



# DORCHESTER TOWN COUNCIL

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**Adrian Stuart, Town Clerk**

11<sup>th</sup> September, 2013

Dear Sir or Madam,

**A MEETING of the POLICY COMMITTEE will be held in the COUNCIL CHAMBER, MUNICIPAL BUILDINGS, DORCHESTER on TUESDAY 17<sup>th</sup> SEPTEMBER 2013, commencing at 7.00pm.**

I hope that it will be convenient for you to attend.

Yours faithfully,

Town Clerk

## **Public Rights to Speak**

If any member of the public wishes to speak at this meeting they may be allowed to do so at the discretion of the Chair. It would be helpful if anyone who wishes to address the Committee made their desire known to the Chair before the meeting starts: anyone allowed to speak will be expected to confine their comments to the matter in hand and to be as brief as is reasonably possible.

## **Declaration of Interests**

Members are reminded that the Code of Conduct requires Members to declare any interest which they have in any matter under discussion. If the interest is regarded as a Personal Interest the Member may remain and take part in the consideration of the item but if the interest is a Prejudicial Interest the Member must withdraw from the Chamber during the consideration of it.

## **AGENDA**

1. **APOLOGIES FOR ABSENCE**

2. **MINUTES**

To read, confirm, and sign the minutes of the meeting of the Committee held on 16 July 2013 (adopted by Council on 23 July 2013) – (attached 2)

3. **MANAGEMENT REPORT**

To consider the report of the Financial Services Provider regarding the management accounts for the period 1st April to 31<sup>st</sup> August 2013 (attached 3).

4. **DORCHESTER TOWN YOUTH COUNCIL**

To consider the report of the Deputy Town Clerk (attached 4).

5. **INDEPENDENT LOCAL GOVERNMENT BOUNDARY COMMISSION REVIEW OF WEST DORSET DISTRICT COUNCIL MEMBER ARRANGEMENTS**

To note a communication from the LGBCE identifying that he has established that he is “minded to recommend” a future council size for West Dorset DC at 43 members, and is now inviting submissions on how ward boundaries should be shaped to accommodate that number.

To recommend that the Town Council makes a submission including the following points: -

- The 2019 population estimates identify 18,140 electors in Dorchester, of a total of 86,776 in the district
- That accordingly 9 of the proposed 43 district members should be allocated to the town
- That the existing 4 wards are adjusted to have 3 councillors in one ward and 2 in the other three, to minimise disruption to existing voting arrangements

To note that the current consultation closes on 11 November 2013, requiring an early response, that there will be a second phase consultation in February 2014, and that implementation is planned for the May 2015 elections. Consultation will take place in 2014 regarding ward boundaries and the number of Councillors for the Town Council

6. **INTRODUCTION OF A COMMUNITY JUSTICE PANEL IN DORCHESTER**

To note that recruitment is commencing for panel members for a Community Justice Panel in Dorchester, and that the Town Clerk has discussed with the CJP co-ordinator and the Council’s appointed observer Cllr Tess James, the provision of “in kind” support to advertise for panel members in our newsletter, and making a meeting room available if required, plus the potential for a one-off grant of £250 towards panel member training costs.

7. **THE ROLE OF THE COUNCIL IN FUNDING CCTV IN DORCHESTER**

To consider the report of the Town Clerk (attached 7)

8. **URGENT ITEMS**

To consider any other items which the Chairman or Town Clerk deems urgent.

**POLICY COMMITTEE – 17<sup>th</sup> SEPTEMBER 2013**

**BUDGET MONITORING AS AT 31 AUGUST 2013**

**1. ACCOUNTANCY SERVICES PROVIDER.**

- 1.1 This is the third financial report of the financial year 2013/14, and monitors spend to date against profiled position.
- 1.2 Now that the final 2012/13 position has been reported, we will incorporate the Balance Sheet position in the management reporting in future reports.
- 1.3 As commented at a previous meeting, it is also the intention to provide some graphical / visual reporting in the future.

**2. REPORT FORMAT**

- 2.1 The format of the Appendices (attached) have been reworked for this month, as follows:
- 2.2 Table 1 shows actual (expenditure or income) in the year to date, together with a profile for the year to date, and a variance to date (an underspend or overspend). Table 1 is on a subjective basis i.e. by type of expenditure or income.
- 2.3 Table 2 has the same column headings, but reports by department type.
- 2.4 Table 3 summarises the budget position and the forecast.
- 2.5 Any comments on the new report format are welcome.

**3. SUMMARY OF CURRENT POSITION 2013/14.**

- 3.1 The report shows net spend of just over £560k to the end of August, against a profiled net spend of £447k, being £113k more than the profile to that date. However, this does not take into account items that have been agreed to be funded from reserves, which are shown at the bottom of Tables 1 and 2. These adjustments reduce the current position to a slight underspend, amounting to just under £17k in the year to date.
- 3.2 Table 3 shows that, if the underspend to date were to continue to the year end, the year end position would be approximately £40k underspent. However, this is a very simple (and crude) forecasting technique, and ongoing budget monitoring is essential to establish the true position.
- 3.3 Included with the above forecasts is an item relating to £14k invoice for clearing The Walks in 2012/13 but was not accrued for in that year, and hence becomes a charge in 2013/14. However, as indicated, other budget underspends are compensating for this unexpected cost.

- 3.4 Note that the effect of the Living Wage implementation will not have been included in the figures as at end of August 2013. The effect of this is estimated at £10k for this year (and £20k for a full year), meaning that the forecast for year end at 3.2 above will reduce from £40k underspent to £30k underspent approximately.
- 3.5 As Accountancy Services provider, we will work with the Town Clerk and staff to increase the meaningfulness of the budget profiles over the coming months.
- 3.6 If there are questions, comments or observations as a result of this report, please feel free to contact me directly on the email address below.

Paul Ackrill FCCA  
Finance Manager  
Dorset County Council  
For Dorchester Town Council

Email: [p.ackrill@dorsetcc.gov.uk](mailto:p.ackrill@dorsetcc.gov.uk)

Dorchester Town Council 2013/14 Management report as at 31 August 2013

Table 1 - Subjective Analysis - By spend / income type

	<u>Current Budget for the year</u>	<u>Profile To 31-Aug (Original Estimates)</u>	<u>Actual To 31-Aug</u>	<u>Variance - favourable / (adverse)</u>
<b><u>Expenditure</u></b>	-			-
Employees	618,818	257,841	248,406	9,436
Premises Related Expenses				(59,315)
	156,696	82,353	141,668	
Transport Related Expenses	27,231	10,971	10,122	850
Supplies and Services	343,219	133,490	193,626	(60,136)
Third Party Payments	46,496	836	2,630	(1,794)
Transfer to Specific Reserves	82,813	0	0	0
Capital Charges	0	0	152	(152)
Capital Financing Costs	91,862	0	-17,062	17,062
<b><u>Income</u></b>				
Grants	0	0	0	0
Reimbursements & Contributions	(60,724)	16,214	18,271	(2,057)
Customer & Client Receipts	(133,437)	(54,783)	(37,708)	(17,074)
<b>Net budget</b>	<b>1,172,977</b>	<b>446,923</b>	<b>560,104</b>	<b>(113,182)</b>

Amend for items to be funded from reserves:

Heritage Committee expenditure:  
 Corn Exchange building works - to be funded from reserve:  
 Borough Gardens toilet conversion

£ Revised variance - favourable / (adverse)

(3,548)

(63,296)

(63,170)

16,833

**Table 2 - Analysis by departmental heading**

	<u>Current Budget for the year</u>	<u>Profile To 31-Aug (Original Estimates)</u>	<u>Actual To 31-Aug</u>	<u>Variance - favourable / (adverse)</u>
Allotments	131	2,850	1,057	1,793
Parks, Gardens & Open Spaces	581,541	269,693	317,839	(48,146)
Cemeteries	58,732	21,710	6,859	14,851
Buildings & Cultural Activities	46,707	40,638	102,467	(61,828)
Corporate Management	142,417	-21,024	-15,522	(5,502)
Democratic Representation	38,750	19,470	18,917	553
Administration	294,713	122,311	134,175	(11,864)
Twinning	8,869	779	734	44
Planning & Environment	1,116	-9,506	-9,971	465
Heritage Committee	0	0	3,548	(3,548)
	<b>1,172,977</b>	<b>446,923</b>	<b>560,104</b>	<b>(113,182)</b>

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Borough Gardens toilet conversion

£

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(3,548)

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**16,833**

**Table 3 - Summary**

Original budget position:

Net expenditure budget 1,172,977

Funded by:

Precept -1,110,439

Council Tax Support Grant -111,752

Budgeted net position -49,214

2013/14

Projected End of Year under/(over) spend based on the variance at 31st August 2013

**40,399**

Projected % End of Year under budget based on 31st August 2013

**9.04%**

**DORCHESTER TOWN COUNCIL**

**POLICY COMMITTEE – 17th SEPTEMBER, 2013**

**DORCHESTER YOUTH COUNCIL**

1. At its last meeting the Committee requested an update on progress in establishing a Youth Council for Dorchester.
2. Since that meeting further discussions have been held with representatives from the Dorchester Youth and Community Club and West Dorset District Council and contact has been made with Dorset County Council. All parties are in favour of establishing the Youth Council and helping to ensure that it is a success.
3. The Mayor has received a letter from Thomas Hardy School welcoming the establishment of a Dorchester Youth Council.
4. In order to establish a Youth Council in this Council Year it was agreed that membership would be by appointment/volunteering from young people between the ages of 13 and 18 and move to a system of election within two years of its establishment.
5. To establish the initial group of keen young people that are aware of what would be required of a Youth Council member a training day will be held at Thomas Hardy School (the school has now confirmed that this is acceptable).
6. The training day will be open to any young person from Dorchester and as many youth organisations, colleges etc will be contacted so as to endeavour to ensure that every Dorchester young person has an opportunity to attend. The event will also be widely advertised within the School.
7. The training day will be run using resources from the ‘Democracy Cookbook – Doing Politics with Young People’ and be supported with officers from the Town, District and County Councils.
8. Subject to final confirmation of times it is proposed that the training day be held on Thursday 7th November, 2013. It would be exceedingly useful if three or four Members could volunteer to attend, ideally those Members that have previously been involved with the Council’s Democracy Days.
9. It is anticipated that the newly formed Youth Council will have its inaugural meeting later on in the year, possibly on the Children's Commissioner's Takeover Day 2013 (which is a national event that gives young people the chance to work with adults for the day and be involved in decision-making) which is taking place on 22 November, 2013.
10. Members are asked to (a) note the progress made in respect of establishing a Dorchester Youth Council and (b) put their names forward if interested in attending and helping at the training day proposed for 7th November, 2013.

Steve Newman  
Deputy Town Clerk

**POLICY COMMITTEE – 17th SEPTEMBER 2013**

**THE ROLE OF THE COUNCIL FUNDING CCTV IN DORCHESTER**

**Background**

1. In 2005 the Town Council was at the forefront of a drive towards the introduction of CCTV in Dorchester. Such schemes were very much part of a national view that CCTV was a useful tool to combat crime and anti-social behaviour.
2. Our scheme is joint funded with West Dorset DC, although it is understood that other early partners, Dorset County Council, and Dorset Police, no longer fund ongoing revenue costs. All parties signed up for a five year period that ended in 2011.
3. CCTV is delivered by a team managed by Weymouth & Portland Borough Council (WPBC), who also provide services to Bridport TC and Dorset County Hospital. Some of the material comes from camera footage and network links provided by DCC Traffic Management.
4. The total cost of the south Dorset CCTV operation is approximately £350,000 a year (including tape review, which has previously been funded by WPBC), of which WPBC have met £250,000, with other partners funding the balance. WPBC have recently determined to cease doing tape review, which will in future be done on Dorset Police premises, and to reduce their core contribution by £100,000, being a 40% reduction. This will be delivered by a mix of supply reductions, removal of cameras in Weymouth, and staff reductions, reducing 24 hour surveillance to 12 hours (1600 – 0400, still to be confirmed) reflecting their focus on the night time economy as opposed to the daytime one.
5. This Council identified the need to review its contribution in the light of the budget reduction programme which took place 2 years ago, but has thus far held off while WPBC conducted theirs. Now that review is concluded, this Council is in a position to consider its options.

**Data**

6. Analysis of a range of data over the last six years can be interpreted as follows: -
  - a. The Town Council has a budgeted spend of £17,200, ostensibly to fund 5 specific cameras of the c. 15 cameras covering central Dorchester
  - b. The cameras are currently recording around 105 incidents per annum, reduced from an average of 128 incidents between 2006 - 2010
  - c. At present
    - i. 60% of incidents are identified on 3 cameras on the same street
    - ii. 58% incidents are recorded between 2200 – 0500
    - iii. 36% are ASB or Public Order, 22% theft or damage, and 18% violence or safety
    - iv. In simple terms a typical incident would probably be late night drinking related in the Trinity Street area
  - d. There is currently no data about how many incidents translate into criminal prosecution
7. Unfortunately it is not possible to gauge the deterrent effect of cameras, and their value in either community safety or financial terms.



## Options

8. The table below identifies four options that members may wish to consider: -

Option	Justification
No change to service – continue to contribute £17,200 pa	Cannot be justified. The service will automatically be downgraded from 24hr to 12 hours 7 days per week. When not staffed the cameras will be ‘on tour’ and all images recorded as now. It would be inappropriate to continue contributing at current levels
Seek a reduction similar to that of WPBC, 40%, reducing our contribution by c. £7,000 pa	Default position. Accepts that the value of CCTV is its deterrent effect, rather than incident data, which shows very limited numbers of incidents.
Reduce the number of cameras we wish to see operated/monitored – focus only on those with a history of recorded incidents – seek a significant reduction, e.g. £12,000	Focuses on incidents rather than on the deterrent potential of CCTV. Note that there will still be a significant number of CCTV cameras in Dorchester, monitored for highway purposes rather than Crime and Disorder
Cease contributions to the service	The number of incidents recorded is sufficiently low, and the lack of evidence of how they translate into criminal prosecution, to consider that CCTV is no longer required in the town centre

### Process for reviewing Dorchester Town Council support

9. The Council entered into a partnership for CCTV and any decision it takes should take account of the views of partners. Key partners include: -
- Dorset County Council Highways section
  - West Dorset DC, Car Parking and Crime & Disorder
  - Dorset Police
  - Weymouth & Portland BC, as operator
  - Dorchester BID, who were not in existence when CCTV was originally introduced
10. Any changes to our contribution and our involvement would take time to implement, and it is important that we give an appropriate time for partners to adjust to any reduced funding. It would be appropriate to identify a timetable that signals the potential for reduction now, allows a decision at the 28 January 2014 Council, for implementation from 1 April 2014.

### Recommendation

11. That a task and finish group of 3 members of this Committee scrutinises our current contribution for CCTV, gathers evidence from our partners, and presents a report to the Policy Committee on 21 January 2014 recommending any proposed changes.

Adrian Stuart  
Town Clerk