

Dorchester Town Council

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15 July 2026

Agenda for the meeting of the **Policy Committee**, which will be held in the **COUNCIL CHAMBER, THE MUNICIPAL BUILDINGS, HIGH EAST STREET, DORCHESTER** on **MONDAY 20 JULY 2026** at **7.00pm**.

A handwritten signature in black ink, appearing to read 'Charmaine Denny'.

Charmaine Denny
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, S. Biles (Chair), J. Germodo, F. Hogwood, G. Jones, V. Lloyd-Jones (Vice-Chair), K. Reid, R. Ricardo 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 11 May 2026 (adopted by Council on 19 May 2026). A copy of the Minutes can be found at [Policy Committee](#)

- 4. Dorset History Centre – Page 4**

To receive a presentation from Sam Johnston, Dorset Council Service Manager for Archives and Records and to consider a report by the Town Clerk (enclosed).

5. Financial Update – Page 10

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

6. Revisions to Staff Handbook – Page 14

To consider a report by the Assistant Town Clerk (Corporate) (enclosed).

7. Dorchester Markets – Page 20

To give consideration to joint funding (with the Markets Panel) improvements to the indoor market at Fairfield. If agreed the Town Council's contribution would be £35,000 to be funded from the public realm reserve. The extract from the meeting of the Markets Panel is enclosed together with the report of the Market's Officer.

8. Cornhill Enhancement Project - Page 26

To consider draft designs for the Cornhill Enhancement Project (enclosed).

9. Carbon Emergency Action Plan – Page 32

To consider a report by the Town Clerk (enclosed).

10. Climate Emergency Works – Additional Solar Panels at the Corn Exchange – Page 33

To consider a report by the Town Clerk (enclosed).

11. Dorchester Business Awards – Page 36

To consider whether to again sponsor the Dorchester Business Awards (background information and email correspondence in respect of this year is enclosed – the awards have been rebranded as the Dorchester Business Awards and the sponsorship cost for 2026-27 is £345). The Council last year sponsored the Outstanding Customer Service category and the Mayor presented the awards.

12. Councillors Code of Conduct Review

In 2020 the Local Government Association, in association with key partners and after extensive consultation with the sector, produced a Model Councillor Code of Conduct for use across all tiers of local government. The code was designed to protect Councils democratic role, encourage good conduct and safeguard the public's trust in local government. This model code was rolled out in early 2021 and has been adopted by most Councils including Dorchester Town Council in July 2021. It is not proposed to review the code independently of the rest of the sector.

13. Information Governance Update – Page 40

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

14. Councillors email addresses – Page 42

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

15. 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”.

16. Flexible Retirement – Confidential – Page 44

To consider a report by the Town Clerk (circulated to Councillors separately).

ITEM 4.

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 20 JULY 2026

DORSET HISTORY CENTRE – PAST LIVES FUTURE PROOFED CAPITAL PROJECT

1. Dorset History Centre has received support from The National Lottery Heritage Fund for its Past Lives, Future Proofed project. This project aims to:
 - provide new and expanded storage for Dorset's physical archives
 - keep archives safe in secure, environmentally controlled storage
2. The project will also improve public areas at Dorset History Centre which will enable the Centre to:
 - deliver a major programme of public engagement activity
 - help make archives accessible to a wide variety of people
3. Development funding of £603,777 has been awarded by the Heritage Fund. This will support Dorset History Centre in progressing its plans to apply for a full grant of £3.8 million.
4. Dorset Council has pledged £540k capital match. Total project costs are £4.7 million. The History Centre is aiming to fundraise at least £150,000 itself.
5. In the last Heritage Fund application made in 2017, Dorchester Town Council pledged £5,000. The application at that time was not successful and the £5,000 was never drawn down.
6. Following consultation with the Chair and Vice-Chair of the Policy Committee this Council's support was again given to this revised application, including the reinstatement of the £5,000 contribution towards the project. The offer of financial support was very important but also receiving the Town Council's support for the project was key in terms of stakeholder perception.
7. The project as with all Lottery schemes is a lengthy process. The initial first stage bid was submitted in November 2025 with development funding awarded in April 2026. The second stage bid is to be submitted in August 2027 with a decision expected December 2027 and work starting in the Spring of 2028.
8. Sam Johnston, Dorset Council's Service Manager of Archives and Records has provided a detailed report which is attached, he will also be giving the Committee a brief presentation and will be able to respond to any questions Members may have about the project.
9. The Committee will be asked to:-
 - Support the Dorset History Centre Past Lives Future Proofed project
 - Consider increasing the Town Council's previously agreed (2017) pledge of £5,000, to £10,000 to recognise the importance of this project to the town and the significant increase in costs since 2017.

Steve Newman
Town Clerk

Dorchester Town Council Policy Committee
Meeting on Monday 20 July at 7pm
Report: Dorset History Centre Capital Project *Past Lives, Future Proofed*
Author: Sam Johnston, Service Manager for Archives and Records, Dorset Council

Executive summary: This report provides an overview to Dorchester Town Council of Dorset History Centre's capital project proposal further to the positive result of the service's application to the National Lottery Heritage Fund. The 5 March decision and the £603,000 of funding it provided means that development work will start on this major project *Past Lives, Future Proofed* which it is expected will result in major capital investment in the Dorset History Centre and a significant programme of public engagement lasting into 2031. The total cost of the project (2 phases) is £5.4 million. Dorset Council has pledged £540,000 match funding built into its capital programme. There remains an additional fundraising target and this report is also a request for potential additional match funding from DTC should that be possible.

The project will provide an additional 30 years of collections storage, improve the appearance and functionality of the building extend the working life of Dorset History Centre by decades so cementing its place as one of Dorchester's key cultural organisations with a Dorset-wide remit.**1.**

Introduction and background

- 1.1 Dorset History Centre (DHC) is the home of the Joint Archives Service for Dorset Council and BCP Council. Its application *Past Lives, Future Proofed* to the National Lottery Heritage Fund (NLHF) was submitted in November 2025 with a four-month assessment period. The London and South of England committee met on 5 March and a decision was taken to support the project's Development Phase with a grant of £603,000. This has been matched by £80,000 from the Joint Archive Service's (JAS) own funds. Additional in-kind contributions through volunteer time have been included in the overall application's financial calculation.
- 1.2 The project represents a long-standing and acknowledged need on the part of DHC. The building was constructed in 1991 with an estimated 25 years of collections' expansion space and it is now at 96% capacity. The project will provide additional accommodation for physical archives which still come into the service in significant quantities. Work on the project originally commenced in 2013 with an options appraisal and feasibility study. This culminated in an unsuccessful application to the Heritage Lottery Fund in 2017. A series of events (LGR, full service review and new joint agreement with BCP, Covid and financial reviews) meant that it was some years before DHC was in a position to reapply to the Heritage Fund. Dorset Council has pledged £540,000 towards the project through its capital programme.

2. Project development and delivery

- 2.1 DHC has entered the 18-month Development Phase of the project which will result in a second stage application to NLHF intended for submission in November 2027. If successful, this in turn will result in a further grant of £3.8 million which will fund the majority of the Delivery Phase of the project and the capital improvements to Dorset History Centre. The

project budget has both inflation and contingency allowances built into it as NLHF is very keen to ensure that projects do not exceed the grant originally request and thus seek additional budget from them as key funder.

2.2 The project has three key ambitions and will:

- Create a new two-storey repository block accommodating c. 22,000 boxes of physical archives adjacent and linked to the current building. This should provide at least 30 years of expansion space.
- Improve the public spaces including a new entrance and reception area;
- Deliver a major programme of public engagement focussing on collections (including the Dorset Quarter Session rolls dating from 1709) and audiences, building partnerships and long-term collaboration.

3. Project personnel and responsibilities

3.1 During the Development Phase various additional staff and contractors will be employed in order to assist the core DHC team in testing and refining the project proposals and in preparing the Delivery Stage application. These are:

- Project Archivist (18 months) 1.0 fte
- Project Community Engagement Officer (18 months) 0.8 fte
- Design team (consultants) including project manager, architect, quantity surveyor, mechanical, structural and electrical engineers and a fire specialist.
- Evaluation consultant

3.2 The NLHF has also appointed two external project monitors whose role it is to support the project team, act as 'critical friends' and to report back to the NLHF to ensure that the project is delivering to specification, time and budget.

3.3 DHC is working closely with Dorset Council's Assets and Regeneration Service which is acting in the 'intelligent client' role to facilitate and support the design work and to ensure quality and value for money It will also be important to plan for a period of closure of the DHC building whilst construction works are undertaken – and whether an alternative, temporary service model can be provided instead.



New repository block and entrance planned for Dorset History Centre

- 3.4 DHC staff will engage with the appointed consultants to ensure that the final design proposal which will inform the next application to NLHF is both visually and practically appropriate for the service as well as ensuring that it falls within the cost envelope available to the project. Importantly, the project will need to seek and secure Planning approval for the proposed changes to the building.
- 3.5 The service will also be responsible for composing the second-stage application to NLHF and liaising with the Lottery officers throughout the process. In addition, DHC will be responsible for raising the match fund requirement to ensure that the full budget for the project is in place before the commencement of the Delivery Phase in mid-2028.
- 3.6 The Development Phase of the project will provide an opportunity to explore the costs, risks and outcomes proposed for the Delivery Phase including the volunteer input and digital outputs. It is important that the proposals outlined stand scrutiny and that the audiences and communities we engage with view identified priorities in the same way as the service. Above all, the project must align with the NLHF's Investment Principles and deliver high quality outcomes whilst embedding sustainable practices and long-term organisational health within DHC.

4. Project funding

- 4.1 There are two phases of the project and two separate but linked budgets:
 - Development – cost £684,000 (fully funded)
 - Delivery – cost £4.6 million (mostly funded – in principle)

- 4.2 In terms of fundraising, the JAS has a significant but realistic target to meet in order to generate the full sum needed to complete the Delivery Phase of project. This is **£4.6 million**:

Delivery Phase Funds (assumed or committed)		
Source	Amount	Status
NLHF (Delivery Phase grant)	£3,800,000	NLHF committee decision March 2028
Dorset Council	£540,000	Subject to NLHF successful Stage 2 bid
Dorset Council Community Infrastructure Levy	£50,000	As above
Dorset Archives Trust	£50,000	As above
Dorchester Town Council	£5,000	As above
Dorset Council Section 106	£45,000	As above
Funds still to raise	£110,000	TBC
<i>Volunteer in-kind contribution (cash equivalent value)</i>	<i>£117,000</i>	<i>Value provided over lifetime of project</i>
Total	£4,717,000	

- 4.3 As can be seen, all the additional or ‘match’ funding is contingent upon a successful second stage application to NLHF – which is viewed by other bodies as the ‘gateway funder’. This means that there currently remains a gap of **c. £110,000** to bridge. DHC will seek support from a range of sources in order to ensure that full project funding is in place. We have consulted with the leaders of other recently delivered cultural capital projects to find out how they were able to meet the funding challenge and have benefitted from their advice and experience. Without in any way wishing to appear complacent or over-confident, we are optimistic that the service will be able to meet the full funding requirement before the Delivery Phase of the project begins.



New entrance proposal for Dorset History Centre

- 4.4 The service will be working closely with its support charity the [Dorset Archives Trust](#). The latter can apply for funds that are not open to local authorities and in the case of personal

giving, DAT is able to harvest Gift Aid. The service will be applying to a number of charitable trusts and foundations as well as approaching depositors and a wider range of stakeholders.



Dorset Quarter Session rolls, 1759

- 4.5 Based on the above calculations, it can be seen that this project (over the two phases) offers an approximately 1:9 return on investment for Dorset although it should be noted that the match fund contributions from Dorset Council and Dorchester Town Council were an essential part of securing NLHF investment as it was seen as a sign of commitment and belief on the part of public authorities to the project and the county's cultural infrastructure.

5. Next steps

- 5.1 In order to submit a high-quality application in November 2027, the DHC team will need to focus on *Past Lives, Future Proofed* so that both the capital and engagement elements of the project have been well scoped with ample evidence of need and demand, alongside rigorous analysis of costs and risks. In this way, we hope to be able to move seamlessly into the Delivery Phase of the project in mid-2028 with a three-year plan of action.
- 5.2 Dorchester Town Council has (since 2017) generously pledged £5,000 towards this project, an offer that was reconfirmed prior to the application's submission in November 2025. However, if the Council was able to consider uplifting its contribution, it would be enormously helpful in getting the project to its full funding total and would act as an exemplar to other of Dorset's town councils in encouraging them to also contribute.

Sam Johnston
Service Manager for Archives and Records
Dorset History Centre

July 2026

ITEM 5

DORCHESTER TOWN COUNCIL POLICY COMMITTEE – 20 JULY 2026 FINANCIAL UPDATE AS AT 30 JUNE 2026

1. Financial Position

- Month 3 spend (Appendix 1): £43k under budget
 - £27k under on staff due to vacancies and the pending pay award.
 - £8k favourable on Wednesday Market receipts.
 - £6k favourable on Car Boot Sale receipts.
 - £8k over on Markets R&M due to business rates bill paid upfront.
 - £7k under on Parks business rates due to successful appeal on Depot rates.
 - All other under and overspends net £5k under

- Cash Position**

Account	Balance as at 30/06/26	Balance as at 31/03/26	Movement	Interest
Lloyds	£100,462	£82,265	£18,197	0%
CCLA				
Deposit	£2,025,000	£1,725,000	£300,000	3.79%
	£2,125,462	£1,807,265	£318,197	

- Debtors over 30 days at 30/06/26 totalled £2,405.55 across two debtors (30/04/26: £549, across one debtor)
- The payments list for the period 1 May to 30 June 2026 is available on the website. Supporting vouchers are available from RFO
 - RECOMMENDED** that the payments list, totalling £337,814.23, be approved.

2. Internal Audit

In accordance with the internal audit best practice guidance contained within the Practitioners' Guide, the Internal Auditor's [Terms of Engagement](#) and [Programme of Work](#) have been circulated with this agenda and are available on the Council's website. These documents were not available when the Financial Update was considered by the Policy Committee in May 2026. Members are requested to consider and approve the documents.

It is **RECOMMENDED TO COUNCIL** that the Internal Auditor's Terms of Engagement and Programme of Work be approved.

3. Markets Staffing

At present all Town Council contracted salaries related to the markets operation are included as an expense in the Council operating the markets concession. The salary costs are 18.5 hours per week for the temporary Markets Officer and 18.5 hours per week for the Markets and Communications Officer.

The temporary Markets Officer is undertaking the majority of the Markets work whilst training the Markets and Communications Officer so as to allow that person to take over the markets function once the temporary contract ends in just over two years' time.

Whilst this training and development is taking place it is proposed that the 18.5 hours worked by the Markets and Communications Officer be charged to the Council's salary costs rather than to the markets budget. Once the temporary contract ends, the hours will be charged to markets. This proposal can be accommodated without change to the previously agreed salaries budget.

RECOMMENDED that whilst training and development is taking place, the 18.5 hours worked by the Markets and Communications Officer be charged to the Council's salary costs rather than to the markets budget.

Nigel Hayes

Responsible Financial Officer

MANAGEMENT REPORT AT 30 JUNE 2026

By Spend Type	Budget	Profile	Actual	-Under/Over
	£000	£000	£000	£000
Staff	1,206	341	314	-27
Capital Financing/Debt	15	7	7	0
Other Payments	710	248	248	0
To Specific Reserves	356	335	335	0
Income	-373	-71	-88	-17
Net Budget	1,914	859	816	-43

By Service	Budget	Profile	Actual	-Under/Over
	£000	£000	£000	£000
Allotments	-10	1	0	-0
Parks & Open Spaces	203	109	95	-14
Cemeteries	67	96	98	2
Corp. & Dem. Manage.	46	15	15	-1
Cultural & Twinning	78	31	32	1
Municipal Buildings	249	213	213	-0
Markets	0	-4	-14	-10
Other Services	12	29	26	-3
Office Team	617	190	185	-5
Outdoor Services	653	180	167	-13
Net Budget	1,914	859	816	-43

Earmarked Reserves	Nominal Code	Balance 1 Apr 26	Contribution	Reserve transfers	Income	Expenditure	30/06/26
		£	£		£	£	£
Municipal Buildings	93150299	25,428.28	80,000.00				105,428.28
Front of House	92250399	14,032.28	35,807.63			9,367.23	40,472.68
Vehicles & Equipment Replacement	93150699	90,702.00	22,000.00				112,702.00
Parks Premises	93150399	27,584.38	12,000.00				39,584.38
Cemeteries	93152799	8,159.53	95,000.00			26,628.00	76,531.53
Play Equipment Replacement	93150799	13,912.37	30,000.00		2,530.00	3,236.20	43,206.17
Great Field Reserve	93151299	23,500.00	2,500.00				26,000.00
Climate Emergency Reserve	93151899	73,211.81					73,211.81
Public Realm	93151799	438,037.47				2,506.59	435,530.88
Christmas Lights	93151399	4,420.45	9,000.00				13,420.45
Arts & Cultural Reserve	93153199	12,318.11			400.00	4,104.19	8,613.92
Apprenticeship Reserve	93151599	15,503.03					15,503.03
Planning Advice Reserve	93150427	16,243.62				895.00	15,348.62
Trees Reserve	93150499	15,050.87	6,000.00		2,030.00	1,301.30	21,779.57
Tennis Courts Refurb	93151199	14,000.00					14,000.00
Markets Reserve	93152399	2,911.03					2,911.03
Tourism Reserve	92250299	26,395.99				142.87	26,253.12
19 North Square	93100299	9,545.00			13,100.88		22,645.88
Elections Reserve	93154199	0.00	3,000.00				3,000.00
Corporate Projects Reserve	93152199	735,490.14	60,000.00			23,127.50	772,362.64
Graves in Perpetuity	93153099	13,979.00					13,979.00
Total		1,580,425.36	355,307.63	0.00	18,060.88	71,308.88	1,882,484.99

ITEM 6

POLICY COMMITTEE 20th JULY 2026

UPDATES TO STAFF HANDBOOK

1. The Council's Staff Handbook is the complete collection of employment related policies and form the basis for the council employment of its workforce.
2. The Council adopted the most recent version of the Staff Handbook in 2025 however updates are now needed as a result of the Employment Rights Act 2025. The many of the provisions of the Act, which introduce new rights for employees and new obligations for employers, came into effect from April 2026.
3. The council's employment law advisors (Peninsula Group Ltd) have, therefore, recommended the following amendments to the Staff Handbook (the Handbook with these proposed amendments in red text can be viewed online at: <https://www.dorchester-tc.gov.uk/ptn/tools/download.ashx?docId=764>):
 - a) Work Permits – a new section in the Code of Conduct (page 32 of Handbook).
 - b) Shortage of Work - new sections in the Code of Conduct (page 34 of Handbook).
 - c) Paternity Leave Policy – this has been amended to offer entitlement to paternity leave from the start of employment ('day one') subject to eligibility (page 92 of Handbook).
 - d) Paternity Leave Policy – this has been amended to indicate that eligible employees have a statutory right to bereaved partner's paternity leave from day one of employment in circumstances where a child's primary carer dies (page 92 of Handbook).
 - e) Stress Management Policy – a new section highlighting the availability of the Employee Assistance Programme that the council has procured via Peninsula (page 133 of Handbook).
 - f) Whistleblowing (Confidential Reporting) Policy – new provision identifying sexual harassment as a relevant concern (page 140 of Handbook).
4. In addition to the above amendments, the council's HR advisors have recommended the adoption of a new policy specifically to cover the new legal right to bereaved partner's paternity leave to eligible employees who are the father of a child whose mother has died, or who are the spouse, civil partner or partner of a child's primary carer who has died. This new draft **Bereaved Partner's Paternity Leave** policy is set out in **Appendix A** below.
5. **Recommendations:** It is recommended that the Committee:
 - a) approve the proposed amendments to the Staff Handbook;
 - b) approve the proposed new Bereaved Partner's Paternity Leave policy for inclusion in the Staff Handbook.

Assistant Town Clerk (Corporate)
Dorchester Town Council

APPENDIX A

Draft - Bereaved Partner's Paternity Leave Policy

INTRODUCTION

1. Eligible employees have a statutory right to bereaved partner's paternity leave from day one of employment in circumstances where a child's primary carer dies. This policy explains your rights to time off and other support offered. Employees will not be subject to detriment for taking bereaved partner's paternity leave.

ELIGIBILITY TO BEREAVED PARTNER'S PATERNITY LEAVE

2. In a birth case, you may be entitled to take leave if the child's mother has died and you are the father of a child or you are not the child's father but, immediately before the death of the child's mother, was married to, or was the civil partner or the partner of, the child's mother.
3. In an adoption case, you may be entitled to take leave if you were married to, or were the civil partner or the partner of, the child's adopter on the date on which the child was placed for adoption or immediately before the death of the child's adopter. In an overseas adoption case, you must have been married to, or the civil partner or the partner of, the child's adopter on the date on which the child's adopter received the official notification, or immediately before the death of the child's adopter.
4. In a parental order case, you may be entitled to take leave if you were married to, or were the civil partner or the partner of, the child's primary parental order parent on the date on which the child was born, or immediately before the death of the child's primary parental order parent.
5. You must have main responsibility for the upbringing of the child and the purpose of the leave must be to care for the child.

COMMENCEMENT AND DURATION OF LEAVE

6. Eligible employees may take a single period of up to 52 weeks' leave.
7. Leave can only be taken after the bereavement date and within the 52-week paternity leave eligibility period, which begins from either:
 - a) The day after the child is born; or
 - b) The day after the child is placed for adoption (for adoption in Great Britain); or
 - c) The day after the child enters Great Britain (for overseas adoption).
8. Where the bereavement date occurs within the last two weeks of the paternity leave eligibility period, the eligibility period will be extended and you will be entitled to a maximum of two weeks' leave.
9. During bereaved partner's paternity leave you are entitled to the benefit of your normal terms and conditions of employment, except wages/salary, and you are bound by any obligations arising under those terms and conditions except in so far as they are inconsistent with the right to bereaved partner's paternity leave.

10. Where possible, you should book and take your annual leave entitlement in the current holiday year. However, if you are unable to take all your statutory minimum entitlement to annual leave because you were on bereaved partner's paternity leave, you are entitled to carry over untaken annual leave into the following leave year.

PAY DURING BEREAVED PARTNER'S PATERNITY LEAVE

11. During bereaved partner's paternity leave, you will be paid in accordance with provisions in National Joint Council For Local Government Services' *National Agreement on Pay and Conditions of Service*.

NOTIFICATION REQUIREMENTS

12. You must give notice of your intention to take bereaved partner's paternity leave.
13. If you wish to start the leave within the first eight weeks following the bereavement date, you must give us notice before you are due to start work on your first day of absence. You can give notice orally or in writing.
14. The notice must set out:
 - a) The bereavement date
 - b) The date you want your leave to start
 - c) The date on which either the child was born, placed for adoption, or entered Great Britain for adoption.
15. If you wish to start the leave after the initial eight week period following the bereavement date, you must give us at least one week's notice in writing.
16. This must include the information set out in 3 a) to c) above in addition to:
 - a) The date you intend to return to work
 - b) A declaration that the leave will be for the purpose of caring for the child and that the child's mother or main adopter has died
 - c) A declaration that you have an eligible relationship with the mother or main adopter.
17. If you start your leave within eight weeks of the bereavement date, and you give us notice of your intention to take leave orally, you must also give us notice in writing of the date you intend to return to work. If your intended return date is more than eight weeks following the bereavement date, the written notice must also include the above declarations. You must give us the written notice no more than eight weeks after the bereavement date and at least one week before your intended return date.

CHANGING YOUR MIND ABOUT THE LEAVE START DATE

18. You may change your mind about the date you want your leave to start, provided you notify us.
19. If you intended to start the leave within the first eight weeks following the bereavement date, you must give us notice that you wish to vary the start date of your leave before the last notified leave start date and, where the new leave start date is no more than eight weeks after the bereavement date, before the new leave start date. Where the new leave start date is more than eight weeks after the bereavement date, you must give us notice before the last notified leave start date and at least one week before the new leave start date.
20. If you intended to start the leave more than eight weeks following the bereavement date, you must give us notice that you wish to vary the start date of your leave at least one week before the last notified leave start date and at least one week before the new leave start date.
21. Where the new leave start date is no more than eight weeks after the bereavement date, you can give the notice orally or in writing. Where the new leave start date is more than eight weeks after the bereavement date, you must give us notice in writing.

CANCELLING YOUR LEAVE

22. You may cancel your leave by giving us notice in writing.
23. Where the last notified leave start date is no more than eight weeks after the bereavement date, you must give us notice that you wish to cancel your leave before that date.
24. Where the last notified leave start date is more than eight weeks after the bereavement date, you must give us notice that you wish to cancel your leave at least one week before that date.

CHANGING YOUR MIND ABOUT YOUR RETURN TO WORK DATE

25. You may change your intended return date by giving us notice of your new intended return date in writing.
26. Where the last notified intended return date is no more than eight weeks after the bereavement date, you must give us the notice at least one week before that last notified intended return date and at least one week before the new intended return date.
27. Where the last notified intended return date is more than eight weeks after the bereavement date, you must give us the notice at least eight weeks before that last notified intended return date and at least eight weeks before the new intended return date.

POSTPONING YOUR RETURN TO WORK

28. If you want to return to work but haven't notified us as set out above, we may postpone your return to work to a date when you would have returned if you had followed the notice requirements. We will always give you notice in writing of the postponement.
29. We will not postpone your return to work past the end of the paternity leave eligibility period.
30. If we postpone your return to work, you will not be entitled to your usual remuneration until the date set out in the notice of postponement if you return to work before that date. This will apply unless we have revoked the notice of postponement in writing.

ENTITLEMENT TO LEAVE WHEN THE PURPOSE OF CARING FOR THE CHILD CANNOT BE MET

31. You may still be entitled to leave where you would be eligible but for a 'relevant event' happening. These events are:
 - a) The death of the child
 - b) The child being returned after being placed for adoption
 - c) The child ceasing to live with you (overseas adoption).
32. In these circumstances, you are entitled to take bereaved partner's paternity leave until the earliest of:
 - a) Eight weeks following the end of the week the relevant event occurred in, or
 - b) The end of the 52-week paternity leave eligibility period.
33. Where this situation arises, in addition to following the notification requirements set out above, you must inform us of the date and nature of the relevant event before your first day of bereaved partner's paternity leave following the relevant event. You can do this orally or in writing.

KEEPING IN TOUCH DAYS

34. You may by mutual agreement, work for up to 10 days' during your leave.
35. For this purpose any work carried out on any day, even just an hour's work, is deemed to constitute "a day's work". Any days' work done under this provision will not have the effect of extending the total duration of the bereaved partner's paternity leave period.
36. Payment in respect of these 'keeping in touch' days will be agreed beforehand.

RETURNING TO WORK

37. If you return to work after a period of 26 weeks or less of bereaved partner's paternity leave, you are entitled to return to the same job, with the same terms and conditions, in which you were employed before your absence.
38. If you return to work after a period of more than 26 weeks' bereaved partner's paternity leave, you are entitled to return to the same job in which you were employed before your absence or, if that is not reasonably practicable, to another job which is both suitable and appropriate for you in the circumstances on terms no less favourable. Your manager will explain how this affects you based on your individual circumstances.

EMPLOYEE ASSISTANCE PROGRAMME

39. We recognise that bereavement can be an incredibly distressing experience and we are committed to providing support to you.
40. We would like to remind you that you have access to a 24-hour telephone counselling service and we would like to encourage you to use it if you feel you would like to talk to someone about your situation.

OTHER RELATED POLICIES

41. For more information on time off in relation to your children, please read our policies on parental leave and parental bereavement leave.

USE OF BEREAVED PARTNER'S PATERNITY LEAVE

42. Employees who take time off under this policy for reasons other than those for which the statutory right to bereaved partner's paternity leave is intended may be subject to investigation and subsequent disciplinary proceedings.

END

ITEM 7

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 20 JULY 2026

DORCHESTER MARKETS INFORMAL JOINT PANEL EXTRACT FROM 3 JUNE 2026 MEETING

Markets – A Future Vision

Members considered a report by the Markets Officer which put forward a number of options in regard to developing the Markets offer at Fairfield. The document was a first draft and would evolve as different interested parties submitted their views and ideas.

The report set out thoughts and ideas for discussion in respect of Fairfield, the indoor market, North Linney's, South Linney's, Fairfield lock ups, car park area, site maintenance and improvements to buildings.

The Panel considered the options for the indoor market and felt that it should remain and that some urgent attention be given to it to make it watertight and to significantly improve its appearance. Members were circulated with a drawing showing what the building could look like if the proposed works to re-clad the building, improve signage and repair the roof were agreed. The total cost of the improvements was £70,000 proposed to be funded jointly by the Panel and Town Council. Dorset Council to fund the works to the North Linney's.

Members felt that if work was proposed for the roof then the installation of solar panels should be considered.

It was reported that a pre planning application was to be submitted shortly in respect of the proposal, previously agreed by the Panel, to remove a part of the North Linney's due to their unsafe condition.

In regard to minor site maintenance works it was proposed that the Town Council and Dorset Council establish an agreement to allow minor maintenance works to be arranged by the Town Council, using local traders whenever possible, and then reclaimed from Dorset Council as freehold owner. All works to be previously agreed by Dorset Council. This would allow for works to be carried out swiftly.

Members felt that the Bullring would be a good location for displaying information about the heritage of the market, tourism information and should be young people friendly.

The Fairfield Road water garden project was due to commence in the autumn and Members requested that Chris Peck, Dorset Council, be invited to the next meeting to give the Panel an update on progress.

Resolved

- (1) That the works proposed to improve the indoor market building, at a cost of £70,000, be approved, funded jointly by the Panel and Dorchester Town Council.

- (2) That the possibility of having solar panels on the indoor market roof be investigated.
- (3) That discussions take place between officers of Dorset Council and the Town Council with a view to establishing a protocol for minor site maintenance.
- (4) That Chris Peck, Dorset Council, be invited to the next meeting to give the Panel an update on progress in respect of the Fairfield Road water garden project.

Dorchester Markets Informal Joint Panel

3 June 2026

Dorchester Markets a Vision for the Future

1. Further to the Markets Update report I would like to set out a vision for how Dorchester Town Council (DTC) and Dorset Council (DC) would like to see the market operating in the future and the steps that are needed to get it there with all parties working together, DTC, DC, Traders, Officers and Customers.

2. Set out in the report are initial thoughts and ideas to start a discussion with all parties for additional input to create this document that sets out the future for Dorchester Markets.

3. Fairfield

3.1 The Fairfield site and buildings are owned by Dorset Council; the market and car boot are now operated by Dorchester Town Council by way of a concession agreement. It is fair to say that the site has suffered from a lack of investment over a good number of years. The Panel has previously expressed its concern about this and having expressed those concerns the Panel now has the opportunity to address this for the future.

3.2 It is intended that the main operation of the outdoor market remains the same with the market offer being built up to represent a good balance of traders.

3.3 This also includes the covered area, but to be assessed at a future date, the idea being look at how to make the area look more like a market instead of a stark industrial covered barn.

4. Indoor Market

4.1 The indoor market has a number of options for discussion: -

- A possible indoor panier type market that opened daily
- An antique and collectables centre open daily
- A storage facility
- Community Social Hub
- The installation of individual units as workshops for makers and artisans
- Demolition and move all the market with the walled area
- Demolition and turn into extra car parking
- A mix of some of the options above

4.2 If the building is to remain, which is my preferred option, the indoor area needs immediate attention and should be re-cladded on the outside, it is proposed that this is done in metal cladding in a bottle green that softens the appearance with the front elevation to be in vertical timber to look have more of a workshop type feel to it.

4.3 The roof is covered in a cement based corrugated sheeting and represents a low risk from asbestos but should be replaced by a modern equivalent sheeting in the future.

4.4 Once the building is watertight consideration for the inside can be planned, this could involve any or some of the options above.

5. North Linney's

5.1 This set of buildings has suffered the most and are in immediate danger of collapse following years of vandalism and a fire a couple of years ago. The area has been fenced off ever since and looks an absolute mess. These buildings need to be carefully taken down, with any reusable materials saved for reuse.

5.2 A decision needs to be taken on this part of the site as to whether the Linney's should be rebuilt or not, but in the meantime, it needs to be taken down immediately before it falls down and causes damage to nearby buildings.

5.3 A number of residents in Great Western Road have submitted a joint statement asking that the north Linney's not be removed due to concerns around privacy, but they be retained and improved. Dorset Council, as the freehold owner will be required to obtain the necessary planning consents and any objections will be considered as a part of that process. The saved roof tiles could also be used to form a tiled coping to the wall raising the wall to ensure privacy.

5.4 The remainder of the saved materials could also be used for improvements to the South Linney's.

6. South Linney's

6.1 This building has been subject to ideas in the past for small lockable fronted workshops for various craft and makers and would complement the indoor market area this would enhance the areas offer and attract other visitors.

6.2 This is seen as a long-term plan and until then it is proposed that this space be let as undercover parking places from the east end near the café down creating 12 parking places on an annual licence at £350 per annum adding over £4,200 per year to the market takings until the longer-term plan is realised.

7. Toilet Building Lock Ups

7.1 The lock up garages within the toilet building are at present all let by the same family and for now are not seen as a priority for change. It is therefore proposed that for the time being they continue as now but subject to any annual increases in rent.

8. Car Park Area

8.1 The designated market area reflects the past times when the market was very strong and thriving but those days are over and modern markets have to adapt, not only the traders by way of offer, but by diversifying and creating a new type of market that offers more, such as makers, growers and more artisan and crafts along with food vendors. The area is controlled by the market superintendent on the day and we only take an area that's needed for the market and the rest remains for parking.

9. Site Maintenance

9.1 It is proposed that an agreement be established with Dorset Council in regard to minor repairs and maintenance which can best be resolved locally by the Town Council as the market operator and then reclaimed from Dorset Council as freehold owner. Some maintenance issues are just taking too long to get done and it is vital for the market's operation that both traders and public can see the site is maintained to a high standard expected of a modern market.

10. Future improvements to buildings

10.1 If agreed it is proposed DTC project manage any agreed works to the site. The Market Officer is a qualified Surveyor having a 40-year career in construction, 20 of those in project management with Bridport Town Council delivering several high-level schemes for with values over a million pounds in partnership with organisations such as the Arts Council, Heritage Lottery as well as projects for Dorset Council.

10.2 Wherever possible, and in accordance with Financial Regulations, local companies and trades would be used for the works with the Town Council acting as the main contractor to Dorset Council in line with procurement procedures to deliver improvement works.

11. Proposed sequencing for works

- Taking down of the North Linney's (subject to the necessary consents)
- Roof repairs to the Indoor market
- Re-roofing and external cladding to the Bull Ring
- Re-cladding the walls of the indoor market including the Bull Ring
- Full measured survey of the site and buildings
- Planning application for the South Linney's
- Internal improvements to the interior of the indoor market (possible insulation and cladding, led lighting)
- Bull Ring to turn into a visitor exhibition space and tourism Centre with links to the ambassador team with heritage panels showing history of the market
- Create workshops within the South Linney's

- Re-roof the indoor market
- Look to redesign the covered market area
- Works to include repainting walls, railings gates

12. Estimated Costs

12.1 To clad the exterior of both the main indoor market and Bull Ring to all elevations except the front elevation that should be vertical boarding giving it a more rural look that in turn will match the workshops proposed for the South Linney's at a cost of £47,260.00 + Vat.

12.2 To replace 32 skylight rooflight panels and 20no damaged sheets £18,880.00 + Vat.

12.3 Total works £66,000 + Vat to be funded £35,000 from Market Panel and £35,000 from Dorchester Town Council = £70,000 + Vat, this to include £4,000 contingency.

13. Recommendation

13.1 It is recommended that the Markets Panel supports this proposal and recommends the funding arrangement to the Dorset and Town Councils.

Daryl Chambers
Markets Officer

ITEM 8

DORCHESTER TOWN COUNCIL POLICY COMMITTEE – 20th JULY 2026

DRAFT DESIGN FOR CORNHILL ENHANCEMENT SCHEME

Background

1. For some years the Council has pursued enhancements to the Cornhill area in order to create a more attractive public realm and help restore the Town Pump listed structure.
2. The project to restore the Town Pump (which is owned by the Council) has been led by the Dorchester Civic Society and assisted in its early stages by a small group from the Dorchester Joint Heritage Committee.
3. This project has progressed well through a collaboration between the Civic Society and Crickmay Stark Architects, and has secured Listed Building Consent for the refurbishment of the Town Pump with new stone base, drinking water spout and shallow basin for drinking water for dogs. The project has also benefited from the support of Wessex Water with regard to the reinstatement of a water supply to the Pump.
4. In May 2026, Policy Committee expressed its support for the project to refurbish and bring a water supply back to the Town Pump and agreed that £50,000 be allocated from the Council's Public Realm reserve for the works to the Listed structure.
5. The Council is now in discussion with the Civic Society and Crickmay Stark Architects with regard to the procurement of a specialist contract to under the renovation works to the Pump. This the condition of the structure, it may need to be disassembled and then reconstructed. The project should, therefore, take place before any improvements to the surrounding Cornhill area.

Cornhill Enhancement Scheme

6. Following the allocation of funding by the Committee in 2024, the architects Crickmay Stark were commissioned to develop new designs for this enhancement of the Cornhill public realm to compliment to renovation of the Town Pump. The brief for the designs can be summarised as follows:
 - a) removal/relocation of litter bins and excess signage adjacent to the Town Pump;
 - b) resurfacing of the cobbled area around the Pump to create a more defined and attractive open space;
 - c) new seating/benches positioned to create a more enclosed feel around the Town Pump.
 - d) repositioning of road signage at the entrance to Cornhill from The Bow to reduce visual clutter;
 - e) retaining the ability to install the Christmas tree next to the Pump each year.
7. As the area around the Town Pump is designated as highway and is owned by Dorset Council, officers have consulted Dorset Council's Highways and Conservation officers. The proposals

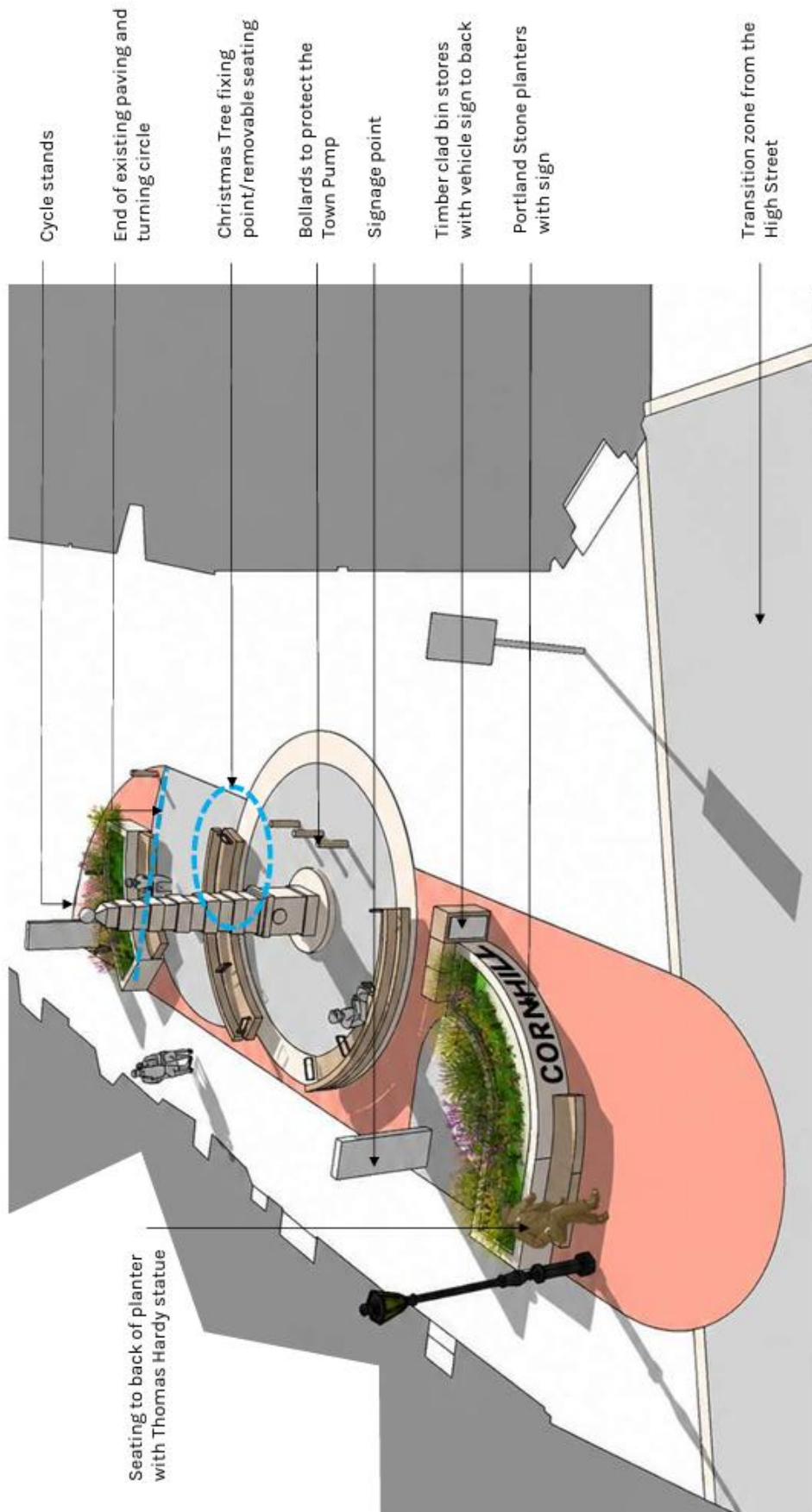
were broadly welcomed by Dorset Council as a positive enhancement of both the public realm and the Conservation Area, although there will need to be a detailed application for consent before full approval can be given.

- 8 The proposed design for the enhancement of Cornhill is set out in Appendix A to this report. These designs have been discussed via a site meeting with some members of the original Cornhill task and finish group established by Policy Committee.
9. The proposed design meets the requirements of the brief by establishing the Town Pump as the focus for Cornhill, and installing new paving and new street furniture including benches, bins, signage and raised beds. The scheme retains vehicle access to the west of the Town Pump – to allow access to South Street.
10. However, the scheme will result in the removal of the northern most ‘pitch’ of Cornhill market in order to allow vehicle access past the new benches and raised bed. This has been discussed with the Markets Officer and the loss of the pitch is offset by the planned expansion of the daily street market southwards.
11. The Committee is asked to review and approve the draft designs in Appendix A and instruct officers to secure both the necessary permissions for Dorset Council and indicative costings for the scheme for consideration at a future meeting of Policy Committee.
12. **Recommendation:** It is recommended that Policy Committee:
 - a) approves the draft designs for the enhancement of Cornhill;
 - b) instructs officers to secure the necessary consents for the scheme from Dorset Council;
 - c) instructs officers to obtain indicative costings for the scheme to present to a future meeting of the Committee in order that an appropriate budget can be allocated from reserves.

Assistant Town Clerk (Corporate)
Dorchester Town Council



CORNHILL, DORCHESTER
FEASIBILITY STUDY FOR DORCHESTER TOWN COUNCIL
06.06.26



Bird's Eye View from the High Street without Christmas Tree



Planters - Portland Stone



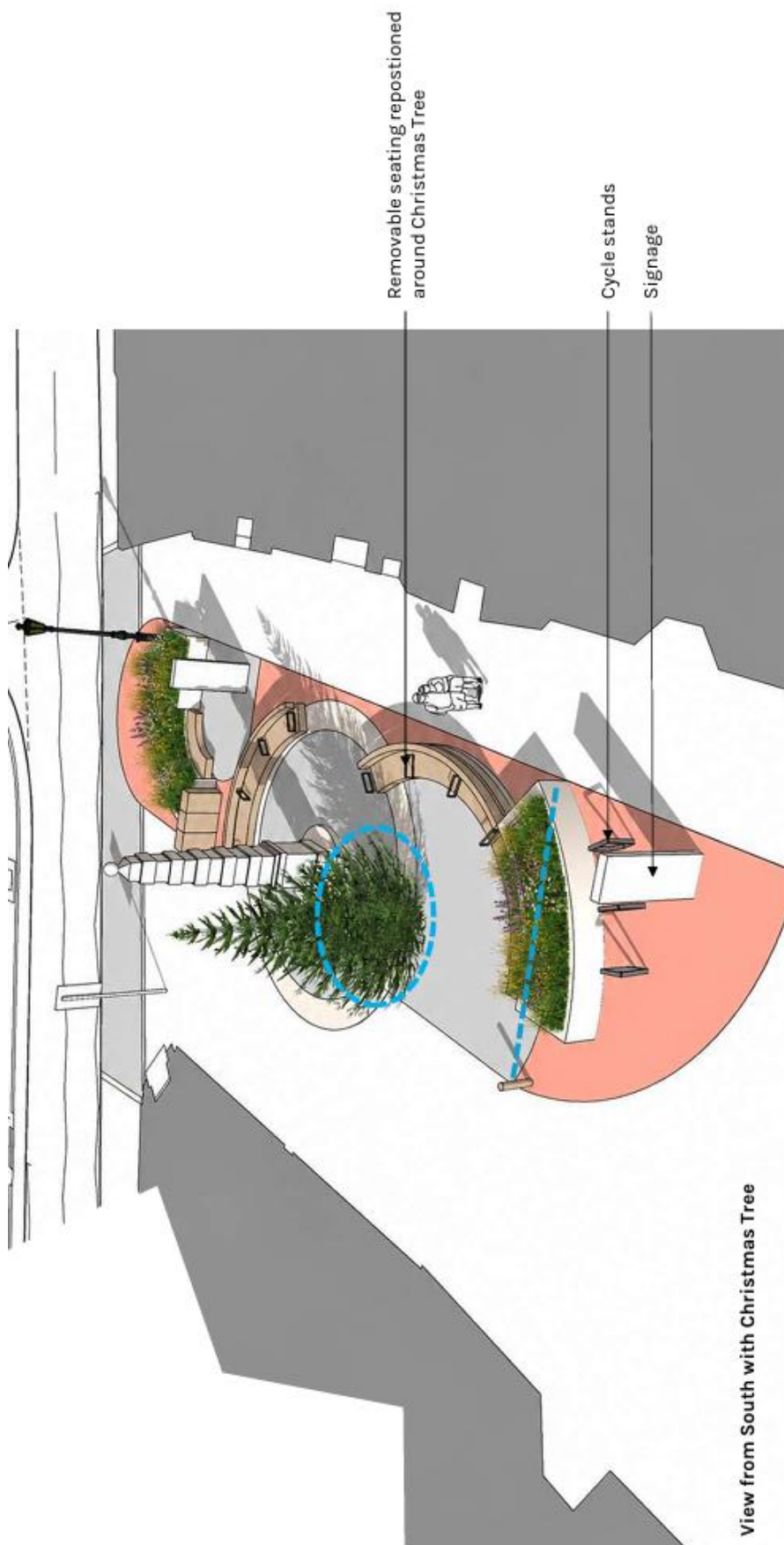
Red black pavers
Tobemore Tegula Heather



Grey block pavers
Tobemore Tegula Slate



Edging - Marshalls Modal
X Light Cream Granite



ITEM 9

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 20 JULY 2026

CLIMATE EMERGENCY ACTION PLAN

1. The Council agreed its Climate Emergency Action Plan in January 2020.
2. A significant amount of work has been undertaken on implementing the actions in the Plan since that time, including the installation of solar panels on many of the Council's buildings, installation of air and ground source heat pumps, installation of biomass at the Municipal Buildings and moving to electric tools and vehicles.
3. As the Plan is now over five years old it would seem sensible for the targets to be reviewed, new targets established and an updated action plan formulated so as to ensure that the Council has a planned way forward to achieve its aim of being carbon free by 2030.
4. It would also be useful to have some further detail about how the Council's carbon output has been reduced since the climate emergency plan was approved in 2020.
5. It is proposed that the Climate Emergency Task and Finish Panel be re-established and report back regularly to the Policy Committee. It is suggested that the Panel consist of five Members, preferably to include a Member from both the Management and Planning and Environment Committee. The Mayor to be a member ex-officio.

Steve Newman
Town Clerk

ITEM 10

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 20 JULY 2026

CORN EXCHANGE – ADDITIONAL SOLAR PANELS

1. Members will be aware that a number of climate reduction measures were undertaken to the Municipal Buildings in 2021. These works included the fitting of solar panels to the lower level roof of the Corn Exchange.
2. The planning consent actually gave permission for solar panels to be fitted on both lower and higher tiers of the Corn Exchange roof. See drawings attached.
3. Electricity consumption in the buildings has increased now that the new cafe and bar is properly up and running. Additional solar panels would help mitigate against the increased electricity costs and help reduce its reliance on fossil fuels.
4. The cost of installing the remaining solar panels, as approved by the planning permission, is £19,920 plus VAT. It is predicted that the new panels will produce 12,767kWh of electricity per year giving a payback of 4.2 years.
5. Grant funding has been identified through the Theatres Trust, and it is proposed that Dorchester Arts make an application to the fund. Officers will also investigate any other grant opportunities.
6. As the works are an extension to the original array it is proposed to use the same solar installation company that was used originally and who continue to maintain the existing array.
7. Members are asked to agree:-
 - That up to £19,920 be made available from the Climate Emergency Reserve to fund the installation of additional solar panels on the Corn Exchange roof in accordance with the planning permission.
 - That, as the installation is an extension to the existing array, the same company be used to install the extension.

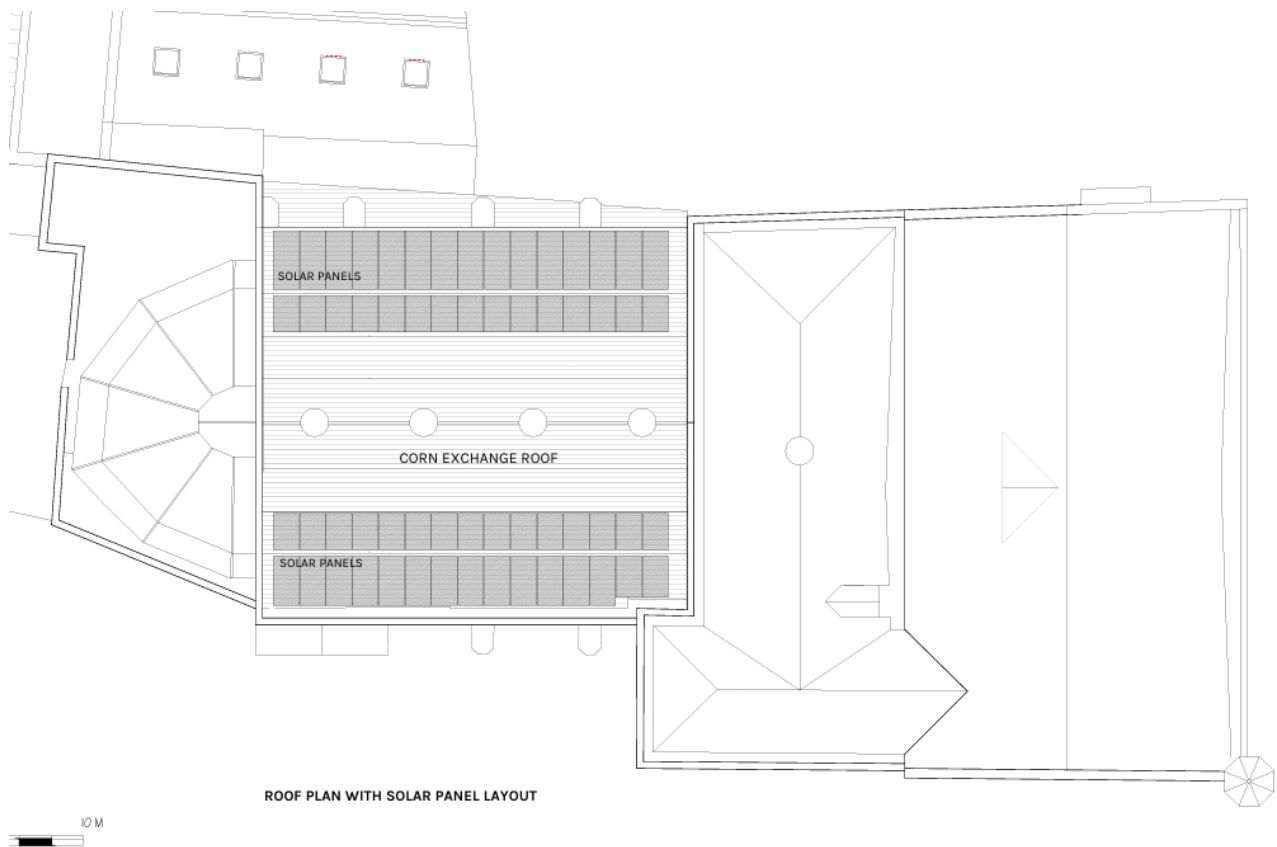
Steve Newman
Town Clerk



PROPOSED EAST ELEVATION
WITH SOLAR PANELS



SECTION, NORTH ELEVATION



ITEM 11

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 20 JULY 2026

DORCHESTER BUSINESS AWARDS

Dorchester Business Awards Update

Nigel Reeve<nigel@marketingwest.co.uk>

Hello Steve

We are pleased to announce the details of the next Dorchester Business Awards. We are returning to the Dorchester Corn Exchange, the home of the 2026 awards held at the beginning of this year.

Due to a clash of dates, we have moved the Dorchester Awards to Thursday, 10th December this year. Our plan is to now make this the regular date for these annual awards in the run up to Christmas and the business calendar.

We also plan to increase the promotion of the awards to encourage more opportunities to meet new business contacts. Our aim is to increase the attendee numbers to 75+ and boost the entries/nominations further.

Entries will open later this month and close in mid-November. The awards will also be promoted in our next monthly 'Awards News' booklet that goes to our full mailing list.

Previously Dorchester TC sponsored the Outstanding Customer Service category. To keep you up to date I've attached the full breakdown of the sponsorship package.

I'm also pleased to say your category sponsorship cost this year has been kept to just £345 plus VAT, which includes a discount allowing for the support Dorchester TC gives our awards.

Can you let me know if you would like to be involved again as sponsor?

Best wishes

Nigel Reeve
Director

Tel: 01935 83146
www.marketingwest.co.uk

Background

We believe local businesses are the backbone of an area's economy, helping drive recovery and prosperity. They generate employment, they innovate, they open new markets and bring money into the local area.

Until recently there have been limited ways to promote the range and quality of these local businesses. Business awards have been county wide focusing on larger businesses with evening black tie events and high-priced tickets.

Dorchester and Poundbury Business Awards*

*Rebranding to Dorchester Business Awards this month

The Dorchester and Poundbury Business Awards are completely different. The idea emerged during the lockdown, when local businesses were being damaged by the economic effects of COVID.

To start with they are held at lunchtime rather than in the evening. Entry is free and businesses can enter as many categories as they want. The judging is independent with a panel of online judges, who don't know who the other judges are. They submit their votes online and the entries with the highest number of votes are the winners.

Even the cost of attending the awards ceremony is simply the cost to us.

The Dorchester and Poundbury Business Awards ran in 2021 and 2022 and it was clear from the start that there was a big demand from local businesses. To date the awards have received 378 entries/nominations, while over 80 local businesses leaders attended the lunchtime awards ceremony in April 2022.

The awards also have their own website: www.dandpbusinessawards.co.uk. To date the website has had (as of today) 1,303 viewings. The awards video updates and the recording of the 2022 awards ceremony have had over 400 viewings. That shows the demand for what we are trying to deliver.

Key Dates

Entries are now open and local businesses have until Monday, 30th January to enter or be nominated. The awards ceremony is at lunchtime on Thursday, 30th March 2023

Funding

The funding of the awards comes from category sponsorship. The concept of the awards has proved beneficial to local businesses throughout Dorset and we have received many testimonials (copies available) from local businesses saying how our local awards have helped and boosted their businesses.

We run similar awards in Sherborne and in Bridport and in both cases the town councils have backed the awards and become one of the awards category sponsors. Having this support in each of these areas has been a great help in the success of the awards in that area.

Our category sponsorship rate is £475 plus VAT, but, as with Sherborne and Bridport, this is reduced to £325 plus VAT for local councils.

Sponsors Benefits

1. The sponsor chooses a category to sponsor (subject to availability).
2. We publicise their category and sponsorship on our social media (approx. 3.5k followers across the three main platforms).
3. The sponsor's logo is put on the awards website with a link to their website.
4. Their logo is placed close to the streamed awards on the awards website to maximise profile (www.dandpbusinessawards.co.uk).
5. We produce a short video of the sponsor wishing all entrants success, which is played at the beginning of the awards ceremony.
6. Sponsors receive two VIP places for the awards ceremony. They announce, then present their category winner before presenting their award.
7. Sponsors can bring up to two roller banners to the awards ceremony.
8. The awards have a clear table policy, but sponsors can supply promotional materials to be handed out at the end of the awards.
9. The sponsor's logo will be in the ceremony programme.
10. The sponsor's logo will be on the screens around the venue and at the start of the streaming. Also, the logo will be on the welcome backdrop as the ceremony guests arrive.
11. The sponsor's name on the winner's framed certificate.
12. The sponsor will be photos presenting their award which will go on the awards website.

Available Categories (as of 8th November 2022)

New Business of the Year
Best Place to Work
Cafe, Pub, Casual Dining
Excellence in Customer Service

Examples of Feedback

"The Dorchester Business Awards are a significant marker of our local post-Covid recovery, a really encouraging and optimistic event that I was honoured to be part of."

Lord Fellowes of West Stafford

"The Business Awards are the best thing to happen in Dorset for many years. It is so rewarding to see how businesses across the County recognise their value and have responded by entering the various categories. Onwards and upwards!"

Barry White, Retired Solicitor, Poundbury

"We entered the Dorchester and Poundbury Awards thinking nothing ventured nothing gained. It was so nice to see businesses networking together during the awards. Not only did we win our category, but the overall best business as well! We could not believe it, We would like to say to all the businesses out there enter as you have a lot to gain!"

Neil Strudwick, Goldcrest Jewellers, Dorchester

"There is a perfect balance struck between the ceremony and the sense of occasion. There's a formula that produces a uniquely accessible, friendly format. I was inundated with messages from friends of friend, distant family and past colleagues who had seen the coverage. There remains today a clear spike in our website traffic."

James Heart, Purple Office

Nigel Reeve
8th November 2022.

ITEM 13

Dorchester Town Council POLICY COMMITTEE – 20 JULY 2026 INFORMATION GOVERNANCE UPDATE

1. Purpose

To consider the adoption of a revised Data Protection Policy and a new Privacy Notice, and to approve a programme of data protection training for councillors and staff.

2. Background

As part of the annual review, the Council's existing Data Protection Policy has been reviewed against current legislation and guidance issued by the Information Commissioner's Office (ICO).

The review identified that the existing policy combined internal governance requirements with information intended for members of the public. Two separate documents have therefore been prepared:

- A revised **Data Protection Policy**, setting out the Council's internal governance arrangements and responsibilities; and
- A new **Privacy Notice**, explaining how the Council collects, uses, stores and protects personal information and the rights available to individuals.

This approach provides greater clarity and is more closely aligned with current ICO guidance and UK GDPR requirements. The draft documents have been circulated separately with the agenda and are available on the Council's website: [Draft Privacy Notice](#), [Draft Data Protections Policy](#)

3. Data Protection Training

The Practitioners' Guide recommends that councils provide regular data protection training to councillors and staff.

The Council already has access to GDPR and data protection training modules through BrightHR for staff. For councillors, the ICO provides a series of free online data protection training videos which cover the key principles of data protection compliance: [Training videos | ICO](#)

It is proposed that all councillors and staff complete appropriate data protection training by 31 January 2027 and undertake annual refresher training thereafter.

4. Recommendations

That Policy Committee:

- Adopts the draft Data Protection Policy
- Adopts the draft Privacy Notice
- Requires all councillors to complete the relevant ICO data protection training videos by 31 October 2026

- Requires all staff to complete the relevant BrightHR Data Protection and GDPR training modules by 31 October 2026
- Supports periodic refresher training thereafter.

Nigel Hayes
Responsible Finance Officer

ITEM 14

DORCHESTER TOWN COUNCIL POLICY COMMITTEE – 20 JULY 2026 COUNCILLOR EMAIL ADDRESSES

1. Purpose

To consider whether Dorchester Town Council wishes to provide councillors with council email addresses for use in connection with council business.

2. Background

The Practitioners' Guide 2026/27 requires local councils to maintain a generic email address on their own domain and to have appropriate information technology and data protection arrangements in place.

However, there is no legal requirement and no requirement within the Practitioners' Guide for individual councillors to have or use council email addresses. Dorchester Town Council is therefore compliant whether councillors use personal email addresses or council email addresses.

At present, councillors generally use personal email addresses for council business. Councillors typically handle relatively small amounts of personal data, mainly consisting of resident enquiries and correspondence.

3. Potential Benefits

Providing council email addresses may offer:

- A consistent and professional public-facing identity.
- Separation of council and personal correspondence.
- Easier retrieval of council records if required.
- Improved handling of Freedom of Information (FOI) and Subject Access Requests (SARs).
- Improved continuity when councillors leave office.

4. Potential Disadvantages

- Additional annual cost to the Council.
- Councillors may need to monitor more than one email account.
- Councillors would be responsible for setting up and managing access to the account on their own devices.

5. Dorset Council IT Proposal

Dorchester Town Council's IT provider, Dorset Council, has advised that council email accounts can be provided at a cost of £130 per councillor per year (£2,600 per year for 20 councillors).

This cost covers the software licence only. Dorset Council would provide guidance to enable councillors to install and configure the necessary software on their devices and would specify the minimum operating system requirements for supported devices. Ongoing IT support would not be included.

6. Options

Option A

Provide councillors with council email addresses for council business.

Option B

Continue with the current arrangement whereby councillors use personal email addresses for council business.

7. Recommendation

No officer recommendation is made.

The Committee is invited to consider advantages, disadvantages and cost implications and determine whether it wishes to recommend the provision of council email addresses for councillors.

Nigel Hayes
Responsible Finance Officer