HOU/2024/01886 26 Casterbridge Road Dorchester DT1 2AQ

Replace a side Garage with a single-storey side and rear "wrap round" extension.

No objection.

North Ward (Councillors A. Canning, A. Chisholm & D. Taylor)

N1. P/LBC/2024/01796 21 Glyde Path Road Dorchester Dorset DT1 1XE

Alterations to convert lower ground floor to ancillary accommodation. Install stud walls & reinstate windows & light wells.

No objection

N2. P/PACD/2024/02026 Oak House Poundbury Road Dorchester DT1 1SW

Change of use from offices (Class E) to 18 no. dwellings (Class C3)

The Committee agreed that a full planning application should be required due to concerns about the lack of local amenities such as play areas / green spaces for families for residents of this proposed scheme. The Committee had concerns about the access and parking arrangements due to the access being from an unadopted part of the highway in Millers Close. The Committee agreed that should the proposed scheme be for affordable housing the application would be welcomed providing their concerns were addressed.

N3. P/FUL/2024/01665 27 Trinity Street Dorchester Dorset DT1 1TT

Flat over pet shop no. 27a to have first floor kitchen window altered to inward opening french doors onto small balcony over flat roof.

No objection.

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

W1. P/HOU/2024/01836 3 Maiden Castle Road Dorchester Dorset DT1 2QG

Erect 2 storey side extension.

No objection.

South Ward (Councillors G. Jones, R. Potter and M. Rennie)

S1. P/HOU/2024/01728 15 Cromwell Road Dorchester DT1 2DN

Erect single-storey side extension with 2no: sky pod atriums.

No objection.

S2. P/VOC/2024/02021 Phase 3 Brewery Development Site Weymouth Avenue Dorchester

Application for approval of reserved matters for appearance, landscaping, layout & scale of outline planning permission 1/D/13/000999 (195 units) (Amended scheme) (with variation of condition 1 of planning permission WD/D/18/002594 to omit 1no. dwelling (Plot 11 Bitter End)).

No objection.

Poundbury Ward (Councillors R. Biggs, S. Hosford and D. Leaper)

P1. P/MPO/2024/01848 Flat 1-6 6 Great Cranford Street Poundbury Dorchester DT1 3HQ

Modification of a planning obligation dated 20 December 2011 relating to planning permission number WD/D/16/001590 in relation to Flats 1-6, 6 Great Cranford Street on the same terms as the planning obligation dated 2 June 2015)

The Committee agreed to defer their response until full information detailing what the applicant was applying for was available.

Notice of Appeal

P/FUL/2023/04329 10 Manor Road Dorchester DT1 2AU

Erect bungalow with associated access and parking.

Appeal Reference Number: APP/D1265/W/24/3338256

Dorset Council have forwarded all the representations made to them on the planning application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

Any further representations you may wish to make must be received by 14 May 2024.

Dorchester Town Council previously commented on 4 September 2023:

The council objects to the application on the basis that it is contrary to Local Plan policies ENV10 (townscape setting), ENV12 (design and positioning of buildings) and COM7 (safe transport network) . Members considered that the creation of an access drive alongside the boundary of the property would cause nuisance to the adjacent neighbours and would represent over-development contrary to the character of the neighbourhood. Members were also concerned about the two properties sharing one driveway and access onto Manor Road. In addition, the proposal would represent over-development of a residential neighbourhood.

Comment

The Committee were minded to agree with the comments of the Dorset Council Case Officer designated to the application made in the Officer Report dated 5 January 2024.

DORCHESTER TOWN COUNCIL

FULL COUNCIL - 21 MAY 2024

ADOPTION OF THE GENERAL POWER OF COMPETENCE

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

Steve Newman
Town Clerk

DORCHESTER TOWN COUNCIL

ADJOURNED FULL COUNCIL – 21 MAY 2024

APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES

1. At each Annual Meeting of Council there is a fresh opportunity to appoint Committees, with their Chairs, and to make appointments to joint bodies and outside bodies. All Members were invited to express their Committee preferences. This report highlights the issues that Council will need to address.
2. Appendix 1 considers appointments to the Council's three Committees, two Joint Bodies and one Panel. As it stands there are no issues to resolve.
3. The following Councillors have indicated a willingness to serve in the role of Chairman or Vice Chairman of Council Committees. If there are no further nominations the Council will be asked to confirm those appointments and seek a proposal for Planning and Environment Committee Vice-Chairman.

Committee	Chairman	Vice-Chairman
Policy	S. Biles	R. Biggs
Management	D. Leaper	F. Kent-Ledger
Planning & Environment	R. Ricardo	

4. Appendix 2 considers appointments to Outside Bodies. As it stands the Council will be required to confirm who it wishes to appoint to the following outside bodies:-
 - Dorchester Association Local History & Archaeology
 - South Wessex Community Rail Partnership
5. There is 1 vacancy on Ashley Churchill & Thorner Trust that needs filling.

Steve Newman
Town Clerk

APPENDIX 1

APPOINTMENT OF COMMITTEES

DORCHESTER TOWN COUNCIL COMMITTEES

Management Committee (11 and 11 requests)

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

Policy Committee (8 and 8 requests)

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

Planning & Environment (no limit - 15 requests)

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

If appointed as Mayor, Councillor Robin Potter will be ex officio to the 3 Committees

JOINT BODIES

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

J. Hewitt	F. Hogwood	J. Germodo
S. Jones	K. Reid	M. Rennie

Dorchester Heritage Joint Committee (5 members, 5 requests)

S. Biles	G. Jones	S. Jones	F. Kent-Ledger	D. Taylor
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Twinning / Cultural Activities Panel (5 Members plus the Mayor – 5 requests)

J. Hewitt	F. Hogwood	S. Jones	R. Major	M. Rennie
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APPENDIX 2 - APPOINTMENTS TO OUTSIDE BODIES

Internal Roles		Appointed since	Expression of interest
DAPTC Larger Towns Rep	D. Taylor The Mayor	2023 Annually	D. Taylor
Municipal Buildings Monitoring Group (3)	R. Biggs S. Hosford and F. Kent-Ledger	2022 2022	R. Biggs F. Kent-Ledger D. Taylor
Charitable Trusteeships			
Dorchester Almshouses (2)	R. Biggs S. Hosford	2022 2019	R. Biggs S. Biles
Ashley Churchill & Thorner Trust (2)	R. Major R. Ricardo	2019 2019	Vacancy M. Rennie
Other Bodies			
Dorchester Arts	D. Leaper	2022	D. Leaper
Dorchester Association L. History & Arch.	D. Leaper	2021	W. Gibbons D. Taylor
Dorchester BID	J. Hewitt	2023	J. Hewitt
Dorchester Bayeux Society	M. Rennie	2023	M. Rennie

Dorchester Lubbecke Society	S. Hosford	2021	F. Hogwood
Dorchester Tourism Partnership	R. Potter	2023	R. Potter
Citizens Advice Central Dorset	S. Biles	2021	D. Leaper
Dorchester Youth & Community Centre (2)	M. Rennie	2019	P. Farmer J. Germodo
South Wessex Community Rail Partnership (previously Heart of Wessex Rail Partnership)	A. Chisholm	2019	W. Gibbons F. Hogwood
Thomas Hardy Society	S. Jones	2021	P. Farmer
Transition Town Dorchester (2)	F. Hogwood	2019	P. Farmer / F. Hogwood*
Volunteer Centre Dorchester	S. Biles	2019	J. Germodo
Sawmills Development Association (2 reps)	R. Major, R. Potter	2023	J. Germodo K. Reid

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

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

Annual Internal Audit Report 2023/24

Dorchester Town Council

<https://www.dorchester-tc.gov.uk/>

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 AGAR * (see AGAR Page 1 Guidance Notes).			✓
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

4 PLS SEE ATTACHED SHEET

Date(s) internal audit undertaken

04/10/2023 10/01/2024 10/04/2024
11/10/2023 12/01/2024

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

10/04/2024

***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).**

Internal Auditor note on test N:

I checked to see that the Council had complied with the publication requirements for the AGAR. I found that there was evidence that the notice of conclusion of audit and ss1-3 of the AGAR had been uploaded on or before 30/09/23 as required. The Council was also required to publish the public rights information (public rights notice, ss1-2 AGAR and a note that the AGAR was unaudited) at least one day before 05/06/23, which was the start of its public rights period. Evidence was provided which showed that the required documents were on the website as at 05/06/23, but no evidence was provided to prove that publication occurred at least one day before. Consequently, I have assessed this test as 'not covered'.



R Darkin-Miller LLB (Hons) BFP FCA 10/04/24

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Dorchester Town Council
EFFICIENT 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 2024, 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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

***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 Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC WEBSITE ADDRESS <https://www.dorchester-tc.gov.uk/>

Section 2 – Accounting Statements 2023/24 for

Dorchester Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	769,584	1,436,574	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	1,581,669	1,668,507	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,370,293	283,560	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	761,182	835,917	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	27,399	16,752	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,496,391	870,275	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	1,436,574	1,665,698	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	1,530,985	1,704,298	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	7,609,603	7,711,155	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	70,000	56,000	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 exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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 Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

DORCHESTER TOWN COUNCIL

GRANT APPLICATION FORM

1.	Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	KUSHTI BOK
2.	Name and address of responsible officer who should be contacted regarding this application.	Betty Billington Email: info.kushtibok@gmail.com
3.	Address where activities are based.	Borough Gardens, Dorchester
4.	What area (community) is served?	Dorset County and beyond
5.	Are there any other similar facilities or services provided in the area/district?	No
6.	How does your organisation / activity benefit the residents of Dorchester	<p>Many local Romanys, Gypsies and Travellers are residents in Dorchester, it makes those people proud that their Heritage and Culture is being shown to the non GTR Dorchester residents.</p> <p>This event has been running now for a number of years .</p> <p>This is the second year that it has been handed to Kushti Bok, meaning a wonderful event about Romanies, Gypsies and Travellers, run, planned and managed by a Romany Traveller led organisation.</p> <p>The feed back from last year was that this event is well received and is looked for each year.</p>

7.	Present charges/ subscription/fees. Please attach schedule if available.	This is a free event, ALL are welcome
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	No we will n ever charge for anyone to visit our event.
9.	Details of the project facilities or service to be provided and how they will benefit the community. <i>(Continue on a separate sheet if necessary.)</i>	We have a number of stalls showing the Culture, and who the Travelling people really are and how long they have lived in this country. The history, the prejudice, the suffering, the wonderful way of life, but at the same time the barriers that GRT people face, regarding stopping places, services ie: health and education that non Travellers have easier access to. Storytelling, music and dancing, Basket and peg making. Showing the wagons and living tent/Benders
10.	How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.	Each year is a separate project that we hope to put on one day in June as part of national Gypsy Roma Traveller History Month We will make sure that each year we apply for funding to various organisations, LA and others.
11.	a) Proposed starting date of project or acquisition date of equipment. b) Estimated completion date.	15 th June 2024 15 th June 2024
12.	Please give details of the cost of the project.	Approx: £2000
13.	Please give details of other grants awarded or applied for.	Awards for all £954.
14.	Amount of grant requested from Dorchester Town Council.	£500
15.	Any other relevant information.	

(Continue on a separate sheet if necessary.)

16. Declaration

I/We declare that the information given on this application is true and complete in every respect.

I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that **the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application.**



Signature of Applicant(s)

Position Held: Chair

For and on behalf of Kushti Bok

Date: 11th April 2024