



Dorchester Town Council

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16 March 2016

Agenda for the meeting of the **Policy Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 22 March 2016** at **7.00pm**.

Adrian Stuart
Town Clerk

Public 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 ask the Chairman before the meeting starts. We ask speakers to confine their comments to the matter in hand and to be as brief as is reasonably possible.

Member Code of Conduct: Declaration of Interests

Members are reminded that it is their responsibility to disclose pecuniary or non-pecuniary interests where appropriate.

A Member who declares a pecuniary interest must leave the room unless a suitable dispensation has been granted.

A Member who declares a non-pecuniary interest may take part in the meeting and vote.

Membership of the Committee

Mayor R. Potter and Councillors B. Armstrong-Marshall, R. Biggs, A. Chisholm, T. Harries, S. Hosford, G. Jones (Chairman) and T. Jones.

1. **Apologies**
2. **Minutes**
 - a) To confirm and sign the Minutes of the meeting of the Committee held on 19 January 2016 (adopted by Council on 26 January 2016).
 - b) To consider, confirm and sign the Minutes of the meeting of the Committee held on 23 February 2016 **A**
3. **Finance Report at 29 February 2016** **B**
4. **Corporate Plan** **C**
5. **General Power of Competence** **D**

- 6. Community Development E**
- 7. Fields in Trust Centenary Field Scheme F**
- 8. Dorset County Museum – Loan and Application for Capital Grant G**

8. Public Bodies (Admission to Meetings) Act 1960

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

9. Debt Write Offs

Dorchester Town Council

A

Policy Committee

23 February 2016

Present: Mayor R. Potter and Councillors B. Armstrong-Marshall, A. Chisholm, T. Harries, S. Hosford, G. Jones (Chairman) and T. Jones.

Apologies: Councillor R. Biggs

In attendance: Councillors Hewitt, S. Jones, Rennie and Rice

34. **Borehole, Soakaway and Water Distribution System in the Borough Gardens**

The Town Clerk outlined the proposal to drill a borehole to abstract water for use in the Borough Gardens, and to construct a water management system to move water to where it is required.

A resident raised questions about how the Gardens might be adapted to future potential changes in climate and whether water should be captured for reuse above ground.

Members of the Committee sought assurance that water used in the Childrens' play fountain was safe to drink and required that this issue be addressed with the Council's insurer and the Environmental Health Officer as part of the management plan for the project.

Resolved

That the tender price submitted by Simon Moore Water Services, as modified by subsequent discussion, is accepted

35. **The provision of Affordable Housing on the Trinity Street Tennis Courts site**

The Town Clerk presented a report considering options for the development of affordable housing on the tennis courts and other smaller sites in the town. He updated the report by confirming that a local Housing Society did not wish to pursue sites in the Town Council's ownership as they were investigating other development options.

A member identified his concerns about the financial cost of relocating the tennis courts to the Bowling Green. Members of the Committee asked questions about the choice of Hastoe as a partner for the development of the scheme, whether liaison had taken place with Historic England and emphasised the need to discuss the project with Whetstones.

Resolved

That the Town Council pursue the development of the Trinity St Tennis Courts site for affordable housing.

36. **Support for Dorchester Youth Centre**

The Town Clerk introduced a report outlining progress being made to sustain the Dorchester Youth Centre following the withdrawal of funding by Dorset County Council.

Members of the Youth Centre Management Committee were developing a Business Plan for discussion with Dorset County Council. It was recognised that an early indication of support from the Town Council will allow them to focus on fundraising and staffing issues during the early years of an alternative arrangement, which in the long term should allow the Town Council's contribution to reduce.

Members of the Council's Task and Finish Group spoke in support of a funding proposal contained in the Town Clerk's report and explained the energy that now existed within the Management Committee which was focused on ensuring the Centre continued to operate. A member asked that an audit of youth facilities and organisations in the town be carried out so that the role of the Youth Centre could be placed into a wider context and ongoing discussions could take place about how best to use the available infrastructure.

Resolved

That, subject to receipt of a satisfactory draft Business Plan, a conditional offer to a new operator of the Dorchester Youth Centre is made as follows:-

- (a) That for 3 years from 1 April 2016 the Town Council guarantees to meet 50% of total operational costs, capped at £30,000 pa
- (b) The Town Council signals that from 1 April 2019 onwards it expects to meet no more than 33% of total operational costs, capped at £20,000 pa
- (c) That a one off grant of £3,000 is made available immediately to be drawn on should the Management Committee need to get professional advice regarding the setting up of an appropriate body to run the Centre
- (d) That an audit of services and facilities provided to youth across the town is undertaken during 2016

Chairman

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 22 MARCH 2016
FINANCE REPORT AT 29 FEBRUARY 2016

1. Summary of Current Position

- Revisions to 2015-16 Budget since it was set remain at £30,600 increase
- Month 11 underspend v. profile is £80,000 (Appendix 1)
- Key reasons - Cemetery Income (-£21k), Offices Supplies (-£15k), Utilities (-£10k), Cultural (-£12k)
- Currently anticipating underspend of £85,000-£100,000 at year end

2. Cash Position at 29 February 2016

- | | | |
|----------------------------------|------------|------------------------------|
| • Lloyds Bank (2 accounts) | £510,000 | 0.40% interest |
| • National Savings & Investments | £906,000 | 0.75% interest, £1.0 M limit |
|
 | | |
| Total Cash | £1,416,000 | (31 December £1,511,000) |

3. Reserves, Balances and other Non-Budget Expenditure

- £67,000 (inc. Cemeteries database £10,000) spent from Earmarked Reserves
- Year-end General Reserve position broadly in line with January 2016/17 Budget report

4. Debtors

- Debts outstanding over 30 days at 29 February 2016 is £635 related to 7 debtors (31 December £407, 4 debtors)
- **RECOMMENDED** Two write offs totalling £150 will be proposed at the meeting

5. Payments List

- A list of payments made between 1 January – 29 February 2016 is enclosed as a separate document. Supporting vouchers are available in the offices for inspection during normal office hours
- **RECOMMENDED** that the Payments list, totalling £172,087.73 is approved
- All payments made have been countersigned by two Members appointed by Council. Routinely there have not been many questions during the Committee phase
- **RECOMMENDED** that from 1 April 2016 the Payments List is made available on our website only

6. Internal Audit

- Latest Internal Audit report is attached
- **RECOMMENDED** that the Internal Audit report and our response is noted

Adrian Stuart
Town Clerk

MANAGEMENT REPORT TO 29 February 2016

By Spend Type	Budget £000	Profile £000	Actual £000	-Under/Over £000
Staff	589	540	536	-4
Capital Financing	63	48	48	0
Other Payments	538	487	429	-58
To Specific Reserves	253	253	253	0
Income	-203	-182	-200	-19
Net Budget	1,240	1,146	1,066	-80
By Service	Budget £000	Profile £000	Actual £000	-Under/Over £000
Allotments	-5	-5	-5	0
Parks & Open Spaces	157	133	123	-10
Cemeteries	15	16	-8	-24
Corp. & Dem. Manage.	38	34	29	-5
Cultural & Twinning	53	50	38	-12
Municipal Buildings	102	95	84	-11
Other Services	158	151	152	1
Office Team	322	300	283	-17
Outdoor Services	400	372	370	-1
Net Budget	1,240	1,146	1,066	-80
Earmarked Reserves with budgeted Expenditure In Year	Budget £000	Profile £000	Actual £000	-Under/Over £000
Cemeteries	25	25	19	-6
Municipal Buildings	25	25	24	-1
Play Equipment	10	10	4	-6
Vehicles & Equipment	12	12	12	0
Christmas Lights Replace	5	5	3	-2
Maumbury Rings s106	15	15	2	-13
Walks Resurfacing	1	1	1	0
Energy & Operational Efficiency	10	10	2	-8
Net Budget	103	103	67	-36

2015/16 INTERNAL AUDIT OF DORCHESTER TOWN COUNCIL - DRAFT REPORT VISIT 2 OF 4: 24th JANUARY 2016

Rec.	Detail	HML	Management Response	By	Due
3.1 – Unsigned minutes	The minutes of the Town Council meeting of 29 September 2015 have not been signed, although they were noted as having been confirmed and signed as a correct record at the Town Council meeting of 24 November 2015. Minutes should be signed at the next meeting of the relevant Committee or Council meeting in order to evidence that they are a correct record of decisions made. All other approved minutes have been signed in the year to date. It is recommended that the minutes be signed when they are approved for signature.	M	Oversight. Agreed and will look to introduce a regular control	AS	31/1 /16
3.2 – Initialling of unsigned pages	Some of the minutes have been initialled by the Chairman on every page (save the last page which is signed), to evidence that each page has been agreed by the Committee or Council. This is good practice but is not carried out with respect to all minutes. It is recommended that the unsigned minutes pages are initialled by the Chairman in order to evidence that they are the agreed record.	L	In principle agree with the recommendation. However on review could only find pages not signed were Appendixes and blank pages.	AS SN LD	31/1 /16
3.3 – Dating minutes	Minutes are currently not dated when they are signed. It is recommended that minutes are dated to evidence when they were approved.	L	DTC has never dated minutes so rejected. Key point is that each set of minutes identify the date of the signing of the previous set of minutes.	AS	-
4.1 – Explanations for significant variances on budget monitoring report	The Council receives a budget monitoring report at the end of each quarter of the financial year. This contains a summary of the current budget position, a note of the cash position at the quarter-end, a note of changes to reserves, a note of debt over 30 days and a note of the value and range of the payments made since the last report. There is a high-level analysis of actual spend against budget by type and by service, but the reasons for significant variances are not fully explained. It is recommended that the reasons for significant variances are noted in the summary section of the finance report in order to aid comprehension of the Council's financial position.	L	Budget monitoring reports are actually received bi-monthly excluding in May. One of the strengths of the document is that it is concise, increasing legibility. Will look at how concise wording might be improved, but opposed to extending the report unnecessarily.	AS/ NH	22/3 /16

5.1 – Separate coding of precept and CTSG	The precept code on the trial balance includes both the income for the precept and the council tax support grant (CTSG). CTSG is a discretionary grant which is reducing, and which has to be reported separately on the annual return. It is recommended that the CTSG be put in a separate code on the trial balance to ensure it remains visible for budget monitoring and year-end reporting.	L	Code recommendation accepted.	NH	31/3/16
5.2 – Enforcement of payment terms	A sample of income streams were tested to ensure (amongst other things) that income is properly recorded and promptly banked. All samples were found to be properly recorded, and the majority were promptly banked. However, one of the receipts related to the booking of the Pavilion and related sports fields was paid 62 days after the invoice date (which itself was later than the period of hire); and a further receipt related to the hire of the Pavilion alone was paid 52 days after the invoice date. Both bookings relate to regular hirers, but there remains a risk that a significant delay in the time taken to make a payment increases the risk that a debtor may dispute or be rendered incapable of making payment. It is recommended that strict payment terms of 30 days are applied for the payment of all invoices.	L	A balance has to be struck between enforcing a rigid 30 day policy and retaining good relations with hirers. We report the value of debt over 30 days at each meeting of Policy Cttee, giving Members an opportunity to question outstanding debts. The recommendation is rejected.	AS	-
5.2 – Pricing schedule	As part of the income testing, I reviewed the prices charged to confirm that they agreed with those set by Council. For some income streams, e.g. those where there is a deed or lease in place, it was possible to confirm that prices agreed. However, officers have a significant degree of delegated authority to negotiate prices with clients. Whilst this enables officers to fulfil Members' desire to ensure that the Council's facilities are used by as many community groups as possible, it makes it difficult to confirm that the prices charged are correct. It is recommended that a schedule is drawn up noting all prices charged (whether standard or negotiated). This will enable Members and Management to have clarity over the pricing structure, and ensure that officers managing the bookings and invoicing systems can confirm they are applying the correct charge.	H	Agreed	SN/ JH	1/4/16

<p>5.4 – Correct accountin g for free hires</p>	<p>As part of its commitment to the Arts the Council is currently making the Corn Exchange available for up to 75 occasions pa at nil cost, with Dorchester Arts using the venue to deliver arts events. This is in accordance with the agreement between the two bodies. The Town Council also provides time for rehearsal space at nil cost. Hires in excess of this value will be invoiced at an agreed rate. To date the accounting treatment does not reflect this arrangement. It is recommended that officers ensure the accounting treatment follows the agreement made.</p>	<p>M</p>	<p>Agreed</p>	<p>AS/ NH</p>	<p>31/3 /16</p>
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DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 22 MARCH 2016
CORPORATE PLAN

1. In January the Council set its budgets and draft Corporate Plan, recognising that some pages of the document still needed to be updated. These changes have been made and the pages that have changed are included as an Appendix 1 to this report. A full copy of the Corporate Plan is included on our website.
2. A short summary of the Corporate Plan, suitable for general consultation is now being prepared with the intention of presenting it to the Committee on 22 March.
3. A short consultation plan for the Corporate Plan, focused primarily on partners, is presented at Appendix 2. The aim is to complete the consultation to allow appropriate changes to be considered at Council on 24 May 2016.
4. **It is recommended that**
 - **The changes to the Corporate Plan as identified at Appendix 1 are approved**
 - **The Consultation Plan is agreed and delivered**

Adrian Stuart
Town Clerk

SUMMARY OF OUR AIMS FOR FUTURE PLANNING OF DORCHESTER

Field	Short Term Next 2 years	Medium Term 2 – 5 years	Long Term 6 – 20 years
Local Economy	Work proactively with developers Develop Heritage Tourism Strategy Build partnership with Business Community Embed Apprenticeships	Implement Heritage Tourism Strategy Work with WDDC to safeguard Visitor infrastructure	Strategies for developing non-public sector elements of the economy
Housing	Trinity St Affordable Housing site	Develop other Affordable Housing sites Engage in a debate about future housing need in Dorchester and possible locations Neighbourhood Plan	Strategy for ensuring Affordable Housing is core to new housing development in and around the town
Traffic & Highways	Support DTEP project Seek to influence emerging Traffic and Parking Strategy development	Assist the development of new traffic and parking initiatives that arise from a holistic Strategy	Advocate for better highway infrastructure as part of any plan to increase the size of the town
Community , Wellbeing, and Cultural	Carry out an audit of community facilities Develop a Community Plan Work with Dorchester Youth Centre MC to secure future of the Centre	Work with specific groups to implement the Community Development Plan Support Dorchester Arts to develop The Maltings	Review the plan and continue to work with local groups
Environmental & Heritage	Refurbish the Town Walks Engage with Heritage and Business partners to create a shared tourism vision Audit of informal heritage sites Replace tourism signage Cultural grants	Town Walks further phases Work with funding partners to improve marketing of Dorchester	Develop a strategy to encourage sustainable approaches to deliver the town's needs

KEY DEVELOPMENTS OVER THE NEXT 12 MONTHS

Field	Project	Milestone	Anticipated Outcome
Local Economy	Work proactively with developers Develop Heritage Tourism Strategy Build partnership with Business Community Embed Apprenticeships	Quarterly meetings Process for developing strategy agreed with partners Mar 17 Quarterly meetings Appoint Apprentices Nov 16	Better understanding of emerging issues Partnership in place prior to new Heritage venues opening Better understanding of emerging issues c. 6 new opportunities for apprentices
Housing	Trinity St Affordable Housing site	Planning applic'n Mar 17	Application to build units submitted
Traffic & Highways	Support DTEP project Seek to influence emerging Traffic and Parking Strategy development	Environmental works agreed Sep 16 Strategy exercise commenced Sep 16	Plans ready to improve lower South St/High W St Coherent strategy for cars in Dorchester being developed
Community , Wellbeing, and Cultural	Carry out an audit of community facilities Develop a Community Plan Work with Dorchester Youth Centre MC to safeguard the future of the Centre	Completed Mar 17 Staff appointed Jul 17 Plan adopted Mar 17 Plan & funding in place Sep 16	All available facilities logged Staff in place Clear Plan in place Youth Centre continues to operate
Environmental & Heritage	Refurbish the Town Walks Engage with Heritage and Business partners to create a shared tourism vision Audit of informal heritage sites Replace tourism signage Provide one-off grant support to introduce new Cultural facilities	Completed Dec 16 See Local Economy Completed Mar 17 Plan in place Mar 17 First award made Sep 16	Walks from Hardy statue to Trinity St adopted Heritage assets listed Plan for replacement signage agreed Decision re Dorset County Museum

OUR CURRENT SERVICES

HOW WE WILL IMPROVE OR ADAPT OUR CURRENT SERVICES OVER TIME

Service	Short Term Next 2 years	Medium Term 3 – 5 years	Long Term 6 – 20 years
Allotments	Review Water fees Review Green Waste service Develop Red Cow site	Review need for sites	Develop Allotment Associations
Parks & Open Spaces	Tennis Courts on Bowling Green Skate Park works Borough Gardens Borehole Maumbury Rings Data map project Assist develop of D. Cricket Club capacity	Borough Gardens - review Nursery operations Great Field developments Review sports pitch & changing facilities provision Walks refurbishment later phases	Play Equipment – Sites strategy Adoption of Poundbury sites
Cemeteries	Data map project Complete Memorials testing	Complete P'bury internal road ways	Poundbury boundary wall
Municipal Buildings	Full site survey & repairs	Consider options for future use in context of Arts provision	Implement new Operations Plan post decision on use of building
Culture, Twinning & Other Services	Co-ordinate the town's WW1 Commemorations Market contractual arrangements and refurbishment		
Democracy, Governance & Administration	Adopt Corporate Plan after consultation	Review Office arrangements Engage in Local Government reorganisation discussions	

WHAT STEPS WILL WE TAKE OVER THE NEXT 12 MONTHS?

Service	Project	Milestone	Anticipated Outcome
Allotments	Review Water fees	Completed Sep 16	Fairer fee structure
	Review Green Waste service	Options developed Dec 16	Reduced net cost
	Develop Red Cow site	Site handed over Sep 16	Site ready for use
Parks & Open Spaces	Tennis Courts on Bowling Green	Design agreed Jun 16 Completed Oct 16	Project plan agreed
	Skate Park Upgrade and Refurbishment	Completed Jun 16	Site upgraded
	Borough Gardens Borehole	Completed May 16	Reduced water bills
	Maumbury Rings Heritage refurbishment	Completed Sep 16	Steps and Notice Boards in place
	Data map project	Completed Mar 17	Databases and maps of all infrastructure available
	Assist develop of D. Cricket Club capacity	Agreement May 16	DCC able to let out Pavilion in evenings and weekends
Cemeteries	Data map project	Completed Sep 16	All Cemeteries mapped with databases
	Complete Memorials testing	Completed Mar 17	All memorials tested, action taken where required
Municipal Buildings	Full site survey & repairs	Plan in place Mar 17	Full site survey with report to Policy re long term funding needs
Culture, Twinning & Other Services	Co-ordinate the town's WW1 Commemorations	Completed Mar 17	Kut Day plus other events as agreed
	Market contractual arrangements and refurbishment	Plan in place Jun 16	Agreed plan for improvement of market with appropriate contract in place
Democracy, Governance & Administration	Adopt Corporate Plan after consultation	Adopted May 16	Agreed plan in place with mechanism for monitoring and review

CONSULTATION PLAN FOR THE CORPORATE PLAN

Consultee	Why?	How?	Key Issues
Dorset CC	Multi-project partner	-	DTEP, Traffic, Heritage, Their service delivery
West Dorset DC	Multi-project partner	Apr SLT meeting	DTEP, Aff Hsg, Local & Neighbour Plan, Their Service delivery
CCG, Police & Fire	Local service delivery	-	Their service delivery
BID & Chamber	Business Community	Joint meeting	Local Economy, Heritage
Magna, Hastoe, Mill St. Municipal Charities	Housing providers/partners	E-mail re key Housing aims	Affordable Housing
County Museum, Shire Hall Trust, Keep Museum, Dorchester Arts, Civic Society	Key Cultural Community partners	Joint meeting	Culture – Heritage & Arts
Churches Together, DACP	Key Community partners	Joint meeting with key representatives	Community Dvelopment
Dorchester Residents	Local stakeholders	D. News, Website, Direct contact event(?)	All issues
Duchy, Brewery Sq Ltd	Key developers	Individual meetings	Local Economy, their plans

DORCHESTER TOWN COUNCIL**POLICY COMMITTEE – 22 MARCH 2016****GENERAL POWER OF COMPETENCE**

1. In order to provide services the Parish tier uses a wide range of legislative powers, plus a few duties. Many of these stem from the Local Government Act 1972 but there a wide range of specific acts in use covering Cemeteries, Allotments etc.
2. Where the Council does not have a specific legal power, and provided it is not specifically prohibited from doing so, it relies on s137 of the Local Government Act 1972 which allows the Parish a per capita sum to spend as it sees fit. This sum totals c. £80,000 for Dorchester although in practice it is used rarely, the most recent example being to support the apprenticeship grants to our partner organisations.
3. The Localism Act 2011 s. 1 – 8 introduced the opportunity for a parish to adopt a “General Power of Competence”. This gives a Council the power to do anything that an individual is legally entitled to do, removing the need to rely on individual pieces of legislation.
4. To adopt the General Power of Competence the Council must: -
 - have had two thirds its Councillors elected, as opposed to co-opted
 - have a Town Clerk who has completed CILCA, specifically including module 7 which relates to the General Power of CompetenceDorchester Town Council passes these tests.
5. Once adopted, providing it continues to meet the prescribed conditions, the power is retained until the Annual Meeting of Council after ordinary elections take place, when it needs to readopt the power.
6. Notwithstanding adopting the General Power the Council should still always consider its other legal obligations, including: -
 - Has it met statutory duties, e.g. Equalities, Employment and Health and Safety?
 - Has it taken account of any powers of other local authorities, which take precedence?
 - Is it seeking to generate income from an activity? It cannot charge for statutory services, and cannot profit from discretionary services
 - Does it require any statutory permissions, e.g. Licences?
7. The only risk would result from the Council providing a service for which it relies on the General Power, then losing the General Power. At present this is unlikely to be the case, with strongly contested elections and the Deputy Town Clerk also being CILCA qualified.
8. It is **RECOMMENDED** that the Council adopts the General Power of Competence.

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 22 MARCH 2016
COMMUNITY DEVELOPMENT IN DORCHESTER

1. As part of the budget for 2016/17 the Council resolved:-
 - i. That £35,000 is provided to engage a Community Development Officer on a grade to be established for a fixed period of three years (maximum salary £27,000 plus oncosts), to be offset by any saving on the Community Partnership budget and any income from a service level agreement with West Dorset District Council
 - ii. That a job description and work plan is developed to be submitted to a future meeting of this Committee
2. A draft Job Description and Person Specification is attached at Appendix. West Dorset DC have reviewed the job description to ensure it meets their criteria for a service level agreement should the Town Council wish to take advantage of their funding.
3. There are two salary options: -
 - Similar to the pay of many current Community Development roles elsewhere in local government - £22,000 - £24,500 (scp 24 - 27)
 - Consistent with expectations placed on other posts at Dorchester Town Council, likely to secure a strong candidate - £25,000 - £27,000 (scp 28 -30)
4. Subject to a decision tonight the timetable for appointment is as follows:-
 - Advert goes live Thursday 24 March on dorsetforyou.com
 - Applications in by 19 April interviews on 28 April
 - Appointee starts June/July 2016
5. It is **RECOMMENDED** that
 - i. the Job Description and Person Specification is approved
 - ii. An appropriate salary range is selected

Adrian Stuart
Town Clerk

DORCHESTER TOWN COUNCIL

Name:

Post: Community Development Officer

JOB DESCRIPTION

Objective of Post

To support the Council to work with the many groups and individuals that make up the community of Dorchester, and with other agencies, to facilitate the development and strengthening of the town's Community, Cultural, Heritage, Environmental and Economic offer.

To help build relationships with key people and organisations and to identify common concerns so that everyone can work together to address community issues and deliver quality of life improvements. To create opportunities for the community to learn new skills and, by enabling people to act together, help to foster social inclusion and community cohesion.

Main Accountabilities

1. With the Town Clerk and Councillors, develop and implement changing programme of work focused on developing specific sectors of the diverse community of Dorchester
 - Identify relevant sectors of the community and maintain a situation report regarding the health, confidence and aspirations for each sector
 - Develop a Community Plan that takes account of each sectors needs and aspirations, identifies positive steps that the Town Council can undertake to support them and agree funding and appropriate milestones
 - Carry out appropriate consultation with the community to agree the plan
 - Deliver a programme of work to fulfil the Community Plan
 - Review the Plan to ensure that it remains relevant and balanced to the needs of all sectors of the community
2. Support sectors of the community to promote what they do and encourage residents, workers and visitors to get involved in the activities available within their community
 - Assist the development of a comprehensive database of organisations serving sectors of the community
 - Understand how organisations promote themselves and look for opportunities to help them increase their profile
 - Enable and promote inter-group networking opportunities for organisations to work together
 - Seek opportunities to promote, to local residents, awareness of the opportunities available to them
3. Develop and maintain Town Community forum that brings the many diverse elements of the community together to network and give a voice to the community as a whole
 - Develop and administer a quarterly forum event to bring community organisations

together to network, receive presentations from relevant partners and share their views on the Council's community planning arrangements

4. Build links between the Town Council and other agencies working within the community of Dorchester
 - Identify key partners and actively engage with them to improve the delivery of services provided by other agencies within the town
 - Encourage the development of opportunities for those agencies to work with each other and with local community organisations and engage in the town's community forum
5. Develop the Council's knowledge of fundraising generally and to identify specific opportunities for the community to access funding sources
 - Maintain a knowledge of funding opportunities available to local organisations and agencies
 - Promote the general availability of funding to community organisations, make specific connections where appropriate, and where possible assist organisations to secure funding
6. Liaise with West Dorset District Council, Dorset County Council and other local Town Council Community Development and Community Planning Officers
 - Liaise with relevant West Dorset District Council staff regarding community development issues of mutual interest, and issues that they wish to pursue within the town
 - Provide information to West Dorset DC in line with any agreement the Town Council has to deliver community planning and development services on their behalf
 - Liaise within a network of Community Development Officers to share knowledge and best practice regarding the delivery of community development services by the town and parish tier
 - Engage with outreach work being done by NHS Dorset
7. The duties may change from time to time in accordance with the changing needs and demands of the service and of the Council.

PERSON SPECIFICATION

QUALITY	ESSENTIAL	DESIRABLE
Qualifications	GCSE Level or equivalent with minimum of English and Maths GCSE (Grade C) Computer literate A track record in self-development consistent with the demands of the role	Degree, HND or equivalent professional qualification in a related subject.
Related experience	Minimum of 3 years' experience in a related activity Able to produce reports, technical documentation and letters Experience of working on own initiative and as part of a team.	Strong track record of delivering community development services on behalf of a relevant agency Previous experience of Public sector working Events Management
Skills and Abilities	Well-developed networking and advocacy skills Excellent team working/ interpersonal skills, adaptable to a range of situations Good listening and reflecting skills Good organisational skills, able to operate office systems and procedures. Able to organise own work. Able to meet strict deadlines. Presentation and communication skills, both verbal and written.	Developed research and report-writing skills, including the ability to interpret data Politically aware Negotiating skills
Knowledge	Working knowledge of Microsoft Office Knowledge and understanding of community and social issues Knowledge of fundraising Knowledge of Partnership working and how public bodies work	Knowledge of Dorchester and its community Understanding of community sector based governance arrangements Working knowledge of social media
Personal Qualities	Adaptable, flexible, able to grasp new concepts quickly, receptive to change Determined to make things happen. Creative, practical approach to problems Persuasive, able to motivate partners/colleagues to deliver Council's programme of work. Able to foster good relations at all levels. Responsive to the public Able to work effectively under pressure. Able to make decisions. Self-reliant, open and honest. Methodical and thorough approach. Non-judgemental, compassionate and able to empathise Willingness to share ownership of projects and tasks Inclusive and sensitive to the needs of communities of interest	Able to contribute to the development of the Council. Financially aware Able to determine non-viable projects and manage expectations
Other	Evening and weekend work is part of the role. Flexible around when standard 37 hours are worked Requirement to undergo DBS check	Resident within 5 miles of Dorchester. Car driver/owner

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 22 MARCH 2016
FIELDS IN TRUST CENTENARY FIELDS SCHEME

1. In 2014, in preparation for national events to commemorate the Great War, Government, partnering with the Royal British Legion, announced an initiative to dedicate a Centenary Field in each District Council area in the country. The project is managed by Fields In Trust (FIT) who have managed similar schemes to commemorate other national events, resulting in designations such as King George V Fields and Queen Elizabeth II Fields, although there are currently no designations within Dorchester.
2. To qualify the “Field” must either have a direct or indirect association with the Great War and the owner must be willing to dedicate it for recreational purposes in perpetuity. These conditions made it difficult to identify a specific site in the town that naturally fitted the criteria and did not already have a clearly recognisable name.
3. The Town Clerk held preliminary discussions with the Duchy of Cornwall and raised the possibility of designating the parkland and play area south of Holmead Walk on Poundbury. This led to the submission by the Duchy of an application to FIT to rename the area between Holmead Walk and the Jubilee Woods on Poundbury as a Centenary Field.
4. An indirect associations would be achieved by locating an information board on the site, to explain the disparate elements of Dorchester’s connection with the Great War, including
 - The Barracks and Depot for the Dorsetshire Regiment on the site behind the Keep
 - The German Prisoner of War Camp located in north Poundbury
 - The role of temporary hospitals in looking after the wounded
 - The events that took place to support the soldiery and the homecoming
 - The war graves and war memorial in the town

The Duchy of Cornwall has indicated a willingness to provide the plinth for the information board if the Town Council commissions the board in the style of the Let’s Explore Dorchester series. Funding is available for this purpose in the Town Council Special Items budget.

5. When the idea was raised with the Heritage Committee in February they disagreed with the plan, citing a number of sites in the town that had a greater connection with World War One. However, with the exception of Poundbury Camp none of the sites suggested meet the criteria, and Poundbury Camp is already a well-known well recognised name. The area of land at Holmead Walk remains the best option to establish a piece of land within the town to commemorate the centenary of the Great War.

6. Noting the concerns raised however it is proposed that further work is undertaken to establish how sites with a Great War link can be better recognised and linked back to the wider presentation of Dorchester's involvement at the proposed Centenary Field at Holmead Walk. The Heritage Joint Committee will consider the issue further on 21 March 2016.

7. It is **RECOMMENDED** that the Town Council support the designation of the area of land between Holmead Walk and the Jubilee Woods at Maiden Castle Road as a Centenary Field.

Adrian Stuart
Town Clerk

DORCHESTER TOWN COUNCIL**POLICY COMMITTEE – 22 MARCH 2016****DORSET COUNTY MUSEUM – LOAN AND APPLICATION FOR A CAPITAL GRANT**

1. Policy Committee of 14 July 2014 considered a request from Dorset County Museum to make a loan available to enable them to pursue funding from the HLF for the construction of a £14.0M expansion on their current site between High West St and Colliton St.
2. Council accepted the Committee's recommendation

That a loan be advanced to the operators of Dorset County Museum for a maximum period of one year in the first instance, at nil interest, subject to the Town Clerk carrying out a due diligence review of the Museum's financial position.

The loan was secured against funds raised for the development of the Museum that would not be required if the HLF bid failed. A loan of £30,000 was subsequently advanced in March 2015, due for repayment in March 2016.

3. The loan was subsequently repaid on time in early March 2016, although in doing so the Museum Director identified that cash flow will remain an issue on the project throughout its implementation, as the HLF element is routinely paid in arrears.
4. In late summer the County Museum announced that their bid had been successful, securing £10.3M towards the project, but still leaving the Museum the significant task of raising the balance. A fund raising strategy is now operational.
5. Preliminary discussions have been held with the Director regarding the potential for a capital grant from Dorchester Town Council from the fund of £50,000 we created as part of the Corporate Plan and Budget process this year. We are seeking to create an opportunity for councillors to visit the Museum in May, receive a presentation on the overall scheme and also on a discrete part of the works that might be suitable for Town Council grant support.
6. Picking up on the Director's concerns it is **RECOMMENDED** that a second loan be advanced to the operators of Dorset County Museum on similar terms to the original loan.

Adrian Stuart
Town Clerk