

# Dorchester Town Council

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF  
Telephone: (01305) 266861

For information about this agenda contact Adrian Stuart  
a.stuart@dorchester-tc.gov.uk

9 May 2018

**Agenda** for the meeting of the **Policy Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 15 May 2018** 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 S. Hosford and Councillors B. Armstrong-Marshall, R. Biggs, A. Chisholm, T. Harries, G. Jones (Chairman), T. Jones and P. Stein.

1. Apologies, Declarations of Interest & Signing of Minutes  
To sign Minutes of the meeting of 20 March 2018, adopted by Council on 27 March 2018.
2. Financial & Performance Year End Report at 31 March 2018 **A**
3. Corporate Plan Update at 30 April 2018 **B**
4. Local Government Reorganisation and Cuts to Services **C**
5. Community Plan **D**
6. West Dorset DC Car Parks – Free Parking days **E**
7. Public Bodies (Admission to Meetings) Act 1960  
**RECOMMENDED** “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”.
8. Staffing Issue Separate paper

POLICY COMMITTEE – 15 MAY 2018

FINANCIAL & PERFORMANCE YEAR END REPORT 2017/18

1. **Financial Year End**

Out-turn for 2017-8 attached at Appendix 1. The key outcomes are:

- Revenue out-turn is £72,000 below budget £000
  - Non-employment of staff, non-takeup of pensions, sickness 35
  - Underspends on Special Items and CCTV 13
  - Savings on Office supply budgets 6
  - Cemetery & Community Planning Income higher 12
  - Municipal Buildings & Market Incomes lower -12
  - All other under/overspends 17
  
- Reserves are as anticipated when the Budget was set in January 2018
  - Some projects moved ahead before year end (BG Clock and Tennis Courts)
  - Slower progress on Poundbury Cemetery infrastructure construction
  - £72k saving will be transferred to Unallocated Corporate Project Reserve, with £328k now available for new projects
  
- Annual Return attached at Appendix 2
  - **RECOMMENDED TO COUNCIL** that the Annual Report is adopted
  - Final Internal Audit report available for viewing on request - has been signed off with Nil recommendations **RECOMMENDED** that Internal Audit report is noted

2. **Corporate Plan Milestones**

Year End report is attached at Appendix 3.

- 17 tasks completed satisfactorily
- 2 tasks relating to Affordable Housing aborted
- 12 tasks will roll forward to 2018/19, mainly due to short term delays
- Action Plan will be reviewed and revised during the July 2018 cycle

Adrian Stuart  
Town Clerk

## MANAGEMENT REPORT AT 31 MARCH 2018

By Spend Type	Budget £000	Actual £000	-Under/Over £000
Staff	701	655	-46
Capital Financing	49	47	-1
Other Payments	512	460	-52
To Specific Reserves	141	159	18
Income	-204	-195	9
<b>Net Budget</b>	<b>1,198</b>	<b>1,127</b>	<b>-72</b>

By Service	Budget £000	Actual £000	-Under/Over £000
Allotments	-2	-6	-4
Parks & Open Spaces	141	138	-3
Cemeteries	-12	-19	-7
Corp. & Dem. Manage.	36	32	-4
Cultural & Twinning	47	47	0
Municipal Buildings	132	131	-1
Other Services	70	62	-9
Office Team	367	351	-16
Outdoor Services	419	391	-27
<b>Net Budget</b>	<b>1,198</b>	<b>1,127</b>	<b>-72</b>

Earmarked Reserves with budgeted Expenditure In Year	Budget £000	Actual £000	-Under/Over £000
Borough Gardens	11	24	13
Municipal Buildings	25	23	-2
Play Equipment	9	9	0
Vehicles and Equipment	17	17	0
Cemeteries	0	1	1
Maumbury Rings s106	10	2	-8
Corporate Projects	225	244	19
<b>Net Budget</b>	<b>297</b>	<b>320</b>	<b>23</b>

**Section 1 – Annual Governance Statement 2017/18**

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 2018, that:

	Agreed		'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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			✓
<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>			

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

\_\_\_\_\_

dated

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

Chairman \_\_\_\_\_

Clerk \_\_\_\_\_

Other information required by the Transparency Codes (not part of Annual Governance Statement)  
 Authority web address

\_\_\_\_\_

## Section 2 – Accounting Statements 2017/18 for

### Dorchester Town Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	1,365,515	420,769	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	1,251,000	1,296,336	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	311,949	224,878	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	644,297	654,742	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	254,528	47,406	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,608,870	874,082	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	420,769	365,753	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	399,652	338,400	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 long term investments and assets	7,629,538	7,646,278	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	264,000	230,000	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 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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority 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 this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

**CORPORATE PLAN MILESTONES WORKING WITH PARTNERS**

Project	Cttee	Milestone	Anticipated Outcome	Current Progress	Success ?
<b>Local Economy</b> Work proactively with developers  Develop shared vision for future of Wednesday Market  Develop & Implement Heritage Tourism strategy	Pol	Quarterly meetings	Better understanding of emerging issues	Ongoing discussions with DoC & BSL. Also with DCH No contact with C&C or Draco	☺ ☹
	Pol/ DMJP	Strategy in place to revitalise Wednesday Market Mar 18	Vibrant Market contributing to town's attractiveness & retail offer	Action Plan in place. Discussions with WDDC re future of charter	☺
	Pol/ HerJ	<i>Steering Group in place Sep 17</i> Preliminary strategy shared with wider Forum Mar 18	<i>Increased tourism visits to Dorchester</i> Support from wider Heritage & Business Community	<i>Completed</i> Mtg with WDDC scheduled for 22 May re appoint. of Project Mgr	☺ ☹
<b>Housing</b> Develop our Housing sites • Trinity St site with Dorchester CLT  • <i>Other possible sites</i>	Pol	Planning application Dec 17	20 1bed flats for sale to young workers	Architect redesign based on pre-planning feedback – may result in fewer units	☹
	Pol	<i>Sites agreed Nov 17</i>	<i>3-5 sites, 20-70 units for sale/rent to young families and workers</i>	<i>Project terminated due to public opposition to sites identified</i>	☹
		<i>First site to planning application Mar 18</i>	-	-	☹

<p><b>Traffic &amp; Highways</b></p> <p><i>Support DTEP project</i></p> <p><i>Influence Traffic &amp; Parking Strategy development</i></p> <p><i>Agree interest in DCC H'ways Working Together</i></p> <p><i>Support continued Bus provision across the town</i></p>	<p><i>Pol</i></p> <p><i>Pol</i></p> <p><i>Pol</i></p> <p><i>Pol</i></p>	<p><i>South St paving works Phase 1 completed Aug 17</i></p> <p><i>Phase 2 completed Mar 18</i></p> <p><i>Role on Steering Grp agreed Dec 17</i></p> <p><i>Decision on expanding role agreed Sep 17</i></p> <p><i>Understand current usage &amp; re-provision Aug 17</i></p>	<p><i>Improved appearance of main shopping street</i></p> <p><i>Cohesive strategy to manage competing parking needs in town</i></p> <p><i>Worst impacts of DCC budget cuts mitigated</i></p> <p><i>Continued delivery of relevant service</i></p>	<p><i>Works completed, below budget</i></p> <p><i>Work completed Mar 18</i></p> <p><i>Report to DTEP Group 25/4 re future strategy and governance</i></p> <p><i>Awaiting LGR outcome. Operational opportunities being managed</i></p> <p><i>No need for involvement short term. Maintain watching brief</i></p>	<p></p> <p></p> <p></p> <p></p> <p></p>
<p><b>Community Wellbeing and Cultural</b></p> <p><i>Develop and support implementation of Community Plan</i></p> <p><i>Support Dorchester Town CFC to implement a 3G pitch</i></p> <p><i>Support Maltings Arts to deliver The Maltings</i></p>	<p><i>Pol</i></p> <p><i>Pol</i></p> <p><i>Pol</i></p>	<p><i>10 new community led initiatives underway Mar 18</i></p> <p><i>Decision made re level of capital support Nov 18</i></p> <p><i>Funded plan in place for new pitch Mar 18</i></p> <p><i>Decision made re level of capital support Nov 18</i></p>	<p><i>Increased opportunities for all sectors of the community</i></p> <p><i>Better use of private football assets, creating opportunities to reuse our existing assets</i></p> <p><i>Improved Arts facilities in town</i></p>	<p><i>T&amp;F Gp review completed</i></p> <p><i>£50k allocated</i></p> <p><i>In place. Construction commenced</i></p> <p><i>£250k grant reserved.</i></p>	<p></p> <p></p> <p></p> <p></p>

Support groups to develop Recreational, Cultural and Community infrastructure	Pol	Decisions re levels of capital support on demand Mar 18	Community groups delivering extra operational infrastructure	£10k grant to Shire Hall agreed £6k to DBid for town Wi-fi agreed	😊 😊
<b>Environmental &amp; Heritage</b> Refurbish parts of the Town Walks, upper South Street and Southgate	Pol	Phase 2 Walks project agreed Jan 18	Improved appearance of The Walks -	South Walks scheduled for Feb '18 @ £25-£30k – delayed start, then winter potholes programme	😊
Carry out Informal heritage sites audit	Pol/ HerJ	Auditor appointed Nov 17 Audit completed Mar 18	Improved accessibility of town centre	Awaiting Steering Group discussion	😊
Replace tourism signage	Pol/ HerJ	Funding in place Sep 17 Contract let Jan 18	Funding agreed inc £20k DTC Scheme rolled out	Project plan in place Preparing for consultation on visual appearance	😊 😊



**CORPORATE PLAN MILESTONES WORKING ON OUR OWN SERVICES**

Project	Cttee	Milestone	Anticipated Outcome	Current Progress	Success ?
<b>Allotments</b> Develop Red Cow site as garden plots	Man	Site handed over Mar 18	Site ready for occupation	Community Group formed but currently inactive.	☺
<b>Parks &amp; Open Spaces</b> Build 2 Tennis Courts on BG Bowling Green	Man	Courts operational Apr 18 (new date due to costs)	Improved courts, land released for Housing	Started Mar 18, due to complete May 18	☺↑
Locate all existing service infrastructure (Benches, Bins, Trees, etc) onto digital maps	Man	All databases plotted on GIS maps Mar 18	More efficieint and effective service delivery	Recording work 5% complete	☺
Support Dorch. Cricket Club to develop its capacity	Man	<i>Recreation Pavilion handed over Aug 17</i>	<i>Club becomes self-reliant, reducing our costs</i>	<i>Club has taken over bookings for 2018. Club to assist maintenance during 2018 season</i>	☺
	Man	<i>Pitch booking handed over Jan 18</i>			
<i>Enable Dorch. Boxing Club to create permanent base</i>	Man	<i>Pavilion Changing rooms converted Dec 17</i>	<i>Effective use of redundant space</i>	<i>Completed. Operational Apr 18</i>	☺
<i>Develop plan for facilities on The Great Field</i>	Man	<i>Preliminary consultation Sep 17</i>	<i>New and Interesting public open space with facilities in Dorchester</i>	<i>Completed. Planning application &amp; funding to be resolved.</i>	☺
<i>Decide re Hawthorne Rd MUGA</i>	Man	<i>Decision made to proceed or not Nov 17</i>	<i>Possible new play space</i>	<i>Decision not to proceed taken Jul 2017</i>	☺

<b>Cemeteries</b> Complete Poundbury Infrastructure	Man	Ext walls built and internal roads underway Mar 18	Infrastructure in place. Will assist grave locating	Works delayed until 2018/19	☹
<b>Municipal Buildings</b> <i>Refurbish stonework</i>	<i>Man</i>	<i>Works completed</i> <i>Nov 17</i>	<i>Part of building refurbishment</i>	<i>Completed</i>	☺
<b>Culture, Twinning &amp; Other</b> Co-ordinate WW1 Commemorations	Man	Centenary Park dedicated and Trail in place Mar 18	Dorchester's role in WW1 commemorated	Consents rec'd. Planning advice sought. Target completion Jun 18	☺
<b>Governance &amp; Admin.</b> Engage in Local Government Reorganisation discussions	Pol	Develop options to support at risk services Nov 17	Mitigate impact of anticipated cuts in local service delivery	See separate report	☺
Continue to respond to WDWP Local Plan Review	P&E	Review Turnberry N.D. submission Sep 17	Better knowledge of long term options	Awaiting WDDC Local Plan Review update report. Advisor engaged	☺

☺ Positive progress  
 ↑ Major Step Forward

☹ No tangible progress  
 ↓ Major Step Backward

⊖ Project has a problem likely to result in missing objective

## DORCHESTER TOWN COUNCIL

POLICY COMMITTEE – 15 MAY 2018

FINANCE REPORT AT 30 APRIL 2018

### 1. Summary of Current Position

- Month 1 spend £4k below profile – too early to draw conclusions
- Nil budget adjustments to be made as a result of 2017-18 £72k underspend

### 2. Cash Position at 30 April 2018

	<b>£000</b>	
• Lloyds Bank	803	Nil interest
• Payden Global	1,000	c. 0.50% return
• National Savings and Investments	8	0.70% interest
• <b>Total Cash</b>	<b>1,811</b>	<b>(28 Feb £1,444k)</b>

### 3. Debtors & Payments

- Debt over 30 days at 30 Apr = £689, 3 debtors (28 Feb £776, 5 debtors)
  - Payments list 31 March – 30 April 2018 on website. Supporting vouchers can be inspected during normal office hours
- RECOMMENDED** that the Payments list, totalling £465,161.56 is approved

### 4. Rating Appeal, Weymouth Avenue Pavilion and works to the Pavilion

- Attended Winchester Tribunal on 10 April to appeal RV set by Valuation Office
- Tribunal decision has reduced our RV from £23,750 to £2,600, a 90% reduction – annual business rates bill is roughly half the RV, i.e. £11,500 down to £1,200
- Will therefore get refund of c. £10,000 for each of the 2015/16 and 2016/17 years
- Decision should also lead to a reduction in RV from April 2017 (the new valuation list) leading to a further refund of £10,000 for 2017/18
- Also limits annual liability going forward, lowering budget by £1,000 a year, £2,000 if D. Cricket Club secure reliefs to which they are entitled
- Final invoices received from Pavilion conversion have resulted in a net cost of £7,000 on an £84,000 project. Also identified some more efficiency works we can do to reduce the utility cost of running the Pavilion
- **RECOMMENDED** that of the £30,000 rates refund which the Council should now receive
  - £7,000 is used to meet the net cost of converting the Pavilion for use by the Boxing Club
  - £5,000 is reserved to undertake works to improve the efficiency of the Pavilion
  - c. £18,000 is added to the Corporate Projects Reserve for future use

Adrian Stuart  
Town Clerk

**DORCHESTER TOWN COUNCIL****POLICY COMMITTEE – 15 MAY 2018****LOCAL GOVERNMENT REORGANISATION AND CUTS TO SERVICES**

1. During the March cycle this Council agreed a position statement requesting that West Dorset District Council consider returning assets to the town's control in exchange for the transfer of a raft of valued discretionary services, a package of about £500k of income and expenditure each year with a broadly neutral impact on Town Council budgets.
2. The Town Council has since been advised informally that West Dorset DC does not wish to pursue such an approach, although the process by which this decision has been confirmed by their Full Council is not clear. Instead the District Council is on course to transfer its income generating assets to the new Unitary, which is likely to place increasing reliance on them to maintain statutory service provision, possibly in other parts of the county and probably to the detriment of discretionary services in Dorchester.
3. Meetings between WDDC and the larger town councils continue, although with little useful output. However West Dorset DC have now initiated one to one discussions with individual towns about a more limited transfer of assets and services. For Dorchester their position is fluid, but at the time of agenda dispatch could be summarised as at Appendix 1. Discussions continue on the basis of a net neutral impact on our budget, although Members of this Council do have the option of accepting a net cost position.
4. There can be no clarity regarding the attitude of the new Unitary to the delivery of discretionary services in the short, medium or long term or the actual level of risk faced by individual services. The messages coming out of different Districts and the County suggest little attention will be focused on discretionary services immediately after reorganisation. One option for this Council is not to arrive at an agreement with West Dorset DC and instead wait for the new Unitary to review service provision. This, however, leaves discretionary services in an uncertain position.
5. Separate discussions are ongoing between the Town Clerk and the two biggest direct grant recipients based in Dorchester, covering the Dorchester CAB (WDDC grant £70,000) and Dorchester Arts (WDDC grant £30,000). Neither body currently has a clear picture regarding funding support from the new Unitary or transitional support from WDDC. In the event that funding support is cut to these organisations the Town Council may need to decide the degree to which it is willing to support these organisations from 2019/20 onwards.
6. A whole range of discretionary add-ons to mandatory services remain at risk and unexplored, e.g. top up street cleans, routine highway maintenance issues, business rate reliefs, local grant schemes and local professional support.
7. The current position is very fluid. An added complication is that by mid-summer the ability of WDDC to make decisions may be curtailed by a new shadow authority; this might result in pressure to take decisions quickly over the next few weeks.

8. The Town Council continues to build capacity to fund ongoing running costs associated with transferred services, which would mitigate the need to increase the Council Tax/precept.
9. In summary, WDDC have rejected an approach by this Council which aimed to safeguard £500,000 of discretionary services valued by residents of Dorchester and the surrounding area, as well as workers and visitors to the town. Instead they appear to favour an approach where a much more modest transfer of services valued at £25-£70,000 to take place, but which leaves the majority of discretionary local services with an uncertain future in the new Unitary Council.
10. Further updates will be provided over the coming months. A special meeting of the Committee will be called if developments necessitate a decision on service transfer.

Adrian Stuart  
Town Clerk

**ASSETS AND SERVICE TRANSFER FROM WDDC TO DORCHESTER TOWN COUNCIL****INCOME ARISING FROM THE MARKET CHARTER**

- Income from the Charter might be transferred to the Town Council on the following basis
  - Transfer includes incomes from Wednesday Fairfield Market, Cornhill Market and Sunday Car Boot (community grant scheme to remain in place), as well as the direct costs of operating these Markets
  - WDDC appear unwilling to transfer Cornmarket and Market Café assets or incomes
  - WDDC appear unlikely to continue to pay market related car parking income (notional sum related to Weds use of Fairfield) – legality of this to be considered
  - DTC would require agreement that land, equivalent in size to current Market operations, is made available for market purposes, in the town centre, at nil cost, in perpetuity
  - Value with an ongoing receipt of related car parking income – net gain of c. £70k pa
  - Value with nil payment of related car parking income – net gain of c. £25k pa
  - DTC would carry the risk/reward associated with future Market operations

**PUBLIC CONVENIENCES**

- WDDC appear willing to transfer operational management, but not freehold asset, of four public conveniences to the Town Council – net cost of £70k pa plus one off spend to bring up to acceptable standard (£100k?)
- TC has indicated that, should income from Market Charter not exceed £25k, only two toilets (Waitrose and Trinity Street) could be transferred – net cost c. £30k
- Furthermore TC has suggested that DTC would only be willing to take responsibility once a new PC build is undertaken at Charles Street, cost est. £250k-£330k one-off, in line with WDDC commitment made pre construction of new South Walks House offices to replace lost PCs – DTC would then close Waitrose PC and review operational management of other PCs

The above two items could constitute a broadly neutral cost transfer package, but require a one-off investment to improve the standard of PCs in Dorchester

**TOURIST INFORMATION CENTRE**

- In addition to the above WDDC has indicate a willingness to offer DTC the opportunity to take over management of the current TIC in Dorchester Library, cost £50 - £80k pa
- There is no clarity re the attitude of a new Unitary Council to the idea of TICs in Library hubs.
- Nor is there clarity regarding the future need for a TIC in Dorchester, its optimum location, or whether an alternative partnership model with local Heritage Tourism providers might provide a more efficient and effective solution.

**MISCELLANEOUS ASSETS AND LIABILITIES**

- WDDC has indicated a willingness to consider the transfer of several assets which generate an income, but which income underpins current community services
- TC has identified a willingness on behalf of DTC to consider transfer of all but one of the assets, which has a significant long term structural liability risk
- The assets would allow DTC to continue to support community service delivery by partners but would not generate new additional income for the Town Council
- WDDC also appears willing to transfer several small pieces of land which have no operational value and minimal operational cost

**DORCHESTER TOWN COUNCIL****POLICY COMMITTEE – 15 MAY 2018****COMMUNITY PLAN**

1. During the January cycle Members established a Task and Finish Group to review progress made by the Community Development Officer (CDO) on the development of a Community Plan. The group consisted of Councillors B. Armstrong-Marshall, J. Hewitt, G. Jones and S. Jones, and the Mayor also attended the two meetings that took place.
2. The Group reviewed the material included in the Plan, focusing particularly on the Action Plan which directs the work of the CDO, making amendments and suggestions as appropriate.
3. An amended Community Action Plan summary is attached at Appendix 1. This will form the core of the CDO's work for the next 12 months. It should be noted that the Council is a contributor to these Actions, not routinely having the lead responsibility. As such the timing and milestones are set by others and will not be included in the Summary, but are general available in a much longer Directory of Actions document.
4. The Group have agreed to meet again with the CDO in six months to review progress on the outcomes. This will conclude the work of the Group.

Adrian Stuart  
Town Clerk

## Community Action Plan – summary of projects/actions 2018

1. Culture, Heritage, Tourism, Leisure	Action and level of involvement	Level of input
Map existing reports and evidence for need to develop heritage tourism	Have collated number of recent reports.	Low
Host accommodation providers event	Needs further discussion in context of producing heritage strategy. ADC to support	Low
Research other exemplars – work with Arts Development Company (ADC)	Meeting and emails.	Low
Hold a community/public art event – possibly involving empty shops	Currently identifying empty shops and have produced action plan for this. Working with ADC and DCA	Medium
Look at supporting/leading a new large scale cultural event in 2018	Supporting Activate with Inside Out event 2019. Launch event to be held at Maumbury Rings with finale at Maiden Castle.	Medium
Help develop the Poppy Trail & work on other WW1 commemoration projects.	Helped with funding bid and planning of trail	Medium
<b>2. Transport &amp; Access</b>		
Continue to support Dorchester Access Group (DAG) particularly: <ul style="list-style-type: none"> <li>○ To create an accessibility guide for Dorchester</li> <li>○ To lobby for better access at Dorchester South Station</li> <li>○ To advocate for better accessibility generally</li> <li>○ To do an accessibility audit of Brewery Square</li> </ul>	Working on an Access Guide Letter to Network Rail and South Western Railway Advising partners such as Shire Hall on accessibility In planning stages	High
Meet with Sustrans/DTEP	Some meetings and contact	Low
<b>3. Community</b>		
General – continue to advise and support local groups – particularly those at risk e.g Butterflies & other vulnerable groups – such as refugees.	Regular contact with range of groups to offer funding and governance advice and link to other groups etc.	High
Work with Try This to finish their website, relaunch & hold 2 events in 2018	Meeting regularly to progress. Taking active role in group to coordinate it. Looking to involve more volunteers and share responsibility when website is ready.	High
Keep contact database updated	Ongoing	Low
Develop online platform for community groups	Still in discussion. No clear way forwards yet.	Low
Complete and share online venue directory	Nearly completed.	Medium
Support development of a community events diary	Collated by Alistair, with some input and support	Low



Promote better communication about local services e.g. working with Ridgeway Radio (now Keep Radio)	Looking to do more joint working and encourage local community to get involved and produce shows	Low
Promote better networking between statutory bodies and local community – for instance through events including: 2 x Community Lunches per year Pilot project with Early Help and Community team at DCC to release officers to support community groups	Planning Lunches for June and December Discussed but not progressed	Medium Low
Support key community events including: <ul style="list-style-type: none"> <li>○ Holocaust Memorial Day</li> <li>○ Anonymous Youth Festival</li> <li>○ Open Air Cinema event</li> <li>○ One World</li> <li>○ Faith Communities Together</li> <li>○ WW1 Commemoration</li> <li>○ Suffragette event</li> <li>○ Health and well-being event</li> <li>○ Democracy event</li> </ul>	Helped to plan & organise Planning, fundraising and leading Planning, fundraising and leading Planning as part of group Planning as part of group Planning, fundraising and leading Planning and leading Planning, fundraising and leading – working with CCG partner	Medium High High Medium Medium High High High
<b>4. Health</b>		
Develop preventative projects in key areas especially <ul style="list-style-type: none"> <li>○ Around befriending</li> <li>○ Healthy eating – e.g. cookery classes for older men</li> </ul>	Discussion with partners including POPPs, local community organisations & potential volunteers	Low
Develop projects to support people with their mental health including: <ul style="list-style-type: none"> <li>○ Supporting project to employ a part time mental health worker via MIND</li> <li>○ Work with new peer support charity</li> <li>○ Hold an event for projects in Dorchester working with people with mental health problems</li> <li>○ Hold a community event like Mindfest</li> <li>○ Do more for younger people at risk of or experiencing mental health problems <ul style="list-style-type: none"> <li>▪ Help organise a youth mental health conference</li> <li>▪ Run a pilot project at Thomas Hardy School</li> <li>▪ Contribute to CAMHS review</li> </ul> </li> </ul>	In contact with MIND  Supported first Mental Health Alliance meeting No progression yet  Liaising with other local projects Not progressed yet  Awarded grant for this project, planning and engagement underway	Low  Medium  Low  Medium Low  High
Run a health and wellbeing event – with a view to embedding more preventative work and social prescribing	Partnered with CCG Community worker. Will work with range of other partners including Stepping into Nature, Natural	Medium

	Choices and local community groups such as The Strollers	
<b>5. Housing</b>		
Continue to support the Dorchester Area Community Land Trust	Attend meetings, help with printing etc	Medium
Research and if there is demand look to develop a Homeshare scheme	Not progressed yet	Low
Involve young people in development of new Local Plan	Not happened yet	Low
<b>6. Economy, Training/Education &amp; Volunteering</b>		
Help set up First Aid training for young people	Not progressed yet	Low
Assess interest in developing more initiatives to help people in food poverty and help to develop projects to address the issue.	Ideas discussed and some partners identified including: <ul style="list-style-type: none"> <li>• Dorset Volunteer Bureau</li> <li>• Local councillors</li> <li>• Local residents</li> <li>• Local Foodbank</li> <li>• Dorchester Poverty Action Group</li> <li>• Dorchester Youth and Community Centre</li> </ul> Next step to hold a meeting.	Low
Hold a community/voluntary group networking and training conference	Some discussion and planning	Medium
Liaise with Citizens Advice to look at developing a financial advice pack for young people and/or promoting the OUBS's 'Managing My Money for Young Adults'	Some initial discussion. Next step to hold meeting with partners including: <ul style="list-style-type: none"> <li>• Citizens Advice</li> <li>• Credit Union</li> <li>• Dorford Baptist Church</li> <li>• Dorchester Poverty Action Group</li> <li>• Dorchester Youth and Community Centre</li> </ul>	Low
Help projects promoting tourism	Not progressed yet	Low
Support introduction of town wifi	Not currently involved	Low
Set up a 'Community Soup' fundraising event	Not progressed yet	Low
Setting up a Community Business Hub	Some discussion and planning	Medium
<b>7. Environment</b>		
Explore viability of Community Allotment project Scope project to commission more public art/sculpture	Some discussion and planning Not progressed yet	Low Low
Support development of the Poppy Trail	Underway, input at times	Medium
Support project to bring new signage to Dorchester	Underway, input at times	Low
Support other emerging Community initiatives such as community allotments or community gardening schemes	Some discussion and planning & working with interested parties.	Medium

**DORCHESTER TOWN COUNCIL****POLICY COMMITTEE – 15 MAY 2018****WEST DORSET DC CAR PARK – FREE DAYS**

1. As part of a review of its car park management arrangements in 2017 WDDC has chosen to remove a range of historic local arrangements, which varied considerably from town to town. At a practical level the impact on Dorchester has been modest although it has caused some change to benefits previously enjoyed, e.g. the use of parking on Civic Days and the benefit provided to honorary townspersons.
2. In exchange for the loss of benefits WDDC has instead proposed that on 5 occasions each year, the car parks in a town will be made free. This presents a new benefit to Dorchester as blanket free parking has not generally been required.
3. Thusfar, because of timing issues, the Town Clerk has supported a request by the Dorchester Carnival Team to make Carnival Day on Saturday 16 June a free parking day. This has been approved by WDDC. A request has been considered regarding an event in September but further investigation identified that it takes place on a Sunday, when parking is already free.
4. The Town Clerk has started discussions with Dorchester BID regarding opportunities to use free parking to promote footfall in town. The obvious option is for free parking in the run up to Christmas but there may be other opportunities. The Council's Community Development Officer is also aware of the potential to support community events.
5. It is **RECOMMENDED** that, with regard to 2018/19 events, the Town Clerk, following liaison with the Chairman of the Policy Committee, makes requests to WDDC for the remaining four days available
6. It is unclear whether the offer will remain in place once/should car parks be taken over by the Unitary Dorset Council from April 2019. A further recommendation will be made once the position becomes clearer.

Adrian Stuart  
Town Clerk