



# DORCHESTER TOWN COUNCIL

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Dennis Holmes, Town Clerk

15th September, 2009

Dear Sir or Madam,

A MEETING of the **POLICY COMMITTEE** will be held in the **COUNCIL CHAMBER, MUNICIPAL BUILDINGS, DORCHESTER** on **TUESDAY, 22nd SEPTEMBER, 2009** 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.

## A G E N D A

1. **APOLOGIES FOR ABSENCE**
2. **MINUTES**

To read, confirm and sign the Minutes of the Meeting of the Committee held on 21st July, 2009 (adopted by Council on 28th July, 2009).

3. **ANNUAL GOVERNANCE REPORT – 2008-09**

To welcome representatives of the Council's external auditors, KPMG LLP, who will present their Annual Governance Report following the audit of the Council's Final Accounts for 2008-09 (copy enclosed). Also enclosed for the information of Members are a further copy

of the Accounts in their final form following audit and a copy of the Management Representation Letter.

4. **MANAGEMENT ACCOUNTS**

To receive and consider the enclosed copy of the Council's Management Accounts for the period ended 31st August, 2009.

5. **PROVISION OF EMPLOYMENT LAW AND HEALTH & SAFETY SERVICES**

In accordance with Minute 14 to consider the enclosed copy proposal received from Ellis Whitham for the provision on employment law and/or health and safety services to the Council.

6. **MEMBERS ALLOWANCES SCHEME**

To consider the enclosed copy report of the Town Clerk on the annual review of the level of allowances payable under the Members Allowances Scheme.

7. **PROVISION OF ALLOTMENTS**

Further to Minute 66 (2008-09) to consider the enclosed copy report of the Town Clerk.

8. **ANNUAL PAY AWARD**

To note that agreement has now been reached on the Annual Pay Award effective from 1st April, 2009. The agreement provides for an increase of 1.2% on Spinal Column Points 4 to 10 and an increase of 1% from Spinal Column Point 11 upwards. In addition the agreement provides for an increase in minimum holiday entitlement from 20 days to 21 days per annum; there is no equivalent increase to the entitlement of staff with five years service or more which remains at a minimum of 25 days per annum.

9. **URGENT ITEMS**

To consider any other matters which the Chairman or Town Clerk considers urgent.