



# Dorchester Town Council

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**You are summoned to the adjourned Annual Meeting of the Dorchester Town Council in the Council Chamber, Municipal Buildings, Dorchester on Tuesday 19 May at 7.00pm, to conduct the following business: -**

**1. Apologies**

**2. Minutes**

To read, confirm and sign the Minutes of the meetings of the Council held on 24 March 2015 (page 3).

**3. Communications and Questions**

- a) To receive communications from the Mayor and the Town Clerk.
- b) To receive questions from Members in accordance with Standing Order 12(3).

**4. Minutes of Committees**

To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	30 March 2015	Page 6
Planning & Environment Committee	27 April 2015	Page 11
Selection Committee	19 May 2015	To table

**5. Appointment of Chairmen and Vice Chairman of Committees**

To make appointments to the Management, Planning & Environment and Policy Committees

**6. Bank Mandate Signatories**

To authorise appropriate Members to operate the Council's Bank Mandates. Four names are requested and will be trained in the use of internet banking software

## 7. End of Year Reports

To review and resolve to accept

The Financial Statement for 2014-15 (which is used to complete the statutory Annual Return)	Page 17
The Internal Auditor's final report for 2014-15	Page 24
The Statutory Annual Report 2014-15 (prior to submission to the External Auditor)	Page 26
The Performance Management Plan 2014-15	Page 28



Town Clerk 13 May 2015

A Democratic Half Hour, which offers an opportunity for members of the public to address the Council, will commence at the conclusion of the Council meeting.

# Dorchester Town Council

## Meeting of the Dorchester Town Council

24 March 2015

Present: Mayor P. Mann and Councillors V. Allan, D. Barrett, C. Biggs, R. Biggs, A. Canning, T. Harries, G. Jones, S. Jones, T. Jones, F. Kent-Ledger, T. Loakes, R. Potter, M. Rennie and D. Roberts.

Apologies: Councillors K. Armitage, S. Hosford, T. James, A. Lyall and D. Taylor.

39. **Minutes**

The minutes of the meetings of the Council held on 27 January 2015 and 24 February 2015 were confirmed and signed by the Mayor as a correct record.

40. **Communications & Questions**

The Mayor offered congratulations on behalf of the Council to Miss Lucy Armstrong on her election to the UK Youth Parliament, and invited her to share her experiences of the Parliament with a future meeting of the Council.

The Chairman of the Youth Council identified their support for the position the Council had taken on the siting of the White Hart statue as an important gateway feature at the eastern end of the town (Planning Minute 79). She asked that young people be invited to help develop any plans to develop the Bowling Green site in the Borough Gardens (Management Minute 54), and commended the Electronic Cigarettes Policy to the Council (Management Minute 56).

The Mayor welcomed Mr Craig Baker, Area Manager for Dorset Fire and Rescue, to the meeting. Mr Baker explained the operations of the Dorchester Fire Station, where 30 retained staff provide 2 crewed vehicles that respond to around 400 calls a year, the busiest station in the county manned by retained staff. Crews are expected to leave the station within 5 minutes of receiving a response request, with a target of arriving at an incident within 10 minutes on 80% of calls. Generally this is achieved, with the station's location on the road network being an advantage, but traffic issues in Dorchester occasionally create problems for crew to get to the station.

The building also houses a Community Safety Centre with areas that can be used by the public, and currently acts as Head Quarters for the Service. Mr Baker also identified the shift in emphasis to preventative work, using campaigns such as "Safe Drive Stay Alive" for young people and work such as Home Safety visits as examples.

Finally Mr Baker gave details of the merger plan with Swindon and Wiltshire Fire Service, which would start with the establishment of a shadow authority in April 2015, the merger of Fire Control services in 2015, progressing through 2016 with the merger of management and specialist services.

Mr Baker responded to questions, confirming that there would still be a role for the Poundbury building in the long term and that he was confident that the Service could respond positively to major incidents, citing the February 2014 Storms as an example. He also confirmed a positive approach being taken to gender balance for retained crew and outlined the fitness and training regime for new recruits.

The Mayor thanked Mr Baker for his attendance and expressed the appreciation of the Town Council for the work that the Service does.

The Mayor thanked Members for their attendance at the funeral of Dr Peter Scott, and read some paragraphs from a letter received from Dr. Scott's widow, Inez.

Finally the Mayor reminded Members of the Easter Monday planting day for the Grass Free lawn, and advised them of his celebratory end of year event on 1 May.

**41. Planning and Environment Committee – 2 February 2015**

It was proposed and seconded that the minutes of the meeting be adopted.

**Resolved**

That the minutes of the meeting of the Planning and Environment Committee held on 2 February 2015 be adopted.

**42. Planning and Environment Committee – 2 March 2015**

It was proposed and seconded that the minutes of the meeting be adopted.

**Resolved**

That the minutes of the meeting of the Planning and Environment Committee held on 2 March 2015 be adopted.

**43. Management Committee – 10 March 2015**

It was proposed and seconded that the minutes of the meeting be adopted.

**Resolved**

- (a) That the Electronic Cigarettes in Council Owned Buildings Policy (Minute 56) be adopted.
- (b) That the minutes of the meeting of the Management Committee held on 10 March 2015 be adopted.

**44. Mayoral Selection Committee – 17 March 2015**

It was proposed and seconded that the minutes of the meeting be adopted.

**Resolved**

That the minutes of the meeting of the Mayoral Selection Committee held on 17 March 2015 be adopted.

45. **Policy Committee – 17 March 2015**

It was proposed and seconded that the minutes of the meeting be adopted.

**Resolved**

That the minutes of the meeting of the Policy Committee held on 17 March 2015 be adopted.

46. **Police Matters**

Inspector Steve Marsh gave an update on crime activity for the Dorchester area, noting 89 crimes over the latest six week period, 55 of which were in the town centre. In overall terms the 2014/15 crime level was almost identical to the previous year, with reduced levels of some thefts and criminal damage offset by an increase in criminal assaults, although the town had grown in the intervening period and Brewery Square was becoming a major night-time economy.

He identified that 4 new PCSO's were now in place in his team, allowing one team member to be based in Poundbury, operating from the Fire Station. He identified that following the closure of the Dorchester front office a volunteer based arrangement was being arranged at Dorchester Library.

Responses were provided to questions relating to the increase in requests for late night drinking licences, bullying in schools and traffic circulation at Queen Mother's Square.

The Council rose at 8.00 pm. The Mayor noted this would be the final meeting before the May elections, thanked Members for their attendance and support during his year as Mayor, and also thanked Members for their efforts over the last four years of the Council.

Mayor

# Dorchester Town Council

## Planning and Environment Committee

30 March 2015

Present: Councillors V. Allan, R. Biggs, A. Canning, T. Harries, F. Kent-Ledger, M. Rennie, R. Potter and D. Roberts

Apologies: Councillors C. Biggs, S. Hosford (Chair), P. Mann (Mayor), S. Jones and D. Taylor

In the absence of the Chairman, the Vice Chairman, Councillor R. Biggs, took the chair for the meeting.

81. **Minutes**

The Minutes of the meeting of the Committee held on 2 March 2015, adopted by Council on 24 March 2015, were confirmed and signed by the Chairman as a correct record.

82. **Minute Update Report**

i) **Minute 40/14**

**Charles Street Development Scheme**

West Dorset District Council Members advised that English Heritage had objected to the development on two main grounds relating to the archaeological plans and design.

ii) **Minute 62/14**

**Planning Applications**

The Committee noted the response from WDDC and were extremely disappointed that one of the key issues raised, regarding the length of time it had taken to determine the Stratton House planning applications, had not been addressed. Members agreed that a further letter should be sent to WDDC reiterating their concerns.

**Resolved**

That a letter be sent to WDDC reiterating their concerns about the length of time it had taken to determine the Stratton House planning applications and the lack of response in recognising and addressing these concerns.

**Resolved**

That the Minute Update Report be noted.

As a member of West Dorset District Council's Development Control Committee, Councillor Potter did not participate in the following agenda item.

**83. Planning Applications**

Mr Notley and another local resident addressed the Committee about planning application WD/D/15/000299 and they expressed concerns about overlooking, parking, access and the loss of a tree.

Mrs Wilkinson addressed the Committee about planning applications WD/D/15/000372 and WD/D/15/000373 and she expressed her concerns about loss of privacy and overlooking.

Cllr Allen declared an interest in planning applications WD/D/15/000427 and WD/D/15/000448 as a director of Wessex Place Management.

Two directors of Wessex Place Management addressed the Committee about planning applications WD/D/15/000427 and WD/D/15/000448 and they expressed concerns about overdevelopment of the site, amenity issues for the basement accommodation and parking, particularly the lack of provision for visitors. Councillor Allen supported the comments made and she did not take part in the debate or vote on the applications.

The Committee considered the planning applications referred to the Council for comment by West Dorset District Council and it was

**Resolved**

That West Dorset District Council be notified of the comments agreed on the various planning applications as set out at Appendix 1 to these minutes.

Councillor Potter rejoined the meeting.

**84. West Dorset, Weymouth & Portland Local Plan Main Modifications**

The Chairman presented the main modification to the Local Plan linked to Dorchester and asked for Members' comments. There was a discussion on the usage and costs of a Park and Ride plus the wider parking problems across the Town. The flooding problems on the proposed site were mentioned as was the access to the site and the impact this might have on the cycle lane. Overall, there was support for a Park and Ride and the wider facilities this might offer.

**Resolved**

That WDDC be advised that the Town Council has noted the main modifications to the West Dorset, Weymouth & Portland Local Plan and has no specific comments to add.

**85. Decisions on Planning Applications**

The Committee noted the decisions made by West Dorset District Council on planning applications, withdrawn applications and others of note.

**Chairman**

**Dorchester Town Council**

**Planning applications considered by the Planning and Environment Committee on 30 March 2015**

1. **10A ACKERMAN ROAD, DORCHESTER, DT1 1NZ**  
**WD/D/15/000303**  
Erect an aluminium conservatory to rear of property  
No objection
  
2. **FLAT 21, GROVE COURT, THE GROVE, DORCHESTER, DT1 1XL**  
**WD/D/15/000243**  
Replacement of windows to the front of the property  
Conservation Area  
No objection
  
3. **UNIT B, BUILDING 10, 20 BUTTERMARKE T, POUNDBURY, DORCHESTER, DT1 3AZ**  
**WD/D/15/000298**  
Change of Use of Commercial Unit from Approved Retail (B1) to D2 (Pilates Studio)  
No objection
  
4. **11 OLGA ROAD, DORCHESTER, DT1 2LY**  
**WD/D/15/000397**  
To erect rear and side extension to the kitchen  
Conservation Area  
No objection
  
5. **LAND ADJACENT TO 13-15 CASTLE CLOSE, DORCHESTER, DT1 2JE**  
**WD/D/15/000299**  
The erection of four, two bed flats to existing corner plot which lies to the south of flats 13/15 Castle Close. The four flats will share the proposed garden however each will be allocated one of the proposed car parking spaces. Each of the existing flats (13/15 Castle Close) will be provided with a private garden area and a carpark space. Proposed vehicular and pedestrian access to come from Castle Close.  
Recommend Refusal.  
Due to its position on the site, the development would have an adverse impact on the amenity of the neighbouring property through loss of privacy and overlooking.  
The proposed vehicle access and parking arrangements were considered to be inadequate and dangerous, both to road users in the Close and to pedestrians accessing 13 and 15 Castle Close. Members noted that Dorset Highways had not yet submitted a comment on the application as they had outstanding issues about the accuracy of the site plans.  
There were concerns about the potential loss of a tree, outside of the development site, in the direct line of the access route from the site to the highway. This tree (which was the responsibility of Dorset Works Organisation) had not been identified in the application form (Q15) and Members considered that this tree had significant amenity value for the area and added to the character of the Close.



Therefore the development would be contrary to Policies AH14, DA1 and DA6 of the Adopted Local Plan and Sections 6 and 11 of the National Planning Policy Framework.

6. **8 QUEENS AVENUE, DORCHESTER, DT1 2EW**  
**WD/D/15/000382**  
Conversion from a Care Home into six self-contained flats  
Conservation Area  
No objection
7. **POPPIES DAY NURSERY DAMERS HOUSE, DAMERS ROAD, DORCHESTER, DT1 2JY**  
**WD/D/15/000415 Listed Building Consent**  
Remove roof tiles and replace with new  
Conservation Area and Grade II Listed Building  
No objection
8. **POUNDBURY PHASES 3 AND 4, PEVERELL AVENUE EAST, POUNDBURY**  
**WD/D/15/000379**  
Reserved matters application for the implementation of boulevard with double row of trees as required by condition 14 of Outline Planning Permission reference 1/D/09/001363  
No objection
9. **THE OLD SCHOOL HOUSE, GREY SCHOOL PASSAGE, DORCHESTER, DT1 1XG**  
**WD/D/15/000372 + WD/D/15/000373**  
Change of use of offices to a single dwelling house and associated internal changes  
Conservation Area and Grade II Listed Building  
Recommend refusal. The use of this property as a residential dwelling would cause unacceptable loss of residential amenity through loss of privacy and overlooking to a neighbouring property. It was considered that this building should not be used for residential purposes unless significant changes could be made to mitigate against such loss of amenity.  
The development would be contrary to Policy DA6 of the Adopted Local Plan and Section 7 of the National Planning Policy Framework.
10. **THE OLD RECTORY, SOMERLEIGH ROAD, DORCHESTER, DT1 1PD**  
**WD/D/15/000427**  
Change of use to residential. Conversion of building to 8no. residential dwellings.  
Conservation Area  
No objection to the change of use to residential and conversion to 8 residential dwellings in principle. However, there were concerns about a number of aspects of the development that Members considered should be addressed through planning conditions:
  - The area allocated for recycling/bin storage seemed to be inadequate for the number of properties and should be reviewed;
  - The parking layout did not appear to make best use of the available space, either through the number of parking spaces being provided nor for accessibility, and the turning space appeared to be insufficient;

- Allocated visitors' parking spaces should be provided on site for the development so that existing visitors' spaces on the rest of the estate were not overburdened further;
- Suitable provision should be made to protect the amenity of future residents of the flats/maisonettes with basement accommodation.

**11. THE OLD RECTORY, SOMERLEIGH ROAD, DORCHESTER, DT1 1PD  
WD/D/15/000448**

Erect 1no. new dwelling with associated garden and parking, to north of Old Rectory, Somerleigh Road, Dorchester  
Conservation Area

Recommend refusal. The development would represent a visually incongruous addition to the main building that would neither preserve nor enhance the character and appearance of the Dorchester Conservation Area. The design of the development was not in keeping with the existing building and would be detrimental to both it and the Conservation Area.

Additionally the positioning of the parking space for the property and the access to it were convoluted and potentially dangerous.

Therefore the proposal would be contrary to Policies AH14, DA5, DA7, SA21 of the Adopted Local Plan and Section 12 of the National Planning Policy Framework.

**12. 6 COPPER STREET, DORCHESTER, DT1 1GH  
WD/D/15/000029 + WD/D/15/000030**

The RETENTION of an ATM installed through the front elevation. Replacing one of the existing windows and window frame with a laminate finished composite security panel incorporating the ATM fascia with black bezel surround and white illuminated lettering Free Cash withdrawals out of black background. Blue LED halo illumination to ATM surround.  
No objection

**13. 3 MELLSTOCK AVENUE, DORCHESTER, DT1 2BE  
WD/D/15/000488**

Single storey extensions & construct pitch roof over the utility room  
No objection

**14. 6 ALL SAINTS ROAD, DORCHESTER, DT1 1EL  
WD/D/15/000519**

Single storey side and rear extension  
No objection

**15. STANTON, 24 CASTERBRIDGE ROAD, DORCHESTER, DT1 2AQ  
WD/D/15/000439**

Erect Two Storey Rear Extension and Reconfigured Porch  
No objection

# Dorchester Town Council

## Planning and Environment Committee

27 April 2015

Present: Councillors V. Allan, R. Biggs, A. Canning, T. Harries, S. Hosford (Chair), S. Jones, F. Kent-Ledger, P. Mann (Mayor), M. Rennie, R. Potter and D. Roberts

Apologies: Councillors K. Armitage, C. Biggs, T. Jones and T. Loakes

As this was the last meeting of this Council, the Chairman thanked all Members for their work on the Committee.

86. **Minutes**

The Minutes of the meeting of the Committee held on 30 March 2015 were confirmed and signed by the Chairman as a correct record.

87. **Minute Update Report**

**iii) Minute 82/14 (30 March 2015)**

The Committee agreed that it would like to meet the new Head of Planning at WDDC, to discuss planning issues particularly Section 106 agreements, affordable housing and financial viability of developments. Additionally, when the Local Plan was approved, an appropriate WDDC officer should be invited to address Committee members on the future of planning in Dorchester.

**Resolved**

- i) That the Minute Update Report be noted;
- ii) That the Committee Clerk arranges a meeting between Head of Planning at WDDC and Committee members; and
- iii) That, when the Local Plan was approved, an appropriate WDDC officer should be invited to address the Committee on the future of planning in Dorchester.

As member of West Dorset District Council's Development Control Committee, Councillor Potter did not participate in the following two agenda items.

88. **Planning Application 1/D/11/000842 – White Hart Site**

Mr Adam O'Brien, Director of Burton Property, addressed the Committee about a possible solution to the positioning of the White Hart statue within the site. He circulated plans of the new proposed position of the statue, on a stone plinth, that would be visible from the river walk and the road, as well as being secure. He advised that this would be subject to the approval of Wessex Water due piling and water related issues.

Members were very pleased with the suggested site of the statue and that the developer had taken note of their previous views. They considered that local

residents would also approve of this and they fully supported the proposed site of the statue within the development.

A suggestion was made that a plaque, detailing the history of the statue, could also be provided and Mr O'Brien agreed to consider this further.

**Resolved**

That the Town Council supports the new proposed position of the White Hart statue within the White Hart development.

As member of West Dorset District Council's Development Control Committee, Councillor Jones did not participate in the following agenda item.

89. **Planning Applications**

The Committee considered the planning applications referred to the Council for comment by West Dorset District Council and it was

**Resolved**

That West Dorset District Council be notified of the comments agreed on the various planning applications as set out at Appendix 1 to these minutes.

Councillors Jones and Potter rejoined the meeting.

90. **Requests for Parking Restrictions**

The Chairman advised that a number of complaints had been received about parking in the vicinity of Dorchester South station and some residents were seeking parking restrictions to alleviate the problems caused by such parking. Some time ago, the Committee had agreed to take a more strategic approach in dealing with requests for new parking restrictions and the Chairman asked for the Committee's current view on this.

Members accepted that there were parking problems in the Dorchester South area and in other hotspots but they were reluctant to deal with requests for parking restrictions on a piecemeal or individual basis as this could move parking problems elsewhere. They considered that the only answer was an integrated parking plan for the whole Town. This needed to be progressed and supported by all three local authorities and to have buy in from local employers to be effective. Such a plan would need to be creative, address the pricing structure of all parking provision and consider further time restrictions for on street parking.

The Committee requested that the Chairman asks the Town Clerk to actively pursue action being taken on a Town Parking Plan with all partners and that they both meet with the new parking officer at WDDC to discuss parking issues across the Town. Additionally, the Committee would consider the main parking concerns in the Town at its next meeting and then invite the WDDC's parking officer to a future meeting to discuss these further.

**Resolved**

- i) That Chairman asks the Town Clerk to actively pursue action being taken on a Town Parking Plan with all partners and that they both meet with the new parking officer at WDDC to discuss ways to resolve parking issues across the Town;
- ii) That WDDC's parking officer be invited to attend a future meeting of the Planning and Environment Committee to discuss concerns about parking across the Town.

**91. Slyer's Lane Community Fund Proposal**

The Chairman reported that the Slyer's Lane developer, Broadview Energy Limited, was currently consulting on the heads of terms for the community development fund and these were considered by the Committee.

**Resolved**

That Broadview Energy Limited be advised that the Town Council notes and has no objection to the proposed heads of terms of the Slyer's Lane Community Benefit Fund.

**92. Pre Application Discussion – Vodaphone Mast at Dorchester South Station**

The Chairman reported that Vodaphone had asked for the Town Council's views on their pre planning application proposals to upgrade the existing telecommunications mast at Dorchester South Station.

The Committee considered that it should not pass comment on these proposals as it could be considered as predetermining any future planning application.

**Resolved**

That Vodaphone be advised that the Town Council has no comment to make on their pre planning application proposals to upgrade the existing telecommunications mast at Dorchester South Station.

**93. Decisions on Planning Applications**

In respect of planning application WD/D/15/000130, Members noted that this application had been significantly amended before WDDC's Development Control Committee had considered it but the Town Council had not been consulted on the amendments. This was a situation that had occurred on previous occasions and Members were not happy with this and wanted to be consulted on larger amendments to planning applications before they were determined. Also, once a plan had been amended, the original was no longer available to view on DorsetForYou and this was not considered to be very transparent. Members asked that WDDC be asked to review this system.

**Resolved**

That WDDC be asked to consider formally consulting with the Town Council on larger amendments to planning applications before they were determined and also that all plans (both original and amended) for any planning application were available to view on DorsetForYou.

The Committee noted the decisions made by West Dorset District Council on planning applications, withdrawn applications and others of note.

**Chairman**

**Dorchester Town Council**

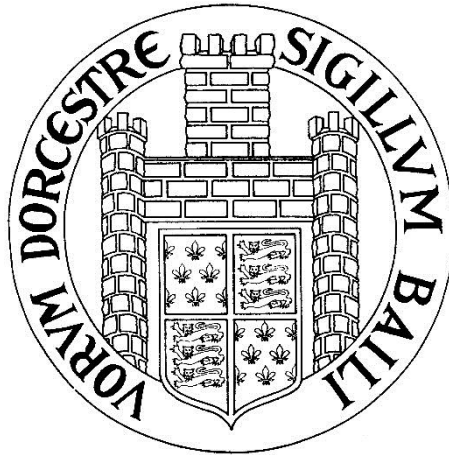
**Planning applications considered by the Planning and Environment Committee on 27 April 2015**

1. **CHURCH HALL, ST GEORGES CHURCH, HIGH STREET, FORDINGTON, DORCHESTER  
WD/D/15/000426**  
Replace Hall windows on north & west elevations  
Conservation Area and Grade I Listed Building  
No objection
2. **8 & 10 WEYMOUTH AVENUE, DORCHESTER, DT1 2EN  
WD/D/15/000620**  
Single storey link building incorporating office, kitchen, & laundry and associated alterations to elderly persons care home  
Conservation Area  
No objection
3. **57 MELLSTOCK AVENUE, DORCHESTER, DT1 2BG  
WD/D/15/000629**  
Tree house in rear garden (retrospective)  
No objection
4. **5 SOUTH STREET, DORCHESTER, DT1 1BL  
WD/D/15/000051 (Amended Plan)**  
New internally illuminated aluminium fascia and a new conservation projecting sign, externally illuminated.  
Conservation Area  
No objection
5. **LAND ADJACENT PARKING AREA, ALFRED ROAD, DORCHESTER  
WD/D/15/000682**  
Erection of a single storey dwelling  
No objection
6. **LAND ADJCAENT TO 52 BRIDPORT ROAD, DORCHESTER, DT1 2NQ  
WD/D/15/000596**  
Erection of dwelling with associated access and parking and the relocation of the existing driveway currently serving No.52 Bridport Road  
No objection
7. **59 MONMOUTH ROAD, DORCHESTER, DT1 2DE  
WD/D/15/000665**  
Erect extension and alterations  
No objection

8. **28 FOSSE GREEN, DORCHESTER, DT1 2RR**  
**WD/D/15/000529**  
Erect two storey extension to the front of the dwelling.  
No objection
9. **6 EDWARD ROAD, DORCHESTER, DT1 2HJ**  
**WD/D/15/000747**  
Erect single storey front (infill) extension  
Conservation Area  
No objection
10. **25 ALINGTON ROAD, DORCHESTER, DT1 1NS**  
**WD/D/15/000751**  
New vehicle access from highway, 3m wide by 10m long  
No objection
11. **13 BARNES WAY, DORCHESTER, DT1 2DZ**  
**WD/D/15/000544**  
Rear single storey extension  
No objection
12. **LAND TO REAR OF SOUTH TERRACE, SOUTH STREET, DORCHESTER**  
**WD/D/15/000473**  
3 storey mixed use development comprising 2 retail units (A1/A2/A3) and 4 self-contained one bedroom flats (revised submission)  
Conservation Area and affects the setting of a Listed Building  
No objection. The Town Council supported the comments made in the representation from Public Health dated 21 April 2015.
13. **9 FORDINGTON GREEN, DORCHESTER, DT1 1LU**  
**WD/D/15/000673 Listed Building Consent**  
Change to approved roofing material of kitchen roof from clay tile to natural slate (planning approval WD/D/14/003301)  
Conservation Area and Grade II Listed Building  
No objection
14. **LAND ADJACENT TO 74 PRINCE OF WALES ROAD, DORCHESTER, DT1 1PP**  
**WD/D/15/000812**  
Outline application for erection of a dwelling  
No objection



# DORCHESTER TOWN COUNCIL



## FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2015

Further information can be obtained from

Adrian Stuart  
Town Clerk  
[a.stuart@dorchester-tc.gov.uk](mailto:a.stuart@dorchester-tc.gov.uk)

Nigel Hayes  
Financial Controller  
[NigelHayes@dorchester-tc.gov.uk](mailto:NigelHayes@dorchester-tc.gov.uk)

## INTRODUCTION

1. The statutory financial statement for the Town Council is the **Annual Return**, which has to be published in accordance with the Accounts and Audit (England) Regulations 2011. The Statement requires the submission of no more than 10 lines of financial information, plus 8 statements of good governance and the Internal and External Audit opinions.
2. As well as forming the background to the statutory Annual Return this Financial Statement document seeks to provide the reader, be they Councillor, Taxpayer or other interested party, with a more detailed explanation of how the Council has performed financially during the course of the year, and the environment within that performance was delivered.

## ANNUAL RETURN 2014-2015

3. The figures contained in our Annual Return are included below: -

Year ending 31 Mar 2014 £		Year ending 31 Mar 2015 £
622,026	1. Balance brought forward	724,517
1,110,439	2. Annual Precept	1,162,423
462,213	3. Total of Other Receipts	326,889
578,883	4. Staff Costs	594,029
86,653	5. Loan Interest and Capital Repayments	84,577
804,625	6. All Other Payments	518,748
724,517	7. Balance Carried Forward	1,016,475
749,985	8. Total of Cash and Short Term Investments	1,003,197
6,604,866	9. Total Fixed Assets, plus other long term investments and assets	6,628,251
586,755	10. Total Borrowings	532,000

The above take account of transactions in our Income and Expenditure Account, which is linked to the General Reserve, and other Earmarked Reserves.

## INCOME AND EXPENDITURE ACCOUNT

4. All but a very few of the Town Council's financial transactions are for the services provided by the Town Council, and therefore go through the Income and Expenditure (or Revenue) account.
5. Performance compared to the Council's Revenue budget, set in January 2014 is identified below, and the previous year's Actual Expenditure is also shown.

Actual 2013/14 £	Service	Budget 2014/15 £	Actual 2014/15 £	Worse/ (Better) £
8,050	Allotments	11,564	11,181	(383)
623,722	Parks & Open Spaces	573,195	534,654	(38,541)
62,499	Cemeteries	88,369	62,569	(25,800)
233,301	Municipal Building	142,546	140,143	(2,403)
53,798	Cultural Activities & Twinning	58,865	57,352	(1,513)
185,057	Corporate & Democratic	215,567	197,634	(17,933)
55,694	Other Services	75,750	45,885	(29,865)
<b>1,222,121</b>	<b>Total Revenue</b>	<b>1,165,856</b>	<b>1,049,418</b>	<b>(116,438)</b>
(1,110,439)	Precept	(1,162,423)	(1,162,423)	0
(111,752)	Council Tax Support Grant	(93,317)	(93,317)	0
<b>(70)</b>	<b>Transfer to General Reserve</b>	<b>(89,884)</b>	<b>(206,322)</b>	<b>(116,438)</b>

6. The Council reports to Government based on spend type rather than service. The table below shows the Income and Expenditure transactions compared to the Budget and to the previous year on this basis.

Actual 2013/14 £	Service	Budget 2014/15 £	Actual 2014/15 £	Worse/ (Better) £
578,884	Staff	601,727	594,029	(7,698)
86,653	Loan Interest and Capital Repaid	88,700	84,577	(4,123)
701,317	Premises, Transport and Supplies	567,110	466,633	(100,477)
(1,110,439)	Precept Income	(1,162,423)	(1,162,423)	0
(367,866)	Non-Precept Income	(299,498)	(301,638)	(2,140)
111,381	Transfers to Earmarked Reserves	114,500	112,500	(2,000)
<b>(70)</b>	<b>Transfer to General Reserve</b>	<b>(89,884)</b>	<b>(206,322)</b>	<b>(116,438)</b>

## KEY VARIANCES ON THE INCOME AND EXPENDITURE ACCOUNT

8. Staff costs were £8,400 below estimate, with the key variances being
  - The appointment of a Financial Controller to replace the Financial Services supply contract added £30,000 to expenditure
  - A saving of £18,700 was made as the positions of Head Gardener and Reserve Park Keeper were held vacant
  - Employer National Insurance contributions were £9,500 below budget. The budgeted contribution rate for 2015/16 was lowered to 7.50% as a result
  - Pension contributions were £4,000 below budget due to non-take up of the pension scheme
  
9. Supply costs were £100,000 below budget, the key variances being
  - CCTV expenditure was reduced by £12,500 due to a decision by the Council to stop supporting the scheme
  - The cost of Grass Cutting in the Cemeteries was £8,500 below the £20,000 budgeted
  - Spending on Financial Services was reduced by £37,800 following the appointment of a Financial Controller
  - The Skate Park fence was repaired at a cost of £2,310, £4,200 below the budget, and £3,000 set aside for Cemeteries Memorial Testing and Speedwatch equipment was not required
  - Maintenance of Open Spaces was £8,000 below budget, reflecting a year where there were few operational problems
  - Office Administration spending was £11,000 below budget, reflecting a tightening of control over supply budgets
  
10. While Non-Precept Income was only £1,400 below budget there were a number of variations
  - Cemeteries Income was £12,500 above budget, reflecting a change in charges for Burials and Exclusive Rights of Burials
  - The yearend Markets Income projection was £9,300 below budget, reflecting lower income from the Wednesday market
  - Municipal Buildings Income was £5,600 below budget, although this was an improvement on the previous year
  - Treasury Interest was £3,600 better than the budget reflecting higher Reserves and the transfer of cash to the NS&I account

## RECONCILIATION OF CASH AND RESERVES

31 Mar 2014 £	Monies Held in Banks and Cash	31 Mar 2015 £
	<b>Bank Accounts</b>	
698,520	Lloyds General & Business	60,853
100	Lloyds Payment	73,002
-27,043	Less Unpresented Cheques	-30,532
77,301	National Savings & Investments	899,874
1,007	Unity Trust including Alto Debit Card	0
100	Petty Cash & Uncleared Banking	0
<b>749,985</b>	<b>Total Monies Held</b>	<b>1,003,197</b>
	<b>Plus Debtors</b>	
25,975	Payments in Advance to Suppliers	51,313
9,557	HMRC – VAT	10,128
11,053	Debtors not yet invoiced	30,000
22,316	Debtor invoices raised but not yet paid	4,080
-4,087	Less provision for Bad Debts	-2,472
<b>64,814</b>	<b>Total Debtors</b>	<b>93,049</b>
	<b>Less Creditors</b>	
61,963	Creditors who have not yet invoiced	55,521
3,345	Receipts in Advance	5,185
24,974	Sums deposited with the Council	19,065
<b>90,282</b>	<b>Total Creditors</b>	<b>79,771</b>
<b>724,517</b>	<b>Monies Held plus Debtors less Creditors</b>	<b>1,016,475</b>
	<b>Earmarked Reserves</b>	
140,000	Depot Loan Repayment	160,000
26,000	Municipal Buildings	39,000
6,000	Vehicles & Equipment Replacement	5,367
12,500	Parks Premises	17,500
31,000	Cemeteries	47,000
30,942	Play Equipment Replacement	43,854
25,000	Walks Resurfacing & Upgrade	45,367
5,000	Christmas Lights	5,000
5,500	Dorchester Arts Festival	3,000
598	Town Crier Uniform	598
0	Trees	1,500
10,000	Dorchester West Railway Access	10,000
15,077	Maumbury Rings S106	15,077
14,281	Maintaining Graves in Perpetuity	14,271
<b>321,898</b>	<b>Total Earmarked Reserves</b>	<b>407,534</b>
<b>402,619</b>	<b>General Reserve</b>	<b>608,941</b>
<b>724,517</b>	<b>All Reserves</b>	<b>1,016,475</b>

## **NOTES TO THE RECONCILIATION**

### **BANK ACCOUNTS**

12. The Council has used the same bank accounts throughout the year. Interest on our balance in the Lloyds General Account was paid at only 0.3%, this year we have transferred £820,000 to our National Savings and Investments account with an interest rate of 0.75%. The council is in the process of reviewing alternative investment arrangements.

### **DEBTORS AND CREDITORS**

13. Payments in Advance have increased due to an advanced of £32,100 to the Dorset County Pension Fund for deficit catch up payments. The Debtor not yet invoiced at the year-end relates to a short-term loan to Dorset County Museum for £30,000.
14. The value of debtor invoices not yet paid has reduced due to a greater focus on debt management during the year.

### **RESERVES**

15. Transfers in to the Earmarked Reserves from the General Reserve totalled £112,500, and there were net movements from the Reserves totalling £27,000, a net increase of £86,000, broadly in line with the expectations of the Medium Term Financial Strategy. A new reserve has been created for tree work.
16. The General Reserve is £116,000 higher than the Medium Term Financial Strategy anticipated, reflecting the key variances (notes 7-9). At £609,000 the General Reserve is substantially higher than the level needed to cover general opportunities, threats and emergencies (established at £200,000 in January 2015).
17. At the Year End the Council held £1,016,000 in Reserves, £292,000 more than at the beginning of the year.

**OTHER INFORMATION TO SUPPORT THE FINANCIAL STATEMENT AND ANNUAL RETURN  
FIXED ASSETS STATEMENT**

	Value @ 1 Apr 14 £000	Assets Added £000	Assets Disposed £000	Value @ 31 Mar 15 £000
Land & Buildings	5,137	0	0	5,137
Vehicles, Plant & Equipment	547	48	25	570
Community Assets	921	0	0	921
<b>Total Fixed Assets</b>	<b>6,605</b>	<b>48</b>	<b>25</b>	<b>6,628</b>

18. Asset changes during the year were:

- Disposal of a John Deere Tractor, £25,415.
- Acquisition of a Case Farmall Tractor, £48,800.

**LONG TERM DEBT**

	Maturity Date	Interest Rate %	Value @ 1 Apr 14 £000	Value @ 31 Mar 15 £000
PWLB 479825 1997 25yr Annuity	08/2022	7.125	170	150
PWLB 487126 2002 25yr Annuity	09/2027	4.625	196	182
PWLB 492777 2007 10yr Maturity	01/2017	5.050	200	200
PWLB 496360 2009 5yr Annuity	12/2014	1.880	21	0
<b>Total Value of Long Term Debt</b>			<b>587</b>	<b>532</b>

**PENSIONS**

19. The Town Council encourages its staff to become members of the Dorset County Pension Fund, which administers a defined benefit scheme as laid down in the Local Government Pension Scheme. Staff make contributions based on a rising scale linked to salary, of between 5.5% and 8.5%.
20. In 2014/15 the Town Council contributed 16.5% of the employee's salary, plus an additional sum to ensure the Fund's assets equal 100% of its liabilities in the long term. A sum of £51,100 was paid over to cover three years, of which £32,100 represents years two and three and is shown as a Payment in Advance (note 12).
21. There were Nil payments for Nil staff to the Pension Fund for early retirements during the year (2013/14 £27,605 for 2 staff).

**Darkin Miller Chartered Accountants**  
**2014/15 INTERNAL AUDIT OF DORCHESTER TOWN COUNCIL - DRAFT REPORT VISIT 4 OF 4: 24 APRIL 2015**

Rec	Detail	Prior. H/M/L	Officer Response	By	When
3.1	<p>The minutes of the Policy Committee meeting of 20 January 2015 and Town Council meeting of 24 February 2015 have not been signed, although they were noted as having been confirmed and signed as a correct record at the following meetings in March 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. It is recommended that the minutes be signed when they are approved for signature.</p>	M	Agreed	AS	30/4/15
3.2	<p>The Community Activity Panel makes grant recommendations to the Management Committee. The Committee adopts the minutes, but does not formally resolve to approve the recommendations made by the Panel. It is recommended that any recommendations made by sub-committees or panels are formally resolved and separately minuted in order to ensure that the audit trail of decision-making is clear.</p>	L	<p>Where Panel minutes are appended to Committee Minutes the Committee minute will now formally resolve to accept the recommendations, avoiding duplication but strengthening the Audit Trail. Where specific recommendations are made from Committees to Council the Council Minute will document and resolve the recommendation in full.</p>	AS/ SN/ LD	30/4/15
10.1	<p>The Council had not prepared an analysis of s.137 expenditure as part of the year-end papers. It is important that a note is made during the year of grants allocated and the powers under which they have been allocated in order to ensure that the Council does not</p>	M	<p>The Council incurred £50 of s.137 expenditure in 2014/15, compared to a s.137 limit of c. £93,000. Most grants given fall within s.'s 144 (Tourism and Economic Development including use of</p>	GW/ SN	31/5/15



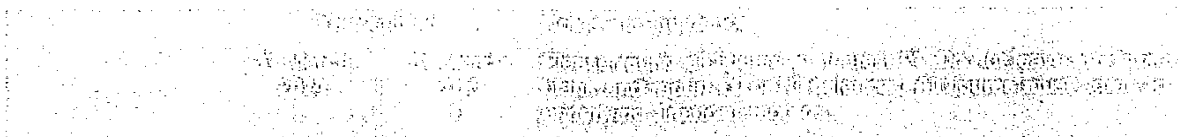
	<p>exceed its s.137 allowance. It is recommended that a note be made of the powers used when grants are allocated in future, and that a list of grants awarded in the year is maintained.</p>		<p>the Municipal Buildings) &amp; 145 (Culture) of the Local Government Act 1972. When a grant requires the use of s.137 this will be minuted</p>		
10.2	<p>The following errors were identified and corrected by officers during the year-end audit:</p> <ol style="list-style-type: none"> <li>1. The brought forward balance on the fixed asset register was £85 less than the carried forward balance at the end of 2013/14. This was amended, resulting in an £85 increase to the value of fixed assets at the year-end. As this is a memo account, it had no impact on the rest of the annual return.</li> <li>2. Grant income of £5,250 had been double counted in the draft return when income figures which had been off-set against the related expenditure when reported in the management accounts were grossed up for the year-end return.</li> <li>3. £656 of staff costs had been included as a negative receipt in the draft other income figure.</li> </ol>	Information	<p>Noted</p> <p>Noted</p> <p>Noted</p>	NH	-
10.3	<p>The following errors were identified and not corrected by officers during the year-end audit:</p> <ol style="list-style-type: none"> <li>1. The payment in advance relating to the pensions lump sum for 2015/16 and 2016/17 was not calculated in accordance with the advice from the Pension Fund administrator. The amount was shown in the draft financial statements as £32,100. It should have been £34,700. This has resulted in an additional £2,600 of pension costs being recognised in 2014/15.</li> </ol>	Information	<p>There was no error. Given the volatility of the Pensions Fund a prudent approach has been taken, using the full budget available in 2014/15. If any benefit is to be taken it will be made in year 3 of the catch up period.</p>	AS	30/4/15

# Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here: DORCHESTER TOWN

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.



1	Balances brought forward	622 026	724 517	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2	(+) Annual precept	1110 439	1162 423	Total amount of precept received or receivable in the year. Excludes any grants received.
3	(+) Total other receipts	462 213	326 889	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4	(-) Staff costs	578 883	594 029	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5	(-) Loan interest/capital repayments	86 653	84 577	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6	(-) All other payments	804 625	518 748	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	724 517	1 016 475	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8	Total cash and short term investments	749 985	1 003 147	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>
9	Total fixed assets plus other long term investments and assets	6 604 866	6 628 251	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10	Total borrowings	586 755	532 000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11	Disclosure note Trust funds (including charitable)			The council acts as sole trustee for and is responsible for managing trust funds or assets.

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

## Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

DORCHESTER TOWN

Council Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	Agreed		Yes means that the council
	Yes	No	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	<input checked="" type="checkbox"/>		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	<input checked="" type="checkbox"/>		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	<input checked="" type="checkbox"/>		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	<input checked="" type="checkbox"/>		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

## CORPORATE PLAN ACTIONS

Corporate Plan Aims – Short Tem Milestones (to be delivered by March 2015)			
Area	Activity	Smart Target	Performance so far
Local Economy	Work proactively with developers	Quarterly meetings with key developers <ul style="list-style-type: none"> <li>• Duchy of Cornwall</li> <li>• Brewery Square</li> <li>• Charles Street</li> <li>• Dorchester Prison</li> </ul>	Regular meetings with notes, constructive No regular contact at present Special P&E meet, occasional contact, contact with WDDC Contact with new developers
	Facilitate discussions with business representatives to improve how the town is marketed	Establish forum of key partners by Mar15 DBiD, Chamber, WDDC	Informal discussions on strategy, but no tangible progress Positive outcomes on a number of small operational delivery projects
Housing	Understand steps that WDDC can take to reduce dwellings not in use, and promote their use	Establish WDDC powers by 31 March 2015	Completed – report to Policy Committee Mar 15
Traffic & Highways	Facilitate engagement by DCC with the community	Facilitate discussions on DTEP 3 proposals by 31 July 14	Successfully completed Jul 14
	Work with town centre businesses to ensure that proper parking arrangements are made during the construction of Charles St	Understand the plan in advance of the scheme starting (date not yet fixed)	WDDC have identified that Simons will take the lead role in developing the plan – anticipate contact once planning application determined. Informal contact with WDDC Car Parking
Community Wellbeing & Cultural	Contribute to the Better Together database of community infrastructure	Plan in place to identify how DTC can support the programme, by 31 Mar 2015	Informal contact made with Better Together Team – no obvious role for DTC
	Actively promote use of the database by residents of Dorchester	Dependent on the above target. Likely to be Summer 2015	No progress to date
Environment & Heritage	Engage with Heritage and business partners to create a shared tourism vision	Outline plan to Heritage Committee Jan 2015	Heritage Cttee supportive but identified should be a separate forum
	Proactively engage with Simons to ensure that the Charles St development complements the town's existing heritage	Discussions with Simons within 3 months of Planning Application approval	Simons presentation to Councillors as part of submission of application. Comments made on Archaeology

## REVIEWING & IMPROVING OUR CURRENT SERVICES

Service	Project	Milestone	Anticipated Outcome	Progress to Date
Allotments	Review fees	Complete Sep 14	New fee structure	No changes proposed in 2015. Consulted with Allotment holders in Dec 14, report options to Management Cttee during 2015
Parks & Open Spaces	Borough Gardens - rejuvenate Bowling Green Area	List of ideas Apr 14 Develop preferred option for consultation Sep 14	New use for Bowling Green area	Grass Free Lawn Apr 15 Update report to Man. Mar 15 Further report required
	Improve Skate Park fencing	Contract let Sep 14 Completion Dec 14	Safe fencing, new access points	Completed Nov 14, below budget Audit completed. WDDC due to consult DTC re proposals summer 2015
	Support District Council to carry out Sports Pitch audit	Agreed approach Dec 14	Data to support new strategy	
Cemeteries	Review fees	Complete Sep 14	New fee structure	In place Jun 14 – est. extra £10k pa
	Poundbury – review digging process	Complete Nov 14	Equip suitable for purpose/efficient dig	Completed – 6ft digs, extending life of mechanical digger
	Full Memorials testing	Contract let Sep 14	Safe memorials	Staff training completed. Testing from May 15
Municipal Buildings	Review fees & develop marketing strategy	New fees Sep 14 New Strategy Mar 15	Better use, higher income New hirers Mar 15	New fee structure Nov 14 Dorchester Arts move in from Jun 15
	Investigate further repairs	Contract let Nov 14	Better data re condition of parts of building	Roof repairs completed. Clock Tower cathodic protection under construction
Culture & Twinning	WW1 Commemorations	Programme of events Jun 14	Better access to events	Dorchester at War Aug 14 Tattoo in BG Aug 14 War Memorial refurbished Oct 14 plus support for several other events
Democracy, Governance & Administration	Facilitate Speedwatch in residential areas Prepare for new Council in 2015 Continue to develop the role of the Youth Council	Discuss need with Police Jun 14 Develop induction plan Feb 15 New aspects of Councils activity Mar 15	Access to equip for residents Well trained and supported members Well trained and supported Youth Council	Herrison Rd group reported to P&E. Monitoring need for new equipment Preliminary discussions within Team  Attended Management, Comm. Activities, Council, DPCC conference, Dorset YC, Carnival Cttee