

Dorchester Town Council

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15 January 2025

Agenda for the meeting of the **Policy Committee**, which will be held in the **BOROUGH GARDEN'S HOUSE** at **THE BOROUGH GARDENS, BOWLING ALLEY WALK, DORCHESTER** on **MONDAY 20 JANUARY 2025** 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 18 November 2024 (adopted by Council on 25 November 2024). A copy of the Minutes can be found at dorchester-tc.gov.uk/Committees/Policy+Committee/Minutes

4. Financial Update – Page 5

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

5. Medium Term Financial Strategy and Revenue Budget 2025-26 – Page 7

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

6. Council Terminology

In the interest of gender equality and to encompass gender nonconformity, the Committee will be asked to agree to formally move to using the terms Chair and Vice Chair instead of Chairman and Vice Chairman on Council policies, documents and correspondence.

7. Calendar of Meetings 2025-26 – Page 16

- (i) To consider the draft 2025-26 Calendar of meetings (enclosed).
- (ii) Informal Annual Town Meeting – For the last two years, the Council trialled holding a stand alone informal ATM, with community partners, aimed at attracting attendance by local residents. The meetings were held late morning the week before the formal ATM in May. Both events attracted a number of members of the public and gave an opportunity to the Council’s partners to showcase their good work.

The Committee is asked to consider whether it wishes to continue with an informal ATM again this year. Members are reminded that by law the formal ATM has to be held in the evening.

8. Annual Discretionary Grant– Citizens Advice - Page 17

At the September 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 already been received and considered from Dorchester Youth and Community Centre and Dorchester Joint Heritage Committee.

Attached is the final application from Citizens Advice Dorset which is seeking funding to continue at the existing level of £8,470 per year CPI linked.

9. Dorchester Literary Festival – Page 23

To give consideration to sponsoring the eleventh annual Dorchester Literary Festival. Other event sponsors include Dorchester BID, Thomas Hardy Society and the Duchy of Cornwall. Information enclosed.

In 2024 Members felt that the event should be supported and that the Council should be a ‘Headline Sponsor’ at a cost of £500. The Town Clerk to agree the event that the Council would sponsor so as to ensure it aligned with the Council’s general philosophy.

10. Strengthening the Standards and Conduct Framework Consultation

The Ministry of Housing Communities and Local Government has published a consultation document entitled Strengthening the standards and conduct framework for local authorities in England. The consultation can be found at [Strengthening the standards and conduct framework for local authorities in England - GOV.UK](#)

This consultation seeks views on introducing measures to strengthen the standards and conduct regime in England and ensure consistency of approach amongst councils investigating serious breaches of their member codes of conduct, including the introduction of the power of suspension.

Specific proposals being consulted upon for legislative change include:

- the introduction of a mandatory minimum code of conduct for local authorities in England
- a requirement that all principal authorities convene formal standards committees to make decisions on code of conduct breaches, and publish the outcomes of all formal investigations
- the introduction of the power for all local authorities (including combined authorities) to suspend councillors or mayors found in serious breach of their code of conduct and, as appropriate, interim suspension for the most serious and complex cases that may involve police investigations
- a new category of disqualification for gross misconduct and those subject to a sanction of suspension more than once in a 5-year period
- a role for a national body to deal with appeals

In addition, the consultation seeks views on how to empower victims affected by councillor misconduct to come forward and what additional support would be appropriate to consider.

If Members are generally supportive of the proposals the Committee is asked to agree to the Town Clerk responding on behalf of the Council subject to consultation with the Mayor, Chair and Vice Chair of the Committee.

11. Dorset Council Draft Street Trading Policy – Page 25

Dorset Council is consulting on a new street trading policy to cover the whole of the Dorset Council area (draft street trading policy enclosed). It is worth noting that Markets established by Charter or Order are exempted from the requirement to have a licence. Other markets such as the Artisan Market will require a multi user consent which is granted to the organiser.

Street trading is the sale or offering for sale of items in a street. A 'street' includes any road, footway, or other area to which the public have access without payment (including service stations). It is not only the public highway – it can include publicly accessible areas that are privately owned, such as shopping centre car parks and open spaces.

The enclosed draft policy sets out:

- Designation of streets
- Exemptions
- Types of consents
- Choosing a trading location
- Suitability of applicant
- Goods for sale
- Making applications
- Appeals against decisions
- Enforcement, offences and complaints
- Relevant offences
- Standard conditions
- The Council's approach to pedlars

The draft policy aims to ensure that there is a clear and consistent framework for regulating street trading in the Dorset Council area.

Dorset Council is proposing that:

- all street traders will require consent to trade in accessible public areas, unless exempt by law or by local dispensation
- street traders will need to meet set criteria to gain consent
- street trading will be appropriate to the environment and in line with our corporate plan and health and wellbeing strategy

The Committee will be asked for any comments on the draft for submission to Dorset Council.

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 20 JANUARY 2025
FINANCIAL UPDATE AT 31 DECEMBER 2024

1. Financial Position

- Month 9 spend (Appendix 1) £17k under:
 - £39k up on Treasury income.
 - £14k under on Office staff due to staff not at top of scale.
 - £12k over on Outdoor Services overtime due to cover for absences and sickness.
 - £11k over on DBC Expenses.
 - £7k over Parks Premises R&M, £8k spent on BGH renovation for room hire.
 - £5k over Parks Electricity due to increasing costs and heating of greenhouses.
 - £11k under on Cemetery income.
 - £4k over due to Bowls Club charged waived for 24/25.
 - £5k over on Waste Services.
 - £3k under on hire of BGH.
 - £10k Saving on Municipal Buildings Business Rates.
 - All other under and overspends net £5k under.

- Cash Position:

Account	Balance as at 31/12/24	Balance as at 31/10/24	Movement	Interest
Lloyds	75,011	116,882	-41,871	0%
NS&i	6,791	6,791	0	0.60%
CCLA Deposit	2,225,000	2,325,000	-100,000	5.15%
	2,306,802	2,448,673	-141,871	

- Debt over 30 days = £72, 1 debtor (31 October £0, 0 debtors).
- Payments list 1 November to 31 December on website. Supporting vouchers available from Financial Controller
 - **RECOMMENDED** that the Payments list, totalling £539,647.08 is approved.

Nigel Hayes

Responsible Financial Officer

MANAGEMENT REPORT AT 31 DECEMBER 2024

By Spend Type	Budget	Profile	Actual	-Under/Over
	£000	£000	£000	£000
Staff	991	754	749	-5
Capital Financing/Debt	16	15	15	0
Other Payments	577	436	449	13
To Specific Reserves	341	341	341	0
Income	-199	-161	-186	-25
Net Budget	1,726	1,385	1,368	-17

By Service	Budget	Profile	Actual	-Under/Over
	£000	£000	£000	£000
Allotments	-11	-9	-11	-1
Parks & Open Spaces	173	147	158	11
Cemeteries	-28	-14	-5	10
Corp. & Dem. Manage.	63	34	34	0
Cultural & Twinning	64	47	48	1
Municipal Buildings	375	362	345	-18
Other Services	9	5	-24	-29
Office Team	519	393	378	-15
Outdoor Services	562	420	445	25
Net Budget	1,726	1,385	1,368	-17

	Budget	Profile	Actual	-Under/Over	Balance
	£000	£000	£000	£000	£000
Earmarked Reserves					
Tourist Information	0	0	4	4	1
MB Front of House	235	235	296	61	42
19 North Square Works	11	0	0	0	11
Municipal Buildings	0	0	5	5	57
Parks Premises	0	0	12	12	10
Planning Advice	0	0	0	0	18
Trees	10	7	15	8	5
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	8	8	31
Corporate Projects	0	0	0	0	752
Cemeteries	60	0	30	30	64
Arts & Cultural	0	0	29	29	5
DTC Website & IT	0	0	2	2	8
Net Budget	386	242	399	157	1,621

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 20 JANUARY 2025

MEDIUM TERM FINANCIAL STRATEGY & REVENUE BUDGET 2025/26

1. The officer team have reviewed the Medium-Term Financial Strategy and a budget for the next financial year within the context of current year spending and the external environment.
2. The element of the budget relating to the **Policy Committee** is at Appendix 1. The cost of services provided by the Committee has increased by £5k, the key changes being: -
 - The increase in Employers National Insurance contributions has added £7k to the Policy budget (£23k to the overall budget)
 - A budgeted pay award of £1,290 per staff member (matching the 24/25 award).
 - £24k for a new Markets Officer in anticipation of DTC taking over the market's operation. SCP24, 18.5 hours per week. Future costs will be covered by market income.
 - £28k annual grant to DYCC, increase of £7k as agreed by Policy Committee.
 - Costs incurred in 23/24 but not 24/25:
 - £15k Election Costs
 - £5k New Town Crier Uniform
 - The Apprentice position has been put into the main salaries budget at a cost of £26k, to counter some of this the annual £12k apprentice grant has been taken out. £16k remains in the Apprentice Reserve, available as a grant to partner organisations taking on apprentices.
3. The **Management Committee** budget was considered at a meeting on 13 January 2025 and totals £1,375k (2024/25 £1,283k), an increase of £92k. Included in the budget is: -
 - £16k for the increased Employers NI Contribution.
 - A budgeted £1,290 per staff member pay award (matching the 24/25 pay award)
 - £17k to cover work generated from the market operation. 18.5 hours per week contract. Future costs to be covered by market income.
4. As a result of the above, the operational **Revenue Budget for 2025/26** (summary at Appendix 2) has increased from £1,726k to £1,823k, up £97k.
5. The **Tax Base**, at 8,497.10, is up 290.4 (3.539%), enabling £62k to be added to the precept before any increase in the Council Tax is required.
6. The Council may wish to consider the following options for 2025/26:
 - A 2.0% increase in line with our MTFs – **the budget has been prepared on this basis**. The band D equivalent would see an increase of £4.21 for the year.
 - A 4% increase, due to the current higher inflation levels. This would generate an additional £36k above the 2% proposed increase, allowing DTC to take on some

services from Dorset Council. The band D equivalent would see an increase of £8.41 for the year

- A 0% Council Tax increase – if this approach is applied the proposed precept would reduce by £3k, reducing the repayments for the Municipal Buildings front of house works. While this could be accommodated this year the option has the potential to result in a permanent loss of £36k a year if Members do not implement an above inflationary increase in a future year. This option is not consistent with the policy adopted for the MTFS last year.

7. Whichever decision is taken regarding the setting of Council Tax the Town Council remains in a solid position financially.

8. The Corporate Projects reserve covered the Municipal Buildings works to the sum of £666,940.35, under this budget the reserve will be fully repaid by the 25/26 financial year:

Total Borrowed	£666,940.35
22/23 Underspend	£32,064.55
23/24 Contribution	£260,000.00
23/24 Underspend	£77,314.09
24/25 Contribution	£260,000.00
MB Rates Refund	£24,614.37
24/25 CIL Receipts	£7,865.34
25/26 Contribution	£5,082.00
	£0.00

The 25/26 budget contains £239k set aside for the front of house works.

9. The **Medium-Term Financial Strategy** (Appendix 3) lists the assumptions taken account of in its preparation. The key assumptions are that:

- The Corporate Projects reserve will be allocated as part of the current Corporate Plan review.
- Any budget underspend will be allocated to the Corporate Projects reserve to repay the front of house works.

10. The **General Reserve** (£100k) is held to deal with problems and opportunities that might arise. It should reflect the operational environment and the economic circumstances within which the Council operates, and the level of Earmarked Reserves held.

11. Expenditure is planned from the **Earmarked Reserves** (Appendix 4) for 2025/26: -

	£000
Corporate Projects – new projects	250
Public Realm – Cornhill/Town Pump/Notice Board/War Memorial	200
Vehicles and Equipment – Goupil Replacement	40
Trees	10
19 North Square Exterior	11
Total	511

12. **Current Debt** will total £28k at 31 March 2026 and would be fully repaid by 31 March 2027.

13. It is **RECOMMENDED TO COUNCIL** that the MTFs and Revenue Budget are adopted as laid out in the appendices, to include: -

- A Council Tax Band D charge of £214.54, an increase of £4.21 (2%)
- A precept of £1,822,939, an increase of 5.5%

Nigel Hayes
Responsible Finance Officer

APPENDIX 1

	2023/24	2024/25	2024/25	2025/26
	Actual	Budget	6 Months	Budget
	£	£	£	£
CORPORATE & DEMOCRATIC				
Members Allowance	23,412	24,440	11,748	24,440
Members Training & Travel	27	2,500	470	500
Civic & Ceremonial Expenses	1,246	1,000	1,260	1,500
Mayoral Expenses	10,365	13,107	4,313	13,369
Town Crier	600	600	300	600
New Town Crier Expenses		5,000	4,598	0
Election Costs	6,353	15,000		0
Entertaining & Gifts	17	420	307	428
Youth Council & Democracy Day	629	1,000	1,838	1,000
Office Team	219,462	244,257	118,139	257,365
Met by Precept on Taxpayer	262,111	307,324	142,973	299,202
OTHER SERVICES				
Tourism Development	8,618	8,000	5,410	8,160
Sawmills rent	8,600	8,600	4,300	8,600
To Public Realm Reserve	10,000	5,000	5,000	5,000
To Arts & Cultural Reserve - DBC	20,000	0		0
Dorchester Heritage Joint Committee	3,130	3,000	3,000	3,000
Citizens Advice	8,471	9,065	8,793	9,246
Dorchester Youth & Community Centre	21,200	21,200	10,600	28,000
Dorchester Ballet Club	0	0	10,894	
Apprenticeships	14,807	12,000	3,708	0
Videographer	551	5,500	1,335	2,000
Footfall Counter				3,400
Debt Charges	16,752	16,104	7,000	15,457
Staff - Tourism/Community/Assistant	108,956	126,068	60,975	160,780
Total Expenditure	221,084	214,537	121,015	243,643
Treasury Interest	-94,005	-50,000	-50,305	-65,000
Sawmills rent recharged	-4,300	-4,300	0	-4,300
Market Income	-25,978	-25,000	-25,698	-26,000
Total Income	-124,283	-79,300	-76,003	-95,300
Met by Precept on Taxpayer	96,801	135,237	45,012	148,343

APPENDIX 1 (Continued)

	2023/24	2024/25	2024/25	2025/26
	Actual	Budget	6 Months	Budget
	£	£	£	£
OFFICES TEAM				
Salaries	291,564	318,853	147,615	356,773
Employers National Insurance	28,323	32,523	14,264	45,266
Employers Superannuation	64,144	70,148	32,647	78,490
Training Courses	8,309	8,000	6,283	9,000
Travel & Subsistence	1,356	3,000	1,189	3,000
Subscriptions (Professional Bodies)	3,155	3,800	2,298	3,800
Cleaning Materials	564	750	101	500
Rates	5,614	5,614	5,614	5,614
Electricity	4,404	4,500	2,056	4,500
Gas			-227	0
Water	381	550	336	600
Repairs & Maintenance	4,531	3,400	906	3,400
Financial Services inc Audit, Bank & Sage	7,921	8,843	6,170	9,020
Employment Law and H & S	3,701	3,800	3,907	4,000
Legal & Professional Fees, Advertising	1,279	500	656	500
Insurance	32,466	35,000	21,321	40,000
Stationery & Equipment	1,156	1,000	1,385	1,200
Newsletter	4,804	5,415	2,218	5,415
IT, Printing & Copying	9,627	12,000	632	12,000
New Website	3,000	0	0	0
Mobile Phones	1,925	2,000	793	600
Photocopier Charges	907	600	501	0
Postage	950	600	402	600
Total Expenditure	480,082	520,896	251,069	584,278
Recharge to Dorchester Markets Panel	-1,688	-1,800	0	-1,800
Net Expenditure recharged to Services	478,394	519,096	251,069	582,478
Recharged to				
Corporate & Democratic Management	219,462	244,257	118,139	257,365
Allotments	11,878	12,924	6,251	16,307
Development	108,956	126,068	60,975	160,780
Cemeteries	42,521	45,654	22,081	50,477
Parks & Open Spaces	61,111	56,156	27,161	60,117
Municipal Buildings	19,319	17,565	8,496	19,252
Cultural Activity & Twinning	15,154	16,472	7,967	18,181
	478,401	519,096	251,069	582,478

APPENDIX 2

REVENUE BUDGET 2025/26	2023/24	2024/25	2024/25	2025/26
	Actual	Budget	6 Month	Budget
	£	£	£	£
Parks & Open Spaces	665,348	724,429	406,908	807,390
Allotments	17,492	22,598	17,760	28,477
Municipal Buildings	427,558	400,308	345,617	382,509
Cemeteries	44,555	55,855	39,074	67,898
Cultural & Twinning Activities	77,328	80,019	44,142	89,029
Corporate & Democratic	262,111	307,324	142,973	299,202
Other Services	96,801	135,237	45,012	148,343
Operational Budget	1,591,193	1,725,770	1,041,487	1,822,848
Precept	1,668,507	1,726,115	1,726,115	1,822,939
Transfer to General Reserves	77,314	345	684,628	91
 Subjective Analysis of Revenue				
Employees	893,690	965,728		1,069,658
External Payments	549,695	597,503		610,536
Transfers to Earmarked	365,100	345,600		343,582
Capital Financing Costs	16,752	16,104		15,457
Income	-234,045	-199,166		-216,385
Transfer from Earmarked	0	0		0
Operational Budget	1,591,193	1,725,769	0	1,822,848
 General Reserve				
Opening Balance at 1 April	132,065	177,000		100,000
Transfer from Ops Budget	77,000	345		91
To Corporate Projects Reserve	32,065	77,000		0
Closing Balance at 31 March	177,000	100,345		100,091
 Earmarked Reserves				
Opening Balance at 1 April	1,304,510	1,379,688		1,157,365
Transfer from Revenue	434,165	345,600		343,582
Other Income & Transfers	35,371	0		0
Expenditure from Reserves	285,661	386,087		512,422
Closing Balance 31 March	1,488,384	1,339,201		988,525
All Reserves held at year end	1,665,383	1,439,546		1,088,615
 Tax Base				
Tax Base	8,091.30	8,206.70		8,497.10
Band D Charge	206.21	210.33		214.54
O/s PWLB Debt at 31 March	70,000	42,000		28,000

APPENDIX 3

Medium Term Financial Strategy	23/24	24/25	25/26	26/27	27/28
	Actual	Budget	Budget	Forecast	Forecast
	£000	£000	£000	£000	£000
Revenue Budget					
Employees	894	966	1,070	1,091	1,113
External Payments	550	598	611	623	635
Transfers to Earmarked	365	346	344	353	360
Capital Financing Costs	17	16	15	15	16
Income	-234	-199	-216	-221	-225
Operational Budget	1,591	1,726	1,823	1,862	1,899
Precept	1,669	1,726	1,823	1,859	1,897
Transfer to General Reserves	77	0	0	-2	-2
General Reserve					
Opening Balance at 1 April	132	177	100	100	100
Transfer from/to Operational Budget	0	0	0	0	0
Transfer to Corporate Projects Reserve	32	77	0	0	0
Closing Balance at 31 March	100	100	100	100	100
Earmarked Reserves					
Opening Balance at 1 April	1,305	1,488	1,157	989	1,042
Transfers/Payments in to Reserves	470	1,068	344	353	360
Payments/Transfers out from Reserves	286	1,399	512	400	200
Closing Balance 31 March	1,488	1,157	989	942	1,202
All Reserves held at year end	1,588	1,257	1,089	1,042	1,302
Corporate Project Unallocated at Year End	755	755	505	255	255
Outstanding Debt at Year End	£k	56	42	28	14
Council Tax	£k	206	210	215	219
Tax Base		8,091	8,207	8,497	8,497

Notes

1. Precept assumes Council Tax rises @ 2.00% from 2026/27, no Tax Base growth
2. Any operational surplus and CIL receipts credited to Corporate Projects Reserve to pay for the front of house works.
3. 26/27 includes a contribution to a new earmarked reserve for Election Costs, £3k a year.
4. Best estimate of new or transferred services, driven by cuts in other tiers
5. Earmarked Reserves expenditure reflects best available knowledge
6. General Reserve set at £100k
7. Further limited savings may be identified in budgets during review processes

APPENDIX 4

RESERVES	Cttee	Balance	Paid In	Spend	Balance	Paid In	Spend	Balance	Reason for holding Reserve
		Mar 24	24/25	24/25	Mar 25	25/26	25/26	Mar 26	
		£	£	£	£	£	£	£	
Earmarked Reserves									
Infrastructure & Equipment									
Cemeteries	Man	87,326	6,100	93,000	426	10,000	0	10,426	Buildings/infrastructure
MB Repairs & Maintenance	Man	49,653	12,500	50,192	11,961	20,000	0	31,961	Building works/refurb
MB Front of House works	Man	238,167	587,000	825,167	0	0	0	0	
	Man	12,789	9,000	11,735	10,054	19,000	0	29,054	Buildings/infrastructure refurb.
Parks Premises									
Play Equipment	Man	18,715	11,000	0	29,715	1,000	0	30,715	Equipment replacement
Great Field Reserve	Man	0	2,000	0	2,000	2,500	0	4,500	
Tree Reserve	Man	8,598	20,000	20,000	8,598	20,000	10,000	18,598	Tree Works
Tennis Courts Reserve	Man	7,000	0	0	7,000	0	0	7,000	
19 North Square Refurb	Pol	11,000	0	0	11,000	0	11,000	0	
Public Realm	Pol	435,310	5,000	5,000	435,310	5,000	200,000	240,310	Infrastructure refurb
Vehicles & Equipment	Man	97,007	20,000	60,000	57,007	22,000	40,000	39,007	Fleet & equipment replacement
Cultural									
Arts & Culture	Man	42,933	11,335	54,268	0	0	0	0	
Christmas Lights	Man	4,420	0	0	4,420	0	0	4,420	Replace lights
	Man	10,000	0	10,000	0	0	0	0	£3k DTC Website, £4,651.87 IT
DTC Website & IT									
Tourist Information	Pol	5,599	0	4,207	1,392	0	1,392	0	TIC Replacement Projects
Miscellaneous Reserves									
Corporate Projects	Pol	385,165	369,794	239,000	515,958	244,082	250,000	510,040	Own or partner capital projects

Apprenticeship Reserve	Pol	16,565	0	0	16,565	0	0	16,565	
Planning Advice Reserve	Pol	18,499	0	20	18,479	0	0	18,479	Local Plan & other advice
Climate Emergency Reserve	Pol	25,609	13,790	25,909	13,490	0	0	13,490	Own or partner Climate projects
Graves In Perpetuity	Man	14,019	0	30	13,989	0	30	13,959	Maint. and flowers on 6 graves
Total Earmarked Reserves		1,488,374	1,067,519	1,398,528	1,157,365	343,582	512,422	988,525	
General Reserve	Pol	177,314	0	77,314	100,000	0	0	100,000	General Emergency Fund
Total Reserves		1,665,688	1,067,519	1,475,842	1,257,365	343,582	512,422	1,088,525	

CALENDAR OF MEETINGS 2025-26

	2025								2026				
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
COUNCIL	19 MM 20 (Tu)		28		29		24		26		30		18 MM 19 (Tu)
POLICY	12		21		22		17		19		23 MS@ 1830		11
MANAGEMENT	6 (Tu)		14		15		10		12		16		5 (Tu)
PLANNING AND ENVIRONMENT	28 April	2	7	4	1	6	3	1	7 (Wed)	2	2	7 (Tu) & 27	-
MARKETS JOINT PANEL	29 1400												
HERITAGE JOINT			22 (Tu) 17.30			14 (Tu) 17.30			20 (Tu) 17.30			14 (Tu) 17.30	
SITE VISITS		3 (Tu) 09.30			2 (Tu)								
CIVIC EVENTS	20 ATM 31 (Sat) Hardy 17.00						Remem Sunday 9						19 ATM
BANK HOLIDAYS	5, 26			25				25, 26	1			3, 6	4,25

MM Mayor Making MS Mayoral Selection Committee

ATM Formal Annual Town Meeting (it is proposed to hold an 'informal' ATM on a date to be agreed prior to the formal ATM)

Meetings will ordinarily take place at 19.00 in the Council Chamber, Municipal Buildings.

* The dates and timing of Markets Joint Panel meetings are still to be agreed.



CACD & Dorchester Town Council

2025-2028 Funding Proposal

Overview

Citizens Advice Central Dorset gives residents the knowledge and the confidence they need to find their way forward – whoever they are, and whatever their problem. The aim of Citizens Advice is to provide the advice people need for the problems that they face, and flowing from this, the improvements of policies and practice that affect their lives.

Dorset continues to have areas of deprivation, particularly in parts of Dorchester and in the rural areas surrounding the town. We respond to this by offering services across Dorchester including access to advice by telephone, email, and letter or by calling into drop in sessions or attending appointments at our office in Dorchester. We are also part of Dorset Adviceline which is a service jointly staffed by all Dorset Local Citizens Advice offices. This allows local residents to access advice by phone from Monday to Friday.

Our open door service at the Acland Road office is open 5 days a week and there is often a queue of people during opening hours. A number of our specialist projects are managed from Dorchester, including our Macmillan advice service, our Refugee Resettlement Project, and our new advocacy service for members of the Gypsy Roma Traveller communities.

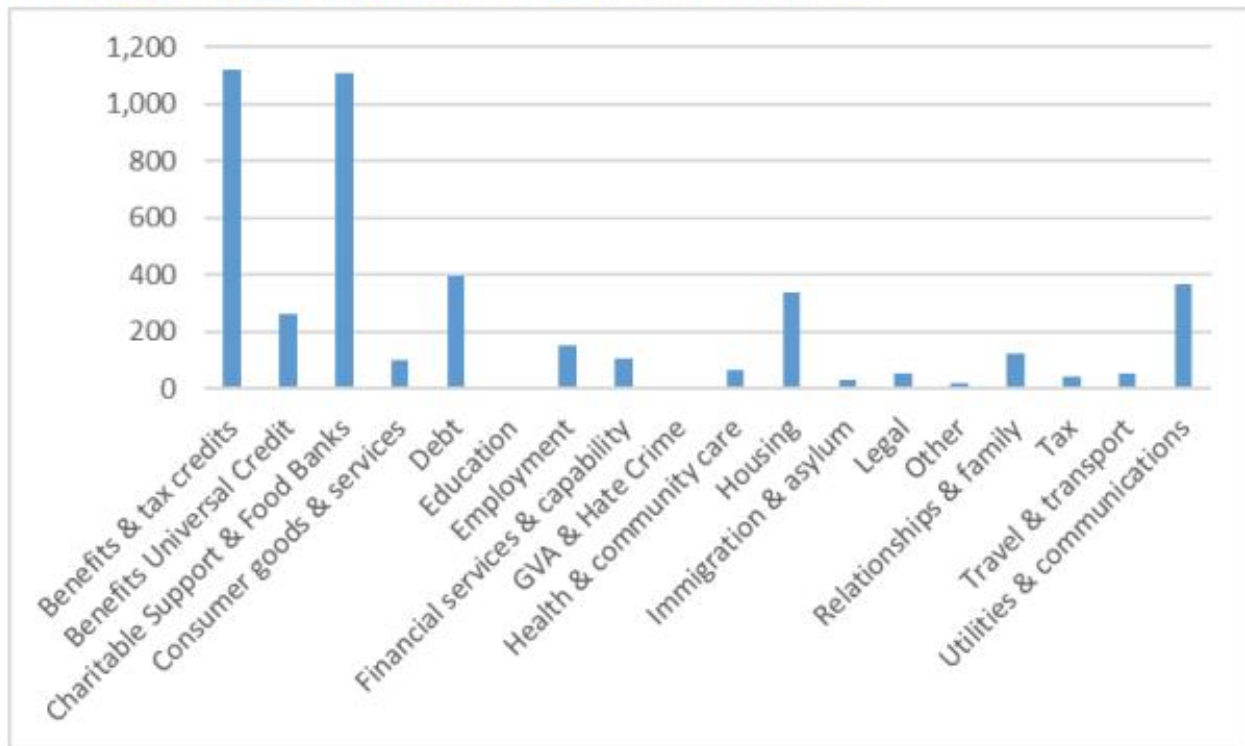
The past year has presented immense challenges, both for our clients and for our dedicated team of volunteers and staff in Dorchester. Our clients continue to face the pressures of the cost of living crisis, with rising food, energy, and housing costs taking a heavy toll. Housing demand remains higher than supply, and steep rents have made private accommodation unaffordable for many in Dorset. Despite these significant hurdles, our team has risen to the occasion, delivering remarkable outcomes for our clients.

Statistics

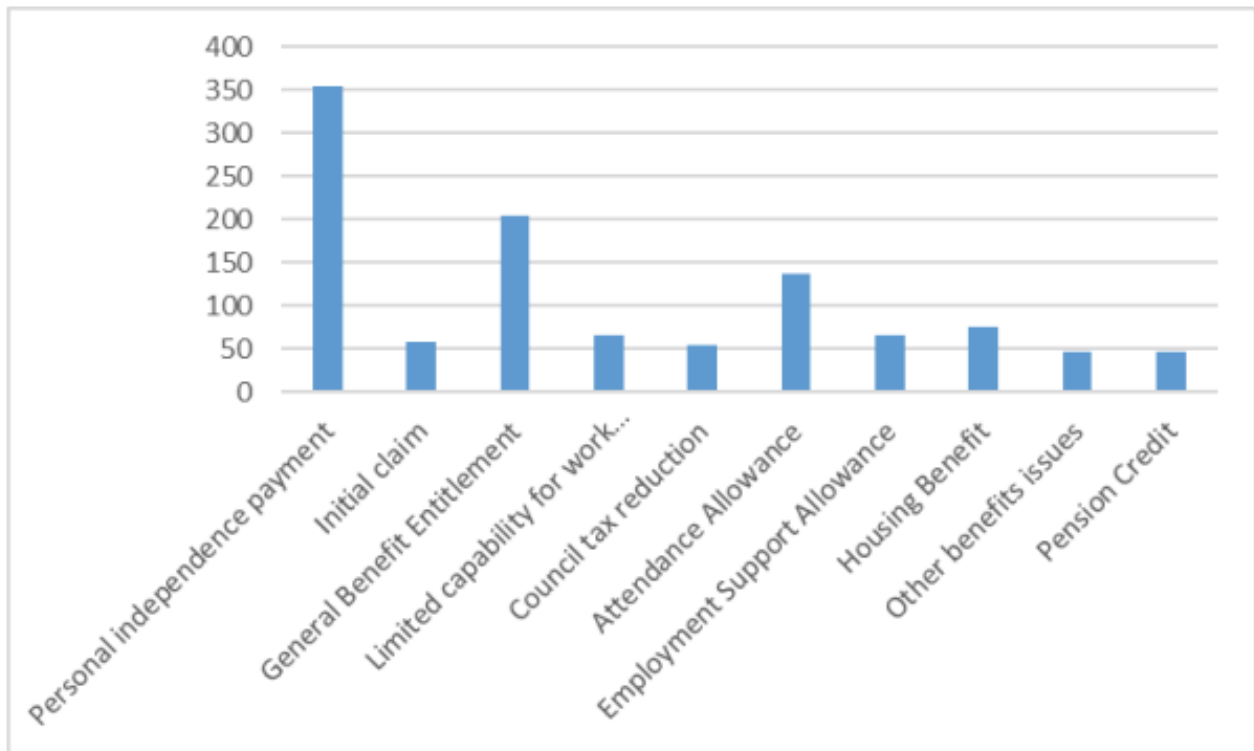
From 1 November 2023 - 31 October 2024, **1,010** Dorchester residents asked for help, with **4,340** issues, (a total of **4.2** issues per client). Over that time, we helped these clients receive a total of **£488,485** in income gains (primarily in the form of welfare benefits). Financial outcomes can often take several months or more to be achieved so the outcomes figure is likely to increase over time.

During the year, we helped residents with a range of issues, set out in the chart below. The majority of issues related to welfare benefits. The most common benefit issue was Personal Independence Payment (354 cases). **58%** of residents we supported were female and **62%** of residents helped were either disabled or suffering from a long-term health condition.

The most common advice issues for Dorchester residents



The most common benefit related issues for Dorchester residents



Pressure Points

At CACD, we are currently witnessing unprecedented pressure due to the ongoing cost of living crisis. Rising energy bills, food prices, and housing costs are leaving many in our community struggling to make ends meet. More people are seeking advice on how to manage their finances, with an increasing number of clients facing the threat of eviction, the burden of unmanageable debt, or the difficulty of securing affordable housing. These challenges are further compounded by the emotional and mental strain that comes with financial insecurity, putting immense pressure on our resources as we work to support individuals and families through these difficult times.

In addition to cost of living issues, there is also demand for employment-related advice, as job insecurity and low wages continue to affect many residents. People are turning to us for support with redundancy, employment rights, and access to benefits. As the economy struggles to recover, the need for assistance with navigating complex social welfare systems has surged, placing additional strain on our Dorchester team. Despite these challenges, our dedicated staff and volunteers continue to work tirelessly to

provide essential services, but the growing demand for help means we are in need of additional support to meet the needs of our community.

Proposal

We kindly request that Dorchester Town Council continue to support the funding of Citizens Advice Central Dorset for another three years. As the cost of living continues to rise and many of our community members face increasing challenges, the vital services provided by Citizens Advice are more crucial than ever. Our team of dedicated volunteers and staff offer essential support to those navigating complex issues related to housing, debt, employment, and more. Continued funding will ensure that we can keep delivering these critical services, making a real difference in the lives of local residents. We greatly appreciate your past support and hope we can count on your ongoing commitment to our community.

Local Office Summary	Apr-2024 Mar-2025	Apr-2025 Mar-2026	Apr-2026 Mar-2027
Donations	29,000	29,000	31,300
Charitable activities:Contracts, Fees	214,896	214,896	214,896
Charitable activities:Grants	962,654	978,572	982,636
Other Income:Trading activities, fundraising			5,000
Other Income:Bank interest received	8800	3,000	2400
Other Income:Miscellaneous Income	31,920	31,920	31,920
Total Income	1,247,270	1,257,388	1,268,152
Salaries:Salaries & NI & Pension	945,398	970,200	989,749
Staff & Volunteer:Recruitment	300	304	310
Staff & Volunteer:Subsistence/Refreshments	1,800	1,836	1,873
Staff & Volunteer:Staff - Training	1,500	1,528	1,559
Staff & Volunteer:Staff - Travel	7,344	7,364	7,511
Staff & Volunteer:Volunteer - Training	100	102	104
Staff & Volunteer:Volunteer - Expenses	7,000	7,140	7,283
Staff & Volunteer:Available			0
Staff & Volunteer:Available			0
Staff & Volunteer:Other	5620	5,648	5,761
Office:IT equipment,support	21,387	18,087	18,449
Office:Office equipment expense	4000	4,040	4,121
Office:Depreciation- Equipmt, Fxt&Flgs	157	157	160
Office:Insurance - General	2,200	2,200	2,244
Office:Payroll/Acctg/Consultancy fees	2,000	2,000	2,040
Office:Postage	5,000	5,102	5,204
Office:Printing & Stationery	5,535	5,638	5,751
Office:Reference materials, subscrptns	15,524	15,524	15,834
Office:Telephone & Comms	13,234	13,331	13,598
Office:Available		30	31
Office:Available			0
Office:Other			0
Premises:Rent	54,757	55,691	56,805
Premises:Depreciation			0
Premises:Rates	300	306	312
Premises:Heat & light	15,000	8,400	8,568
Premises:Insurance - Property	3648	3,669	3,742
Premises:Cleaning, repairs & maint'ce	18,488	18,839	19,216
Premises:Available			0
Premises:Available			0
Premises:Other			0
Governance:Audit	6,180	6,180	6,304
Governance:Trustee expenses	200	204	208
Governance:Legal & professional fees	14	14	14
Governance:Available			0
Governance:Available			0
Governance:Other			0
Other:Bank charges	60	60	61
Other:Publicity & promotion	996	996	1,016
Other:Disbursements			0
Other:Irrecoverable Vat			0
Other:Misc. expenses			
Other:Partner Payments	70,636	70,636	70,636
Other:Donations to clients	31920	31,920	31,920
Other:Available			

	sub-total	1,240,297	1,257,145	1,280,383
Xcharges Salaries		0	0	0
Xcharges Staff & Volunteer		0	0	0
Xcharges Office		0	0	0
Xcharges Premises		0	0	0
Xcharges Governance		0	0	0
Xcharges Other		0	0	0
	Total Expenditure	1,240,297	1,257,145	1,280,383
Surplus/deficit		6,973	243	-12,231



The Dorchester Literary Festival 2025
Saturday 18th – Saturday 25th October

13 January 2025

Dear Steve

A big thank you for your support last year.

Last year was our tenth anniversary festival. We attracted around 5000 attendees over our 35 main events. A further 3500 attended the school events and 1000 to the children's events. Audiences were hugely entertained by Tracy Chevalier, Victoria Hislop, Clare Balding, Ben Macintyre, Michael Mansfield, amongst many others, with many events sold out. The festival received wide press, magazine and social media coverage.

This year's festival will run from Saturday the 18th to Saturday the 25th of October 2025. The Oldie magazine will again be our media partner, promoting the festival.

Over the past ten years we have truly demonstrated that our festival competes with any in the country and can attract the top names from the literary world. At the same time, we are attracting larger audiences and greater media and press coverage. See the testimonials on our website www.dorchesterliteraryfestival.com

Our mission, as organisers has always been to enhance the cultural life of our county town for the benefit of the local community, to attract visitors to the town, and thus boost local business, as well as raising funds for local charities.

As a sponsor you will be linked with this prestigious event and show case your company to our large audience of attendees. Further benefits include:

- Your name promoted and linked on our website and featured in the festival brochure.
- Invitations for you and a group of your clients and customers to attend our launch event where you will mix with writers and local dignitaries.
- Complimentary tickets to events you sponsor.
- The option to introduce your event to the audience and have your livery on stage to be photographed with the writer.
- Discount on advertising in the festival brochure.

We have already started organising the 2025 line up which will be announced on our website from May. In early September we will circulate 5500 printed copies of the festival brochure. In late September we will hold our launch party for writers, sponsors and supporters of the festival.

The success of the festival is dependent on the support of our sponsors. I do hope you will continue your involvement this year. As well as all the commercial benefits I have mentioned above, you will also bring a huge amount of enjoyment to the many thousands of people who will attend. The attached sheet gives details of this year's sponsorship packages.

I very much look forward to hearing from you.

Best regards

Paul Gleeson

Dorchester Literary Festival Sponsorship Packages 2025

Saturday 18th – Saturday 25th October 2025

Main sponsor: Your company name and logo on the cover of the festival brochure and on screen prior to all events. Your company name and logo featured as main sponsor on our website. Your company thanked in introductory speeches and other linked events. The option to purchase an advertisement in brochure at a discount of 50%. 12 complimentary tickets for events. Further tickets can be purchased at a 20% discount. Invitation to launch event. Reserved seating. £5000 (joint main sponsor £3000)

Gold Sponsor: Your company name listed on our website and in front of the festival brochure as Gold Sponsor. Your company mentioned as Gold Sponsor before each event. The option to purchase advertisements in the brochure at a 50% discount. 10 complimentary tickets for events. Reserved seating. £1000

Silver Sponsor: Your company name listed on our website and in front of the festival brochure as a Silver Sponsor. The option to purchase an advertisement in the brochure at a 50% discount. 8 complimentary tickets for events. Further tickets can be purchased at a 20% discount. Reserved seating. £750

Headline Event Sponsor: Your company name and logo printed in the festival brochure with listing for the event by a well-known author and acknowledged as sponsor in the details of the event. Your company logo and name listed on our website. The option to purchase an advertisement in the brochure at 50% discount. The option to introduce the event or to have your company thanked as sponsor in introduction to the event, and name and logo displayed on the screen prior to the event. 6 complimentary tickets to the event. Further tickets can be purchased at a 20% discount. Reserved seating. £500

Event Sponsor: Your company name and logo printed in the festival brochure with listing for the event by an author and acknowledged as sponsor in the details of the event. Your company logo and name listed on our website. The option to purchase an advertisement in brochure at a discount of 50%. The option to introduce the event or to have your company thanked as sponsor in the introduction to the event and name and logo displayed on screen prior to the event. 6 complimentary tickets to the event. Reserved seating. £350

£400 – Full page advertisement in the brochure (225mm x 155mm)

£200 – Half page advertisement in the brochure (150mm x 110mm)

£100 – Quarter page advertisement in the brochure (75mm x 105mm)

For more information see our website www.dorchesterliteraryfestival.com
or contact Paul Gleeson at paulg@dorchesterliteraryfestival.com

Street Trading Policy

Draft v.6 01.11.24

1. Introduction

- 1.1 The powers to control street trading within our area are conferred by Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982, which has been adopted by the Council. Under Schedule 4 of the Act the Council, as Licensing Authority, is able to manage street trading by designating streets as consent streets, licence streets, or prohibited streets.
- 1.2 This policy sets out the Council's approach for managing street trading and the process for applications and making decisions.
- 1.3 This new revised policy was approved by the General Licensing Committee on XX/XX/XXXX and came into effect on XX/XX/XXXX.
- 1.4 Street trading consents are processed and issued by the Licensing Team;

Licensing Team
Dorset Council
County Hall
Dorchester
DT1 1XJ
Phone: 01305 838027
Email: licensing@dorsetcouncil.gov.uk

2. Policy Objectives

- 2.1 The aims and objectives of this policy are:
 - to recognise the valuable contribution that street trading can make to the local culture and economy, and the services that street traders provide to residents and visitors - street trading can provide people with a flexible way of working, to meet the demands of the public where and when such demands arise
 - to ensure the safety of customers and other persons using the locations where street traders are located
 - to balance the needs of the wider community, local community and street traders against the needs of those who may be adversely affected by street trading activities
 - to provide consistency and transparency in the way in which we deal with street trading
 - to provide applicants and consent holders with advice and guidance on our approach to the administration and enforcement of street trading

3 Review of the policy

- 3.1 This policy will be kept under review and where any significant amendments are considered necessary these will be approved by the General Licensing Committee after appropriate and relevant consultations have taken place.

3.2 Consultees will include (but are not limited to):

- Dorset Police
- Dorset & Wiltshire Fire and Rescue
- Dorset Council Highways
- Dorset Council Parking
- Dorset Council Trading Standards
- Dorset Council Planning
- Dorset Council Environmental Health
- Dorset Council Community Safety
- Dorset Council Economic Development
- Town & Parish Councils
- Ward Members
- Current street traders
- Local businesses
- Residents

3.3 Minor amendments that reflect changes in legislation or that do not impact on the aims and objectives of the policy, will be made with the approval of the Service Manager Licensing & Community Safety and the Chair of the Licensing Committee.

4. What is street trading?

4.1 Definitions and Resolution

4.2 The Local Government (Miscellaneous Provisions) Act 1982 defines street trading as the selling or exposing or offering for sale any article, including a living thing, in a street.

4.3 The Act states that a street includes any road, footway, beach, or other area to which the public have access without payment.

4.4 The Council has designated **all streets** within Dorset Council's administrative boundary as **consent streets**.

4.5 A street trading consent is therefore needed for trading on:

- streets, laybys, pavements or any land including verges controlled by Dorset Council unless there is payment for entry
- streets, laybys, pavements, or any land, including verges which are privately owned and the public can access, unless payment is made for entry. This may include privately owned or operated car parks for example where it is 7 meters or less from the public highway.

4.6 Exemptions from needing street trading consent

The following are exempted in the legislation and do not need street trading consent:

- a market that is granted through a charter or order
- a news vendor selling periodicals or newspapers
- trading at a petrol station forecourt
- trading at a shop or in a street adjoining a shop as part of the business or shop (selling the same goods that are sold within the shop)

- trading as a roundsperson who has defined customers and routes. It has been established in law that mobile ice cream sales are not normally deemed to be roundspersons
 - service providers, e.g. hair-braiding, face painting and henna tattoos, etc. The act which governs street trading relates to the selling of articles and as such, it is the Licensing Authority's view, that people who provide a service e.g. hair-braiders, are **not** considered to be trading for the purposes of the legislation. However, if quantities of accessories used in hair braiding are also offered for sale then this may be street trading and may require consent.
 - Pedlars with a valid Pedlars certificate (See Annex C)
 - Persons offering advice or signing people up for schemes
 - Trading on trunk roads
 - Laybys on the A35
 - Identified 'pop up' sites on Council owned/operated land
- 4.7 Exemption for individual charity stalls with a street collection permit
- Individual charity stalls in a street can apply for a street collection permit which allows collecting money for a charitable cause (including through the sale of items). If a street collection permit is granted there is no requirement for a street trading consent. Please contact the licensing team for further information on applying for street collection permits.
- 4.9 Indoor market areas
- Indoor market areas do not constitute street trading as they can be classed as shops which are exempt from street trading legislation.
- 4.11 Events with an entrance fee
- Events that have an entry fee do not constitute street trading and do not need street trading consent
- 4.13 Community and charitable events
- Community and charity events are important in terms of promoting local causes and participation in local matters. We feel we should assist organisers of these types of events in order to encourage community engagement. These types of events will normally be organised by a town or parish council, Dorset Council or by a recognised group or charity with aims of engaging with and providing support to the local community. Any trading activity would be incidental to the event and where the event organiser does not charge a pitch or similar fee to trade at the event, then it may be possible for us to waive the fee or charge a nominal amount.
- 4.14 Tables and Chair permits
- The placing of furniture e.g. tables and chairs on the pavement is not considered to be Street Trading and permits for their placement on the highway are issued either under s.115E Highways Act or the Business and Planning Act 2020 (as amended). They are

therefore not dealt with within this policy. Please contact the Highways Team or the Licensing Team for details relating to these permissions.

5. Types of consents

5.1 We issue the following **four** types of street trading consent: All applications for street consent require at least **21 days notice** to be given to the Licensing Team.

- Static unit consent - static street trading consents are issued for a stall or vehicle which returns to one place every day or for regular periods of time. The unit or stall must be removed each day at the end of the trading period unless planning rules allow otherwise. A static street trading consent may be granted for any period not exceeding 12 months.
- Mobile unit consent - mobile street trading consents are issued to traders who wish to move from place to place. A mobile consent trader must not remain in one place for more than 30 minutes at a time and not return to the same site within 2 hours. A typical mobile consent would be an ice-cream van. A mobile street trading consent only permits trading within our area. If the unit goes into areas outside of Dorset it will also need consent from the relevant authority. A mobile street trading consent may be granted for any period not exceeding 12 months.
- Short term consent - short term consents are issued to traders who wish to conduct a short-term trial in order to consider whether they could be successful at a certain location selling their specific goods. The consent is considered a trial consent and only one will be issued to an individual. They are granted for a period between one and 12 days. Any trader who wishes to continue trading after the 12-day period will need to submit a further application for the full 12 months. There is no consultation fee charged for this type of consent.
- Multiuser consent- multiuser consents are issued to specific individuals or organisations managing an event. Multiuser consents can cover a number of stalls. The multiuser must meet the criteria set below:
 - ✓ it has a nominated organiser
 - ✓ it has the approval of the local Council and landowner
 - ✓ it adds value to the town's trade through the provision of specialist products
 - ✓ it does not operate in detriment to the local community

If the application is made by an organisation they must nominate a named individual who will be responsible for managing use of the consent. The consent will be issued for a maximum of 12 months and can be renewed.

The consent holder will be responsible for ensuring compliance with times and location permitted by the consent and the conditions attached at all times whilst the consent is being used to facilitate street trading as well as any relevant bylaws.

The consent holder will be responsible for ensuring that any local residents, businesses or shops are not obstructed by the stall/stalls and that all emergency exits

to buildings are kept clear. The consent holder must ensure that stalls can be moved quickly in the event that access is needed for emergency vehicles.

The consent holder will be required to keep records of all traders that trade under the consent which will include:

- event date
- company name
- individuals name
- trader name (if different)
- address
- date of birth
- National Insurance number
- food registration certificate number
- vehicle registration (if relevant)
- contact details
- type of goods sold

This information will be required by the licensing team

As part of the application process we will consult all businesses in the vicinity of the multiuser consent. If, at any point after the grant of the consent, any existing or new occupiers of businesses or residential properties make objection to stalls being located outside of their premises the consent may be reviewed which could result in it being varied or amended.

It should be noted that multiuser consents may incur other fees and charges if the land used belongs to us. This will be in addition to the street trading consent fees.

6. Choosing a trading location/pitch

6.1 Before applying for a street trading consent, **applicants must first identify a suitable trading pitch or site**. It is for the applicant to identify a suitable pitch having regard to the requirements in this policy and their business needs. We **do not** hold a list of available trading pitches.

6.2 A suitable pitch must meet the following criteria:

- ✓ be safe for other street users including traffic and pedestrians
- ✓ be safe for customers using the street trading unit
- ✓ not cause any potential for obstruction, interference, inconvenience or nuisance to other street users including other traders, traffic and pedestrians
- ✓ not cause any potential for nuisance to residents and other businesses for example noise and/or smell
- ✓ the goods being sold complement and do not conflict with the goods sold by other established retailers within vicinity

6.3 Account must be taken of the following:

- access roads on industrial estates, where heavy lorries manoeuvre, are generally unsuitable places for static units
- locations close to residential properties are unlikely to be suitable due to the potential noise and smell nuisance to residents

- lay-bys on main roads must have good visibility to ensure the safety for traffic entering and leaving the trading site/lay-by
- there should be suitable parking spaces for customer and trading vehicles
- units should not cause loss of parking spaces to residents or businesses
- units in town centres must not impede the movement of pedestrians or delivery vehicles or block the frontage of shops or access to existing premises

7. Suitability of the applicant

7.2 Applications cannot be considered from anyone under the age of 17.

7.2 When determining an application for the grant or renewal of a street trading consent the council will consider all relevant information relating to the suitability of the applicant to hold such a consent including whether the applicant has any unspent convictions under the Rehabilitation of Offenders Act 1974.

7.3 Where the criminal conviction certificate provided by the applicant shows current offences (i.e. those that are unspent under the Rehabilitation of Offenders Act 1974, we will consider the following:

- whether the conviction is relevant
- the seriousness of the offence
- the length of time since the offence occurred
- whether there is a pattern of offending behaviour
- whether that person's circumstances have changed since the offence occurred
- the circumstances of the offence and the explanation offered by that person

7.4 **Annex A** is a list of the offences that we consider relevant to a street trading consent application.

8. Goods for sale

8.1 Traders wishing to sell food items must be registered as a food business with the council in whose area the trading unit is stored when it is not at the trading site. Or, if food is pre-prepared before the unit goes to the trading site, you must be registered with the Council in whose area the food preparation is undertaken.

8.2 Vehicles on the side of the road - this refers to vehicles placed on the highway and advertised for sale and includes any vehicle displaying signs that name an individual or business; or displays notices/signs intended to sell the vehicle. This authority may take enforcement action against person who are advertising vehicles for sale on the public highway, currently it is the Environmental Enforcement Team that deal with these matters. For the purposes of this part of the policy, public highway includes footpaths and adjacent verges and public open land as well as the road itself. It does not include private land. Where any vehicle is offered for sale on the highway that is not taxed and insured, the council or police may also refer it to the DVLA Enforcement Team. Enforcement also may be taken under the Highways Act 1980 and the Clean Neighbourhoods and Environment Act 2005. Street trading consents are not issued for the purpose of selling vehicles on the highway.

8.3 Alcohol - If you intend to sell alcohol you will need authorisation under the Licensing Act 2003 in addition to street trading consent. Please contact the licensing team for further advice.

9. Assistants/employees

- 9.1 You will be required to confirm the right to work of any persons you employ to assist you under your street trading consent. Any trader found to allow an illegal worker to work as part of their trading activities is likely to have their street trading consent reviewed and/or revoked.
- 9.2 We will require the name, address, date of birth, National Insurance number, a basic criminal check (not more than 30 days old) and a photograph of all persons assisting on a regular basis. The basic criminal check must be updated at least every 12 months. We would consider any person who works on the unit, without the consent holder being present, for more than 14 days a year, as assisting on a regular basis.

10. Waste

- 10.1 A street trading consent holder is responsible for disposal of refuse and must not use council, highway or other public waste bins unless there is a specific arrangement in place. The consent holder has a duty of care to dispose of commercial waste lawfully.
- 10.2 There must be no disposal of liquid waste down the drains or onto the pavement, road or grassland. This includes waste cooking oil.

11. Trading hours

- 11.1 An application should specify what hours the applicant wishes to trade. Evening and nighttime hours are likely to have more impact on local residents in terms of noise and disturbance. Applications for later times are more likely to raise objections which may lead to those times being refused or additional conditions imposed.
- 11.2 The consent holder will be permitted 30 minutes preparation time prior to the start of their trading hours in order to set up the trading vehicle and there will be 30 minutes to close down and pack up. Consent holders are not permitted to trade during set up and closing times. Multiuser consent holders will be permitted 90 minutes prior and after trading times to set up and close down the stalls.
- 11.3 Traders who wish to serve hot food and drink between 11pm and 5am will also need a licence for late night refreshment issued under the Licensing Act 2003. Please contact the licensing team for further information.

12. Planning permission

- 12.1 A street trading consent is given to units where the unit is removed every day at the end of the trading period. If a unit is permanently located at a site it may also require planning permission. Units that are removed every day may also potentially require planning permission in addition to street trading consent. This will be dependent on the amount of time and days that the unit is located at the site. Please contact the planning team for further advice.
- 12.2 If a unit that holds street trading consent is not removed every day at the end of the trading period and it is considered that the unit is in fact permanently located in one position, then street trading consent may be revoked.

13. How to apply for street trading consent (all consent types)

- 13.1 Advice for new applicants
- 13.2 On receipt of an application we will undertake a consultation exercise in order to seek the views of other agencies and, if relevant, neighbouring businesses and residents. There is a non-refundable fee to cover the cost of administering the consultation (this is not applicable to short term consents).
- 13.3 The consultation process will normally take at least 14 days and a decision will then be normally made within seven days of the consultation ending. All applicants should therefore allow a minimum 21 days for their applications to be processed.
- 13.4 Once a decision is made to grant a street trading consent there is a consent fee. This must be paid before the consent is issued and trading can commence.
- 13.5 Submitting an application
- 13.6 The following must be submitted with the initial application:
- ✓ application form
 - ✓ notice of intention (including description of the goods for sale and trading hours etc.)
 - ✓ proof of eligibility of the applicant to work in the UK (where applicable)
 - ✓ plan showing the proposed trading location with position of the unit(s) shown in red. (not required for mobile units)
 - ✓ written permission from a landowner if the street trading activity is to be carried out on any land owned privately (under certain circumstances where the activity requires consent i.e. where it is 7 meters or less from the public highway)
 - ✓ payment of a non-refundable consultation fee to cover initial administration and consultation costs (this not required for short term consents)
 - ✓ a picture, illustration or photograph of the stall or stand
 - ✓ the dimensions of the stall or stand
- 13.7 If, following consultation the location is deemed suitable, the following must be submitted before a final decision is made and the consent issued:
- ✓ third party public liability insurance up to £5,000,000.
 - ✓ a basic criminal disclosure check that is not more than one month old for the applicant and any person/s that will be assisting on a regular basis. Basic criminal disclosure checks can be obtained from the Disclosure and Barring Service. Information can be found on [GOV.UK](https://www.gov.uk) (not applicable to short term consents).
 - ✓ one passport sized photograph of the applicant and any person/s that will be assisting with the trading on a regular basis. (Not applicable to multiuser and short term consents).
- 13.8 Consultation
- 13.9 Consultation static consents and multiuser consents - on receipt of a valid static or multiuser application we will consult with the following:
- Dorset Police
 - Dorset Council highways
 - Relevant town or parish council(s)
 - Dorset Councillor(s) for the ward(s) concerned
 - Environmental Health at Dorset Council
 - Planning officers at Dorset Council

- where appropriate local residents and businesses within close proximity of the proposed site
 - the relevant department/individual when it's in relation to public owned land
- 13.10 We will allow up to five working days to prepare for the beginning of the 14 days consultation for people/relevant bodies to make comments in relation to the application.
- 13.11 Consultation mobile and short term consents
- 13.12 On receipt of a valid mobile or short term consent application we will consult with the following:
- Dorset Police
 - relevant town or parish council
 - relevant ward councillor(s)
 - Environmental Health officers at Dorset Council
 - the relevant department/individual when it's in relation to public owned land
- 13.13 Determining applications
- 13.14 The Service Manager for Licensing & Community Safety has delegated powers to issue or refuse an application following the consultation period.
- 13.15 Account will be taken of objections and/or letters of support made during the consultation period. The authority will consider the suitability of the site and the applicant taking account of, but not exclusively, the criteria in this policy.
- 13.16 Each application will be decided on its own merits however, in deciding whether to grant a particular street trading consent the Council will have regard to any representations made from the consultees and: -
- any effect on road safety, either arising from the siting of the pitch/activity or from customers visiting or leaving.
 - any loss of amenity caused by noise, traffic or smell.
 - existing Traffic Orders e.g. waiting restrictions.
 - any potential obstruction of pedestrian or vehicular access and/or access to shops.
 - any obstruction to the safe passage of pedestrians.
 - the safe access and egress of customers and staff from the pitch and immediate vicinity (including adequacy of lighting).
 - disabled access.
 - any implications/conflicts with nearby shops and/or businesses.
 - suitability for the varieties of street trading and activities - the Council would not normally grant a consent for the sale of goods or services which conflict with those provided by nearby shops.
 - hours of trading - street trading hours would normally mirror those of shops in the immediate vicinity but will in all cases cease no later than 22:00.

14. Street trading identification badges

- 14.1 On grant of a street trading consent a street trading identification badge (except for short term consents and multiuser consents) will be issued. The badge must be worn by the person it relates to where it can be clearly seen by the public at all times the person is

trading. If the badge is lost or damaged the consent holder must contact us as soon as possible. A charge will be made for a replacement badge.

15. Fees and charges

- 15.1 A list of the current street trading consent fees and charges is available by contacting the Licensing Team.
- 15.2 Initial applications (apart from short term consents) must be accompanied by payment of a non-refundable administration fee to cover initial administration and consultation to determine suitability of the site. The consultation exercise will not commence until this payment is made.
- 15.3 Once a decision is made to grant a consent the full consent fee must be paid before the consent will be issued.
- 15.4 The fees will normally be reviewed on an annual basis.
- 15.5 Street trading fees may be waived in relation to charitable or community events at the discretion of the Service Manager for Licensing & Community Safety. Each request will be judged on its own merits, however the following criteria will be considered:
- ✓ the street trading is part of an organised event with an organising group/committee/individual
 - ✓ the primary purpose of the event is fundraising for a charitable cause or is for the benefit of the community
 - ✓ the event does not take place any more than once a year
 - ✓ stalls are pre-booked
- 15.6 Payment methods - payment can be made online or by debit or credit card – can be used in our offices or by phone to the licensing team between normal office opening hours on 01305 838028

16. Responsibilities of the consent holder

- 16.1 The consent holder must act in accordance with the conditions attached to the consent.
- 16.2 A street trading consent entitles the applicant to trade lawfully in the location(s) specified in the consent. Please note there are many other users of streets and the consent does not grant exclusive rights of occupation or ownership of a specific location.
- 16.3 A street trading consent is not a permit to disregard other laws or usual restrictions. For example:
- always observe parking restrictions and do not obstruct the highway or entry or exit roads to private property
 - other relevant legislation such as the Food Hygiene (England) Regulations 2006, Health & Safety At Work etc Act 1974 and Part II, section 34 of the Environmental Protection Act 1990 (disposing of waste) must be complied with
 - a consent holder must not cause a nuisance to the occupants of neighbouring properties from noise, litter, disposal of waste or any other antisocial activity.

- 16.4 Changes to the unit – the consent holder must contact the licensing section if you want to change your unit. You may need to make a new application or a variation application if the change is significant and impacts on the objectives of this policy.
- 16.5 Changes of assistants - the consent holder must provide the licensing section with a photograph and basic criminal record disclosure that is not more than one month old for any new persons that assist on a regular basis.

17. Renewal

- 17.1 Applications to renew an existing street trading consent must be made at least 21 days prior to the expiry of the existing consent.
- 17.2 A renewal application may be refused if the renewal application is made late and it is the responsibility of the consent holder to make sure that they submit their application to renew in time.
- 17.3 The following must be submitted with a renewal application:
- renewal application form
 - renewal fee
 - copy of current third party liability insurance up to £5,000,000
- 17.4 Additional requirements at renewal:
- a basic criminal disclosure for the consent holder and any persons that assist on a regular basis from the Disclosure and Barring Service that is not more than one month old.
 - one recently taken passport size photograph of the consent holder and any persons that assist on a regular basis (not required for multiuser consents)

18. Transfer of consents

- 18.1 Street trading consents are non-transferable. If there is an agreement between a current consent holder and a proposed new consent holder to take over an existing unit and location, the original consent holder must surrender their consent and the proposed new consent holder must submit a new application.
- 18.2 The proposed new consent holder, who has made the agreement with the existing consent holder, will be given priority in applying for the location provided that the new application is submitted within five working days after the current consent holder surrenders their consent. The applicant will need to follow the process for submitting a new application.

19. Variation of consents

- 19.1 A street trading consent may be varied to change the terms of the consent. This includes variations relating to trading times and periods. This does not include a change of consent holder or a change of location. A variation application should be submitted with the following:
- variation application form
 - notice of intention
 - written permission for the proposed change from the landowner if the street trading activity is carried out on any land owned privately
 - photograph of the new/changed unit if applicable

- payment of the non-refundable consultation fee

19.2 Consultation will be in accordance with the new application process. However if the variation is of a minor nature, then the consultation may be reduced at the discretion of the Service Manager for Licensing & Community Safety.

20. Conditions attached to consents

20.1 When granting or renewing a street trading consent we may attach such conditions to it as we consider reasonably necessary

20.2 Street trading consents will usually be granted subject to the standard conditions detailed in **Annex B** to this policy

20.3 Where appropriate, additional conditions may be added to a specific consent.

21. Refusal, revocation and appeals

21.1 A consent may be revoked at any time by us if appropriate and justified and we shall not in any circumstances be liable to pay any compensation to the holder in respect of such revocation.

21.2 The Act does not provide an applicant or a consent holder with any direct right of appeal against a decision to refuse the grant, variation or renewal of a street trading consent, the revocation of a street trading consent, or against any restrictions or conditions imposed on a street trading consent.

21.3 If an applicant or any relevant party wishes to make representations in respect of a decision to grant, refuse or revoke a street trading consent the applicant/consent holder/relevant party should put this in writing with the reasons to the licensing team within 28 days of being notified of the decision. The request will be reviewed by the Service Manager for Licensing & Community Safety, who will consider whether it is reasonable and proportionate for the matter to be considered by a Licensing Sub-Committee. The review of the decision will take account of the reasons for the original decision and the representations made or any further evidence put forward by the Licensing Authority, applicant, consent holder or any other party.

22. Enforcement

22.1 General principles

22.2 It is recognised that well-directed enforcement activity from us benefits not only the public but also responsible members of the trade.

22.3 All decisions and enforcement actions taken by the licensing authority will be in accordance with our Enforcement Policy and the principles of consistency, transparency and proportionality set out in the Regulator's Compliance Code.

22.4 Consent Holders must allow access to our authorised officers and police officers at all reasonable times.

23. Offences

23.1 The following are offences under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 relevant to the Dorset Council area:

- engaging in street trading in a consent street without consent
- breaches of a condition in relation to trading location or unit or trading period
- breaches of a condition attached to the granted consent

23.2 A person found guilty of the above offences may be liable on conviction to a fine of up to level 3 on the standard scale (£1000 at time of writing).

24. Complaints

24.1 Where complaints are received regarding the carrying on of street trading activities, these will be investigated in a prompt and professional manner.

24.2 If a complaint is found to be justified then the following actions may be taken by officers under delegated authority:

- verbal warning
- written warning
- simple caution
- prosecution
- revoke the consent

Annex A Relevant Offences

Relevant offences when determining suitability of an applicant for a street trading consent

Dishonesty

A street trading consent will not be granted unless three to five years have lapsed since a conviction for an offence that involves dishonesty, for example theft or fraud, or completion of any sentence imposed whichever is later.

Violence

If an applicant has been convicted for an offence for violence which involves loss of life, a street trading consent will not be granted. In other cases a street trading consent will not be granted unless three to 10 years have lapsed since a conviction for an offence relating to violence or completion of any sentence imposed whichever is later.

Drugs

A street trading consent will not be granted unless five to 10 years have lapsed since a conviction relating to the supply or importation of drugs or completion of any sentence imposed whichever is later. A street trading consent will not be granted unless three to five years have lapsed since a conviction for an offence relating to the possession of drugs or completion of any sentence imposed whichever is later.

Sexual and indecency offences

A street trading consent will not be granted where there are convictions for rape, indecent assault, any sexual offence involving children and any conviction for an offence under the Sexual Offences Act 2003, or for indecent exposure.

Exploitation

A street trading consent will not be granted if there are convictions relation to exploitation of another individual. This will include slavery, child sexual exploitation and grooming.

Motoring convictions

In most cases, motoring offences are unlikely to be relevant when considering a street trading consent application. However, there may be instances where the offences are of a very serious nature or may be relevant to the type of street trading activity. In those cases a street trading consent will not be granted unless three to five years have lapsed since any such convictions or completion of any sentence imposed whichever is later.

Street trading legislation

We take a serious view on applicants who have been convicted of street trading offences under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982. In particular, a street trading consent will not be granted unless two years have lapsed since any offence under the 1982 Act or if there is more than one conviction then five years must have lapsed.

Formal cautions and fixed penalty notices

For the purposes of these guidelines, we will treat formal cautions issued in accordance with Home Office guidance and fixed penalty notices as though they were a conviction before the courts.

Existing consent holders convicted of an offence

We may consider revoking the consent if the consent holder is convicted of an offence and in particular there will be concern if the offence falls into one of the categories detailed above.

Annex B

Standard conditions applicable to holders of a street trading consent issued under the Local Government (Miscellaneous Provisions) Act 1982.

It is important that the consent holder should understand and at all times observe these conditions. Any breach of any condition could result in revocation of the street trading consent.

1. Street trading can only take place in accordance with the times and permissions of the consent.
2. A consent may be revoked at any time and the Licensing Authority shall not, in any circumstances, be liable to pay any compensation the holder in respect of such revocation.
3. The consent holder shall return this consent to us immediately on revocation or surrender of the consent.
4. Any consent holder found to be employing persons who do not have the right to work in the UK will have their consent immediately revoked.
5. The consent holder shall not assign, underlet or part with his/her interest or possession under this consent without informing the Council in writing.
6. Consent holders shall permanently and clearly display on the street trading unit, in a conspicuous position readily visible to the public, the valid consent that has been issued us (static and mobile consents only).
7. The consent holder and any assistants shall sell/offer for sale only such goods or types of goods as may be specified in the street trading consent granted to the consent holder

8. The consent holder shall at all times maintain a valid third party public liability insurance policy of at least £5,000,000 to the satisfaction of the Licensing Authority and shall produce a valid certificate of such insurance at any time upon request by an authorised officer.
9. The consent holder shall keep their trading site and immediate adjacent area in a clean and tidy condition during permitted trading hours and also leave the site in a clean and tidy condition and unobstructed at the end of each period of use under the terms of this consent. For these purposes the term 'immediate adjacent area' refers to all public land within a 20 metres radius from the trading location over which the public have access.
10. No waste matter shall be discharged into or allowed to enter any highway drain or water course.
11. Every static street trading unit and any vehicles or equipment associated with it shall be removed from the site at the end of the day. The unit must not be left on site when not in use unless express written consent has been given by the Service Manager for Licensing & Community Safety.
12. The consent relates only to the unit described in the application or as defined on the certificate of consent and cannot be altered without express written permission of the Service Manager for Licensing & Community Safety.
13. The use of awnings; external display stands and the positioning of tables, chairs and sunshades around the unit are also prohibited without the express written permission of the Service Manager for Licensing & Community Safety.
14. The display of advertising signs, other than on the unit itself, is prohibited without the written permission of the Service Manager for Licensing & Community Safety. Signage must also have planning permission where applicable.
15. Holders of a mobile street trading consent must not trade in one place for more than 30 minutes at a time and must not return to the same location within two hours.
16. No street trading unit shall be located and no street trading activity shall be carried on to cause obstruction of any street or endanger persons using the street.
17. The consent holder shall not trade in such a way as to cause a statutory or public nuisance to persons using the street, public place, or occupiers of premises in the vicinity. Noise from equipment (including amplified audio equipment) used in connection with the consented street trading activity shall also not give rise to a statutory or public nuisance.
18. The consent holder shall make adequate arrangements to ensure that all persons connected with the operation of the unit have the means and opportunity to visit suitable toilet facilities when necessary. The consent holder shall ensure that the facilities available are made use of where required.
19. The consent holder shall comply with the requirements of Part II, section 34 of the Environmental Protection Act 1990 with respect to waste resulting from his/her trading. The consent holder will make available the relevant documentation as proof of compliance at the request of one of our authorised officers
20. If, and when required, the consent holder shall present the street trading unit to and Authorised Officer for inspection within 72 hours of the request being made.
21. The Licensing Authority reserve the right to refuse to renew a static street trading consent if the applicant has not, without reasonable cause, traded at the site on a regular basis in the previous 6 months. In such circumstances the street trading consent may be granted to another applicant.
22. Street trading shall not be carried on at any time unless the appropriate fee for the street trading consent has been duly paid to the Licensing Authority.

23. The consent holder shall at all times conduct business in a clean, honest, civil and business like manner without interfering with the business of other traders and consent holders.
24. Nothing contained in these conditions shall relieve the consent holder or their employees or agents from any legal duty or liability and the consent holder shall indemnify the Licensing Authority in respect of all claims, actions, demands or costs arising from this consent.
25. The Licensing Authority may vary or make additions to the conditions applying for any or all street trading consents, at any time giving due notice.
26. The trader shall not directly or indirectly hawk, tout or solicit custom for or advertise by way of handbill, public address system or otherwise without the express written consent of the Service Manager for Licensing & Community Safety.
27. The Licensing Authority reserves the right to exercise its powers under the Local Government (Miscellaneous Provisions) Act 1982 to prohibit any street trading for a maximum of six days in any one year where it is considered necessary by the Licensing Authority subject to notice in writing at least 14 days prior to removing the consent day(s).
28. The Council retains the right to alter the given sale area in case of unforeseen circumstances.
29. Traders shall follow any recommendations/advice given to them by an Authorised Officer or a Police Officer.
30. Traders/trading assistants must report the loss of a consent notice to the Council's licensing service within 72 hours of losing it.
31. The consent holder(s) shall notify Licensing Team within 72 hours of any relevant convictions or proceedings as listed in Annex A Relevant Offences.
32. Traders/trading assistants must not trade under the influence of any illegal or intoxicating substance. Any traders found with illegal substances on their pitch or in their possession will have their consent revoked.
33. Goods may not be of an inflammable, corrosive or otherwise dangerous nature.
34. All goods shall be clearly priced, and goods sold by weight or number shall show the unit of quantity in which they are being offered for sale. A street trader offering a service shall make clear the nature and cost of that service.
35. All goods sold shall comply with relevant trademark, counterfeit and product safety regulations.
36. Trading may only take place on the days and during the times specified on the consent without special authorisation being given in writing from the Service Manager for Licensing & Community Safety.
37. The trading area shall not exceed that for which consent has been granted.
38. No mobile generators shall be used without the express permission of the Council. Where permission is granted, generators shall be so positioned that: - they do not present a danger to the public, do not present a fire or similar hazard to the stall, goods displayed thereon or adjoining premises and do not give rise to a nuisance by reasons of noise, vibration, smoke or smell.
39. The street trading consent holder will be responsible for ensuring compliance with all relevant legislation and regulations covering the siting, operation and management of the sale area (including relevant food safety, health & safety, road traffic, planning and highways legislation if applicable) and for the payment of any fees so required.

Annex C Pedlars

A Pedlar is someone who holds a Pedlars Certificate issued under the Pedlars Act 1871 issued by the police. The Certificate enables them to trade anywhere without any further need for any other consent. They can only be granted to people without a criminal record and must be renewed each year.

The term "pedlar" means "any hawker, pedlar, petty chapman, tinker, caster of metals, or other person who, without any horse or other beast bearing or drawing burden, travels and trades on foot and goes from town to town or to other men's houses, carrying to sell or exposing for sale any goods, wares, or merchandise, or procuring orders for goods, wares, or merchandise immediately to be delivered". Pedlars Act 1871 section 3

The following information has been taken from the [Pedlars Info website](#).

"A pedlar may trade privately at the door of a person's house or in a public street, market or fair. Trading by a person within conditions of a Pedlars Certificate is not Street Trading for the purposes of local Street Trading regulation according to Local Authority licences or consents issued for static street trading pitches within given spaces. A pedlar's means of trading must be mobile and movable so as not to cause obstruction or public liability on the highway. A pedlar may use a pedestrian scale mobile device to carry and display goods. A pedlar is also described as a hawker amongst other descriptions. A pedlar is entitled to remain static whilst serving customers. Although it is not 'necessary' to carry a certificate to trade foodstuffs nothing prohibits obtaining a certificate for the purpose to avoid commission of a local Street Trading offence."