



Dorchester Town Council

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13 March 2019

Agenda for the meeting of the **Policy Committee** which will be held in the **Council Chamber, Municipal Buildings, Dorchester** on **Tuesday 19 March 2019** 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 D. Taylor and Councillors B. Armstrong-Marshall, R. Biggs, A. Chisholm, T. Harries, S. Hosford, G. Jones (Chairman), T. Jones and P. Stein.

1. Apologies, Declarations of Interest & Signing of Minutes
To sign Minutes of the meeting of 22 January 2019, adopted by Council on 29 January 2019.
2. Financial Update at 28 February 2019 A
3. Corporate Plan Update at 28 February 2019 B
4. Dorchester Community Land Trust and the Tennis Courts Project C
5. Review of Town Council Governance Arrangements D
6. Assets held by Dorset County Museum E



DORCHESTER TOWN COUNCIL
POLICY COMMITTEE – 19 MARCH 2019
FINANCE REPORT AT 28 FEBRUARY 2019

1. Summary of Current Position

- Month 11 spend (Appendix 1) £50k below profile – full year likely to be £45 - £60k
 - £33k saving on Outdoor Services staff salaries and pensions
 - Overspends on Municipal Buildings maintenance and lower hirer income

2. Cash Position at 28 February 2019

£000

• Lloyds Bank	181	Nil interest
• Payden Global	1,000	c. 0.50% return
• National Savings and Investments	255	0.70% interest
• Total Cash	1,436	(31 Jan £1,610k)

3. Debtors & Payments

- Debt over 30 days = £682, 1 debtor (30 Oct £721, 1 debtor)
 - Payments list 1 January – 28 February 2019 on website. Supporting vouchers can be inspected during normal office hours
- RECOMMENDED** that the Payments list, totalling £267,421.71 is approved

4. Internal Audit 2018/19

- Second Internal Audit report attached at Appendix 2
- **RECOMMENDED** that the Internal Audit report and our response is noted

Adrian Stuart
Town Clerk

MANAGEMENT REPORT AT 28th February 2019

By Spend Type	Budget £000	Profile £000	Actual £000	-Under/Over £000
Staff	701	642	610	-33
Capital Financing	46	40	40	-0
Other Payments	474	434	422	-12
To Specific Reserves	163	163	164	1
Income	-173	-170	-177	-7
Net Budget	1,211	1,109	1,059	-50

By Service	Budget £000	Profile £000	Actual £000	-Under/Over £000
Allotments	-5	-5	-5	1
Parks & Open Spaces	135	130	117	-13
Cemeteries	-13	-11	-14	-3
Corp. & Dem. Manage.	35	32	31	-1
Cultural & Twinning	41	44	43	-1
Municipal Buildings	145	130	143	13
Other Services	91	69	59	-10
Office Team	375	346	337	-9
Outdoor Services	406	374	347	-27
Net Budget	1,211	1,109	1,059	-50

Earmarked Reserves with budgeted Expenditure In Year	Budget £000	Profile £000	Actual £000	-Under/Over £000
Borough Gardens	29	29	30	1
Municipal Buildings	0	0	3	3
Play Equipment	8	8	10	2
Vehicles and Equipment	15	15	14	-1
Cemeteries	205	170	166	-4
Walks, Trees & Public Realm	75	58	58	0
Art & Cultural	12	12	17	5
Corporate Projects	319	319	311	-8
Net Budget	663	611	609	-2

Darkin Miller Chartered Accountants
 2018/19 INTERNAL AUDIT OF DORCHESTER TOWN COUNCIL - FINAL REPORT VISIT 2 OF 3: 25th FEBRUARY 2019
 Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Pr	Management Response	Resp Off	Due Date
2.1 – Procurement or formal exemption for smaller recurrent expenditure	<p>Officers have carried out a review of procurable and non-procurable expenditure, and have been working through the list to ensure that expenditure which can be procured (via a competitive process) is put out to market to obtain best value. All large one-off expenditure (such as the new cemetery walls and roads at Poundbury Cemetery, and the new tennis courts at the Borough Gardens) have been tendered, but a range of smaller recurrent expenditure has either not been through a competitive process, or has not been market tested for a number of years.</p> <p>I note that some of these types of expenditure would fall under the Council's Financial Regulations exemptions for specialist services (FR 10.2).</p> <p>Is it recommended that officers continue to undertake competitive processes for expenditure which has not yet been procured, or which has not been market tested in some time; and that they consider and seek formal confirmation from Council of any exemptions from procurement under the Council's Financial Regulations. This will enable the Council to ensure that it is fully compliant with its Financial Regulations.</p>	M	Accepted. In the short term the response will be to seek exemptions for a range of lower value contracts where the costs of a procurement exercise will outweigh any marginal financial gain	NH	31 July 19

DORCHESTER TOWN COUNCIL**POLICY COMMITTEE – 19 MARCH 2019****CORPORATE PLAN UPDATE AT 28 FEBRUARY 2019**

1. The Corporate Plan is in its final months of delivery, prior to a new Council setting a new direction. The Milestones were reviewed in July 2018 and reset to take account of the priorities over the final 12 months of the Council (Appendix 1)

Dorchester Markets

2. The future management and administration of Dorchester's Markets has been at the top of the agenda of discussions with West Dorset District Council.
3. Recognising the risk that the work of the Dorchester Markets Joint Panel would not be a priority for the new Dorset Council, in order to safeguard and enable the ongoing work of activities associated with Dorchester's Markets, the Panel made the following recommendation at a meeting in February:-

That, in order to safeguard the future management of the Markets Panel, the Dorchester Markets Informal Joint Panel supports the transfer of the following management functions to Dorchester Town Council

- Governance Administration
 - Financial Administration
 - Car Boot Fund Administration
 - Liaison with Market Operators
4. The recommendation does nothing to alter the overall management of Markets in Dorchester; the Panel remains in place, as do the distribution arrangements and the lease to hold the Market on the site, while site management and maintenance at Fairfield remain with the Dorset Council.
 5. It is **RECOMMENDED** that Dorchester Town Council accepts the recommendation of the Markets Joint Panel as laid out above.
 6. West Dorset District Council have decided not to deal with the recommendation, so it will remain as an outstanding issue for the new Dorset Council to consider. The Town Clerk will press for an early decision by the new Dorset Council.
 7. In practice there is no immediate risk to market operations. In the event that the work of the Joint Panel is not given appropriate priority during the new Council there will be a growing risk to market operations, the distribution of car boot fund surpluses and the long term strategy for managing viable markets in the town.

Heritage Tourism Strategy Development

8. At the January meeting it was reported that a consultant partnership had come forward wishing to tender for work to develop a Heritage Strategy. The Committee agreed to meet

with the consultants to discuss their proposals.

9. However since January a number of events have occurred which have necessitated a delay in the meeting with the consultants:-

- West Dorset District Council have allocated £50,000 to develop Dorchester's Heritage Tourism strategy, with the expectation that it will be overseen by the Dorchester Heritage Joint Committee, who would employ a part-time project manager to co-ordinate activity
- A second partnership approached the Town Clerk wishing to discuss discrete elements of the work programme – a proposal is currently awaited from the partnership
- Discussions are active with Dorchester Civic Society to lead an audit of the town's heritage assets, building on work undertaken by one of their members to catalogue the listed buildings in the town

10. Given the allocation of funding to the Heritage Joint Committee by West Dorset DC it is anticipated that that body will take on the role of overseeing the delivery of the strategy. A report has been prepared for the Heritage Joint Committee to consider at its meeting on 25 March, covering

- The Heritage Tourism Strategy Development programme
- The future make up and role of that body after the 2 May elections

Adrian Stuart
Town Clerk

CORPORATE PLAN MILESTONES WORKING WITH PARTNERS

APPENDIX 1

Project	Cttee	Anticipated Outcome	Milestone	Current Progress	Success ?
Local Economy Explore opportunities to improve Market operations	Pol/DMJP	Vibrant Market contributing to town's attractiveness & retail offer	Determine future of Market governance Sep 18	See main report	☹️
	Pol/HerJ	Support from wider Heritage & Business Community	<i>Project Plan in place</i> Dec 18	See main report	☹️↑
Traffic and Parking Influence delivery of Traffic and Parking Strategy	Pol/DTEP	Improved parking and traffic management through agreed joint approach to strategy	Presentation to Informal Council meeting Jun 18	Completed	☺️
			Prepare plan for partners to implement Mar 19	Delayed due to Local Government Reorganisation	☹️
Housing Develop Trinity St site with Dorchester CLT	Pol	20 x 1bed flats for sale to young workers	<i>Submit Dev Control application</i> Dec 18	See separate report	☹️
	Pol	Strategy focused on identifying other options for delivering Affordable Housing	Draft ideas in place Dec 18	New strategic aim to identify privately owned sites in the town suitable for affordable housing	☹️
Recreation Support delivery of Great Field recreation development	Man	Destination public park	Development Control application submitted Dec 18	No application required. Play Equipment site visit undertaken. Planting scheme and overall plans	☺️

Support delivery of improved Arts offer in the town	Pol/ Man	New Arts facility in the town, preferably at The Maltings	Decision taken re continued support for The Maltings Sep 18	agreed. Pavilion commissioned by Duchy of Cornwall January “Summit meeting” inconclusive. Discussion with Dorset Council planned for July.	☹️
Support Community Plan	Pol	Several new community initiatives delivered	5 initiatives supported Mar 19	New initiatives include Plastic Free Dorchester and WW1 Homecoming event	☺️
Environmental & Heritage					
Replace tourism signage	Man/ Her	Legible signage scheme in town	<i>Commence scheme rollout</i> Oct 18	In production, due on site Mar 19	☹️
Refurbish the Town Walks • Ph2 South Walks • Ph3 North/West Walks	Pol	Improved appearance of The Walks -	South Walks delivered Jun 18 Grove/N’hay delivered Mar 19	Project completed, inc. advanced completion of Ph3 & Ph4	↑ ☺️ ☺️
Refurbish public spaces in South Street • Design for Town Pump area	Pol	Improved accessibility and visual appearance of town centre	<i>Draft design in place</i> Dec 18	Awaiting WDDC Town Centre Masterplan. £90k secured from WDDC	☺️↑
• Design for Southgate area	Pol		Preliminary ideas collected Mar 19	Awaiting outcome of WDDC Town Centre Masterplan consultation	☹️
Carry out Informal heritage sites audit	Pol/ HerJ	Local Heritage documented	<i>Auditor appointed</i> Sep 18 <i>Audit completed</i> Mar 19	Civic Society considering taking a lead role in the project	☹️

CORPORATE PLAN MILESTONES WORKING ON OUR OWN SERVICES

Project	Cttee	Anticipated Outcome	Milestone	Current Progress	Success ?
Municipal Buildings Improve Council Chamber Lighting and Heating	Man	Warm, well-lit Chamber	New lighting scheme agreed, heating in place Oct 18	Completed	😊
Cemeteries Complete Poundbury Cemetery Infrastructure	Man	All Cemetery infrastructure in place	External walls and internal roads underway Sep 18	Completed	😊
Culture, Twinning & Other Co-ordinate WW1 Commemorations	Man	Dorchester's role in WW1 commemorated	Centenary Park dedicated and Trail in place Sep 18	Completed	😊
			Sculpture on South Walks	Completed	😊
			Road in place Nov 18		
Governance & Admin. Engage in Local Government Reorganisation discussions Develop CIL Projects list Respond to WDWP Local Plan Review	Pol	Some assets and services transferred to DTC	Agree assets and services transfer list Sep 18	Completed.	😞↓
	Pol	List of future CIL projects in place	Develop process for the new Council to identify CIL priorities Mar 19	Draft list developed with WDDC officers. CIL held totals £15k. WDDC s106 meeting Mar 2019	😊
	P&E	Adopted Local Plan reflects concerns about need for appropriate development	Respond to Local Plan Review Sep 18	Completed. Responded to WDDC in line with timetable Oct 18	😊

Prepare for 2019 Elections and new Council	Pol	Plan to support new Council in place	Respond to LGBCE review	Completed	☺
				Aug 18	
			Review governance arrangements	Completed. See Separate Report	☺
			Jan 19		
			Create training programme	Report to Policy Mar 19	☺
			Mar 19		

☺ Positive progress/Completed ☹ No tangible progress ☹ Project has a problem likely to result in missing objective ⬆ Major Step Forward

⬆ Major Step Backward **Bold** Updated this time *Italics This milestone has been reset, the previous target having been missed*

DORCHESTER TOWN COUNCIL**POLICY COMMITTEE – 19 MARCH 2019****DORCHESTER COMMUNITY LAND TRUST AND THE TENNIS COURTS SITE**

1. Three years ago the Town Council declared the Tennis Courts site, bordered by Trinity St Car Park and West Walks, as surplus.
2. At the time the Council wanted to explore alternative models of making housing available for sale to enable young workers to live in the town. The Council championed the creation of a Community Land Trust with the object of developing 20 affordable flats on the Tennis Courts site, with the expectation that the flats would be sold to young workers at an affordable price that covered the cost of their construction. Subsequent resales would be subject to the same rules of occupancy. A subsequent review of the Council's Corporate Plan recognised that some properties might alternatively be made available at an affordable rent.
3. A Trust was formed and has made steady progress both in terms of a design for the site and funding for the scheme, receiving enormous help from West Dorset District Council both by way of cash grant and funded support from Wessex CLT Project. Initial discussions with Hastoe Housing Association progressed well but unfortunately, following a change in corporate direction at national level, they have stepped back from the project.
4. Following invitations to a number of other Housing Associations, discussions are now at a developed stage with Places for People, a national Association with a local office based at Poundbury. That partnership has led to a proposal, outlined at Appendix 1, with the following **recommendation**:-

That Dorchester Town Council should approve the development of the West Walks site for 15-20 flats for rent by DACLT and Places for People Housing Group on the basis of the attached Heads of Terms.

5. The proposal does not meet the Council's original corporate ambition to develop an innovative and replicable model to release land to enable young workers to access the town's housing market. On the other hand it does provide 15-20 units of affordable flats for rent specifically to young workers who would not, ordinarily, be able to access such accommodation in the town.
6. The Committee's instruction is sought.

Adrian Stuart
Town Clerk

Report from Dorchester Area CLT to Dorchester to Council

Proposal for the tennis court site at West Walks

22 February 2019

1. Executive Summary

It is proposed that the project in West Walks be developed as 15-20 flats for rent by Dorchester Area CLT and Places for People Housing Group as set out in Heads of Terms at Annex A. These Heads of Terms have been agreed (subject to contract) by DACLT and Places for People. A Local Lettings Plan would govern the flats, ensuring that they are occupied by working people unable to afford to buy a home in the town, as originally intended. Dorchester Town Council's approval is requested to progress the project on this basis.

2. Background

2.1 DTC has offered the tennis court site in West Walks to DACLT for the construction of 15-20 flats for people who are working in the town but unable to buy a home. DTC had proposed that these flats be sold at a discount from market value, both initially and in perpetuity.

2.2 As a new trust, DACLT has sought a housing association partner for the project whereby the CLT would own the freehold and control affordability while the HA would do the 'heavy lifting' in terms of funding, development and sales risks. The Wessex CLT Project has supported many such partnerships - in Maiden Newton, Toller Porcorum, Symondsburry, Lyme Regis and Marshwood, to name a few - and is supporting DACLT.

2.3 Various HAs have been canvassed for their interest in the project, namely Hastoe, Magna, Places for People, Yarlinton, Stonewater and Aster. Only Places for People expressed a real interest having previously developed flats for sale at discounts from market value in Poundbury. Places for People is based locally in Queen Mother Square, Poundbury.

3. Current Position

3.1 Places for People has recently received a strategic grant allocation from Homes England of £74m and it became clear in early meetings that the organisation's priority is to commit this grant on new homes for rent and/or shared ownership, and that a discount market development, while still of interest, would be a lower priority.

3.2 There is also the problem that the West Walks project would require grant to achieve affordable sales values and it remains the case that a significant proportion of this grant can only be obtained from Homes England's Community Housing Fund. Projects funded by this grant would need to complete by March 2020; something which cannot be guaranteed at West Walks.

3.3 Places for People has therefore offered to invest some of its strategic grant allocation of £74m¹ in the project to provide shared ownership flats or rented flats; in either case for the same

¹ <https://www.gov.uk/government/news/homes-england-agrees-first-wave-of-strategic-partnerships-to-ramp-up-building-of-affordable-homes>

people as originally intended: people working in Dorchester but unable to afford to buy a home in the town. An explanation of why shared ownership would not be an appropriate form of tenure is set out in Annex B.

3.4 DACLT and Places for People are both keen to progress the project as 15-20 flats for rent. Feasibility work and pre-app consultations are complete and DACLT will shortly receive an allocation of grant from Homes England to underwrite the cost of preparing a detailed planning application. Solicitors have been retained by both parties and are waiting to start work on an Option Agreement with the Town Council for the purchase of the land at £100,000.

4. Perpetuity

4.1 The principle of perpetuity would be incorporated into a rented scheme by protecting the flats from the 'voluntary Right to Buy'. This has been achieved on other CLT/HA partnerships through a clause in the lease between the CLT (as freeholder) and the HA (as the lessee). The 'voluntary Right to Buy' is the measure introduced by the Housing and Planning Act of 2016. Tenants would however still have the 'Right to Acquire', which cannot be excluded contractually. Nevertheless, this is little exercised in practice due to the low level of discounts available. The Right to Acquire only accounted for the loss of 0.05% of housing associations' stock in 2018.

5. Recommendation

5.1 That DTC should approve the development of the West Walks site for 15-20 flats for rent by DACLT and Places for People Housing Group on the basis of the attached Heads of Terms.

Wessex Community Land Trust Project

Heads of Terms of a Partnership between Dorchester Town Council, Dorchester Area CLT and Places for People [v10.3 rent]

Subject to Contract and Without Prejudice

These Head of Terms set out the nature of a mutually supportive working relationship between Dorchester Area CLT (DACLT), Dorchester Town Council (DTC) and Places for People (PfP). By working together, DACLT, DTC and PfP plan to provide 15-20 much needed affordable flats for people who work in Dorchester, but cannot afford to live there. To ensure a clear understanding about roles and responsibilities, the Heads of Terms will need to be agreed early at the outset by DACLT, DTC and PfP. In due course, they will then be formalised by DACLT, DTC and PfP through a combination of an Option Agreement, a Headlease, a Local Lettings Plan and a Section 106 Planning Agreement.

The purpose of the project

DTC wishes to use its land holding in Dorchester to provide affordable homes for people who work in the town but cannot afford to live here. Over 25% of those working in the town currently live in Weymouth, Yeovil and other nearby towns; typically, these commuters will be under 35 years of age and earning an average of £25,000.

The provision of affordable homes in Dorchester would help relieve pressure on the town's roads and parking facilities, help local employers recruit and retain staff, support the local economy through earnings being spent locally, and improve the quality of life for those with long commutes.

The flats are to be of the 'pocket living' typology, having one double-bedroom and an internal floor area of 42.5m² (representing 85% of the Nationally Described Space Standard).

Securing the site

In due course DACLT and PfP will enter into a three-way option agreement with DTC. This means that DTC will commit to entering into a long-term lease (125 years) with PfP for the land value of £100,000 and, simultaneously, to selling the freehold to DACLT for £1; all subject to planning permission and any other conditions set out in the heads of terms. The lease will contain a break option in favour of DACLT which will be cost neutral to PfP. From the first anniversary of the lease being entered into, a ground rent will be paid by PfP to DACLT at the rate of £4 per affordable home per week (index-linked). The lease will also prevent rented homes being offered by PfP under the voluntary Right to Buy without DACLT's permission.

Financial Structure

DACLT has successfully applied for revenue grant from West Dorset DC's and Homes England's Community Housing Funds. This has enabled DACLT to appoint an architect, engineer and other agents for feasibility work and, in due course, to make a planning application. Positive pre-app meetings have already been held with the LPA. PfP will be required to meet its own costs as it deems necessary in its role as the funder/developer/manager of the homes. PfP may also be

required to meet any unforeseen additional costs involved in a planning application. PfP will need to ascertain the probability or level of such costs being incurred and budget accordingly.

PfP will raise the necessary development finance in the form of grants and loans for the project, and the specification will be to at least the Homes and Community Agency's standard for affordable housing. West Dorset DC has agreed an allocation of up to £150,000 to the project as a capital subsidy to help achieve financial viability. This was on the basis of the project being governed by resale covenants and PfP will need to ascertain whether the allocation would still be available to a project for rent. DACLT and PfP will work together throughout the process: at the briefing stage, as designs are drawn up and on legal/technical due diligence. Prior to a planning application being submitted, DACLT and PfP will also arrange at least one drop-in session for the wider community to give their views on the proposals.

Initial and future rents will be set in accordance with the formula for Affordable Rents subject to total rents and service charges being capped by the Local Housing Allowance applicable to this location. This will be stated in the Section 106 Agreement and/or the lease.

Because PfP is bearing the risks and costs of development and long-term management, it will need to ensure that the scheme is financially viable. DACLT recognises this and agrees to work with PfP to this end, including facilitating access to Community Housing Fund capital grants to top-up PfP's strategic grant allocation of £74m from Homes England². PfP will reserve a place in its development programme to ensure that the homes can be completed, subject to planning, in 2020.

Lettings

DACLТ and PfP will work with WDDC [and subsequently the new Dorset unitary] to draw up a Local Lettings Plan for the homes. To be eligible for the scheme, applicants at the initial let and at each relet will need to a) have worked in the town for a given period; b) register with the Dorset Home Choice; c) own no other property; and d) have an individual income below £30,000 or, for a couple, a combined income below £60,000 per annum. This will ensure that preference for the homes is given to people who work in Dorchester but cannot afford to live there. PfP will have a policy in place to prevent any Mutual Exchanges involving applicants who are ineligible under the Local Lettings Plan.

Wessex CLT Project

WCLTP will support the project for its duration, drawing on its experience of many such partnership projects in Devon, Dorset and Somerset. WCLTP will co-ordinate and support the partnership as required; its focus being on support for DACLT as a new community organisation.

² <https://www.gov.uk/government/news/homes-england-agrees-first-wave-of-strategic-partnerships-to-ramp-up-building-of-affordable-homes>

Shared Ownership

Of the two forms of tenure for which Places for People has grant available- rent and shared ownership - the closest to the original discount sale model is shared ownership. However, shared ownership would not deliver a project which is affordable in perpetuity for the following reasons:

- The government's prescribed form of shared ownership lease offers residents the opportunity to 'staircase out', in other words to buy 100% of the equity over time. Only shared ownership leases in small rural communities and those targeted specifically at older people can restrict staircasing to less than 100%.
- In 2015, the government changed the prescribed form of lease to remove the 'right of pre-emption' for housing associations where a leaseholder has 'staircased-out'. This means that leaseholders buying 100% of the equity can sell their flat on the open market; there is no right for the association to repurchase the flat and, by so doing, re-provide it as a subsidised shared ownership home. There is therefore nothing to prevent flats being 'lost' as affordable homes.
- Although housing associations are obliged to recycle grant that is recovered as leaseholders' 'staircase', there is no obligation on them to recycle the grant into a specific project. Indeed, if associations don't recycle the grant within three years, Homes England will collect it and recycle the money itself into other affordable housing projects. This means that, even if an association were able to repurchase a flat, it couldn't be sure that it would have the grant to subsidise it once again.

DORCHESTER TOWN COUNCIL**POLICY COMMITTEE – 19 MARCH 2019****REVIEW OF TOWN COUNCIL GOVERNANCE ARRANGEMENTS**

1. In November 2018 Council appointed six Members to a Task and Finish Group to review Corporate Governance arrangements, the aim of the group being to review the wide range of formal and informal practices in which Members of Council are engaged. Any learning gained will be available to the new Council to be elected on 2 May, but generally it will be for that Council to decide whether to make changes.
2. The Group met twice, in December and February, covering a significant amount of ground in a short time. The broad conclusions of the Group were:-
 - The meetings (Committee and Informal meetings) practices now in place at the end of the 4 year period of the Council work well – no fundamental change is required
 - Local Government Reorganisation may have an impact, although not yet quantifiable – over time it may impact on overall workload, joint governance arrangements, the demand for outside body representatives – the impact of LGR should be monitored during year one
 - The new Induction and Training programme for the next Council should assume no prior knowledge, should incorporate strengthened Budget management training and opportunities for new, non-political, Member mentoring
 - A number of long-standing customs, practices and conventions, particularly relating to the civic working of the Council, should be fully documented, explained and confirmed by the new Council
 - It was noted that should any two or more Members wish to form a political group it would result in a requirement for a number of revised governance procedures
3. A more detailed note covering the full list of discussion points over the two meetings is attached at Appendix 1. A preliminary list of Induction and Training opportunities is included at Appendix 2.
4. It is **RECOMMENDED** that the report 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.

Adrian Stuart
Town Clerk

POINTS DISCUSSED BY THE GOVERNANCE ARRANGEMENTS TASK AND FINISH GROUP

DISCUSSED, CHANGE PROPOSED

- Members were content that decisions regarding Committee and Outside Bodies appointments would in future go to Council, rather than continue to be considered first by a Selection Committee of senior ward members – the Selection Committee would effectively become redundant
- Clarification needed from Dorset Council regarding future of 3 valued partnership arrangements
 - Dorchester Markets Informal Joint Panel and related Car Boot Panel
 - Dorchester Heritage Joint Committee
 - Dorchester Transport and Environment Plan Stakeholder Group
- It was noted that there was no overriding need for Town Council involvement in, or the continued delivery of, the Dorchester Sports Centre Stakeholder Group
- A formal process should be introduced to identify awards to Honorary Citizens
- To avoid risks associated with lift failures stopping attendance by disabled visitors at Council meetings, the Council's Calendar of meetings could be moved to Monday evenings and the Corn Exchange
- Members understood the need for a review of the direct element of the Mayor's Allowance due to HMRC requirements and agreed that the Mayor's Secretary work with recent Mayor's to develop a more detailed report covering its distribution

DISCUSSED, NO CHANGE PROPOSED

- Arrangements for the 3 main Committees and Council worked well
- No request to return to the Panel system last used 4 years ago
- Task and Finish Groups had been effective
- Site Visits were valuable for all Members to attend, both to gather info and to network with other councillors informally
- Noted occasional duplication of work at Policy and Management Committee, recognising that it might create confusion due to different resolutions but at the same time it allowed inclusiveness and recognised the two Committees had different roles
- Existing options regarding access to Council Agendas and other documents by paper and technology work well. There was no support for a technology only solution
- Members considered but did not support a move to daytime meetings
- Members considered but did not support the creation of a Leader of Council role
- Members considered and were content with arrangements for the payments of Members Allowances

ISSUES THAT NEEDED TO BE MONITORED

- Additional workload arising out of LGR of upper tiers still unclear

- Outside Body roles – new requests due to reorganisation of upper tiers unlikely to be significant
- A town-wide review of how grant giving bodies and applicant organisations are matched might present opportunities for time and other efficiencies
- 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

INDUCTION & TRAINING OPPORTUNITIES

PRELIMINARY LIST

INDUCTION

- Elected Councillor Contact Packs
 - For distribution immediately following election result announcement
- Housekeeping Basics
 - Declaration of Acceptance of Office and other paperwork, Office tour, Contact details, Committee Calendar and Agendas, etc
- Governance Arrangements
 - Council overview, Committee and Outside Body preferences, Mentoring opportunities, Civic and Ceremonial arrangements
 - Prior to Mayor Making and Adjourned Annual Meeting of Council - Opportunity to run through Agendas, protocols, etc
- Operations Site Visit
 - See facilities and meet non-office staff

TRAINING EVENTS (IN HOUSE)

- How the Council and Councillors operate
 - Standing Orders & Financial Regulations, Committee and Officer Structures, Code of Conduct, Relationships with Dorset Council and Other Agencies
- Corporate Planning
 - To include Medium Term Financial Planning and Budget Strategy
- Planning
 - Development Control, Local Plans, Highways, Licensing and Other Issues

TRAINING EVENTS (EXTERNAL) – mainly run by Dorset Association of Parish & Town Councils

- New Councillor Training
- Chairmanship Skills
- Financial workshops
- Other courses from DAPTC as they become available
- Other courses run by the new Dorset Council regarding the role of Town Councils and Councillors

DORCHESTER TOWN COUNCIL**POLICY COMMITTEE – 19 MARCH 2019****ASSETS HELD BY DORSET COUNTY MUSEUM**

1. As part of the process for cataloguing the move out of their High West Street building Dorset County Museum have identified two specific items which are officially on loan from the Council for Dorchester, as follows: -
 - A Standard bushel measure
Description: Bronze, dated 1601. Finely cast in bell metal, this measure would have been used by town officials to check the accuracy of amounts of corn being sold by traders in the local market. It is inscribed with a crown motif, portcullis and ER monogram linking it closely to Queen Elizabeth I (1503-1603)
Accession number - 1884.4.1.1
 - Dorchester Town Stocks
Oak with iron fittings. 17-18th century. These stocks stood at the side of the Town Hall at the beginning of the 1800s.
Accession number - 1884.4.1.3
2. The Museum would like to include the items in their new Dorset People's Gallery when Tomorrow's Museum for Dorset reopens in 2020.
3. The items are recorded as currently being on loan from the town to the Museum, possibly having been handed on by the Corporation of Dorchester some time in the 1880's. As far as the Museum can tell, the paperwork for the loan of these items has not been updated in recent years and the Museum would like to arrange a new loan agreement for a 5 or 10 year period.
4. Discussions have progressed to the stage where, rather than sign regular loan agreements the town loans or donates the items to the Museum on a permanent basis provided they are retained in their collection.
5. It is possible that, during their housekeeping exercise, the Museum may identify other important pieces of social history related to the town and technically in the ownership of the Corporation.
6. It is therefore **RECOMMENDED** that, after approximately 134 years on temporary loan to the Museum, the two items mentioned above are permanently transferred to the collection of the Dorset County Museum and the Town Clerk is authorised to extend this offer to any further items that are identified as part of the cataloguing exercise.

Adrian Stuart
Town Clerk