



Dorchester Town Council

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11 January 2017

Agenda for the meeting of the **Policy Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 17 January 2017** at **7.00pm**.

Adrian Stuart
Town Clerk

Public Speaking at the Meeting

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

Member Code of Conduct: Declaration of Interests

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

Membership of the Committee

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

1. Apologies, Declarations of Interest & Signing of Minutes

To sign the Minutes of the meeting of 22 November 2016, adopted by Council on 29 November 2016.

2. Financial Report at 31 December 2016

A

3. Medium Term Financial Strategy and Revenue Budget 2017/18

B

4. Corporate Plan Update at 31 December 2016

C

Separate Confidential paper circulated regarding Appendix 1

5. Public Bodies (Admission to Meetings) Act 1960

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

6. Staff Pay and Work Practices

Separate report

Also verbal update on a staff welfare issue

DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 17 JANUARY 2017
FINANCE REPORT AT 31 DECEMBER 2016

1. Summary of Current Position

- Month 9 spend v. profile at Appendix 1 indicates underspend of £23,000
- Minor overspends on staffing due to long term sickness and additional summertime projects, offset by savings on Office supplies and Events
- List of Revisions to 2017-18 Budget at Appendix 2 (£30,000 net reduction)

2. Cash Position at 31 December 2016

- Lloyds Bank £559,000 0.00% interest
- Payden & Rygel Short Term Fund £1,000,000 c. 0.75% return
- Total Cash £1,559,000 (31 October 2016 £1,701,000)
- Work underway to set up a Money Market Fund to hold most of our short term cash, likely to earn 0.25%

3. Debtors & Payments

- Debts outstanding over 30 days at 31 December 2016 total £307, related to 4 debtors (31 October £980 related to 7 debtors)
- A list of payments made 1 November – 31 December 2016 is available on our website. Supporting vouchers can be inspected during normal office hours
- **RECOMMENDED** that the Payments list, totalling £186,197.35 and that the transfer of £1,000,000 to the Payden & Rygel Fund are approved

4. Business Rates on Weymouth Avenue Pavilion

- November meeting highlighted that Pavilion was to be rated, with an excessive Rateable Value
- Invoices totalling £23,500 received for 2 year period and payment arranged in January 2017 – no budget to cover this
- Proposal to lower the RV lodged with Valuation Office – they intend to undertake review between 1 Mar 17 and 28 Apr 17. If our claim accepted would reduce total liability to £5,000 for 2 years
- In discussion with Cricket Club about management of the site
- **RECOMMENDED** that Parks Business Rates Budget 2016/17 is increased by £5,000

Adrian Stuart
Town Clerk

MANAGEMENT REPORT AT 31 DECEMBER 2016

By Spend Type	Budget £000	Profile £000	Actual £000	-Under/Over £000
Staff	639	480	483	4
Capital Financing	58	47	47	0
Other Payments	526	415	389	-26
To Specific Reserves	135	135	135	0
Income	-212	-144	-145	-1
Net Budget	1,146	932	909	-23

By Service	Budget £000	Profile £000	Actual £000	-Under/Over £000
Allotments	-5	-2	-4	-2
Parks & Open Spaces	151	120	126	6
Cemeteries	6	12	11	-1
Corp. & Dem. Manage.	37	28	24	-4
Cultural & Twinning	54	40	33	-7
Municipal Buildings	87	75	76	1
Other Services	56	45	38	-7
Office Team	345	295	283	-11
Outdoor Services	415	321	322	1
Net Budget	1,146	932	909	-23

Earmarked Reserves with budgeted Expenditure In Year	Budget £000	Profile £000	Actual £000	-Under/Over £000
Borough Gardens	25	25	3	-22
Municipal Buildings	5	3	3	0
Play Equipment	25	25	0	-25
Vehicles & Equipment	10	10	14	4
Depot Loan Reserve	200	200	200	0
Dorchester West	10	10	0	-10
Maumbury Rings s106	14	15	1	-14
Walks Resurfacing	100	30	30	0
Energy & Operational Efficiency	40	40	37	-3
Net Budget	429	358	288	-70

Budget Changes approved by Policy Committee 2016-17

	Original £	Revision £	New £	Minute
Revenue Budget				
16/17 Original Budget		1,176,893		
Parks & Open Spaces				
Water	13,000	- 5,000	8,000	15/48a
Municipal Buildings				
Room Hire	-	8,500	8,500	15/48a
Cultural & Twinning				
Dorchester Arts	8,500	- 8,500	-	15/48a
WW1 Commemorations	2,000	3,000	5,000	15/48a
Cemeteries				
Burial & ERB Fees	- 25,000	- 5,000	- 30,000	15/48a
Grass Cutting	16,000	- 2,000	14,000	15/48a
Skip Hire	-	1,020	1,020	15/48a
Outdoor Services				
Salaries	254,224	- 5,552	248,672	15/48a
NI	18,134	- 379	17,755	15/48a
Pension	43,432	- 5,169	38,263	15/48a
Vehicles & Equipment	19,200	- 4,000	15,200	15/48a
Waste Collection	12,800	2,980	15,780	15/48a
Other Services				
Community Development	35,000	- 35,000	-	15/48a
Youth Centre Support	0	23,000	23,000	15/36
Local Area Partnership	3,500	- 3,500	-	15/48a
Additional Pension Catch up	19,000	- 5,000	14,000	15/48a
Treasury - Pensions cashflow	- 7,000	- 3,000	- 10,000	15/48a
Market Income	- 50,000	5,000	- 45,000	15/48a
Apprentices	15,000	- 7,500	7,500	15/48a
Offices				
Salaries	189,591	15,126	204,717	15/48a
NI	17,973	223	18,196	15/48a
Pension	31,448	1,801	33,249	15/48a
Photocopier	6,000	- 1,500	4,500	16/8b
Total Changes		- 30,450		
Revised Revenue Budget		1,146,443		
Changes to Use of Earmarked Reserves				
Play Equipment, Giant Boulder		15,000		15/48d
Municipal Buildings, Survey		5,000		15/48e
Capital Projectes, County Museum		25,000		16/3
The Walks Resurfacing	-	70,000		16/9
South Street Paving (17/18)		70,000		16/9
		45,000		

DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 17 JANUARY 2017

MEDIUM TERM FINANCIAL STRATEGY & REVENUE BUDGET 2017/18

1. The officer team have reviewed the Medium Term Financial Strategy and a budget for the next financial year within the context of current year spending and the external environment.
2. The element of the budget relating to the **Policy Committee** is included at Appendix 1. Net of Special Items the services provided by the Committee have increased from £309k to £341k (+£32k), the key changes being: -
 - Annual support for the Youth Centre (+£30k)
 - A new budget for Public Realm works (+£18k) offset by an identical reduction to the budgets relating to cleaning and trees on The Walks in the Management Committee
 - A reduction in Debt Charges (-£10k), but also in Market/Treasury incomes (+£7k)
 - The removal of the one off costs in 2016/17 relating to the overlap between two Outdoor Services Managers (-£9k)
 - Further reductions in office supply budgets (-£8k) offset by increased pension contributions (+£6k)
3. The element of the budget relating to the **Management Committee** was included in the agenda for and approved at a meeting on 10 January 2017 and totals £857k (2016/17 £868k, a net reduction of £11k). Key changes include:
 - Net reductions to budgets associated with The Walks totalling -£18k (see note re Public Realm above)
 - Additional Cemeteries income (-£5k) has been included, but so have increased Business Rates payments (+£6k)
 - Increased Pension Fund payments (+£5k)
4. The Management Committee have proposed a list of **Special Items** as follows:

	£
Borough Gardens Water Play Surface	12,000
WW1 Commemoration	3,000
Allotment Compost Bins	3,000
Total	18,000

5. In overall terms the Operational **Revenue Budget for 2017/18** has increased from £1,179k to £1,198k, up £19k, 1.6% (Appendix 2).
6. A **precept** of £1,296k (up 3.6%, £45k on 2016/17) is proposed. This is based on a Tax Base of 7,065 (up 1.60%, 115 points) and a Band D charge of £183.50 (up 1.94%, £3.50).

There has been further discussion regarding proposals to cap Town Councils this year but the provisional settlement has clarified that a decision on capping will again be deferred. The increase proposed was below any potential capping limit.

7. If both the precept and Revenue Budget are accepted there will be a **net operational surplus** of £98k in 2017/18 (+£24k compared to 2016/17). As identified last year, while that leaves the Town Council in a strong position in the short term the longer term situation remains difficult to predict. Any budget decision needs to take account of a wider context which the Council is now very familiar with:-
 - Both West Dorset District Council and Dorset County Council are facing cuts due to reductions in government grant, but as yet no clear picture has emerged regarding where these cuts will be
 - Those cuts have generated a debate on the future of Local Government structures for Dorset, which is likely to be resolved during the next 12 months
 - Local Government cuts are part of a wider decline in service provision and grant funding from Central Government departments and agencies, already being felt locally
 - The Town Council is currently benefiting from income from tax base growth that will eventually be needed to fund services on Poundbury (£30,000 reserved) and in other parts of town which are currently still funded by developers
 - The Town Council is beginning to deliver on parts of a vision for Dorchester's future, which other agencies will continue to struggle to find funding for
8. It has already been accepted that £30,000 will be required to meet new obligations on **Poundbury**, although officers will review this in the light of possible changes to current operational work practices. There is no immediate plan to allocate the remaining £68,000 to new services, but the Committee will lead a process of identifying which services operated by the County and District Council might be at risk, at the same time identifying a suitable response.
9. Last year the Council created a **Corporate Projects Reserve**, also allocating £500,000 to 5 new projects, on which reports have been provided throughout the year. An unallocated balance of £75,000 existed on 1 April 2016 and it is proposed that a further £250,000 is transferred from the General Reserve, bringing the unallocated balance to £325,000 by March 2018. This Reserve needs to be considered as part of a wider review of the Corporate Plan.
10. The **Medium Term Financial Strategy** (Appendix 3) includes the assumptions taken account of in its preparation. The key unknown relates to the scale and timing with which the Town Council might wish to support services that are being divested by other tiers of government, and the consequential level of transfer to the Corporate Projects Reserve that might be achieved.
11. **Earmarked Reserves** (Appendix 4) will total £919k at April 2017, with an additional £139k added in 2017/18, plus the proposed transfer of £250k from the General Reserve. Significant expenditure totalling £546k is planned for 2017/18: -

	£000
Corporate Projects – South St paving	260
BG Tennis Courts	100
Grants, Planning experts, Heritage Tourism	50
Poundbury Cemetery Wall and internal Roads/Paths	80
Borough Gardens – Repaint Clock	20
Maumbury Rings s106 – Completion of works	13
Play Equipment – Syward Close and General Refurbishment	13
Dorchester West Railway Station Ramp	10
Total	546

At March 2018 Earmarked Reserves are estimated at £762k.

12. Within the Earmarked Reserves the key reserve is the **Corporate Projects Reserve**. Of the estimated £636k held in the Reserve at 1 April 2017 only £75k is uncommitted. The proposal to add £250k from the General Reserve increases this to £325k. The MTFs indicates that there will be further opportunities to add smaller sums until the Council decides to allocate funding to deliver new revenue services. A strategy for allocating this money to projects needs to be a key element of a Corporate Plan review.

13. The **General Reserve** is held to deal with problems and opportunities that might arise. It should reflect the operational environment and the economic circumstances within which the Council operates, and the level of Earmarked Reserves held. Appropriate cover at the present time would be:

	£000
Emergency staffing cover (assuming half and no pay as per contracts)	55
Other temporary budget increases @ 15%	75
Temporary loss of income @ 15%	30
1 major one off event not covered by Insurance or Reserves	20
2 minor events not covered by Insurance or Reserves	20
Total	200

Taking account of the proposed transfer to the Corporate Projects Reserve (£250k) the General Reserve is estimated at £249k at 31 March 2018. However this will be adjusted by under/overspends in both this year and next; historically the Town Council has underspent its budgets but this should not be automatically assumed, especially as the budget is tightened. At £249k the General Reserve exceeds the minimum level required.

14. It is **RECOMMENDED TO COUNCIL** that the MTFs and Revenue Budget are adopted, to include: -

- a. A Council Tax Band D charge of £183.50, an increase of £3.50 (1.94%)
- b. A precept of £1,296,336, an increase of 3.43%
- c. The transfer of £250,000 from the General Reserve to the Corporate Projects Reserve

Adrian Stuart
Town Clerk

APPENDIX 1

	2015/16 Actual £	2016/17 Budget £	2017/18 Budget £
CORPORATE & DEMOCRATIC MANAGEMENT			
Members Allowance	18,919	20,400	20,600
Members Training (inc CRB)	524	1,000	600
Members Travel & Subsistence	0	200	100
Civic & Ceremonial Expenses	549	1,500	1,500
Mayoral Expenses	10,016	11,500	11,600
Town Crier	552	600	600
Entertaining & Gifts	412	900	500
Outdoor Services Manager Handover	0	9,200	0
Youth Council & Democracy Day	128	500	200
Office Team	163,765	180,592	176,395
Met by Precept on Taxpayer	194,865	226,392	212,095
OTHER SERVICES			
Sawmills rent	7,060	7,600	7,600
Public Realm	0	0	18,000
Youth Centre	0	0	30,000
Apprenticeships	6,000	15,000	15,000
CCTV	0	5,000	5,000
Additional Pension	19,000	19,000	19,000
Reserves	120,000	0	0
Debt Charges	61,651	58,100	48,500
Staff - Community Development	3,127	38,500	39,603
Total Expenditure	216,838	143,200	182,703
Treasury Interest - Net of Arlingclose	-7,599	-7,000	-5,000
Sawmills rent recharged	-3,521	-3,800	-3,800
Market Income	-50,004	-50,000	-45,000
Total Income	-61,124	-60,800	-53,800
Met by Precept on Taxpayer	155,714	82,400	128,903
Precept on Taxpayer by Policy Cttee	350,579	308,792	340,997

	2015/16	2016/17	2017/18
	Actual	Budget	Budget
	£	£	£
OFFICES TEAM			
Salaries	180,545	204,717	217,648
Overtime	726	1,000	800
Employers National Insurance	12,429	18,196	20,564
Employers Superannuation	29,707	33,249	40,265
Training Courses	1,080	1,800	1,800
Travel & Subsistence	1,431	1,500	1,000
Subscriptions (Professional Bodies)	3,176	3,000	3,600
Cleaning Materials	1,100	1,200	1,200
Rates	4,560	4,700	4,900
Gas	897	1,000	1,000
Electricity	1,364	1,200	1,200
Water	311	300	300
Repairs & Maintenance	2,355	2,700	2,700
Waste Services	250	250	0
Financial Services inc Audit, Bank & Sag	9,241	10,200	9,500
Employment Law and H & S	3,312	3,400	3,400
Legal & Professional Fees, Advertising	3,114	4,000	3,000
Insurance	28,945	32,000	32,000
Printing & Stationery	1,203	2,000	1,200
Newsletter	3,937	6,000	5,000
Office Equipment & IT	5,040	5,200	5,200
Telephones	3,565	1,800	1,800
Photocopier Charges	2,599	4,500	1,000
Postage	1,627	2,500	2,000
Total Expenditure	302,514	346,412	361,077

REVENUE BUDGET 2017/18
APPENDIX 2

	2015/16	2016/17	2017/18
	Actual	Budget	Budget
	£	£	£
Parks & Open Spaces	538,569	576,572	559,377
Allotments	3,707	5,729	5,324
Municipal Buildings	137,726	134,894	184,272
Cemeteries	53,239	80,815	54,355
Cultural & Twinning Activities	52,724	70,091	54,008
Corporate & Democratic Manage.	194,865	226,392	212,095
Other Services	155,714	82,400	128,903
Operational Budget	1,136,544	1,176,893	1,198,334
Precept	1,209,555	1,251,000	1,296,336
Transfer to/from General	73,011	74,107	98,001
Subjective Analysis of Revenue			
Employees	590,458	678,248	694,034
External Payments	434,109	514,505	509,860
Transfers to Reserves	274,306	134,600	141,100
Capital Financing Costs	61,651	58,100	48,500
Income	-223,970	-208,560	-195,160
Operational Budget	1,136,554	1,176,893	1,198,334
General Reserve			
Opening Balance at 1 April	608,932	751,931	377,697
Transfer from Ops Budget	73,011	74,107	98,001
Council Tax Support Grant	69,988	46,659	23,330
To Corporate Projects	0	-495,000	-250,000
Closing Balance at 31 March	751,931	377,697	249,028
Earmarked Reserves			
Opening Balance at 1 April	407,534	613,584	919,032
Transfer from Revenue Budget	274,306	699,600	389,100
Expenditure from Reserves	68,256	394,152	545,843
Closing Balance 31 March	613,584	919,032	762,289
All Reserves held at year end	1,365,515	1,296,729	1,011,317
Tax Base	6,853	6,950	7,065
Band D Charge	176.50	180.00	183.50
O/s PWLB Debt at 31 March	498,000	264,000	230,000

Medium Term Financial Strategy	16/17	17/18	18/19	19/20	20/21
	£000	£000	£000	£000	£000
Revenue Budget					
Employees	678	694	708	722	737
External Payments	515	510	520	530	541
Transfers to Earmarked Reserves	135	141	144	147	150
Capital Financing Costs	58	49	46	44	42
Income	-209	-195	-199	-203	-207
New/Transferred Services	0	0	30	60	90
Operational Budget	1,177	1,198	1,249	1,301	1,352
Precept	1,251	1,296	1,322	1,349	1,376
Transfer to/from General Reserves	74	98	73	48	23
General Reserve					
Opening Balance at 1 April	752	378	249	252	250
Transfer from/to Operational Budget	74	98	73	48	23
Council Tax Support Grant	47	23	0	0	0
Transfer to Corporate Projects Reserve	-495	-250	-70	-50	-30
Closing Balance at 31 March	378	249	252	250	243
Earmarked Reserves					
Opening Balance at 1 April	614	919	762	806	853
Transfer from Revenue Budget	700	389	144	147	150
Expenditure from Reserves	-394	-546	-100	-100	-100
Closing Balance 31 March	919	762	806	853	903
All Reserves held at year end	1,297	1,011	1,058	1,103	1,146
Corporate Project Unallocated at Year End	75	325	395	445	475
Outstanding Debt at Year End	£k	264	230	196	162
Council Tax	£	180	184	187	191
Tax Base		6,950	7,065	7,065	7,065

Notes

1. Inflation at 2.00%, Debt repayment per current debt profiles
2. Precept based on Council Tax rise @ 2.00%, no allowance for Tax Base growth
3. Best estimate of new or transferred services, driven by cuts in other tiers
4. Operational surplus transferred to Corporate Projects Reserve, but not reallocated
5. Council Tax Support Grant withdrawn by WDDC by Mar 18
6. Earmarked Reserves expenditure reflects loan repayment in 2016/17 and major projects in 2017/18, but no major allocations from 2018/19 onwards
7. Further savings may be identified in budgets as a result of review processes

APPENDIX 4

RESERVES	Cttee	Balance	Paid In	Spend	Balance	Paid In	Spend	Balance	Reason for holding Reserve
		Mar 16	16/17	16/17	Mar 17	17/18	17/18	Mar 18	
		£	£	£	£	£	£	£	
Earmarked Reserves									
Infrastructure & Equipment									
Cemeteries	Man	58,208	30,600	0	88,808	12,000	80,000	20,808	Roads and Walls at Poundbury
Municipal Buildings	Man	34,735	20,400	0	55,135	63,000	0	118,135	Exterior works
Borough Gardens	Man	22,500	5,100	12,500	15,100	5,100	20,000	200	Painting Bandstand and Clock
Play Equipment	Man	51,748	0	20,000	31,748	13,000	13,000	31,748	Replace equipment
Walks Resurfacing	Pol	88,882	37,700	100,000	26,582	25,000	0	51,582	Contribution to resurfacing Walks
Vehicles & Equipment	Man	11,367	17,800	14,000	15,167	18,000	0	33,167	Fleet replacement
Trees	Man	3,906	0	0	3,906	0	0	3,906	Bleeding Canker Horse Chestnuts
Energy Efficiency	Pol	38,498	0	38,498	0	0	0	0	-
Cultural									
Arts Festival	Man	6,000	3,000	0	9,000	3,000	0	12,000	Periodic Festival
Christmas Lights	Man	56	0	56	0	0	0	0	-
Town Crier Uniform	Pol	598	0	598	0	0	0	0	-
Miscellaneous Reserves									
Corporate Projects	Pol	80,000	565,000	8,400	636,600	250,000	410,000	476,600	Own or partner capital projects
Loan Repayment	Pol	180,000	20,000	200,000	0	0	0	0	-
Maumbury Rings s106	Man	12,843	0	0	12,843	0	12,843	0	Heritage refurbishment
Dorchester West Rail. St'n	Pol	10,000	0	0	10,000	0	10,000	0	Access Ramp
Graves In Perpetuity	Man	14,243	0	100	14,143	0	100	14,043	Maint. and/or flowers on 6 graves
Total Earmarked Reserves		613,584	699,600	394,152	919,032	389,100	545,943	762,189	
General Reserve	Pol	751,931	120,766	495,000	377,697	121,331	250,000	249,028	Back Up. Min £200k required
Total Reserves		1,365,515	820,366	889,152	1,296,729	510,431	795,943	1,011,217	

DORCHESTER TOWN COUNCIL**POLICY COMMITTEE – 17 JANUARY 2017****CORPORATE PLAN – PROGRESS AGAINST STRATEGIC AND OPERATIONAL MILESTONES**

The last full update on all projects took place at the 22 November Policy Committee. Key developments since November are listed below.

1. WORK WITH DEVELOPERS

- Met with Duchy of Cornwall on 9 December and 6 January
 - Discussed s106 allocations
 - Detailed discussions regarding layout of Great Field and Cemetery wall
 - Discussions with DTFC re potential to generate 3G match funding

2. WORK WITH PARTNERS TO DEVELOP AND DELIVER A HERITAGE TOURISM STRATEGY

- HLF Kick the Dust initiative rejected, smaller youth orientated scheme suggested by HLF
- Passed first stage of Dorset Southern Local Action Group (LAG) process for funding for new tourism signage project. Discussions held with WDDC
- Working with DCM, DA and others, we are requesting meetings with ACE and HLF regarding future grant funding opportunities in the town

3. AFFORDABLE HOUSING

- Public meeting regarding the creation of a Community Land Trust held on 30 November – 70 attended, c. 20 interested in pursuing the idea of becoming trustees.
- Briefing session for Dorchester Town Councillors 3 January – further report requested on merits of CLT v. other options
- Meeting with Wessex CLT Project and Hastoe on 10 January - agreed to delay next meeting with possible CLT members until review of role of CLT had been conducted
- **RECOMMENDED** that small Task & Finish Group is formed to review role of CLTs in supporting delivery of Affordable Housing
- Several discussions with Magna re sites

4. SUPPORT DTEP PROJECT AND TRAFFIC & PARKING STRATEGY

- No update. Next meeting 26 Jan '17

5. AUDIT OF COMMUNITY FACILITIES AND SECTION 106 RECREATIONAL MONIES

- See Appendix 1

6. DEVELOP A COMMUNITY PLAN

- First Community Lunch event well attended (40 organisations) and well received
- Community Development Officer drafting plan based on initial feedback. To come to Policy Committee in March 2017

7. DORCHESTER YOUTH CENTRE

- Operational, no new update

8. REFURBISHING AND TRANSFERRING THE WALKS TO DORSET COUNTY COUNCIL

- Outdoor Services Manager discussing our contribution towards catch up works on Walks trees, totalling £30,000, with DCC

9. CAPITAL GRANTS FOR CULTURAL FACILITIES

- Dorset County Museum – see Appendix 2
- The Maltings - see Appendix 3

10. RED COW FARM ALLOTMENTS SITE

- Awaiting meeting with Duchy and Transition Town Dorchester re development of the Garden Plots site

11. COUNTYWIDE GOVERNANCE REVIEW

- Meeting between Town Councils with Leader plus Director of WDDC scheduled for 31 January
- Background paper prepared which considers the potential services that might be relevant for further discussion
- Implications for future elections of Town Council, and associated costs, highlighted to WDDC
- **RECOMMENDED** that Council receive an informal briefing re impact on service delivery prior to March meeting

12. WDDC LOCAL PLAN AND THE POTENTIAL GROWTH OF DORCHESTER

- Considered by Planning & Environment Committee on 3 January – Working Party set up to specify a commission to engage advice to provide a response to WDDC consultation
- Request for informal discussions with WDDC regarding how the Town Council's response can achieve the greatest impact

13. REVIEW OF THE CORPORATE PLAN

- Due for review at March meeting, based on budget adopted at Council in January
 - Key issues relate to new milestones, response to LGR and Local Plan and any proposal to allocate Corporate Projects Reserve
- Options for an Informal Review session before Policy in March include
 - Committee Chairs/Vice-Chairs and Mayor meet with Town Clerk
 - Whole Council meeting with Town Clerk
 - Policy Committee meeting with Town Clerk
 - **RECOMMENDED** that an appropriate meeting to review the Corporate Plan is determined

Adrian Stuart
Town Clerk

SECTION 106 ALLOCATIONS

1. Section 106 monies have been accumulating for Recreation purposes for many years and at 30 September 2016 had reached £2,000k, broken down as follows:

	£000
Poundbury Phase 1/2 (to be used on Poundbury or for strategic sites)	1,800
Allotments	5
Play Areas	36
Museums	26
Public Open, Amenity and Green Space	25
Parks, Gardens and Outdoor Sport	43
Community Venues	60

While Poundbury Phase 1/2 is now complete the other sums will continue to accumulate slowly, as planning applications determined during the period 2011-2015, when a specific contribution regime was in place, are being built out.

2. In autumn 2014 the Town Council encouraged WDDC to commence an audit of the town's recreation facilities (pitches, sports halls, community venues) and together consulted a wide range of organisations on their future plans. WDDC officers presented the findings from this review to Council in July 2015.
3. In October 2016 a WDDC Member Panel commenced a process of allocating the funds, inviting Expressions of Interest by early December. Eighteen expressions were received, although 6 did not meet the criteria for s106 monies. The Panel invited 12 organisations (separate table circulated as a Confidential item) to submit formal Business Plans that demonstrate how they will deliver their projects, explaining match-funding and long term financial and governance sustainability. The Town Clerk has been working with several of the applicants to understand their bids and also understand the potential implications for Town Council services in the long term.
4. Business Plans are due to be received at WDDC on 16 January and the Panel meets on 20 February to consider its recommendations to the Executive in March 2017.
5. The Town Clerk will clarify the timetable to allow the Town Council (Policy Committee) to express its views regarding the prioritisation of resources between the competing requests.

LOAN TO DORSET COUNTY MUSEUM

1. Dorset County Museum (DCM) is aiming to raise £13.2M to refurbish the museum, providing increased visitor interest, storage and research facilities. Around £10M will be funded by the HLF with DCM fundraising for c. £3M of match-funding. The Town Council has already agreed its grant at £25,000.
2. During discussions regarding the s106 proceeds from development an additional source of funding for the project was identified, being monies raised from Phase 3/4 of Poundbury, which requires the Duchy to pay around £200 per house for 780 units towards future museum provision in the town. This equates to £150,000, likely to be received over the next 10 years, with £10,000 having been already collected. However DCM needs to fund its project much sooner than this.
3. The Town Clerk has proposed, informally, that the Town Council advances a loan of up to £140,000 to Dorset County Museum, from our Reserves, as and when it is needed for the refurbishment project, probably within the next 2/3 years. The District Council would direct future Ph3/4 Museums s106 monies straight to the Town Council until the Town Council has been fully repaid. It is not proposed that interest is charged on the advance while it is outstanding.
4. The Duchy of Cornwall support the use of Ph3/4 monies for the DCM project and West Dorset DC Executive will be invited to confirm that all future proceeds be released to DCM at its meeting in March.
5. The risks for the Town Council are:
 - Poundbury 3/4 is not completed and the s106 payments are not made by the Duchy to WDDC
 - WDDC or a successor authority choose an alternative scheme to receive future s106 payments
 - Interest rates rise significantly during the period of the advance, leaving the Town Council financially worse off

None of the above are seen as significant risks and the Town Clerk is in discussion with WDDC regarding a suitable legal document to remove the risk that monies received are not paid over to the Town Council.

6. Separately the Town Council currently has a short term interest free £30,000 loan to DCM to assist them through the early stages of cash flow, which is due for repayment in April 2017 but which may be rolled forward by mutual agreement. The grant of £25,000 has not yet been paid to DCM.
7. It is **RECOMMENDED TO COUNCIL** that, subject to all funding being in place to commence works on the project, a long term loan of up to £140,000 is made available to DCM on terms to be agreed by the Town Clerk with West Dorset DC and the Dorset County Museum.

THE MALTINGS PROJECT

1. Working with West Dorset District Council the Town Council has arranged £25,000 of funding to commission an architectural feasibility study of The Maltings building on the Brewery site. Funding has come from the following sources: -

	£
• West Dorset District Council	11,600
• Dorchester Town Council	8,400
• Section 106 money form Poundbury	5,000

2. At the November meeting it was resolved

That, subject to the Town Clerk, in consultation with the Deputy Chairman, undertaking a review of the process that led to the selection of the team commissioned to carry out the Architectural Feasibility Study, Dorchester Town Council engages the Architect and sub-contractors to carry out the works

3. A meeting with Dorchester Arts took place on 2 December where it was agreed that the Town Council would commission the works. Letters have now been exchanged with Haworth Tompkins.
4. The Haworth Tompkins work is one of three exercises currently taking place, all of which will be incorporated into a Business Case to be finalised by the end of January:-
 - The Architectural Feasibility Study is focused on whether it is possible to deliver the building within a budget of £7.0M
 - Dorchester Arts, supported by the Town Council, are developing a funding plan to establish the potential to deliver £7.0M from a combination of public (Councils, inc. s106), Lottery (ACE and HLF) and Private (Trusts, Benefactors, Public Donations)
 - Art Reach have been commissioned by Dorchester Arts to review and validate an operational Business Plan for the project
5. It is **RECOMMENDED** that the Policy Committee receive a presentation from Maltings Arts at its next meeting