



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 21 May 2019** at **7.00pm**, to conduct the following business: -

1. **Apologies & Minutes**

To confirm the Minutes of the meeting of the Council held on 26 March 2019 (page 3).

2. **New Council Business**

- a) Noting receipt of all Acceptance of Office forms from Members
- b) To adopt Standing Orders, Financial Regulations and Terms of Reference for Committees (circulated previously to all Councillors)

3. **Presentations, Communications, Questions and Motions**

- a) To receive communications from the Mayor and the Town Clerk
- b) To receive motions and questions received from Members no less than 5 days before the meeting

The following motion has been received from Councillor R. Potter:

That this Council recognises that there is a Climate Emergency and urges other Councils, Organisations, Businesses and individuals to do likewise.
We recognise the start made by this Council, both in the purchase of battery powered tools and an electric vehicle, which will be recharged by solar energy, and in the support offered to Damers School's "Plastic-free town" initiative. We commit, through the Corporate Plan, to considering systematically the climate change impact of each area of the Council's activities, including energy use, with the aim of being zero-carbon by, at the latest, the year 2030.

4. **Update from a Member of the Dorset Council**

5. **Annual Business**

- a) Appointments to Committees, Committee Chairmen and Vice-Chairmen, Joint Bodies, Outside Body Representatives, Bank Mandate Page 6
- b) To readopt the General Power of Competence Page 10
- c) Annual Governance and Accountability Return 2018-19 and related issues Page 11

6. **Review of Town Council Governance Arrangements**

Page 15

7. **Minutes of Committees**

To receive and consider the Minutes of the following Committees:

Planning & Environment Committee	1 April 2019	Page 19
Planning & Environment Committee	29 April 2019	Page 23
Mayoral Selection Committee	15 May 2019	To follow



Adrian Stuart Town Clerk
15 May 2019

Public Speaking at the Meeting

The Chairman has discretion to allow members of the public to speak at the meeting. If you wish to speak please ask the Chairman before the meeting starts. We ask speakers to confine their comments to the matter in hand and to be as brief as is reasonably possible.

Member Code of Conduct: Declaration of Interests

Members are reminded of their responsibility to disclose appropriate pecuniary or non-pecuniary interests. A Member who declares a pecuniary interest must leave the room unless a dispensation has been granted. A Member who declares a non-pecuniary interest may take part in the meeting and vote.

Dorchester Town Council
Meeting of the Dorchester Town Council
26 March 2019

Present: Mayor D. Taylor and Councillors B. Armstrong-Marshall, R. Biggs, A. Canning, A. Chisholm, G. Duke, T. Harries, J. Hewitt, S. Hosford, G. Jones, S. Jones, T. Jones, F. Kent-Ledger, T. Loakes, R. Potter, K. Rice and P. Stein.

Apologies: Councillors C. Biggs, A. Lyall and M. Rennie.

46. Minutes

The minutes of the meeting of Council held on 29 January 2019 were confirmed and signed by the Mayor as a correct record.

47. Communications & Questions

A Member reported back on the meeting of the Youth Council, who had particularly supported the Thomas Hardy Victorian Fair initiative.

The Mayor offered his appreciation for the support he had received from the Council during his year of office to date. A Member recognised the town's response to the recent shootings in Christchurch, New Zealand, including the Mayor's attendance at Friday Prayers at the Islamic Centre and the All Faith Service at St Peter's Church.

Councillor Duke explained his interest in matters related to the historic background to the Dorchester Market and presented the Town Council with a framed copy and translation of the Royal Inquisition into the town's incomes conducted during the reign of Edward III.

The Town Clerk mentioned that he had sent a letter of thanks, plus a small donation, to the Dorset History Centre, following a very successful evening visit to view the town's historic documents.

48. Updates from Partner Authorities

Both Councillors A. Canning of Dorset County Council and S. Hosford of West Dorset District Council reported that strategic work at upper tier level had now ceased, with all attention focusing on the new Dorset Council.

Councillor Canning explained that this was impacting on the introduction of new traffic regulations at Lubbecke Way and Victoria Road. On a positive note, junction and signal improvements at Maumbury Rings, the next phase of works under the DTEP programme, were now scheduled to take place in September.

Councillor Potter identified the outcome of a recent meeting of the District Council Planning Committee regarding the approval, without an affordable element, of the McCarthy and Stone scheme in London Road. He agreed to raise concerns regarding a poorly drafted Article 4 Directive, covering front wall boundaries in Conservation Areas of the town, with the District Council.

A Member asked for clarification regarding the leadership model to be adopted by the new Dorset Council.

49. **Planning and Environment Committee – 4 February 2019**

It was proposed and seconded that the minutes be adopted.

A Member reiterated the Committee's thanks at Minute 67 to the Chairman and Vice Chairman of West Dorset's Planning Committee for their efforts to secure a continued role for Town and Parish Councils in the planning process to be adopted by the new Dorset Council.

Resolved

That the minutes of the meeting of the Planning and Environment Committee held on 4 February 2019 be adopted.

50. **Planning and Environment Committee – 4 March 2019**

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 4 March 2019 be adopted.

51. **Management Committee – 12 March 2019**

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

Resolved

That the minutes of the meeting of the Management Committee held on 12 March 2019 be adopted.

52. **Policy Committee – 19 March 2019**

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

A Member invited the Council to consider how it responded to the minute of the Dorchester Markets Informal Joint Panel that an Action Plan be drawn up to introduce improvements to the Fairfield site during 2019.

Resolved

- a) That, in order to safeguard the future management of the Markets Panel, the Council supports the recommendation of the Dorchester Markets Informal Joint Panel to transfer the following management functions to Dorchester Town Council
- Governance Administration
 - Financial Administration
 - Car Boot Fund Administration

- Liaison with Market Operators
- b) That the new Corporate Plan include a watching brief in respect of the Market operation, and in particular to the Action Plan for improvements to the Fairfield site.
 - c) That the report of the Task and Finish Group is noted and that, where change is proposed, the Town Clerk develops ideas that can be considered for implementation by the new Council when it is elected in May 2019.
 - d) That the minutes of the meeting of the Policy Committee held on 19 March 2019 be adopted.

53. **Mayoral Selection Committee – 19 March 2019**

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

Resolved

- a) That the Members named at the Committee meeting be invited to prepare to fill the offices of Town Mayor and Deputy Town Mayor of Dorchester during the 2019-20 Council Year.
- b) That the minutes of the meeting of the Mayoral Selection Committee held on 19 March 2019 be adopted

The Council rose at 7.34pm

Mayor

On conclusion of the meeting Councillor Harries invited Members to note that this would be the final Council meeting to be attended by Councillor Trevor Jones, who had served as a Town Councillor continuously since 1976. Members of Council offered their warmest appreciation.

The Annual Town Meeting took place after the meeting of Council

DORCHESTER TOWN COUNCIL

COUNCIL APOINTMENTS

21 MAY 2019

1. The Council appoints its Committees and Outside Body Representatives annually.
2. Appendix 1 considers appointments to the Council's three Committees and two Partner bodies. The issues that need to be determined are highlighted in black.
3. The following Councillors have indicated a willingness to serve in the role of Chairman or Vice Chairman of Council Committees, if nominated and seconded. Other nominations may be made at the meeting of Council.

Committee	Chairman	Vice-Chairman
Policy	S. Hosford	A. Chisholm
Management	F. Kent-Ledger	J. Hewitt
Planning & Environment	R. Potter	T. Harries

4. Appendix 2 considers appointments to Outside Bodies. The following need to be resolved
 - DAPTC has asked that we appoint 2 reps, preferably including our Chairman – **RECOMMENDED** that the Mayor is automatically appointed as a DAPTC rep
 - A choice is required on
 - Dorchester Arts
 - Dorchester Lubbecke Society
 - Heart of Wessex Rail Partnership
 - Transition Town Dorchester
 - Dorchester BID
 - Central Dorset CAB
 - Maltings Arts
 - A nomination is requested for
 - Ashley, Churchill & Thorner Education Trust
 - Volunteer Centre Dorset
 - The Town Clerk has noted previously that the Council has no links to Outside Bodies co-ordinating health provision in the town. He will investigate whether an appropriate body exists that the Council might appoint a representative to.
5. The Council appoints Councillors as signatories for its banking arrangements, with two signatories required to validate any payment from the Council's bank account. The following are the Councils current signatories

Councillors T. Harries, S. Jones, R. Potter, M. Rennie, D. Taylor

Subject to their agreement Council is requested to re-confirm signatories for 2019-20.
6. Attendance at Committees during the 2018-19 civic year are summarised at Appendix 3. The Council's website provides details of payments made to Councillors during 2018-19.

Adrian Stuart
Town Clerk

APPOINTMENT OF COMMITTEES

If appointed as Mayor, Cllr R. Biggs will be ex officio to all Town Council Committees

Requests have been received as follows: -

DORCHESTER TOWN COUNCIL COMMITTEES

Management Committee (12 requests)

S. Biles	A. Canning	L. Fry	J. Hewitt	S. Jones	F. Kent-Ledger
T. Lyall	R. Major	R. Potter	M. Rennie	R. Ricardo	D. Taylor

Policy Committee (7 requests)

B. Armstrong-Marshall	A. Chisholm	T. Harries	F. Hogwood	S. Hosford
G. Jones	D. Leaper			

- **Recommend** Appoint Members per their requests

Planning & Environment (no limit, 13 requests)

A. Canning	L. Fry	T. Harries	J. Hewitt	S. Hosford	G. Jones	S. Jones
F. Kent-Ledger	R. Major	R. Potter	M. Rennie	R. Ricardo	D. Taylor	

- **1 member attended less than 50% of meetings in 2018/19 due to Mayoral duties. No other issues arising**

JOINT BODIES

Dorchester Markets Informal Joint Panel (6 members, 7 requests, new requests in italics, members serving longer than 4 years in bold)

A. Chisholm	J. Hewitt	<i>S. Hosford</i>	<i>A. Lyall</i>	R. Potter
M. Rennie	D. Taylor			

- **Options regarding appointments**
 - Remove 1 of the current 2 Members who have served for 4 years
 - Recognise that Market operations continue to go through a period of change during the first year of new Joint Panel arrangements, and retain the 2 long serving Members, such that 1 other request is denied

Heritage Committee (3 members, 8 requests, new requests in italics)

<i>S. Biles</i>	<i>F. Hogwood</i>	G. Jones	<i>S. Jones</i>	<i>F. Kent-Ledger</i>	<i>D. Leaper</i>
<i>R. Major</i>	<i>D. Taylor</i>				

- **Select 3 Members from the 8 interested Councillors. Note that 2 of the Councillors may also express an interest at the Dorset Council**

OUTSIDE BODY REPRESENTATIVES 2019/20

	2018/19 Rep (brackets for Councillor in post for 4+ years)	Expressions of Interest
Internal Roles		
DAPTC Larger Towns Rep	(R. Potter 2012)	R. Potter
Charitable Trusteeships		
Ashley Churchill & Thorner Trust (2)		R. Ricardo A.N. Other
Dorchester Municipal Charities (2)	J. Hewitt 2016, (S. Hosford 2011)	J. Hewitt, S. Hosford
Bodies we work with regularly		
Dorchester Arts	(F. Kent Ledger 2015)	F. Kent-Ledger, B. Armstrong-Marshall, F. Hogwood
Dorchester Association L. History & Arch.	D. Taylor 2016	D. Taylor
Dorchester BID	S. Hosford 2016	S. Hosford, R. Potter
Dorchester Bayeux Society	T. Harries 2018	T. Harries
Dorchester Lubbecke Society	(T. Harries 2011)	S. Biles, T. Harries, D. Leaper
Dorchester & Sherborne CAB		B. Armstrong-Marshall, F. Hogwood
Dorchester Youth & Community Centre		R. Major
Heart of Wessex Rail Partnership	(G. Jones 2015)	A. Chisholm, G. Jones
Maltings Arts	B. Armstrong-Marshall 2017	B. Armstrong-Marshall, F. Hogwood
Thomas Hardy Society	(A. Chisholm 2015)	D. Leaper
Transition Town Dorchester		S. Biles, F. Hogwood, D. Taylor
Volunteer Centre Dorchester	(J. Hewitt 2015)	A.N. Other

COMMITTEE ATTENDANCE 2018-2019 (COVERING THE PERIOD 21 MAY 2018 – 29 APRIL 2019)
APPENDIX 3

ouncillor	Council		Planning & Environment		Management		Policy		Markets		Heritage		Overall	
B. Armstrong-Marshall	4	50%					4	80%					8	62%
R. Biggs	6	75%	13	100%			4	80%					23	88%
A. Canning	6	75%	9	69%	5	100%							20	77%
A. Chisholm	6	75%					4	80%	1	50%			11	73%
T. Harries	7	88%	13	100%			5	100%					25	96%
J. Hewitt	7	88%	13	100%	5	100%			2	100%			27	96%
S. Hosford	6	75%	8	62%			3	60%					17	65%
G. Jones	7	88%					4	80%			3	75%	14	82%
S. Jones	7	88%	10	77%	4	80%							21	81%
F. Kent-Ledger	7	88%	10	77%	4	80%					2	50%	23	77%
A. Lyall	4	50%			4	80%							8	62%
R. Potter	8	100%	13	100%	5	100%			2	100%			28	100%
M. Rennie	7	88%	11	85%	5	100%			2	100%			25	89%
D. Taylor	8	100%	6	46%	4	80%	4	80%	2	100%			24	73%
C. Biggs	3	38%	10	77%	2	40%					1	25%	16	53%
G. Duke	7	88%			3	60%							10	77%
T. Jones	7	88%					4	80%	1	50%			12	80%
T. Loakes	0	0%	4	31%	1	20%							5	19%
K. Rice	6	75%			3	60%							9	69%
P. Stein	6	75%					3	60%					9	69%
No. Meetings/Avg%	8	75%	13	77%	5	75%	5	78%	2	83%	4	50%		75%

DORCHESTER TOWN COUNCIL
ADOPTION OF THE GENERAL POWER OF COMPETENCE
21 MAY 2019

1. As a rule a Council can only deliver services when they have a specific legal power or duty. Technically the only duty that the parish sector has is a requirement to make arrangements for allotments, but the sector also has power to provide a wide range of discretionary services under the Local Government Act 1972, the Local Government (Miscellaneous Provisions) Act 1976, various Local Government Finance Acts, much of the legislation governing Burials, plus other assorted pieces of legislation.
2. Where the Council does not have a specific power to act, unless it is specifically prohibited from doing so by legislation, it still has a “catch-all” opportunity under s137 of the Local Government Act 1972, which permits use of a capped amount of funding each year to undertake services that the Council does not otherwise have a power to deliver.
3. However via orders made as a result of the Localism Act 2011 a qualifying Parish Council (qualifying broadly means one which has a CILCA qualified clerk and where two thirds of councillors have been elected) may supercede the above and adopt the General Power of Competence, which allows it to “do anything that individuals generally may do”.
4. In practice at the parish tier adopting the power removes uncertainties around minor operational issues but does not fundamentally change the way the Council acts. This Council has resolved to adopt the power annually for the last four years.
5. It is **RECOMMENDED** that the Council adopts the General Power of Competence for the period to the next Annual Meeting of Council.
6. For information the Council now has five officers (Town Clerk and Deputy, Outdoor Services Manager, Financial Controller and Mayor’s Secretary) who have achieved the CILCA (Certificate in Local Council Administration) qualification, up from 1 five years ago, while 100% of its Councillors were elected at the last elections.

Adrian Stuart
Town Clerk

DORCHESTER TOWN COUNCIL

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19

21 MAY 2019

1. At Parish level the Annual Governance and Accountability Return (AGAR) is the only legal document the Council is required to produce each year to demonstrate financial and governance (how we do things) arrangements are satisfactory. The AGAR regime has been put in place by Government to cover everything from a nil precepting hamlet through to the largest City Councils in the country with a £5.0M turnover and significant non-precept income.
2. With a turnover of £1.5M, population of 20,000 and Council Tax of £193 Dorchester Town Council has been included in the top 20 largest parish authorities in recent years, with staff resources sufficient to manage that budget. As a consequence the regime for us is generally more straightforward than for smaller Councils, or indeed for larger Councils with diverse sources of income.
3. There are 3 parts to the AGAR (Appendix 1) to be completed prior to External Audit
 - Section 1 – The Annual Governance Statement – where Council confirms it has put sound governance processes in place – signed by the Chairman (Mayor) and Clerk
 - Section 2 – The Accounting Statement for the year – where all transactions of expenditure and income are summarised, along with year-end assets and liabilities – signed by the Responsible Financial Officer (Clerk) and the Chairman (Mayor)
 - Annual Internal Audit Report – where our contract appointed internal auditor confirms to the External Auditor that they have undertaken an audit of our internal control processes, on this occasion with satisfactory outcomes. The audit reports are considered by our Policy Committee during the course of the year.
4. The Accounting Statement takes account of an underspend of £59,000 during the year 2018/19 against an operational budget of £1,211,000, as well as a higher year end level of Reserves than anticipated when the budget for 2019/20 was set back in January. The key variances against the budget and the changes to Reserves will be considered by the Policy Committee in July.
5. The final Internal Audit report of 2018/19 resulted in Nil recommendations but noted two minor corrections made to the figures submitted for audit. Again this will be considered by the Policy Committee in July.
6. It is **RECOMMENDED** that the Council approves the signing of the Annual Governance Statement and the Accounting Statement for 2018/19, prior to their submission for external audit by PKF Littlejohn LLP

Adrian Stuart
Town Clerk

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Dorchester Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2019, that:

	Agreed		Yes	No*	Yes means that this authority:
	Yes	No*			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				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 this authority to conduct its business or manage its finances.	✓				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.	✓				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				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 this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				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 this authority and, where appropriate, have included them in the accounting statements.	✓				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
				✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Section 2 – Accounting Statements 2018/19 for

Dorchester Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	420,769	365,753	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. (+) Precept or Rates and Levies	1,296,336	1,388,243	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	224,878	323,903	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	654,742	656,483	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	47,406	45,333	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	874,082	921,589	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	365,753	454,494	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	338,400	483,619	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7,646,278	8,032,257	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	230,000	196,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Annual Internal Audit Report 2018/19

Dorchester Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable ✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

17/09/2018 22/10/2018 15/02/2019 18/04/2019
25/09/2018 12/02/2019 12/04/2019

Name of person who carried out the internal audit

Mrs Rosie Darkin-Miller LLB(Hons) FCA

Signature of person who carried out the internal audit



Date

18/04/2019

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

DORCHESTER TOWN COUNCIL

21 MAY 2019

REVIEW OF TOWN COUNCIL GOVERNANCE ARRANGEMENTS

1. Towards the end of the last Council cycle the Council reviewed its operating arrangements in order to offer a new Council views on how governance might be improved. The full report they produced can be viewed on our website on the Policy Committee agenda for 19 March.
2. While the general conclusion was that our governance arrangements work well, Members recorded a small number of recommendations for immediate implementation or for the newly elected Council to consider, as described below.
3. The following have already been implemented: -
 - Appointments to Committees and Outside Bodies to be considered by Council rather than through a Selection Committee – this has been actioned at today's meeting
 - A formal process should be introduced to identify awards to Honorary Citizens – this has been included in the Terms of Reference for the Mayoral Selection Committee
 - Review of the directly paid element of the Mayoral Allowance – discussion has commenced with the new Mayor

Proposal to move meetings of Council, Policy and Management Committee to Monday Nights

4. A recent lift failure resulted in a disabled visitors not being able to attend a Council meeting. This was unacceptable. As a result in future should the lift not be working the Chairman will be invited to consider cancelling or relocating the meeting if they believe the rights of disabled electors are being prejudiced.
5. The lift is due to be replaced during 2019, reducing the risk of the above reoccurring, although the lift will be out of action for c. 1month as a consequence. As added considerations
 - if Council wishes to continue to operate on Tuesday evenings, due to new standing orders regarding meetings not taking place where alcohol is being sold, an instruction will need to be issued to Dorchester Arts that the bar cannot be opened on nights when the Council or its Committees meet
 - there is currently no regular hire of the Corn Exchange on Mondays and Mondays have never been a popular night for hiring the venue

RECOMMENDED that Members choose between the following options

- Retain Tuesdays as the ordinary meeting night and instruct Dorchester Arts not to open the bar
- Move the ordinary meeting night to Mondays and not hire out the Corn Exchange

Dorchester Joint Heritage Committee

6. Council asked that clarity be sought from Dorset Council regarding the future of the Committee. The Town Clerk has developed new Terms of Reference (Appendix 1), which reflect the added emphasis on heritage tourism that resulted from a £50,000 grant from West Dorset District Council to deliver a programme to create a strategy for Heritage Tourism for Dorchester, and also the reorganisation of the upper tiers of local government.

7. It is **RECOMMENDED** that the Terms of Reference are approved for discussion with the Joint Committee and Dorset Council.

Dorchester Markets Informal Joint Panel and related Car Boot Panel

8. Council asked that clarity be sought from Dorset Council regarding the future of the Committee and the request for a transfer of some parts of administrative support to the Town Council. The Town Clerk has written to the Dorset Council and awaits their response, and will raise the issue with the Markets Panel when it meets in June.

Other Issues

9. Council asked that clarity be sought from Dorset Council regarding the future of the Dorchester Transport and Environment Plan Stakeholder Group. Ongoing discussions continue with colleagues at the Dorset Council against the background of that Council now assessing both its officer and member capacity.
10. The following issues will be monitored
 - Additional workload arising out of Local Government Reorganisation of upper tiers is still unclear
 - Outside Body roles – new requests due to reorganisation of upper tiers unlikely to be significant, but new requests may arise
 - A town-wide review of how grant giving bodies and applicant organisations are matched might present opportunities for time and other operational efficiencies
 - Some Members raised concerns about being kept up to date with one off events and routine developments, particularly related to the work of the Management Committee

Adrian Stuart
Town Clerk

DORCHESTER JOINT HERITAGE COMMITTEE

DRAFT TERMS OF REFERENCE

1. ROLES

- i. To provide a forum for liaison between Dorchester Town Council, the Dorset Council and the representatives of the Heritage sector in the town, to consider activities and proposals which affect the protection of the historic environment and heritage of Dorchester.
- ii. With the help and co-operation of all the bodies represented, to prepare and implement a programme of schemes for Dorchester which will conserve, enhance, interpret and sensitively manage the historic environment and heritage of Dorchester.
- iii. With the help and co-operation of all the bodies represented, to prepare and implement a programme to use the historic environment and heritage of Dorchester to promote tourism opportunities to benefit the economy and community of Dorchester.

2. MEMBERSHIP

- i. The Town Council will appoint up to *five* voting Members to the Joint Committee
- ii. Voting Membership of the Committee shall be offered *up to five* members of the Dorset Council from amongst
 - The five members elected to represent the wards of Dorchester
 - The two members elected to represent the wards of Charminster St Mary's and Winterborne & Broadmayne
- iii. Non-voting representation shall be offered to each the following organisations:-
 - Dorchester Civic Society
 - Dorchester Association
 - Dorchester Chamber of Trade
 - Dorchester BID
 - Dorset Natural History and Archaeological Society
 - Duchy of Cornwall.
 - Dorchester Blue Badge Guides Association
 - Friends of the Dorchester Local Nature Reserve
 - Kingston Maurward College
 - The Keep Military Museum
 - The National Trust
 - The Shire Hall Museum
- iv. The Committee may extend or amend the invitation to other related or interested organisations to attend as non-voting representatives.
- v. Each of the Member Councils and Representative Bodies will make its own arrangements for informing the Clerk of its representatives and for reporting the proceedings from each meeting of the Committee.

3. COMMITTEE ADMINISTRATION

- i. Meetings of the Committee shall take place when necessary. There shall not be more than 6 meetings per year with a minimum of one meeting a year.
- ii. The Quorum of the Committee shall be three with at least one elected Member from each of Dorchester Town Council and the Dorset Council. If a quorum is not present ten minutes after commencement of the meeting then it shall be terminated.
- iii. Committee Administration, Meeting Rooms and financial services will be provided by Dorchester Town Council. The Committee may request and draw on Professional and Technical support from any Member or Representative. The Committee may delegate action to named officers of the two Councils.
- iv. Requests for items for consideration by the Committee shall be submitted to the Committee Clerk by 3 weeks before the date of the meeting. The Clerk shall agree the agenda with the Chairman.
- v. The press may attend meetings and will only be excluded on Exempt Items.
- vi. An annual report will be prepared on the Committee's funding and activities for presentation to the Members.

4. FINANCIAL MATTERS

- i. Dorchester Town Council will maintain accounts and hold monies on its behalf, which would be subject to the Financial Regulations of the Town Council. The Committee may not overdraw its funds held with the Town Council without the Town Council's agreement.
- ii. The Committee may instead decide to set up its own separate accounting or banking arrangements, but would need to establish Financial Regulations.
- iii. The Committee will receive no guaranteed regular financial support from any Council or Represented Body. It may request and be awarded grants from Councils and Represented bodies or from outside agencies for projects.
- iv. The Committee may receive in kind support from Councils and Represented bodies, for which no financial transactions will be recorded.
- v. In the event of the Heritage Committee discontinuing its activities voluntarily or at the request of one or more of the constituent authorities then funds shall be transferred to Dorchester Town Council to complete and continue the work of the Committee. Grants offered by other bodies or organisations for projects shall be returned to those organisations or bodies if unused in whole or in part.

Updated 21 May 2019

Dorchester Town Council
Planning and Environment Committee

1 April 2019

Present: Councillors R. Biggs, T. Harries, J. Hewitt, S. Hosford, S. Jones, F. Kent-Ledger and R. Potter (Chairman)

Apologies: Councillors C. Biggs, M. Rennie and D. Taylor

73. Minutes

The minutes of the meetings of the Committee held on 4 February and 4 March 2019 were confirmed and signed by the Chairman.

74. Minute Update Report

Lubbecke Way Issues

With regards to the outcome of DCC's Petitions Panel that had considered the petition from local residents asking for a 20mph speed limit on Lubbecke Way, St George's Road, Eddison Avenue and Long Bridge Way and speed humps on Lubbecke Way, the Committee agreed to consider progress on this further at its meeting on 7 October 2019.

Members raised concerns about the volume of large vehicles using the alternative route, via Long Bridge Way, to the HRC when Lubbecke Way is closed for resurfacing. The two main issues highlighted were ensuring that the diversion route could actually accommodate these large vehicles and that directional signage and bollards, particularly to protect pavements and verges at Long Bridge Way, were positioned appropriately over the closure period.

The Committee Clerk mentioned the results of the two traffic radar surveys that had been circulated directly to Members and advised that these would be incorporated into Dorset Council's monitoring of Lubbecke Way petition traffic issues.

TRO Request to DCC – Mellstock Avenue

Since the Minute Update Report had been printed, the Committee Clerk had been advised that having reviewed the traffic situation at the exit of Manor Park First School into Mellstock Avenue, Dorset Council would be installing additional parking restrictions in this area.

Resolved

- i) That Dorset Council Highways be asked to confirm that an assessment had been carried out to check that the alternative route for accessing the HRC, via Long Bridge Way when Lubbecke Way was closed for resurfacing, was suitable for a volume of large vehicles/HGVs etc.
- ii) That Dorset Council Highways be asked to ensure that directional signage and bollards, particularly to protect pavements and verges at Long Bridge Way, were positioned appropriately over the closure period of Lubbecke Way.
- iii) That the Minute Update report be noted.

75. **Planning Applications**

The Committee considered the planning applications referred to the Council for comment by West Dorset District Council.

While considering WD/D/19/000474 – 30B South Street, Members asked the Committee Clerk to report 9A High West Street and 2 Cornhill to Dorset Council for enforcement action due to their unapproved illuminated signage.

Resolved

- i) That Dorset Council be requested to take enforcement action on 9A High West Street and 2 Cornhill due to their unapproved illuminated signage.
- ii) That West Dorset District Council be notified of the comments agreed on the various planning applications as set out in Appendix 1 to these minutes.

76. **Planning Issues to Note**

The Committee considered the action taken by WDDC over the implementation of an immediate Article 4 that affected permitted development rights in the Conservation Area. Members noted that the notification letter sent to residents had caused some confusion due to the technical language used. Reassurance had since been given that the language used in future letters relating to this Article 4 would be improved and Members accepted this.

There was discussion on the extent of this Article and its impact on and implications for local residents and the Chairman explained its purpose in protecting the Conservation Area and how it would be administered by the Local Planning Authority.

Resolved

- That the Planning Issues to Note report be noted.

Chairman

Dorchester Town Council**Planning and Environment Committee – 1 April 2019****1. 31 HIGH WEST STREET, DORCHESTER, DT1 1UP - WD/D/19/000444 + WD/D/19/000445**

Internal alterations to form a two storey self-contained town house which includes the change of use of the end rooms of the offices to residential accommodation. Internal alterations to the existing residential unit to the first and second floors. Replace existing first floor timber door with a timber half glazed stable door to the east elevation

No comment

2. 13 SOUTH STREET, DORCHESTER, DT1 1BS - WD/D/19/000411

Display of 1 no. set of illuminated letters & 1 no. non-illuminated hanging sign

Recommend refusal – Dorchester Town Council has a policy to object to planning applications for internally illuminated shop signage in South Street, High West Street and High East Street. The aim of this policy to protect and enhance the Conservation Area and Listed buildings as per Policy ENV4 of the adopted Local Plan.

3. PARKWAY FARM BUSINESS PARK, MIDDLE FARM WAY, POUNDBURY - WD/D/19/000681

Erect 22 commercial units for B1, B2 and B8 use with associated access and parking

No comment

4. 30B SOUTH STREET, DORCHESTER, DT1 1BY - WD/D/19/000474

Display of 2no illuminated fascia signs

The Committee supported the comments and recommendation, dated 25 March 2019, of WDDC's Design and Conservation Officer.

Dorchester Town Council has a policy to object to planning applications for internally illuminated shop signage in South Street, High West Street and High East Street. The aim of this policy to protect and enhance the Conservation Area and Listed buildings as per Policy ENV4 of the adopted Local Plan.

5. 48 MANOR ROAD, DORCHESTER, DT1 2AX - WD/D/19/000568

Erect ground floor rear extension, roof alterations to include installation of front and rear dormer windows, front lobby, garden terrace and erection of a detached garden room

No comment

6. 69 SOUTH COURT AVENUE, DORCHESTER, DT1 2DA - WD/D/19/000607

Demolish existing garage, conservatory & single storey extension. Erection of rear & front single storey extension to form porch, garage, wc, kitchen & living area. Erection of two storey side extension to form utility and bedroom.

No comment

7. **TOP O TOWN HOUSE, BRIDPORT ROAD, DORCHESTER, DT1 1XT - WD/D/19/000760**

Change of use of office to 9 residential apartments; erection of dwelling, refuse/cycle stores (Variation of Condition 1 of Planning approval WD/D/18/000910)
No comment

8. **COMMERCIAL UNITS 1 & 2, ROYAL PAVILION (BUILDING 4.04b), QUEEN MOTHER SQUARE, POUNDBURY, DORCHESTER, DT1 3DX - WD/D/19/000658**

Change of use from A1 (shops), A2 (financial & professional services), A3 (restaurant & cafes), A4 (drinking establishments), A5 (hot food takeaways) & B1 (business) use classes to A1 (shops), A2 (financial & professional services), A3 (restaurant & cafes), A4 (drinking establishments), A5 (hot food takeaways), B1 (business) & D2 (assembly & leisure) use classes

No comment

9. **POUNDBURY PHASES 3 AND 4, POUNDBURY - WD/D/19/000794**

Modification of planning obligations of Section 106 Agreement dated 20th December 2011 of planning approval 1/D/09/001363

The Committee considered letter from the applicant giving the background to the proposals and they accepted the modifications to the S106 agreement relating to the removal of the provision of public open space facilities.

Members understood the reasoning for not providing a 300 seater Community Hall and supported this in principle but did not consider that the Jubilee Hall could be classed as a direct alternative for this, by virtue of its size. Also Members were concerned that the removal of the planning obligation to provide this Community Hall would also remove the associated financial S106 obligation and Members did not consider that this was acceptable. They considered that the applicant would not be financially disadvantaged by the removal of the planning obligation and that the opposite was likely.

It was agreed that the Committee recommended refusal of the removal of the planning obligation to deliver a 300 seat Community Hall unless the associated financial S106 obligation would be delivered.

10. **34 KINGSBERE CRESCENT, DORCHESTER, DT1 2DY - WD/D/19/000660**

Erect single-storey rear extension

No comment

Dorchester Town Council
Planning and Environment Committee
29 April 2019

Present: Councillors C. Biggs, R. Biggs, A. Canning, T. Harries, J. Hewitt, S. Hosford, S. Jones, F. Kent-Ledger, M. Rennie and R. Potter (Chairman)

77. Declarations of Interest

As this was the last committee meeting of this Council, the Chairman thanked its members for all their contributions and commitment.

Councillor Jones declared a personal interest in planning application WD/D/19/000614 as a neighbour of the applicant.

78. Minutes

The minutes of the meeting of the Committee held on 1 April 2019 were confirmed and signed by the Chairman.

79. Minute Update Report

Lubbecke Way

The Committee Clerk reported that the deadline for objections to the proposed Traffic Regulation Order for the weight restriction at Long Bridge Way and St Georges Road had now passed but she had not been able to obtain any information about whether any objections had been received by Dorset Council.

An east ward Councillor commented on the road markings for the new parking restrictions that had been installed in Lubbecke Way, through the Experimental Traffic Regulations Order. The single yellow line on the north carriageway was unbroken from the new Red Cow development to the Dorset Youth Association building meaning there were no passing spaces on this stretch of road. Members considered that this needed further consideration as part of the review of Experimental Order, and other Lubbecke Way issues, that the Committee was due to undertake in October 2019.

Resolved

- i) That consideration be given to the Experimental Traffic Order for Lubbecke Way when other issues affecting the road were discussed in October 2109.
- ii) That the Minute Update report be noted.

80. Planning Applications

The Committee considered the planning applications referred to the Council for comment by Dorset Council.

Resolved

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

81. **Planning Issues to Note**

Resolved

That the Planning Issues to Note report be noted.

82. **Urgent Items**

There were no urgent items to report.

Chairman

Dorchester Town Council**Planning and Environment Committee – 29 April 2019**

1. **52 LONDON ROAD, DORCHESTER, DT1 1NE - WD/D/19/000597**
Erect single storey side extension No comment

2. **39 SYWARD ROAD, DORCHESTER, DT1 2AJ - WD/D/19/000614**
Erection of side extension No comment

3. **33 HOLLOWAY ROAD, DORCHESTER, DT1 1LF - WD/D/19/000724 + WD/D/19/000723**
Conversion of an attached Garage to an annexe
Recommend refusal.
The Committee were again disappointed that the works proposed did nothing to enhance the garage/extension's visual relationship with the host building. This appeared to be an opportunity to improve the look of the Listed Building as a whole and its impact on the street scene and the Dorchester Conservation Area. The proposed glazed door and windows, inset into the garage door aperture, would do nothing to enhance the Listed Building as a whole or the character and appearance of the Conservation Area and its modern appearance would have a detrimental visual impact. The Committee considered that any windows installed on the front elevation of the garage extension should match those of the host building. Therefore the Committee considered that the application should be refused as it is contrary to policies ENV 4., 10. and 12. of the Local Plan.

4. **SOUTH GROVE COTTAGE, TRINITY STREET, DORCHESTER, DT1 1TU - WD/D/19/000537 + WD/D/19/000538**
Addition of a gate to the car park entrance & display of a hanging sign board & a fascia sign board to the front side wall No comment

5. **48 SOMERLEIGH ROAD, DORCHESTER, DT1 1TJ - WD/D/19/000720**
Erection of single storey rear extension. Alterations to second floor to include installation of conservation roof light (with variation of condition 1 of planning permission WD/D/18/000318 to amend approved plans) No comment

6. **30B SOUTH STREET, DORCHESTER, DT1 1BY - WD/D/19/000473 (Retrospective)**
Internal alterations and display of internally illuminated signage (part retrospective)
Recommend refusal.
The Committee noted the internal alterations that had already been carried out and it was concerned about the internal illumination spilling out from the shop that was having a negative visual impact on the Conservation Area contrary to Policy ENV.4 of the adopted Local Plan. Dorchester Town Council has a policy to object to planning applications for internally illuminated shop signage in South Street, High West Street and High East Street. The aim of this policy to protect and enhance the Conservation Area and Listed buildings as per Policy ENV4 of the adopted Local Plan.

7. **5 HAMSLADE GREEN, POUNDBURY, DORCHESTER, DT1 3DP - WD/D/19/000713**
Change of use from A1, A2 & B1 (Commercial) to D1(Fertility Clinic)

The Committee considered that if the application was approved, a planning condition should be added limiting the opening hours of the clinic in order to protect the quiet enjoyment and residential amenity of those living in the immediate area in accordance with Policy ENV16. of the adopted Local Plan.

8. **58 ICEN WAY, DORCHESTER, DT1 1EW - WD/D/19/000899**
Change of use from Office Use (Class B1(a)) to a dwellinghouse (Class C3) (ground floor and first floor flats). No comment
9. **PLOTS 593 TO 595 AND 600 TO 620, SECTOR 3.76, NORTHERN QUADRANT, CROWN STREET WEST, POUNDBURY - WD/D/18/001983**
Application for approval of reserved matters for access, appearance, landscaping, layout & scale of outline planning permission 1/D/09/001363 No comment
10. **6 ALBERT ROAD, DORCHESTER, DT1 1SF - WD/D/19/000627**
Change of use from existing office to 4 No. dwellings (C3) (demolish existing bay window and single storey lean to extension to west elevation); erection of 5 no. apartments with vehicular access and parking
Recommend refusal

The Committee heard from a number of local residents who considered that the applicant had not taken account of their previous concerns and commented on the lack of parking, poor design features, protection of trees and wildlife, the relationship of the site with the Borough Gardens, the visual impact on the Conservation Area and overall it was considered that the proposal was overdevelopment of the site.

Members supported the comments made by the members of the public and had the same concerns about the development. They were disappointed that the developer had not provided the tree report mentioned in the Design and Access Statement nor had they addressed the comments of Dorset Council's Senior Archaeologist regarding the need for an archaeological evaluation of the site.

The Committee commented on the importance of protecting the trees on site and it was concerned about the provision of a number of parking spaces over the root zone of tree T10, the impact construction on the site could have on the trees and the proximity of the extension to the canopy of T10. It queried whether there was adequate bin provision in an appropriate position on the site.

The design, scale and mass of the development would be too dominant and overbearing on the original building and have a negative visual impact on this part of the Conservation Area, the Borough Gardens and the Walks as a Scheduled Ancient Monument. The design features of the extension did not reflect the existing building, particularly the windows, and the lack of front doors into either building was at odds with the established residential pattern of other properties in the area. The demolition of the distinctive, feature side bay window and ground floor extension/porch was considered to be a negative aspect of the proposal and Members considered that these should be preserved.

This open site and the original building currently complements the Borough Gardens and the significant buildings, on the main road frontages, nearby in the Conservation Area and the development proposed would neither preserve nor enhance either. Therefore, the Committee considered that the development would be contrary to policies ENV 2, ENV 4, ENV 10, ENV 12 and ENV 16 of the adopted Local Plan.

11. **DORSET COUNTY MUSEUM, 65-66 HIGH WEST STREET, DORCHESTER, DT1 1XA - WD/D/19/000771 + WD/D/19/000772**
County Museum, installation of new shopfront and demolition of un-listed buildings (with variation of condition 1 of listed building consent WD/D/17/000483 - to amend approved plans) + (Variation of Condition No.1 of Planning Approval WD/D/16/002934-to amend approved plans) No comment

12. **PLOTS 3 62A AND 3 62B, CROWN SQUARE, POUNDBURY - WD/D/19/001012**
Application for approval of reserved matters of access, appearance, landscaping, layout and scale of outline approval 1/D/12/000082 - (to revise the design, use and number of residential units of the previously approved Crown Hall and Market Hall buildings)
No comment

13. **UNIT 1, POUNDBURY WEST INDUSTRIAL ESTATE, POUNDBURY WEST INDUSTRIAL ESTATE ACCESS, DORCHESTER, DT1 2PG - WD/D/19/000778**
Increase the height of the external storage facilities and alterations to the parking layout
No comment

14. **4 HESSARY STREET, POUNDBURY, DORCHESTER, DT1 3SF - WD/D/19/000852**
Change of use from retail (A1 use)/office (B1 use) to form 3 treatment rooms for health professionals (D1 use) No comment

15. **46 SOUTH COURT AVENUE, DORCHESTER, DT1 2BZ - WD/D/19/000655**
Erection of side & rear extensions No comment

16. **13 HERRINGSTON ROAD, DORCHESTER, DT1 2BS - WD/D/19/000802**
Erection of front boundary wall with slatted fence & gates No comment

17. **43 GARFIELD AVENUE, DORCHESTER, DT1 2EY - WD/D/19/000656**
Erection of first floor side extension; erection of front porch No comment

18. **CHURCH COTTAGE, GREY SCHOOL PASSAGE, DORCHESTER, DT1 1XG - WD/D/19/000860**
Replace fibre-cement slates with Spanish natural slate and terracotta colour angled wet bedded ridge and hip tiles. Renew all chimney lead-work and replace sand: cement weathering with a lead cover flashing and code 3 lead soakers No comment

19. **5 LINDEN AVENUE, DORCHESTER, DT1 1EJ - WD/D/19/000965**
Conversion of car port to annexe No comment